

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

**MINUTES OF MEETING OF THE GOVERNING BODY
HELD ON MONDAY 16TH NOVEMBER 2015 AT 7.00 PM**

Present:	Myriam Groessens (Chair)	Niki Roberts (Headteacher)
	Ed Lockington (Vice Chair)	Vicky Griffin
	Sowena Hollocks	Shirley Coulter
	David Gent	Steve Whitehead
	Stephen Ives	Barbara Gadd
	Andi Cooper-Chadwick	Linda Carlisle (Clerk)
	Chris Worledge (Prospective Governor)	

The meeting opened at 7.05 pm and was quorate. Chris Worledge was introduced and welcomed to the Governing Body as a prospective governor.

265 Apologies for Absence

Apologies for absence were received and accepted from Angela Craggs and Nigel Humberston.

266 Declarations of Interests

There were no declarations of interests.

267 Minutes of the Last Meeting held 21st September 2015

Date of next meetings to read 29th February 2016 not 2015. The minutes were agreed and signed.

268 Matters Arising from the Minutes

172 Whistle blowing contact details in staff room.

181 Legal changes to the Health and Safety Policy – complete and to be circulated

193 Niki Roberts to complete the updates to the Safeguarding Policy for the Quality Committee to approve.

Action: Niki Roberts and Quality Committee

201 Attendance reminder sent out in a newsletter.

Quality Committee to update Attendance Policy to include more demanding percentage attendance.

Action: Quality Committee

218 Review progress of EYFS, KS1 and KS2 Action Plan – incorporated in the School Development Plan.

Learning Walk completed and feedback produced.

237 Value Committee to give finance induction, including prevention of fraud, at their next meeting.

Action: Finance Committee

247 RAISE data on the agenda

Behaviour Policy on website

248 Meet the Governors minutes on the SLP

Quality Committee to produce a parent questionnaire at their next meeting.

Action: Quality Committee

Signed Date

249 Governor register of business interests on the website

250 New Governing Body code of conduct forms on agenda

251 Appointment of Performance Management Reviewers – Myriam Groessens to confirm date of performance management review meeting and appoint governors available.

Action: Myriam Groessens Update: Organised to take place on 7th of December.

Quality Committee to complete their terms of reference and forward to the Clerk for approval at the next meeting.

Action: Clerk

Governing Body Standing Orders amended and on SLP.

255 Information to be published on the website passed to Stephen Ives.

256 Academy meeting report on agenda

257 Quality Committee to approve the Whistle blowing Policy for approval at full Governing Body meeting.

Action: Quality Committee

Clerk to send Quality Committee a model governor visits policy to adapt

Action: Clerk and Quality Committee

260 David Gent contacted prospective new Foundation Governor.

263 Reply sent to Marta Baker's resignation letter.

AOB2 Letter sent to local planning on local development.

3 School Open Morning could not be advertised in the Village News but was well attended.

269 Any Matters of Urgency not already on the Agenda

Niki Roberts reported an inspection on school meals had taken place. Comments were made about staff eating with the children but Niki felt this was not appropriate as staff should have a chance to have a break.

270 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
2. Teaching, Learning and Assessment
3. Personal Development, Behaviour, Welfare and Safety of Pupils
4. Leadership and Management

Niki Roberts reported the RAISEonline data was very pleasing and a good Ofsted Dashboard. The School Performance Group meeting, scheduled for 17th November, will go through the data in more detail. There is a G on the pages to guide governors and the Fischer Family Trust analysis of data is on the SLP. There is a need to set targets reflecting previous data.

Academic Achievement

The inspection dashboard – October 2015 gives strengths and weaknesses in 2015 but no weaknesses were identified in this dataset.

Q Could you explain Key Stage 1 value added?

Signed Date

A The analysis done showed that from baseline assessment for the current Year 3 progress made for reading was ahead, writing was on target as well as Maths. The data for Key Stage 1 is on the SLP.

Baseline assessment does not cover SEN needs.

EYFS

The EYFS is being monitored and a grant has been used to support the purchase of new resources.

Teaching, Learning and Assessments

Performance Management appraisals for teachers have all been completed with some recommendations for increases in salary, including one teacher moving to UPS.

Q Can you explain how there is a need to move the Children on in light of the New Curriculum and how understanding of Maths is important to answer the questions?

A Expectations have been raised, especially in Maths causing the need for a bigger jump for the children. In Maths the questions cannot be answered if there is no good understanding in two out of the three papers. The third paper is purely arithmetic. There is more expectation in handwriting, punctuation and grammar than creativity. The school is working on this and will feed back. Writing has been moderated in school and is also being moderated across the Ham Hill Federation later this month.

The Mastery Curriculum is aimed at mastering the whole curriculum in the individual year groups, rather than as a higher level. Enrichment tasks are given to children who are ahead. Intervention is given for those behind to be ready for the next year group.

Book Scrutiny

Book scrutiny is completed, using a selection of children's books at all levels and going through a criteria of marking. Niki reported evidence of a good level of communication between the teachers and the children and the marking system with Tickled pink and Green for growth is now well established.

New swipe card entry system

A new swipe card entry system is to be installed to help address the site security issues and is to be funded from the DFCEG budget.

Staff Changes

Barbara Samuels has been appointed to cover Jill Hilson's role, as SENCO support. A vacancy for a cleaner has been advertised and the work is to be shared between the existing cleaners until an appointment has been made.

Open Morning

The school open morning proved very successful and was well attended.

Signed Date

Malago Project

The Malago Project is aimed at providing school to school support and Ash is in a group with South Petherton Juniors and Oaklands Schools. The headteachers of each school will visit each other and produce a report and action plans by the end of the Spring term. A meeting in the Summer term is to be held to reflect and feedback to the Yeovil Federation Group. The Yeovil Federation has allocated £800 to cover the cost of resources.

Purchase of new ICT equipment

New ICT equipment has been installed at a cost of £4,500 and is working well. The old computers could be offered to families with no computers or recycled.

New Library

Thanks was given to the PTA, Scallywags and Andi Cooper-Chadwick for money raised for the new library.

Buildings Update

The pre-school extension is to have the wooden fencing replaced by metal fencing.

271 RAISE Data

Discussed under Headteacher's Report and Unvalidated Inspection Dashboard and Unvalidated Summary Report 2015 is on the SLP. The green coding means good and significantly above the national percentage.

272 Committee Reports and Approval of Terms of Reference

Value

Minutes 23rd June 2015 circulated and approved.
Terms of Reference, including delegation of planning and approval of budget, circulated and approved.

Quality

Minutes 16th October 2015 circulated and approved.
Terms of Reference to be completed and approved at next full governing body meeting.

Action: Quality Committee and Clerk

Chris Worledge to join the Quality Committee

Clerk to circulate updated committee membership and governor responsibilities.

Action: Clerk

School Performance Group

Meeting to be held on Tuesday 17th November 2015.

Signed Date

Meet the Governors

To be covered by a parent questionnaire

273 Governing Body Code of Conduct

The new Governing Body Code of Conduct was signed by governors and filed. Copy to go on the SLP.

Action: Clerk

274 Governors' Details on the School Website

Governors were informed that governors' details on the website have to include an attendance record. It was agreed to have governors' photographs on the website.

Action: Stephen Ives

275 Academy Status

Myriam Groessens had attended an Academy meeting with the Ham Hill Federation and church schools. The meeting covered planning ahead, different types of schools and the Diocese in this area would allow non church schools to be members of a local MAT. A timeline was set with a meeting on 19th January for interested parties, a meeting in February to gather more information and a further meeting in the Spring to make a decision for the following year. Most schools were in no hurry to make any decision.

The Governing Body discussed the following:

Preston and Huish Primaries to sponsor new schools in Yeovil

Ash would not be keen to join a secondary school as the children move onto a range of secondary schools

Academies being open to schools of all foundations

Academies taking over from the Local Authority

Not to have pressure to become a VA school

Could lose the character of the school

The Governing Body agreed it must be well informed for future changes and must attend the next meeting in January. Myriam Groessens to remind governors of the meeting and fill in the feedback form for the meeting.

Action: Myrian Groessens

276 Careers Award

Niki Roberts explained that Ash has been chosen as a pilot primary school for Somerset for a careers award at no cost to the school. Children need to be aspirational on careers and to be positive before starting secondary school. Parents have been asked if they would like to share their careers experience with the children. Year 6 children are to attend a Bristol University Science Show.

277 Somerset Primary Challenge 2013-2016

The Somerset Primary Challenge 2013-2016 was circulated, read and discussed by the governors

Signed Date

and signed.

278 The Role of Link Governors

To be discussed at the next full governing body meeting.

Action: Clerk

279 The Role of Visits to School by Governors

Andi Cooper-Chadwick gave positive feedback on a Learning Walk around the school on 12th November 2015 and the feedback report to go on the SLP.

Action: Clerk

The Learning Walk was recommended to all governors and to have a focus and use a template to report back.

Niki Roberts reported that the Lunch Inspection report recommended the staff sit and eat with the children. She stated this would not happen as staff need their break so a zero would be recorded in this section. An action plan to be put in place following the report.

Action: Niki Roberts

280 Governor Vacancies

Chris Worledge to fill either the foundation or co-opted governor vacancies.

Shirley Coulter to return form to Governor Services to be reappointed as LA Governor.

Action: Shirley Coulter

281 Policy Updates

To be discussed at the next meeting.

282 Governor Training

Myriam Groessens had attended a New Chair's course and a Chair's Briefing.

283 Correspondence

There was no correspondence.

284 Headteacher's Question Time

Questions to the Headteacher were asked under Headteacher's Report. It was agreed to have headteacher's question time on the agenda immediately after the Headteacher's report.

Action: Clerk

285 Date of Next Meeting

Monday 29th February 2016 at 7.00 pm.

The meeting closed at 9.55 pm.

Signed Date

