

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

**MINUTES OF MEETING OF THE GOVERNING BODY
HELD ON MONDAY 29TH JUNE 2015 AT 7.00 PM**

Present: Marta Baker (Chair) Niki Roberts (Headteacher)
Ed Lockington (Vice Chair) Myriam Groessens (Vice Chair)
Angela Craggs Vicky Griffin (from 8.25 pm)
Sowena Hollocks Nigel Humberston
Linda Carlisle (Clerk)

The meeting opened at 7.00 pm.

232 Apologies for Absence

Apologies for absence were received and accepted from Stephen Ives, Shirley Coulter, Barbara Gadd, David Gent and Steve Whitehead.

232 Declarations of Interests

There were no declarations of interests.

233 Minutes of Last Meeting held 11th May 2015

The minutes of the last meeting were agreed and signed.

234 Matters Arising from the Minutes

172 Quality Committee to appoint a member of staff and governor for staff to contact under whistle blowing procedure.

Action: Quality Committee

181 Steve Whitehead to look at legal changes and implications to the Health and Safety Policy.

Action: Steve Whitehead

193 Niki Roberts to send out a reminder letter to parents on collection time for after school clubs – letter to be sent at the beginning of the academic year.

Safeguarding children when after school clubs have finished – wording in the policy completed and Quality Committee to approve.

Action Quality Committee

201 Attendance Policy review – to be reviewed in the Autumn term. More clarity on absences is needed on the website. The headteacher has to follow the legal route but will show compassion.

The headteacher meets with the Attendance Officer once a term and looks at absences under 95%.

The Yeovil Federation agreement and Attendance Policy to be reviewed.

Action: Quality Committee

Talk on Link Governors – to be covered next year.

Website Group meeting on communication with parents – in hand and to review website.

Action: Marta Baker

211 Information from the Compact and Headteacher's meetings on Looking After Staff to be circulated. Niki Roberts to circulate next year.

Action: Niki Roberts

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There is concern on the amount a work for the staff with the changes to the curriculum and assessment. There are two types of assessments given in the reports as the Y2 and Y6 still have levels. The new assessments this year on reports will be recorded as Emerging, Expected and Exceeding to inform parents.

217 Safeguarding Policy to include an appendix on female genital mutilation – completed and Quality Committee to approve.

Action: Quality Committee

218 Action Plan produced for EYFS, Key Stage 1 and Key Stage 2 to be reviewed.

Action: Quality Committee

Learning Walks to be arranged for next term.

Action: Andi Cooper-Chadwick and Nigel Humberston

219 Appeals Committee Terms of Reference – in hand.

Action: Quality Committee

220 Staffing Plan – on agenda

222 Policy List on website – checked and Sex Education Policy not now required on website.

225 Role of the Chair – on agenda

227 Arrange Chair and Headteacher training - completed

228 Governor Details published on the website.

Governors' interests to be signposted to the headteacher on the website – in hand.

231 Meeting room and social gathering arranged.

235 Any Matters of Urgency not already on the Agenda

An update of a meeting attended on Options for School Organisation was given. The options are:

Multi Academy Trusts

Diocese Multi Academy Trusts

Federations

It is the Government's policy for schools not to stand alone. Primary and secondary schools could join together and Diocese Multi Academy Trusts could have mixed schools of faith or non faith. The advice is not to make a decision in a hurry and make decisions on the school's terms.

As part of a Multi Academy Trust the school would keep its own governing body and can bid for funds for premises. As part of a federation the school would be part of one governing body. Strong subject teachers can support others within a Trust or Federation and resources shared.

Q Can a school be more selective?

A Cannot be selective on ability rather it is open. It can agree its own PAN (Panned Admission Number) and liaise with other schools.

236 Headteacher's Report

As circulated and highlighting the following:

The structure of the School Self-Evaluation Form (SEF) is the basis for the framework of the headteacher's report covering:

1. Academic Achievement

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2. Teaching Standards
3. Behaviour and Safety
4. Leadership and Management

The report examines progress made on the School Development Plan across the various areas.

Academic Achievement

Reading - Level 2B+ aim has been met and on track for Key Stage 1

Reading on track for Key Stage 2

Writing – results show improvement for Key Stage 1

The moderator visited the school for Key Stage 2 and moved results up one sub level for many children. Over 50% are on Level 5 and the school has achieved its first Level 6 writer.

Numeracy – Key Stage 1 results were slightly weaker. The results are being closely examined and resources allocated for next year to support as necessary.

Key Stage 2 SATs completed

Curriculum - Yeovil Federation RAP meetings attended to look at closing the gap between the disadvantaged children and others. This was very useful and the sharing of ideas offered beneficial ideas and resources.

Quality Committee to review SEN Policy.

Teaching Standards

Staff meetings are now called staff training and there are regular items each time when the staff give feedback on successes or concerns.

A French Club will be held in September when French ceases to be taught in lessons.

Behaviour and Safety

The PFSA is available for support to families in need and is currently being used for several families in school. She is employed through the Ham Hill Federation.

Leadership and Management

All years in September will move over fully to the new curriculum. The assessments will also use the new system, although we are still waiting for the performance descriptors for English.

Changes to staff from September was given. There will be an increase in salary for the Finance Officer to cover extra work.

Work on the small playground will be completed in the Summer holidays and will be covered by BMIS.

It was agreed that the SIP's services are useful and should continue. The services will be reviewed in a year.

237 Committee Reports

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Value

Minutes of meetings have been written and to be forwarded to the Clerk.

Action: Value Committee

New Value Committee members to be given finance induction including prevention of fraud.

Action: Value Committee

School Performance Group

Meeting held on how data is gathered and used to track progress.

Quality

Summary for the year 2014/15 was circulated and to go on the SLP.

Action: Marta Baker

238 Staffing Plan 2015/2016

Covered under Headteacher's Report.

239 Multi Academy Trusts

Covered under Any Matters of Urgency.

240 The Role of the Chair by Marta Baker

An official version of the role of the chair from the NCTL plus roles within Ash School was circulated and to go on the SLP.

Action: Marta Baker

The key roles of the chair covers:

- Leading effective governance
- Building the team
- Relationship with the headteacher
- Improving your school
- Leading the business

Thanks was given to Marta Baker for her time as chair.

241 Correspondence

There was no correspondence.

240 Date of Next Meeting

Monday 21st September 2015 at 7.00 pm

The meeting closed at 8.45 pm

Signed Date