

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

**MINUTES OF MEETING OF THE GOVERNING BODY
HELD ON MONDAY 30th JUNE 2014 AT 7.00 PM**

Present: Marta Baker (Chair) Niki Roberts (Headteacher)
Vicki Mock (Vice Chair) Nigel Humberston (Vice Chair) (until 9.15 pm)
Shirley Coulter Myriam Groessens
Angela Craggs Barbara Gadd
Ed Lockington Stephen Ives
Linda Carlisle (Clerk)

The meeting opened at 7.08 pm.

139 Apologies for Absence

Apologies for absence were received and accepted from David Gent, Vicky Griffin and Steve Whitehead.

140 Declarations of Interests

There were no declarations of interests.

Minutes of the Last Meeting held 24th March 2014

The minutes of the meeting were agreed and signed.

141 Matters Arising from the Minutes

27 Completion of governor skills audit – in hand
82 Quality Committee to complete draft Terms of Reference – in hand
105 Quality Committee minutes on SLP
Value Committee to forward minutes

Action: Steve Whitehead

Meet the Governors meetings – to be held on 1st July 2014. Ten replies received out of twenty and three parents attending with three governors in attendance.

Niki Roberts to e-mail governors and put on the SLP the Analysis and Challenge Toolkit for School Leaders – in hand.

Marta Baker to e-mail governors self-review questions for the governing body.

Action: Marta Baker

127 Governors' site tour for security issues to be arranged.

Action: Marta Baker and Steve Whitehead

128 Breakdown of teaching and support staff produced.
Job Description for Business Manager to be reviewed – action complete
Pupil Premium money allocated and circulated.

129 SFVS form on the SLP

130 Governors to view the Ofsted Data Dashboard – Marta Baker to send a link to Myriam Groessens.

Action: Marta Baker

Signed Date

131 Parent Governor vacancy – to be discussed under Governing Body Reconstitution.

142 Any Matters of Urgency not already on the Agenda

There were no matters of urgency.

143 Headteacher's Report

As circulated and in the format of the structure of the School Self-Evaluation Form (SEF):

Academic Achievement

EYFS

Phonics Testing

Key Stage 1 SATs Tests – Fischer Family Trust predictions shown for reading, writing and maths.

Key Stage 2 SATs Tests – comments on predictions and thoughts on how well they went, results will follow as they are not released until later this week

Attendance – percentage attendance is 96.3% for the year.

Teaching Standards

Continuing Professional Development for the year

An explanation was given that Singapore Maths is for all levels and is based on a practical approach followed by written work.

Consistent marking has been identified plus verbal comments are now in place across the school as outlined in the Marking Policy. This will be reviewed again by the Governors' Quality committee in the autumn term so that they are aware of the updates.

Action: Quality Committee

Behaviour and Safety – the Quality Committee have discussed the safety of the school site and to go to full governing body. Marta Baker to talk to Carol and Mick on a fence at the Millennium Wood.

Action: Marta Baker

Leadership and Management

School Development Plan outstanding actions shown.

Videoscribe training has been attended and is when a teaching session is filmed and shown if the teaching session needs to be repeated or followed at home. Consideration about its use within school is being discussed especially for MFL teaching.

School Education Partner Summary

Staffing

Pupil Numbers

Free School Meals for Key Stage 1

The following questions were asked on the headteacher's report:

Q Does the marking keep to the objective?

A Yes, the overall objective is kept in mind but other comments are made if these are relevant to individual children. A new system is developing and will be reviewed at the end of term.

Q Phonics testing as a diagnostic tool is becoming a test concern. Does it help teaching?

A No there is little impact. Children are having to practise made up words. Two bright readers have not passed because they are making alterations as they think the word is misspelt, but

Signed Date

poorer readers are getting it right. The data is compared to national results. The testing gives some evidence which contributes to the interventions that are planned for individual children.

144 Committee Reports and Approval of Terms of References

Quality

Minutes of 29th November 2013 and 14th March 2014 approved and on SLP.
Quality Committee Terms of Reference to be completed.

Action: Quality Committee

Value

Minutes to go on SLP.

Action: Steve Whitehead

Terms of Reference approved and on SLP

School Performance Group

It was agreed to include discussion of SEN on the full Governing Body agenda for September due to the major changes which are taking place nationally and then arrange a School Performance Group meeting to look in greater depth.

Action: Clerk

Meet the Governors

Meeting to be held on 1st July 2014. Myriam Groessens was thanked for arranging the meeting.

145 Reconstitution of the Governing Body

Reconstitution of the Governing Body has to be completed by September 2015 and Reconstitution Guidance for maintained schools had been circulated. A draft membership was shown and discussed. It was agreed to reconstitute in September 2014 and discuss the membership at the next meeting.

Action: Clerk

146 Governor Self Evaluation Forms

Not completed.

147 Safeguarding Report

Niki Roberts to complete the annual Safeguarding Report for approval at the next meeting.

Action: Niki Roberts and Clerk

148 Facebook and Twitter Issues

It was reported that Ash Association has set up a Facebook page. This page cannot have photographs or comments but only advertising of events. There was concern expressed at invitations to join the group as the Association must be open to all. Class 1 parents have set up a

Class 1 page on events. There is a need to look into what Facebook can offer and what risks exist.

It was agreed for a letter to be sent to parents from the Governing Body stating concerns with the use of Facebook and restrictions on photographs. A draft letter to be approved by Marta Baker and any concerns from governors to be forwarded to Marta Baker.

Action: Niki Roberts

149 Link Governors

The committees to set up link governors and have links to local businesses. Marta Baker to e-mail details and discuss at next sub-committee meetings

Action: Marta Baker

9.15 pm Nigel Humberston left

150 Final Approval of Adoption of Budget and Staffing Plan 2014/2015

Pupil Premium money has been allocated to the budget and shown to governors. The Governing Body approved adoption of the Budget and Staffing Plan 2015/2015.

151 Worship and Church Links

David Gent was not at the meeting.

152 Scallywags Report

As circulated

153 Governor Training

Marta Baker to attend a SACRE Conference.

154 Information from Clerks' Briefing

The Clerk had attended the termly Clerks' Briefing and briefing notes on statutory items, advice and guidance and general information and SLP update have been circulated and are on the SLP.

The Clerk reported to governors that governors do not need to have DBS clearance and can carry out observational duties in the classroom within this role if another member of staff is in the room. However if they have regular contact with the children, reading, trips etc then they should be cleared as a volunteer.

The school office keeps up to date with DBS clearance for volunteers.

155 Correspondence

There was no correspondence.

Signed Date

156 Headteacher's Question Time

Q Update on parental payments?

A Swimming payments have improved since sending out half term bills. The first half term was nearly 100%. This term is a bit slack but the school cannot chase payments as swimming is part of the curriculum. Reminders have been sent out and on the whole it has improved. The cost has to go up in the autumn term as we are still not covering the costs.

There are a few outstanding bills for music but this is in hand. At present tuition is received first then payment made. The timing of the bills is to be reviewed. There is a problem of giving up music lessons and not wanting to pay for the commitment already made. A half term's notice must be given. This is causing extra work for the office.

Q Planned trips for 2014/15?

A Kilve Court for Marvellous Maths European Project on 1st November
Kilve Court for Years 3 and 4 to be held later in Spring Term 2015
Italy for Year 5 and 6 for a week in May 2015
London, including the Harry Potter Warner Brothers Studio, for 2 days is being considered

There is one year left for the Marvellous Maths project

If any governor is interested in joining the foreign trips, as help is needed, then please talk to Niki, but payment would have to be made.

157 Date of Next Meeting

Monday 29th September 2014 at 7.00 pm. Dates will be set at this meeting for the rest of the academic year.

Marta Baker thanked the Governing Body for their work during the year.

The meeting closed at 9.40 pm.