

**ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL**

**MINUTES OF MEETING OF THE GOVERNING BODY  
HELD ON MONDAY 24TH MARCH 2014 AT 7.00 PM**

<b>Present:</b>	Marta Baker (Chair)	Niki Roberts (Headteacher)
	Shirley Coulter	Myriam Groessens
	Angela Craggs	Barbara Gadd
	Ed Lockington	Steve Whitehead
	Vicky Griffin	Vicki Mock
	David Gent	Linda Carlisle (Clerk)

The meeting opened at 7.05 pm.

**120 Apologies for Absence**

Apologies for absence were received and accepted from Stephen Ives and Nigel Humberston.. Matthew Moore has resigned as Parent Governor.

**121 Election of Second Vice Chair**

Nomination: Vicki Mock. Vicki Mock left the room and was voted in as the second Vice Chair.

**122 Declarations of Interests**

There were no declarations of interest.

**123 Minutes of the Last Meeting held 2<sup>nd</sup> December 2013**

The minutes of the meeting were agreed and signed.

**124 Matters Arising from the Minutes**

27 Marta Baker to e-mail governors individually for skills audit not completed.

**Action: Marta Baker**

82 Value and Quality Committees new Terms of References are in draft form and to be completed and approved at the next meeting.

**Action: Value and Quality Committees and Clerk**

SLP Governor Folders – in place

105 Quality Committee to forward minutes of 29<sup>th</sup> November 2013 to the Clerk

**Action: Quality Committee**

Value Committee to forward minutes of 14<sup>th</sup> October 2013 to the Clerk

**Action: Value Committee**

School Performance Group meeting of 21<sup>st</sup> January 2014 held with discussion only and no minutes taken.

Myriam Groessens to arrange Meet the Governors meetings and contact all governors to attend on a rota basis – in hand for the Summer term.

**Action: Myriam Groessens**

106 Analysis and Challenge Toolkit for School Leaders and self review questions for the

Signed ..... Date .....

Governing Body – Niki Roberts to e-mail governors when it is complete and on the SLP – not yet complete.

**Action: Niki Roberts**

118 Governor get-together – to be held at the Ash Association Race Night on Friday 28<sup>th</sup> March.

**125 Any Matters of Urgency not already on the Agenda**

There were no matters of urgency.

**126 Headteacher's Report**

As circulated and in the format of the SEF and Ofsted Criteria

Academic Achievement tables shown:

Early Years Foundation Stage – Good Level of Development (GLD) data discussed and explanation given about Level 2 or 3 needing to be achieved in certain areas. Results were below the national average for last summer but it was a new assessment structure and the results reflected rather harsh assessing.

Year 1 Phonics testing results were similar to the national average.

Key Stage 1 Attainment –2013 results and 2014 predictions were above the national average.

Key Stage 2 Predictions examined for Progress in Reading and Level 6 entries being targeted

Key Stage 2 Predictions examined for Progress in Writing

Key Stage 2 Predictions examined for Progress in Maths and Level 6 entries being targeted – expecting 12 or more points progress

Key Stage 2 Attainment – predictions are above national averages for last year

Reading, Writing and Maths Combined – results predicted are above the national average for level 5.

Pupil Premium and High Prior Attainers' Groups were considered – Pupil Premium children predicted to progress more and close the gap.

Attendance – 96% and slightly above national average of 95.6%. Children under 90% attendance being monitored.

Teaching Standards – teaching observations completed and all fall into the categories of outstanding or good.

Behaviour and Safety – all safeguarding training is now up to date. Site safety concerns have been highlighted and will be followed up by the committees.

Leadership and Management update given.

A governor asked about performance management for the LSAs. Self-appraisals for LSAs to take place early in the summer term in preparation for PMR. Staff training is in hand.

A governor asked if the data could show a gender divide breakdown. This will be included in the

next data given

It was stated that the understanding of the data had improved across all teachers and governors.

## **127 Committee Reports and Approval of Terms of References**

New Terms of References to be completed and approved at the next meeting.

### Quality

Meeting held. Safeguarding covered. A governor queried children's safety with the hut in the Millennium Wood during school time. This is to be addressed. There was a discussion about Scallywags being on site and that it is not always possible to know who is on the premises and this is contributed to by the openness of the site. Marta Baker to arrange a governors' site tour for security issues.

**Action: Marta Baker**

### Value

Meeting held. Health and Safety audit held and follow up actions points completed. Premises to cover security. Finance covered the budget.

### School Performance Group

Discussion meeting held.

### Meet the Governors

To be arranged in the Summer term.

## **128 Approval of Adoption of Budget and Staffing Plan 2014/2015**

The proposed Budget and Staffing Plans for 2014/2015 were presented to the Governing Body.

The Overall Summary – Budget Plan 2014 to 2015 gives a Total Individual School Budget Allocation of £607,085. Total Expenditure Plan 2014 to 2015 is £625,885, giving a deficit of £18,800. Balances brought forward from 2013/2014 of £19,000 balances the budget and gives £200 cumulative surplus to carry forward to the following year.

It was reported that the budget is part of a long term plan and has sustainable costs. Office staff have taken on extra responsibilities, teaching staff remain the same and a LSA is due to retire. Cleaning, decoration and refurbishments are required and quotes to be obtained. The school sign to be updated. An IT plan to be put in place for computer replacements over a period of time. There is remaining DFCCG funds in place. Wi-fi is now in place and cheaper telephone package obtained.

A governor asked if staff costs percentage had remained constant. Staff cost percentage is currently 80.8% including a 1% increase.

A governor asked for a breakdown of teaching and support staff. A breakdown was shown of 35% support staff and 65% teaching staff. It was explained that a large number of teachers are on UPS.

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Teachers are the key resource for the school's success. Steve Whitehead to produce a breakdown for the past years.

**Action: Steve Whitehead**

It was questioned whether the title of Business Manager should change the job description. A new job description must be in place to move a grade. Job description to be reviewed.

**Action: Niki Roberts**

A governor asked why a figure was not recorded for Pupil Premium. The money had not yet been allocated. Pupil Premium money must be accounted for. An allocation of the money is on the school website and to be allocated in the budget.

The Governing Body agreed to approve and sign the budget after Pupil Premium money had been allocated at the next meeting.

**Action: Steve Whitehead and Clerk**

### **129 SFVS (Schools Financial Value Standards)**

The SFVS is in hand and to be shown to governors on the SLP when completed.

**Action: Steve Whitehead**

### **130 Ofsted Data Dashboard**

The Ofsted Data Dashboard was shown to the Governing Body. The Data Dashboard is national data giving a comparison to other schools on Test Results, Attendance, Closing the Gap, School Context and All Reports. Governors to view the data dashboard.

**Action: All Governors**

### **131 Governor Vacancies**

Matthew Moore had given his resignation as parent governor. Letter of thanks has been sent to him and a parent governor letter to be circulated to parents after Easter to fill parent governor vacancy.

**Action: Clerk**

Marta Baker to change categories from community to foundation governor giving a community governor vacancy.

Foundation governor vacancy must have church connections.

The Governing Body must look into longevity and skills when filling vacancies.

### **132 Worship and Church Links**

A Worship and Church Links group meeting is due. The Easter Service will be the 24<sup>th</sup> April at 9.30 am. Mothering Sunday Service to be held on Sunday 30<sup>th</sup> March at 4.00 pm.

### **133 Scallywags Report**

As circulated.

### **134 Governor Training**

Shirley Coulter had attended a Safeguarding course.

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### **135 Information from Clerks' Briefing**

The Clerk had attended the termly Clerks' Briefing and briefing notes on statutory items, advice and guidance and general information is on the SLP.

### **136 Correspondence**

Letter of resignation from Matthew Moore.

### **137 Headteacher's Question Time**

Q How many parents are there now with outstanding bills and, come the new school year, will you be altering the way the music lessons are paid for?

A The payment of bills for swimming has improved by sending out half term bills instead of termly bills.

There is £204 outstanding for music bills. The parents have been contacted and this is in hand. Music is billed for 10 lessons per term, 30 a year. There are 5 music teachers from Somerset Music, CHICS and a private source. Year 3 has free brass tuition for 1 term and 2 terms are paid for from the budget. One music teacher is on the school staff and the other music teachers are paid out of the cost of the lessons. Parents could be billed direct from the teacher but there are no plans at present to change. Children who do not practice could be asked to cease and children learning 2 instruments could be encouraged to learn one outside of school and continue with the other within school if this becomes necessary.

Q Is the Breakfast Club proving successful and using Pupil Premium money.

A Yes it is successful. Pupil Premium money is available to support but is not needed at present. The club could be used for social interaction. Staff children can go to the club free.

### **138 Date of Next Meeting**

Monday 30<sup>th</sup> June 2014 at 7.00 pm

The Chair thanked Niki Roberts for her successful running of the school and thanked the Governing Body for their time and work.

The meeting closed at 9.15 pm.