

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

**MINUTES OF MEETING OF THE GOVERNING BODY
HELD ON MONDAY 2ND DECEMBER 2013 AT 7.00 PM**

Present: Marta Baker (Chair) Niki Roberts (Headteacher)
Shirley Coulter Myriam Groessens
Angela Craggs Barbara Gadd
Ed Lockington Matthew Moore
Nigel Humberston (from 9.00 pm) Steve Whitehead
Vicky Griffin Stephen Ives
Vicki Mock Linda Carlisle (Clerk)
Adrian Quinn (Headteacher Support Service) (until 7.15 pm)

The meeting opened at 7.00 pm

98 Apologies for Absence

Apologies for absence were accepted for David Gent.

Talk by Adrian Quinn on Looking After Your Head – Work Life Balance Information Pack for Governors

Adrian Quinn from the Headteacher Support Service gave a talk to the Governing Body on Looking After Your Head and a Work Life Balance Information Pack was circulated to governors.

A governor asked where to get help if there are concerns. Governors can contact Adrian Quinn or Governor Services for a confidential service. Support for the headteacher and discussion with governors can take place if the headteacher gives permission.

The Governing Body thanked Adrian Quinn for his talk

7.15 pm Adrian Quinn left

99 Election of Two Vice Chairs

Nominations: Vicki Mock, Nigel Humberston and Stephen Ives

Vicki Mock stated she would withdraw as a nomination. Nigel Humberston and Stephen Ives left the room and were voted in a Vice Chairs.

(It was later realised that being a member of staff Stephen Ives could not take on the role of Vice Chair therefore the second Vice Chair to be elected at the next meeting)

Action: Clerk

100 Declarations of Interests

There were no declarations of interest.

101 Minutes of the Last Meeting held 1st October 2013

The minutes of the meeting were agreed and signed.

Signed Date

102 Matters Arising from the Minutes

Thank you letter to Paula Toye sent.

27 Remaining skills audits to be completed and returned

Action: All Governors who have not completed skills audit

65 Ofsted Data Dashboard to be presented at the meeting

82 Feedback on Pay and Conditions course and Ofsted course to be given at the meeting

Value and Quality Committee to produce new terms of references for approval – ongoing and to be approved at the next meeting.

Action: Value and Quality Committees and Clerk

Mobile numbers added to governor contact details

SLP Governor Folders – ongoing.

Action: Clerk

Updated committee membership and governor responsibilities circulated.

85 Safeguarding report returned

90 Traffic Situation – the Parish Council is meeting tonight. The landlords of the local pub has met with Niki Roberts and withdrawn its permission for school parking in the pub car park and a letter has been sent to parents informing them of this decision. There were problems in the afternoon with cars parking in the wrong area of the pub's car park and deterring trade. A no parking sign is in place but some cars are still parking there and very reluctantly they are considering alternative actions. Niki Roberts is to meet with the Landlord again to discuss the effects of the withdrawal of the car park this week and how to avoid further parking problems with Christmas events. A CCTV camera is installed by the landlord so it is possible to identify offenders if this continues to be a problem.

Areas discussed by the Parish Council are extending parking into the wood, traffic controls, wanting more controls, speed devices fitted for recording overall flow of traffic and reducing HGV traffic. A bicycle was recently hit in the area. It was suggested the idea of lift shares should be added to the parent letter but this is already part of the school travel plan.

The Governing Body agreed to wait for the outcome of these matters.

94 Information from Clerks' Briefing on SLP

103 Any Matters of Urgency not already on the Agenda

There were no matters of urgency.

104 Headteacher's Report

As circulated covering:

- ⤴ Academic Achievement
- ⤴ Teaching Standards
- ⤴ Behaviour and Safety
- ⤴ Leadership and Management
- ⤴ European Project
- ⤴ Residential
- ⤴ Areas for Improvement
- ⤴ Challenges for Improvement

The Governing Body approved the following school trips:

- ⤴ Spain for 4-6 Year 5 children
- ⤴ Italy for Year 6
- ⤴ Kilve Court for Years 3 and 4 - 24th-26th February 2014

Signed Date

▲ Pinkery for Years 5 and 6

There were no questions on the headteacher's report.

105 Committee Reports and Approval of Terms of References

Quality

Meeting held on 29th November 2013 and minutes to be forwarded to the Clerk. New Terms of Reference in hand.

Action: Quality Committee

Value

Meeting held on 14th October 2013 and minutes to be forwarded to the Clerk. New Terms of Reference in hand. Feedback from Pay and Conditions course included in the minutes.

Action: Value Committee

School Performance Group

The School Performance Group to meet on Tuesday 21st January 2014 at 8.30 am. Members of the group to be Niki Roberts, Angela Craggs, Myriam Groessens, Marta Baker, Matthew Moore and Vicky Griffin. The topic of the first meeting to be RaiseOnline for KS1 especially and governors were reminded to read RaiseOnline before the meeting.

Action: School Performance Group

Meet the Governors

It was agreed to restart the Meet the Governors meetings. Myriam Groessens to arrange and contact all governors to attend on a rota basis.

Action: Myriam Groessens

106 Ofsted Focus

Pupil Premium

Analysis and Challenge Toolkit for School Leaders – Primary shown. Examples of funding to go into tuition, extra support, resources, trips and visits – all outlined on the form. Self review questions for the Governing Body were shown. Niki Roberts to e-mail governors when it is complete and on the SLP.

Action: Niki Roberts

The Sutton Trust gives research of breakdown and impacts and costs of possible actions. A record is kept of provision and costs for each child and to be discussed at the School Performance Group. The Governing Body needs to intervene if progress is not made by each child.

A governor asked for examples of resources used for pupil premium children. The full details are being recorded and will be placed on the SLP when it is complete. An example was given of one to one tuition or group extra help. An example was given of a nurture group where children are encouraged to mix, talk and do activities.

Services Children

Services children are also allocated pupil premium and this will be broken down and placed on SLP for governors.

Signed Date

PE Additional Funding

The school has employed a PE coach and PE assistant and bought sports equipment. The funding must be accounted for and these expenditures will be broken down and outlined.

Feedback from Governors' Ofsted Course

The course provided handouts on Ofsted. The whole Governing Body does not need to know everything about the school but needs to know who to refer to and must be able to account for Pupil Premium.

9.00 pm Nigel Humberston arrived

Governors must be aware of the difference made and progress made or if no progress has been made. Governors must also be able to account for PE funding. Expertise must be shared and the Governing Body must be open. The Governing Body will be judged as a Senior Leadership Team. There must be evidence to back up claims.

107 Ofsted Data Dashboard

To be discussed at the next meeting.

Action: Clerk

108 Approval of Governing Body Standing Orders

The Governing Body Standing Orders were approved.

109 Governor Self-Evaluation Forms

Two self-evaluation forms were circulated. The Governing Body to self-evaluate in the Summer term and to link with the SDP. Clerk to put on the Summer term agenda.

Action: Clerk

110 Traffic Situation

This item had been covered under Matters Arising.

111 Attendance Flyer – feed back from Value Committee and any general comments

A draft attendance flyer produced by the Yeovil Federation was circulated. It was agreed to challenge and remove 'take your child to school if unwell' and the school needing doctor's notes. The Governing Body agreed to the rest of the flyer which will be distributed next term to parents.

Myriam Groessens is a doctor and had shared the advice that she had been given and this will be forwarded to the Yeovil Federation with the comments.

Some holidays have already been booked so the attendance figure will worsen.

112 SFVS

The School Financial Value Statement is a self-assessment form to be completed and returned at the end of March 2014. Work on this form is in hand with the Value Committee.

Unofficial Schools Fund Audit Certificate and Month 6 Financial Report were signed by the Chair.

113 Worship and Church Links

Signed Date

The Christingle Service will be held on Sunday 15th December at 4.00 pm
The End of Term Service will be held on Thursday 19th December at 9.30 pm
Refreshments will be served after the services

114 Scallywags Reports

September and November reports on the SLP.

115 Governor Training

New Training Governor to be appointed.

116 Correspondence

Schools Financial Value Statement letter
Ash School was quoted 44th top primary school in the country in the Sunday Times

117 Headteacher's Question Time

Data Dashboard to be discussed at the next meeting.

118 Christmas Gathering

It was agreed to hold a Governing Body get-together at the local pub in January. Marta Baker and Vicki Mock to organise.

Action: Marta Baker and Vicki Mock

119 Date of Next Meeting

Monday 24th March 2014 at 7.00 pm
Monday 30th June 2014 at 7.00 pm

The meeting closed at 9.40 pm