

**ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL**

**MINUTES OF MEETING OF THE GOVERNING BODY  
HELD ON MONDAY 29TH SEPTEMBER 2014 AT 7.00 PM**

<b>Present:</b>	Marta Baker	Niki Roberts (Headteacher)
	Nigel Humberston	Shirley Coulter
	Myriam Groessens	Angela Craggs
	Barbara Gadd	Ed Lockington
	Stephen Ives	Vicky Griffin
	Steve Whitehead	Linda Carlisle (Clerk)

The meeting opened at 7.00 pm.

**158 Apologies for Absence**

Apologies for absence were received and accepted from David Gent. Vicki Mock had given her resignation as governor. Clerk to send her a thank you letter for her time as governor.

**Action: Clerk**

**159 Election of Chair and Vice Chair**

Chair: Nomination: Marta Baker. Marta Baker left the room and was voted in as Chair.

Two Vice Chairs: Nomination: Ed Lockington. Ed Lockington left the room and was voted in as Vice Chair. There were no other nominations. It was agreed to change the Standing Orders to up to two vice Chairs.

**160 Declarations of Interests**

There were no declarations of interests.

**161 Minutes of the Last Meeting held 30<sup>th</sup> June 2014**

The minutes of the meeting were agreed and signed.

**162 Matters Arising from the Minutes**

105 Steve Whitehead to put Value Committee minutes on SLP – in hand  
Governors' self-review questions for the governing body – a copy was shown and e-mailed.  
Governors to comment and return by e-mail or paper copy to Marta Baker.

**Action: All Governors**

127 Governors' site tour for security issues completed and a report circulated.

130 Ofsted Data Dashboard link sent to governors

143 Quality Committee to review updates on consistent marking – in hand

Marta Baker to talk to Carol and Mick on a fence at the Millennium Wood – in hand

144 Quality Committee Terms of Reference completed.

147 Annual Safeguarding Children Report on the agenda

148 Letter to parents stating concerns with the use of Facebook and restrictions on photographs –

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

discussions held with the Ash Association and the site has been removed therefore a letter to parents has not been needed. The school is looking at other ways to improve communication with parents.  
149 Setting up of link governors and having links to local businesses – this to be part of both committees and ideas are in place. Link governors will not have an extra workload.

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

There were no matters of urgency.

**164 Annual Register of Business Interests**

Annual Register of Business Interests Forms were signed and filed.

**165 Review and Approval of Committee Membership, Terms of Reference, Governor Responsibilities (including Link Governor to ICT and E-Safety) and Governing Body Standing Orders**

Committee membership to remain the same.

Committee Terms of References to be reviewed at next committee meetings. Marta Baker to review Terms of Reference for Headteacher Performance Management.

**Action: Marta Baker**

Governor responsibilities – Value Committee to cover link to ICT and E-Safety. Subject Link Governors to be put in place including Literacy and Numeracy.

**Action: Quality Committee**

Marta Baker to change the Governing Body Standing Orders to 'up to two Vice Chairs' and to be approved at the next meeting.

**Action: Marta Baker and Clerk**

**166 Annual Return on Racist Incidents**

There was a nil return on racist incidents for 2013/2014.

**167 Children Looked After**

There are new children looked after in the school therefore no report at present. Rebecca Divall is the appointed children looked after teacher. Niki Roberts and Rebecca Divall have attended meetings with social workers and are examining opportunities for training.

**168 Approval of Annual Safeguarding Children Report**

The Annual Safeguarding Children Report was shown. Policy reviews to be confirmed. Myriam Groessens has completed safer recruitment training and Niki Roberts plans to complete safer recruitment training during the year. The report was approved in principle and to be completed, signed and returned.

**Action: Niki Roberts and Marta Baker**

**169 Delegation of Authority for Category A External Visits**

The Governing Body approved delegation of authority for Category A external visits to Niki Roberts.

## **170 Headteacher's Report and Approval of School Development Plan**

As circulated.

The structure of the School Self-Evaluation Form (SEF) is the basis for the framework of the Headteacher's Report and covers:

1. Academic Achievement
2. Teaching Standards
3. Behaviour and Safety
4. Leadership and Management

The main focus of the report for this meeting is the School Development Plan for 2014/2015.

### Academic Achievement and Teaching Standards

EYFS is now inspected separately by Ofsted.

PIPS baseline assessment is made two weeks into the year to offer national comparisons and is useful to measure progress.

End of year GLD was 55% which is in line with national and county levels.

The lowest area was Number so raising achievement in this area is a main target for this year, plus close tracking of those children who failed to achieve GLD and ensuring interventions are in place to raise their achievement across the year.

Key actions to achieve these targets were discussed and agreed.

CPD Good to Great Teaching will be offered to all teachers to support the continuous drive for all teaching to be judged Outstanding. This ran last year and has been reported from other schools to be worthwhile.

### Literacy

The results in Literacy were well above the national and county average at KS2 and in line in KS1 for Reading but lower in Writing. Raising achievement in writing is the key area, especially at KS1 to aim for all children to achieve 2b and the children in Year 3 who failed to achieve 2b in their SATs.

Key actions to achieve these targets were discussed and agreed.

### Numeracy

The results in Numeracy were well above the national and county average at KS2 and in line in KS1. Raising achievement in Maths at KS1 and those children at Year 3 who failed to achieve 2b in their SATs forms the main targets.

Key actions to achieve these targets were discussed and agreed.

### Behaviour and Safety

Governors are monitoring the health and safety concerns of the site and plans are currently being put together to improve it.

Safeguarding training for the deputy safeguarding officer is to be booked.

First Aid training for all staff is arranged to update training along with Fire extinguisher training.

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The recording system of incidents of concern has been updated and disseminated to all staff.

### **Leadership and Management**

Major challenges come with the new curriculum and the introduction of a new way of assessing the children.

Close working with the Yeovil Federation will ensure the assessment system decided upon suits our school and fulfils the demands of compatibility with others but also plots progress clearly. The assessment system needs to be easy to use, not too demanding on the teachers, along with being easily understood by the parents.

The role of the governors will increase through closer monitoring of their areas of responsibility.

The roles of the Maths and English coordinators will be developed with observations of their subjects and marking scrutiny with the Headteacher.

Close working with the local federation will support the development of EYFS skills and offer local support.

The SEP will continue to work with the school to ensure challenge is robust and therefore support the school in continuing to raise standards and offering a high quality education to our children. This will be reviewed annually.

The School Performance Group will meet to examine the data for all of the groups in more detail.

A governor queried the need and value of CPD (Continued Professional Development). CPD offers training for teachers and the opportunity to reflect on their own practice. Training is passed on to other staff.

Niki Roberts has completed Performance Management with the support staff and one area identified as needed by all is the development of their IT skills. Training is offered to LSAs within school where possible and staff are keen to participate. Pupil progress meetings include all relevant staff.

The Governing Body approved the 2014/2015 School Development Plan.

### **171 SEN Discussion on National Major Changes**

The SENCO has attended training in preparation for the new school offer which is part of new legislation. It is now in place and published on the website. The review of the SEN policy is high priority and will be examined at the first Quality Committee. This will reflect the national changes and what is happening at our school.

### **172 Reconstitution of the Governing Body**

The membership of the Governing Body was discussed and the Governing Body agreed to reconstitute on 29<sup>th</sup> September 2014 with a membership of 14 as follows:

- 1 Headteacher – Niki Roberts
- 3 Foundation – David Gent, Stephen Whitehead and Marta Baker
- 1 LA – Shirley Coulter
- 1 Elected Staff – Vicky Griffin

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2 Elected Parents – Nigel Humberston and Ed Lockington  
6 Co-opted – Myriam Groessens, Angela Craggs, Stephen Ives and 3 vacancies

Clerk to inform Governor Services of agreement to reconstitute and Governing Body membership and forward co-opted governor application forms. Form required for Stephen Whitehead re Foundation status.

**Action: Clerk**

Barbara Gadd to remain as Associate Member.

### **173 Information from Clerks' Briefing**

The Clerk had attended the termly Clerks' Briefing. A presentation on the role of the clerk was given and presentation documents, briefing notes on statutory items, advice and guidance and general information is on the SLP. It was agreed for the Quality Committee to appoint a member of staff and a governor for staff to contact under the whistleblowing procedure.

**Action: Quality Committee**

### **174 Correspondence**

There was no correspondence.

The School Open Morning to be held on Wednesday 22<sup>nd</sup> October 2014 with an open invitation. Governors are welcome and Marta Baker will be in attendance.

### **175 Date of Next Meetings**

#### Full Governing Body

Tuesday 25<sup>th</sup> November 2014 at 7.00 pm

Tuesday 10<sup>th</sup> February 2015 at 7.00 pm

Monday 11<sup>th</sup> May 2015 at 7.00 pm

Monday 29<sup>th</sup> June 2015 at 7.00 pm

The meeting closed at 9.20 pm