

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL
MINUTES OF MEETING OF THE GOVERNING BODY
HELD ON MONDAY 22ND MAY 2017 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
Stephen Ives Sue Ross
Andi Cooper-Chadwick

In Attendance: Linda Carlisle (Clerk)

The meeting opened at 7.05 pm and was quorate.

401 Apologies for Absence

Steve Whitehead was not present.

402 Declarations of Interests and Conflicts of Interests

David Gent declared he was the local cleric under Item 15 – SIAMS Inspection.

403 Minutes of Last Meeting held 6th February 2017

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

404 Matters Arising from the Minutes

257 Quality Committee to adapt a model governor visits policy.

Action: Quality Committee

344 Quality Committee Terms of Reference finalised for approval.

366 Display of governors' photographs in reception completed.

Notification of cancellation of clubs confirmed in a newsletter to parents.

368 New internet provider in place giving a faster and more efficient service. A refund of £2000 to go into an IT contingency.

370 Full policy list produced.

385 School Performance Group minutes of 16th January 2017 to go on the SLP. David Gent to forward to the Clerk to put on the SLP.

Action: David Gent and Clerk

386 Information from an E-safety conference shared with the Quality Committee and advice to be given in a newsletter to parents.

387 New Instrument of Government received and circulated. No replies received for the parent governor vacancies.

388 School values discussed with the teaching staff and a decision made at the Quality Committee. Behaviour and Attendance polices reviewed.

390 Chris Worledge and Sue Ross attended safeguarding training.

392 SEND Policy to be reviewed by the SENCO for approval by the Quality Committee and full

Signed Date

Governing Body.

Action: Quality Committee

Complaints Policy reviewed and on website.

405 Any Matters of Urgency not already on the Agenda

There were no matters of urgency.

406 Headteacher's Report and Headteacher's Question Time

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

The Collaborative Improvement Bid continues to support leadership development and is targeting Maths at the end of KS1 and the beginning of KS2 where some identified children are failing to make the expected progress.

The headteacher has attended The Behaviour and Vulnerability Profiling Tool (BVPT) training. Schools and outside agencies to link to identify and record information for children for whom we have concerns and to record interventions. The headteacher will pass on the training to the teachers and how to fill in spreadsheets.

The projected school structure 2017-2018 was shown.

Q Four mornings are covered for one class. What cover is in place for the fifth morning?

A The Headteacher will cover one morning.

Teaching, Learning, Assessment and Academic Achievement

It was reported that due to so much teacher absenteeism it has been very challenging to maintain high standards.

Assessment

The SATs have been completed. KS2 SATs were similar to last year. The reading was slightly toned down and the children coped well. Shirley Coulter as a governor monitored the SATs administration to ensure correct procedures were followed.

Personal Development, Behaviour, Welfare and Safety of Pupils

Signed Date

Rose Wooldridge, deputy safeguarding lead, has attended a conference on CSE and will be able to act as the CSE Champion.

School residentials have taken place and were successful but unfortunately an accident occurred and a child had to be taken to hospital. All risk assessments were in place and an accident report has been completed and a full report to be sent to County.

EYFS

An evening for new parents will take place on Wednesday 7th June at 6.00 pm. All governors are invited and the new chair is invited to speak to the parents to welcome them and to share information about their role.

Q Can a contingency be in place or find another way to address the problem of a shortage of supply teachers?

A This is a national problem. The Yeovil Federation have been approached for assistance but were unable to help unfortunately other schools are struggling too as there is a supply teacher shortage.

407 School Development Plan – governors' responsibilities

The following governors' responsibilities for monitoring the School Development Plan were confirmed:

Leadership – Myriam Groessens and Ed Lockington
Teaching – Ed Lockington
Reading – Andi Cooper-Chadwick (to include SEND)
Writing – Sue Ross (to include SEND)
Maths – Chris Worledge (to include SEND)
EYFS – Barbara Gadd (to include SEND)
SEND – Shirley Coulter and Safeguarding Committee
Safeguarding – Safeguarding Committee

Q Is the SDP produced for year by year or term by term?

A There is an overview for the year but it is updated on a termly basis to monitor and adapt changes and improvements.

Q Could this be queried with the SIP?

A A breakdown of terms 1, 2 and 3 gives an overview but this can be queried with the SIP.

408 Committee Reports

Value

Minutes of meeting 21st March 2017 on SLP. At Month 11 the budget was 81% spent. Benchmarking exercise on SLP and discussed concluding the benchmarking was reassuring with no concerns.

Signed Date

The SFVS had been completed, signed, submitted and on the SLP.

Quality

Minutes of meeting 17th March 2017 on SLP. The Quality Committee Terms of Reference were circulated and approved.

School Performance Group

No meeting held.

Meet the Governors

A SIAMS questionnaire to be circulated to parents – this is being planned.

409 Approval of Adoption of Budget and Staffing Plan 2017-2018

The proposed Budget Plan for 2017/2018 was presented to the Governing Body. The staffing plan was discussed under the headteacher's report.

The Overall Summary – Budget Plan 2017 to 2018 gives a Total Individual School Budget Allocation of £583,180. Total Expenditure Plan 2017 to 2018 is £639,508, giving a deficit of £56,328. Balances brought forward from 2016/2017 of £41,493 gives a surplus of £2,605.

The budget is very tight this year. Staff changes are ongoing and to be finalised as given in the headteacher's report. The teaching staff are set but the teaching assistants to be finalised. PFSA funds are to be shared with other schools.

The Value Committee recommended adoption of the Budget and Staffing Plan 2017/2018. The Governing Body approved adoption of the Budget 2017/2018.

410 Safeguarding

Minutes of Safeguarding Committee meetings 24th February and 28th April on SLP.

Q How do you ensure that all staff receive appropriate online safety training that is relevant and regularly updated?

A All staff sign a document on responsibilities and the use of mobiles. No mobiles are permitted for photographs. Each class now has its own camera and staff are aware of its usage. Work e-mail addresses are used and not personal addresses. There is an awareness of e-safety. The updated training in September will cover training needs and all new staff receive training.

411 Governing Body Vacancies

The new Instrument of Government had been received and circulated.

No replies were received for the parent governor vacancies. The Governing Body voted in favour of appointing Ed Lockington as parent governor when his term of office ends in August. One parent governor vacancy remains and there will be a co-opted vacancy in September. It was agreed

Signed Date

to advertise governor vacancies at parents' evening, contact the Parish Council and Village Hall Committee and in the Leveller magazine and village newsletter.

Action: Niki Roberts

Clerk to circulate parent vacancy to parents in September.

Action Clerk

Barbara Gadd's term of office as an Associate Member ends in September and Vicky Griffin's term of office as Staff Governor ends in August. Clerk to circulate staff vacancy to staff.

Action: Clerk

412 Government Policies

There were no new government policies.

413 Policy Updates

The Behaviour Policy and the Attendance and Punctuality Policy had been reviewed and approved.

414 Scallywags Report

On SLP. An Ofsted inspection had taken place.

415 Worship and Church Links

SIAMS

The SIAMS inspection is due in early July. The SEF to include the Christian theology with the aiming high framework for a VC school. The Governing Body formally adopted the Christian theology which links to the Behaviour and Attendance policies. All governors must be aware of the strategy. Agendas to include the aiming high framework. Ethos and safeguarding boards to go up in reception. Evidence to be sent out to all governors to read.

Thanks was given to David Gent for all the help given for the SIAMS inspection.

416 New Website

The new school website was shown with headings and should be simpler to use. Stephen Ives to add parents' right to withdraw children from church assemblies and add the SIAMS information by half term.

Action: Stephen Ives

417 Governor School Visits Reports

No governor visits taken place. Literacy visit to be arranged.

418 Link Governor Reports

This item to be removed from agendas as reports will be via SDP monitoring.

419 Governor Training

The following had attended governor training:

Ed Lockington – Performance Management
David Gent – Diocese, Headteacher and Senior Leadership Team Briefing
Myriam Groessens – Chairs Briefing
Sue Ross and Chris Worledge – Safeguarding
Niki Roberts – Ofsted Briefing

Ed Lockington and Andi Cooper-Chadwick plus 1 to attend finance training arranged through Martock School.

The Governing Body to consider training for next year. Clerk to enquire when the new training booklet will be issued.

Action: Clerk

420 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.

421 Correspondence

There was no correspondence.

An Arts Exhibition is to be held on Friday.

The Clerk informed the Governing Body she would be retiring from the post in the near future and as there is a shortage of clerks at present some thought needs to be given to a replacement.

422 Date of Next Meeting

A full Governing Body informal meeting and social to be held on Monday 10th July 2017 at 6.30 pm at the Podimore Inn (or another venue if necessary) with the agenda focusing on signing off the present SDP and producing a new SDP. Myriam Groessens to arrange venue.

Action: Myriam Groessens

The meeting closed at 9.45 pm.