

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

**MINUTES OF MEETING OF THE GOVERNING BODY
HELD ON TUESDAY 25TH NOVEMBER 2014 AT 7.00 PM**

Present: Marta Baker (Chair) Niki Roberts (Headteacher)
Ed Lockington (Vice Chair) Myriam Groessens
Angela Craggs Barbara Gadd
Stephen Ives Vicky Griffin
David Gent Linda Carlisle (Clerk)

The meeting opened at 7.05 pm

176 Apologies for Absence

Apologies for absence were received and accepted from Shirley Coulter and Steve Whitehead. Nigel Humberston was not present.

177 Declarations of Interests

There were no declarations of interest.

178 Minutes of the Last Meeting held 29th September 2014

The minutes of the meeting were agreed and signed.

179 Matters Arising from the Minutes

158 Thank you letter sent to Vicki Mock.

162 Self-review questions for the Governing Body – four skills and two self-evaluations received. The Chair stressed all must be returned as comments are needed for feedback and as a working tool.

Action: All Governors who have not returned self-review questions and skills

165 Review of Headteacher Performance Management Terms of Reference – in hand.

Action: Marta Baker

Subject Link Governors, including Literacy and Numeracy, to be put in place.

Action: Quality Committee

Governing Body Standing Orders changed and shown to include two vice chairs. Governing Body approved the Standing Orders. Marta Baker to complete and put on SLP.

Action: Marta Baker

168 Annual Safeguarding report completed, signed and returned.

172 Reconstitution completed and new Instrument of Government circulated. Co-opted governor application forms completed. Steve Whitehead to return Foundation Governor application form to the Clerk.

Action: Steve Whitehead

Appointment of a governor and member of staff for staff to contact under the whistle blowing procedure – in hand.

Action: Quality Committee

Post trip analysis to be undertaken to confirm contributions had covered any costs incurred, no

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profit had been made and the educational benefit/value for money of the trip.

Action: Value Committee

180 Any Matters of Urgency not already on the Agenda

Election of Second Vice Chair

Nomination: Myriam Groessens. Myriam Groessens left the room and was voted in as a second Vice Chair.

A draft letter and skills form asking for applications for co-opted governors was shown and agreed. The letter to be circulated to parents, the local community and put on a local notice board.

Action: Marta Baker

181 Headteacher's Report

As circulated and based on the same structure.

Academic Attainment

The report included two key pages from Raise Online which show the attainment at the end of Key Stage 1 and Key Stage 2. Raise Online pages show sig+ and sig- where school value differs significantly from the corresponding national value for a group. Average point scores will not be used at the end of the year.

The Ash School figures are above the national average with sig+ for all subjects in Key Stage 1 and sig+ for Maths, Reading and Writing at L5+ for Key Stage 2. Writing needs attention at the lower end of the school.

The full Raise Online data is on the website for governors to view.

Teaching Assessment

Teaching Assessment was explained and is now done through:

1. Observation of lessons
2. Marking scrutiny
3. Interviews with pupils

These are then combined with Performance Appraisals to make judgements about the quality of teaching and learning within the school. Performance Management has been completed for all school staff which is important for Continuing Professional Development and raising school standards. All class teachers and the headteacher will be attending Good to Great teaching CPD in February and March to continue raising the standards of teaching within the school.

School Development Plan

The SDP focusses on raising attainments. Writing is a major focus as this is the area of most challenge for us.

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Q Did last year's SDP targets cover the same issues?

A Some of the same issues will be there and some areas of writing are usually in the SDP.

Q Did the actions help?

A Yes, there were more level 3s in writing and attention is now focussed on a small group who achieved Level 2c but failed to achieve 2b. We believe that early intervention is supporting our results.

Closing the gap for children in receipt of pupil premium

The School Performance Group discussed the Pupil Premium Grant, the way in which it is used and the impact that it has had over the last year. It also looked at this year's allocation and changes made to its use and how this fits within the SDP. A Pupil Premium Audit to be completed on 28th November.

The school has joined a group of schools in the local federation to be part of a Raising Achievement Plan (RAP) with a grant of £500 to support the project. Vicky Griffin to attend four meetings to plan actions, examine effective deployment of TAs, tracking of data and the use of the Pupil Premium grant,

EYFS

EYFS is now inspected independently. Training has been attended by the headteacher and termly meetings to be held on improving EYFS. Play resources need to be reviewed to improve challenge and a bid for a learning enhancement grant is being put in to the Yeovil Federation.

Literacy

Niki Roberts to put performance indicators from the DFE on the SLP.

Action: Niki Roberts

There is concern about the initial writing descriptors which have been released for consultation from the DFE. The demands in the SPAG for KS1 are high as there is a need to produce a piece of writing in this assessment which is not in KS2 but is in the Level 6 test. There are also concerns that handwriting carries the same weight as other more important areas. Niki Roberts to give concerns in a consultation.

Action: Niki Roberts

Numeracy

There is a new calculation policy which is in use now and to be introduced in 2016. Primary schools must use traditional methods but secondary schools do not.

Behaviour and Safety

Hot lunch provision has recently been inspected. A new system is in place for identifying meals ordered and is working well. All staff will complete Level 2 Food and Hygiene at a cost to the school.

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The Value Committee will need to look at the legal changes and implications to the Health and Safety Policy at their next meeting.

Action: Value Committee

Leadership and Management

The new building opens this week and is an independent building which could be hired out. Money raised from Christmas card sales has been used to help fund the building. There are 148 children on role at present but not all were on role in the October census so the impact on the budget could be £30 – 40,000 down.

Finance

If £54,000 is saved this year there will be a similar budget next year. The Planned Admission Number (PAN) is 21 so numbers. We think 155 is a comfortable number for the size of the classrooms. New developments in the area will put pressure on all local schools.

Staffing

Paula Toye has left her post and Margaret Guppy has cut her hours. The hours will not be replaced but staff to be moved around to cover. Nationally agreed support staff pay rises will affect the finances.

182 Committee Reports and Approval of Terms of References

Value

Marta Baker to contact Steve Whitehead on Value Committee minutes and Terms of Reference.

Action: Marta Baker

Months 13, 3 and 6 Finance Reports on the SLP.

Quality

Minutes of meetings 16th April and 4th July 2014 on SLP and approved. Terms of Reference to be changed to include Pupil Premium.

Action: Marta Baker/Quality Committee

School Performance Group

Minutes of meeting 25th November 2014 on Pupil Premium SLP. Pupil Premium was analysed and expenditure and achievement made clear. The school website was shown with the Pupil Premium breakdown. There will be a financial audit on Pupil Premium this week and Quality Committee to include an annual review in their terms of reference.

Q If queries are made and money asked for should there be a blanket statement at the end?

A There is a standard reply ready and money is allocated by the school so no statement is needed.

Funding has increased per child but Somerset funding is lower. A system is now in place making it

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easier to identify pupil premium children.

Meet the Governors

Minutes of meetings 1st July and 4th November 2014 on SLP highlighting:

Parents are happy with the school.

Communication is an issue

Hot meal sizes are considered too small. Second helpings go to KS2 children. There will be new guidance on portion size coming out.

The parent link website used by Ofsted will have links on our website for parents to use.

Action: Niki Roberts

183 Approval of Governing Body Standing Orders

Covered under Item 4.

184 Link Lead Governor Feedback – Pupil Premium Link Governor

Ongoing

185 Policy Update

The two Vice Chairs to check all policy reviews. Thanks were given to Ed Lockington for checking the Charging Policy.

186 School Website – team to review

It was agreed to have an independent team without Niki Roberts or Stephen Ives to look at the school website objectively. The team to consist of Marta Baker and Myriam Groessens and Marta Baker to ask Steve Whitehead and Nigel Humberston if they would like to join.

Action: Marta Baker

The website to be reviewed with a structure and legal content and general information to be covered. The website to be user friendly for adults and children and improve communication and be easily accessible.

Meet the governors minutes and meeting attendance replies to go on the website.

Action: Stephen Ives and Niki Roberts

187 Governor Self-Evaluation Forms – feed back from Marta Baker

Marta Baker stated succession planning for the Chair must be in place as she hopes to end her term of office as Chair in July 2015.

188 Governor Leave of Absence Request

David Gent had requested leave of absence from the Governing Body from 7th April to 14th July 2015 for a sabbatical. Cover would be in place. The Governing Body agreed to the request for leave of absence.

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189 Worship and Church Links

There will be church services involving the children four times a year of Harvest, Christingle, Mothering Sunday and Easter.

Christingle – Thursday 11th December 2015 at 11.00 am

Christmas Service – Thursday 18th December 2015 at 2.30 pm

All governors are invited to the nativity play on Monday 8th and Tuesday 9th December at 2.00 pm and a dress rehearsal on Thursday 4th December 2014 at 11.00 am

190 Scallywags Report

September report as circulated.

191 Governor Training

David Gent had attended a Church Distinctiveness course.

192 Correspondence

There was no correspondence.

193 Headteacher's Question Time

Q With a LSA leaving and other hours being cut, have these hours been covered?

A One child supported last year by Paula Toye left in the summer. Paula had a short term nurturing role and her hours had been cut. Angela has been employed to cover one child plus assisting with art.

There has been an impact on playground cover as ideally the same person should cover the little playground. There is a rota cover for playgrounds but the names are coming round more regularly. A break is not needed over a three hour session so the rota is working. The playground needs a teacher or HLTA and a TA.

The new PE assistant appointment has been successful and she is going on courses. Extra hours needed have been covered by time off in lieu so no extra costs have been incurred.

Q Should the headteacher's question time be at the beginning of the agenda?

A It will be kept at the end of the agenda but moved to the top if needed or prepared answers can be given in the headteacher's report if received in time.

Q Is safeguarding of children fully in place after clubs finish?

A Quality Committee to review procedures.

Action: Quality Committee

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194 Date of Next Meeting

Tuesday 10th February 2015 at 7.00 pm

The meeting closed at 9.17 pm.