

**ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL**  
**MINUTES OF MEETING OF THE GOVERNING BODY**  
**HELD ON MONDAY 5TH DECEMBER 2016 AT 7.00 PM**

**Present:** Myriam Groessens (Chair) Niki Roberts (Headteacher)  
Ed Lockington (Vice Chair) Vicky Griffin  
Chris Worledge Barbara Gadd  
Shirley Coulter David Gent (from 7.17 pm)  
Stephen Ives Sue Ross

**In Attendance:** Linda Carlisle (Clerk)

The meeting opened at 7.02 pm and was quorate.

**356 Apologies for Absence**

Apologies for absence were received and accepted from Steve Whitehead. Andi Cooper-Chadwick was absent.

**357 Declaration of Interests and Conflicts of Interests**

There were no declarations of interests or conflicts of interests.

**358 Minutes of the Last Meeting held 19<sup>th</sup> September 2016**

The minutes of the last meeting were agreed and signed as a true and accurate record.

**359 Matters Arising from the Minutes**

323 Thank you letters sent to Angela Craggs and Nigel Humberston.

201 Attendance letter to parents to be updated and signed by the Headteacher and Chair after the Yeovil Federation meeting.

**Action: Niki Roberts and Myriam Groessens**

257 Quality Committee to adapt a model governor visits policy.

**Action: Quality Committee**

315 Early Years Foundation Stage feedback on agenda.

329 Governance Handbook summary circulated.

377 Feedback from parent questionnaires completed.

344 Committee membership and governor responsibilities updated.

Value Committee Terms of Reference completed and Quality Committee Terms of Reference to be finalised.

**Action: Quality Committee**

Governing Body Standing Orders updated.

348 National Database of Governors completed.

**360 Any Matters of Urgency not already on the Agenda**

There were no matters of urgency.

Signed ..... Date .....

### **361 Headteacher's Report**

As circulated and highlighting the following:

The structure of the School Development Plan 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

#### Leadership and Management

Meeting on the Malago Project postponed until next term so nothing to report.

An application has been submitted for funding for a Collaborative Improvement Bid with Norton and West Chinnock and South Petherton Infants Schools. The funding could be used for a KS1 target group and CPD to support tackling underachievement.

Steve Williams, County SEP (School Education Partner), visit report given predictions for Year 6 and updated about staffing absences and how this has been covered. He also went through the data and his report will be released soon and put onto the SLP.

#### **7.17 pm David Gent arrived**

Cover is in place for the first week of January to help the transition for the member of staff when she is planned to return. Higher staff absences have meant we have used the Supply Mutual Fund so it may possibly mean a higher insurance premium next year and of course little rebate.

A system of Reading Mentors has been introduced with basic training received. They will initially be supporting mainly pupils in Year 3 and below. The mentors include three villagers who will have DBS clearance.

Termly reporting to parents to start at the end of the Autumn term 2016.

The school SIP (School Improvement Partner), Chris Vincent, bought in by the school will continue to be used by the school.

**Q** Is employing a SIP wasting money?

**A** This has been looked into and reported. The SEP is mainly for feedback to County and reporting to us, but the SIP has a more detailed knowledge of the school, so at this point it is considered worth continuing with him.

Data outcomes and analysis for 2016 given. Key Stage 1 girls are a group who are underachieving and not reaching their targets. Key Stage 2 groups are in line or above targets.

#### Teaching, Learning, Assessment and Academic Achievement

Signed ..... Date .....

The data summary for Key Stage 2 shows girls are excelling and boys are higher in Maths. Key Stage 1 assessment shows girls are below in Maths

Q How will the level be raised for girls in Maths?

A Intervention is in place for a target group. Expectations are up for Maths to tackle, what is also a national problem. Numicon, hands on and visual aids are helping but a general negative attitude towards Maths does not help. The use of the bid money, if successful, will target this group.

Assessment Results for the end of KS1 and 2 given.

#### Personal Development, Behaviour, Welfare and Safety of Pupil

Health and Safety audit taken place with key findings given and full report on the SLP.

#### Early Years Foundation Stage – feedback of visit by Barbara Gadd

Barbara Gadd reported on her morning visit to the Early Years Foundation Stage at the end of September. The children were very settled and baseline assessments had been completed. The Super Baseline Package had been purchased for assessments and this will be reviewed next year. There are some concerns as judgements and observations and one to one assessments takes two weeks to complete which means the teacher is taken away from the class at the start of the year, so good quality LSAs are needed to cover. The end of year reports give more explanation of bands. The EYFS Tapestry software package is used with electronic evidence making it easier for the teacher and is more informative for the parents

The funded School Readiness Project covered three events with parents and children. They focused on arts and crafts, healthy living and a story based session.

Key points from the visits were:

- all reception children are in one class
- there would be more time for the children if there was no early assessment time being spent on Baseline, although this is useful as an early indicator.
- there is pressure with all the foundation stage changes
- all the children start the year at the same time and staggered starting may help

There are regular chats with the Early Years Foundation Stage and another formal visit will be arranged. Barbara Gadd to give a formal written report to Niki Roberts.

**Action: Barbara Gadd**

#### **362 Headteacher's Question Time**

Q Was the outside fence mentioned in the Health and Safety audit?

A No. There was a long discussion on fire doors which would cost £2,000 to £2,500 and to be part of a four year plan. A security and fencing plan to be put in place.

Signed ..... Date .....

Q How will the KS2 boys' and whole school grammar be addressed?

A This year 6 group is small in number so each child gives a large percentage. 1:1 teaching will be put in place to support some children who are struggling with the demands of the Year 6 curriculum. There will also be more opportunities put in place when Mrs Griffin works with just the Year 6 during the next term.

### **363 RAISE Online Data**

The RAISE Online data was given in the headteacher's report. A correction in the writing data will be given in the next report. This is the last year of RAISE Online which will be replaced by data from Fisher Family Trust.

### **364 Pupil Premium and Sports Grant Statements**

#### Pupil Premium

The Pupil Premium Statement is published on the school website. There have been changes to the demands of reporting. It is needed to reflect on the previous years spending and its impact.

#### Sports Grant

The Sports Grant Statement is published on the school website for last year and this year. A sports TA has been employed to support and develop the quality of delivery and range of sports on offer. It is creating opportunities for teacher development in this area.

### **365 Approval of School Development Plan 2016/2017**

The School Development Plan 2016/2017 was shown and is on the SLP.

#### SDP Governor Monitoring and Link Governor

There will be a change in the way governors monitor subject development. The different areas of the SDP will form the focus of monitoring visits and link governors will evaluate the success at the end of each term with the relevant member of staff and the headteacher. The following link governors were agreed:

Leadership: Malago Project – Myriam Groessens  
Curriculum: Numeracy – Chris Worledge  
Leadership: Teaching and Learning – Ed Lockington  
Curriculum: Reading – Sue Ross  
Curriculum: Writing – Andi Cooper-Chadwick  
EYFS: Barbara Gadd  
Pupil Premium: David Gent

The Governing Body approved the School Development Plan 2016/2017.

### **366 Committee Reports and Approval of Terms of Reference**

#### Value

Signed ..... Date .....

Minutes of meetings 27<sup>th</sup> September and 8<sup>th</sup> November 2016 and Terms of Reference on SLP. Month 6 Financial Report 45.70% spent.

The Governing Body approved the Value Committee Terms of Reference.

### Quality

Minutes of meeting 23<sup>rd</sup> September and 11<sup>th</sup> November 2016 on SLP. Quality Committee Terms of Reference to be finalised and approved at the next meeting.

**Action: Chris Worledge and Clerk**

### School Performance Group

Next meeting to be held on 16<sup>th</sup> January 2017 to include examination of Raise Online and an introduction to Fisher Family Trust.

### Meet the Governors

The parent questionnaire feedback stated some parents did not know who the governors were. It was agreed to put governors' photographs in reception.

**Action: Niki Roberts and Stephen Ives**

Chris Worledge to attend a PTA meeting in a governor role.

**Action: Chris Worledge**

### Appeals Committee

Appeals Committee Terms of Reference circulated and approved by the Governing Body.

## **367 Approval of Annual Safeguarding Report**

The new online safeguarding report was shown and is on the SLP. It is colour coded with green as completed and orange needing actions.

Q Does the school have online safety and acceptable use policies in place? How does the school assess that they are clear, understood and respected by all children and staff?

A An e-safety policy is signed by parents and discussed in class and agreed. There is an e-safety policy for staff. Staff cannot use mobiles unless they have special permission. E-safety is constantly reinforced with children and staff.

The Governing Body approved the annual Safeguarding Report.

## **368 Changes to Schools Internet/Filtering Provision**

Stephen Ives explained for the last seven years all internet provision has been done through County. It is now changing and we have to select our own provider. There will be savings and it will be faster. Hopefully we will have up to £2,500 which will be used to support ICT. Stephen Ives to find a new provider.

**Action: Stephen Ives**

Signed ..... Date .....

**369 Government Policies**

There were no government policies to report.

**370 Policy Updates**

Full policy list to be produced.

**Action: Ed Lockington**

**371 Worship and Church Links**

SIAMS inspection to be held next Spring/Summer. All school policies must include the following line to ensure the Christian ethos is clear:

'This policy should be implemented as part of the overall strategy of the school and operated within the context of our vision, aim and values as a Church of England School'.

Collective worship is being reviewed and ideas from other schools, including an evaluation of worship, are being adapted to suit our school. This is being done by David Gent.

**372 Governor School Visits Report**

Governors' Learning Walk to monitor classroom displays and SDP issues to be a termly focus. David Gent and Ed Lockington to arrange the next Governors' Learning Walk focusing on displays around the school.

**Action: David Gent and Ed Lockington**

**373 Link Governors Reports – Early Years Foundation Stage Feedback**

Early Years Foundation Stage visit feedback covered under Headteacher's Report.

**374 Governor Training**

Governors had not attended any training. The Clerk reminded governors to fill in a course feedback form when attending training and forward to the Clerk.

**375 Information from Clerks' Briefing**

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

It was reported under safeguarding that Dan Webber, PE Assistant, is receiving safeguarding cascade training.

**376 Correspondence**

There was no correspondence.

**377 Dates of Next Meetings**

Full Governing Body

Monday 6<sup>th</sup> February 2017 at 7.00 pm  
Monday 22<sup>nd</sup> May 2017 at 7.00 pm

Quality Committee

Friday 20<sup>th</sup> January 2017 at 7.30 am

Value Committee

Tuesday 31<sup>st</sup> January 2017 at 7.30 am

School Performance Group

Monday 16<sup>th</sup> January 2017 at 4.00 pm

The meeting closed at 9.40 pm