

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

**MINUTES OF MEETING OF THE GOVERNING BODY
HELD ON TUESDAY 10TH MAY 2016 AT 7.00 PM**

Present: Myriam Groessens (Chair) Niki Roberts (Headteacher)
Ed Lockington (Vice Chair) Vicky Griffin
Shirley Coulter David Gent
Stephen Ives Andi Cooper-Chadwick
Angela Craggs Chris Worledge
Steve Whitehead Sue Ross
Linda Carlisle (Clerk)

The meeting opened at 7.05 pm and was quorate. Sue Ross, newly appointed Co-opted Governor, was welcomed and introduced to the Governing Body.

305 Apologies for Absence

Apologies for absence were received and accepted from Sowena Hollocks, Barbara Gadd and Nigel Humberston.

306 Declarations of Interests and Conflict of Interests

There were no declarations of interests and conflict of interests.

307 Minutes of the Last Meeting held 29th February 2016

The minutes were agreed and signed.

308 Matters Arising from the Minutes

201 Attendance Policy – Attendance Officer had visited the school and advised to fine all parents who take children out of school in term time if there was not a good reason such as compassionate grounds. It was also stated that governors are making it very difficult if they do not follow these rules too so must not take their children out of school in term time. Niki Roberts to add more demanding percentage attendance to the attendance policy and send a strongly worded letter to parents on the attendance policy in September 2016.

Action: Niki Roberts

237 Finance Governor induction meeting to be arranged with Andi Cooper-Chadwick and Niki Roberts.

Action: Niki Roberts

257 Whistle Blowing Policy approved by Value Committee and the Governing Body and on the SLP.

David Gent to adapt a model governor visits policy.

Action: David Gent

279 Information for parents on healthy lunch boxes on the school website.

294 Academy and federation developments on the agenda.

296 Guidance and a feedback form for link governors to report to the governing body completed.

300 Co-opted Governor appointment completed.

Signed Date

309 Any Matters of Urgency not already on the Agenda

Niki Roberts reported to the Governing Body on a Year 6 SATs paper being loaded onto a site and the media informed. The release was only for a short time so the school was advised to carry on with the tests.

Key Stage 1 SATs SPAG paper was released in error so it has been withdrawn. The Governing Body held a discussion on the Key Stage 2 SATs being taken at present and the type of questions. The questions are harder this year and some children have been getting upset and worried. Niki expressed concerns about the reading and have already identified changes needed in the loss of time for free reading from the curriculum. There is a need to tighten up the recommended reading books to ensure quality of authors to ensure depth of reading in their free choices. Some books have already been ordered for the Year 6 children to meet this need. This year's reading paper has generally been considered to have been demanding from both local and national feedback.

310 Headteacher's Report

As circulated with the following highlighted:

The structure of the School Development Plan (SDP) is the basis for the framework of the Headteacher's report covering:

1. Leadership and Management
2. Teaching, Learning, Assessment and Academic Achievement
3. Personal Development, Behaviour, Welfare and Safety of Pupils
4. EYFS Provision

The Malago Project is popular and likely to run next year.

Steve Williams has been appointed as the school's School Education Partner (SEP) and Chris Vincent to continue as the school's School Improvement Partner (SIP).

Class 4 and 5 veranda to be replaced in the Summer holidays at a total cost of £30,000 to £40,000. County to match funding from DFCG, PTA and Unofficial funds.

Following concerns expressed at the Values Committee about the safeguarding of the school grounds, Dave Winn, a representative from county was contacted to advise us. He advised that the site will need to have fencing to make it more secure. It is a large area so a bid could be made next January to be made for a grant to support the costs of this action. A new fob entry system has been fitted and he advised that a gate intercom system is needed. This work will be planned to take place over the next 18 months to ensure that the site is secure as the safety of the children is paramount. It was suggested a Diocese loan could be applied for to cover fencing costs however this may not be supported as we are a VC rather than VA school. A fund raising group needs to be set up.

Staffing

The Governing Body approved a temporary appointment of Sharon Maskell until the end of term to cover the role of School Business Manager and to review in the Autumn term.

Signed Date

A TA has been appointed to support PE and the costs will be covered by the PE and Sport money.

The Governing Body approved a request by a teacher for a sabbatical for one year and to keep the job open. County have said this is not possible as they do not support this for teachers. However the governors were in support of Kay Dean taking time from school but she would need to resign her post and in principal the governors and Headteacher will support her return if there is a post available. Andi Cooper Chadwick will put a form together expressing these thoughts.

Action: Andi Cooper-Chadwick

Report Structure

The reports have been simplified to avoid them being too wordy. The aim is to focus on more personalised reports which will include key information on attainment and attitude to learning. Written sections will target Literacy, Maths and Personal Development.

311 Headteacher's Question Time

Q Class structure for next year with regard to teaching in Years 5 and 6. Will individual Year 5 teaching in the morning continue as this is not explicit in the report?

Q Concern over class 5 composition next year with a large and mixed ability class spanning two year groups. Will there be some formalised splitting of the class over the course of the week to allow the teacher to have concentrated time with the older children.

A Years 5 and 6 will consist of 34 children in total who could be kept together or split into ability or share with Year 4. As a whole group Niki Roberts will cover the class for Vicky Griffin's Deputy Headteacher's duties for one afternoon. Three afternoons will consist of a half class with groups taken out for PE, IT etc. An experienced HLTA will take groups in the class. Vicky Griffin is an outstanding teacher and confident of coping with a large class. She is experienced in teaching mixed age classes. A close watch will be kept on the progress of the children and Niki will work closely with Vicky to ensure that the children have a strong year and opportunities for the Year 6 are not limited.

Q What are the teaching observations against national expectations?

A Very good, with 88% being judged to be good or outstanding. Guidance has been sent out to help lighten the workload of teachers especially in the areas of marking and planning. These have only just been released so will be examined to see if there are actions for our school which will be beneficial.

312 Committee Reports

Value

Minutes of meetings 1st March and 26th April 2016 on the SLP

Quality

Minutes of meeting 5th February 2016 on the SLP. The Governing Body approved the Quality Committee Terms of Reference.

Signed Date

School Performance Group

No meeting held.

Meet the Governors

Covered by parent questionnaire.

Sue Ross to join the Quality Committee

313 Approval of Adoption of Budget and Staffing Plan 2016-2017

The proposed Budget Plan for 2016/2017 was presented to the Governing Body. The staffing plan was discussed under the headteacher's report.

The Overall Summary – Budget Plan 2016 to 2017 gives a Total Individual School Budget Allocation of £596,825. Total Expenditure Plan 2016 to 2017 is £640,729, giving a deficit of £43,904. Balances brought forward from 2015/2016 of £44,306 gives a surplus of £402.

Staff supply insurance to be refunded. The cost of staff is high as staff are high up the pay scale.

The Value Committee recommended adoption of the Budget and Staffing Plan 2016/2017. The Governing Body approved adoption of the Budget 2016/2017.

314 Academy Status

The Government had announced that schools will not be forced into academies. It was agreed that options still need to be followed and the school will continue working closely with the schools in the Ham Hill Federation to strengthen shared support.

315 Feedback from Link Governors

Barbara Gadd to give an Early Years Foundation Stage feedback.

Action: Barbara Gadd

The structure and functioning of the Governing Body and it's committees will be reviewed at the next meeting.

Action: Clerk

316 Policy Updates

Data Protection, Freedom of Information Act, Computing, Whistle Blowing and Pay Policies reviewed. Finance Policy being updated.

Myriam Groessens to review safeguarding policy for approval at the next meeting.

Action: Myriam Groessens and Clerk

Signed Date

317 Worship and Church Links

SIAMs inspection to be held next year. Niki Roberts and David Gent to meet on 18th May 2016.

318 Scallywags Report

February and May 2016 reports as circulated.

319 Governor Training

Chris Worledge and Sue Ross to attend new governor induction course.

320 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.

321 Correspondence

There was no correspondence.

322 Date of Next Meeting

Tuesday 28th June 2016 at 6.30 for 7.00 pm (meeting and social). Sue Ross to arrange venue.

Action: Sue Ross

Monday 19th September 2016 at 7.00 pm

The meeting closed at 9.45 pm.