

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

**MINUTES OF MEETING OF THE GOVERNING BODY
HELD ON MONDAY 29TH FEBRUARY 2016 AT 7.00 PM**

Present: Myriam Groessens (Chair) Niki Roberts (Headteacher)
Ed Lockington (Vice Chair) Vicky Griffin
Shirley Coulter David Gent
Stephen Ives (from 7.37 pm) Andi Cooper-Chadwick (until 8.00 pm)
Angela Craggs Linda Carlisle (Clerk)

The meeting opened at 7.05 pm and was quorate.

286 Apologies for Absence

Apologies for absence were received and accepted from Nigel Humberston, Sowena Hollocks, Barbara Gadd, Chris Worledge, prospective Foundation Governor, and Steve Whitehead.

287 Declarations of Interests and Conflict of Interests

There were no declarations of interests and conflict of interests.

288 Minutes of Last Meeting held 16th November 2015

The minutes were agreed and signed.

289 Matters Arising from the Minutes

193 Quality Committee approved the updated Safeguarding Policy.

201 Quality Committee to update Attendance Policy to include more demanding percentage attendance as guided by the DFE. The Attendance Guidance from the DFE is on the SLP.

Action: Quality Committee

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

Action: Finance Committee

248 Parent Questionnaire produced by Quality Committee

251 Shirley Coulter appointed as Performance Management Reviewer and review meeting held.

Quality Committee Terms of Reference completed and to be approved.

Action: Clerk

257 Niki Roberts to find latest Whistle Blowing Policy for approval by full governing body.

Action: Niki Roberts

Quality Committee to adapt a model visits policy.

Action: Quality Committee

273 Copy of new Governor Code of Conduct on SLP.

274 Governors' photographs on School Website

275 Local Schools MAT meeting attended.

279 Learning Walk feedback report on SLP

Lunch Inspection report action plan completed. Most actions lay with the provider including temperatures, storage and cross contamination.

School actions covered:

Policy and procedures displayed

Food temperatures to be recorded

Handwashing between jobs

PAT testing

Portion size discussed with provider

Photographs of children with allergies in the kitchen – not agreed as it is deemed as not necessary in a small school

Ambience of room – difficult to keep the noise level down but strategies have been discussed with lunchtime

Signed Date

supervisors

Staff to eat lunch with the children – this was not agreed as staff do need their break

Parents to eat with their children – difficult to organise but may be done on special occasions – such as changes of menus

Key Stage 2 ambassadors – not enough children in KS2 to take on the role on a regular basis

Healthy lunch boxes – school encourages parents to consider the contents. A link will be put on the website to the British Nutrition site which has suggestions for healthy lunchboxes.

Service quality – the lunchtime supervisors have discussed ways of ensuring high quality service

Systems in place for complaints – children share their likes and dislikes with the lunchtime staff, meetings with the lead lunch time supervisor to discuss concerns and these are shared with the provider. Records are kept of any parental complaints concerning the food or lunchtime experience.

Waste – some is inevitable but this is kept as low as possible.

The Governing Body agreed to continue with the present provider. Parents will be informed about the information on healthy lunch boxes on the website.

Action: Niki Roberts

290 Any Matters of Urgency not already on the Agenda

It was reported the Value Committee would complete the SFVS and the SSTep package.

291 Headteacher's Report

As circulated and highlighting the following:

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

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

Malago Project

Following an Autumn term meeting first visits have now been carried out. This involved the two headteachers from Oaklands and South Petherton Juniors examining our Raise Online, Ofsted Dashboard, SIP report, SDP and SEF. This raised useful questions for discussion to challenge the headteacher. The focus of the observations in class and book scrutiny was challenge in Maths.

7.37 pm Stephen Ives arrived

The following was covered and reported:

Strengths identified

Areas to consider

Action Plan:

Lesson Study approach

Further actions

Timescale

Time given for observations in classes was only 10 minutes. There is a £800 fund for the project which will be used for teacher release time for being able to work on the Lesson Study in the action plan. The results and impact of these actions will be shared with the other schools during the summer term when they will also bring their findings from the project. The project has been successful in other schools and will give beneficial results for Ash School.

292 Headteacher's Question Time

Signed Date

A governor commented on the headteacher's report on how impressed she was with all the joined up working/collaboration there is already going on with the federation putting the school in a good position to develop further collaboration/integration as the full governing might feel appropriate in the future.

Q Are the staff concerned with the bar being raised for achievement and should the Governing Body support teachers on a general concern for the well-being of the children?

A The National Standard was suggested to be in line with the previous 4B level. However there appears to be higher levels expected on examining the exemplifications which are more like the previous 4A level. There is a concern for the mental health of children with the pressure of being expected to achieve above their ability and through being pushed too hard in too short a time. The teachers are doing their best to prepare the children in the least stressful way but there are concerns for the lower ability especially. There is no acknowledgement for children suffering from dyslexia which is concerning. The school is worried but remains positive and is encouraging children to do their best.

The Governing Body voiced its concern that not acknowledging dyslexia is not compatible with discrimination.

8.00 pm Andi Cooper-Chadwick left

293 Committee Reports

Value

Minutes of meetings 13th October and 1st December 2015 on SLP

Quality

Minutes of 27th November 2015 on SLP

School Performance Group

Minutes of 17th November 2015 on SLP

Meet the Governors

Parent Questionnaire produced

294 Academy Status

Niki Roberts reported on a headteachers' meeting and a Ham Hill Federation headteachers' meeting on Multi Academy Trusts (MATs). All were in agreement that there was no hurry to convert to academy status but decided to make links closer and more formal. If the government pushed schools to convert to a MAT then the closer links which would form the foundation of the trust would already be in place. Chilthorne Domer has joined the Ham Hill Federation and discussions are taking place to consider if three other rural schools (East Coker, West Coker and Barwick and Stoford) may join the Ham Hill Federation. Discussions to take place on whether the federation could be too large, it was not thought to be a good idea to break away from the Yeovil Federation as there are lots of positives not least the financial benefits for smaller schools. The Yeovil Federation could stay together but may be have a rural group and a town group. There is one more year of annual subscriptions for the Yeovil Federation.

At present there are half term Ham Hill Federation meetings. Ash shared ideas at the last meeting making it clear it would not currently be interested in joining a secondary school MAT. It was recognised that schools in difficulty receiving a poor Ofsted inspection cannot be protected from being taken over by another lead academy group.

The Somerset Vision was shared. There was also information about the new SEP organisation being set up in Somerset. Schools are graded according to need either Red, Amber or Green. We are currently green so will have less support than a school in a higher category of concern.

Signed Date

Niki Roberts to update the governing body at the next meeting on any further changes on academy and federation developments.

Action: Niki Roberts and Clerk

295 PE and Sports Premium Report

Niki Roberts reported the PE and Sports Premium is spent as follows:

A PE Assistant is employed to work with Key Stage 1

Buying in a sports coach for Wednesday afternoons to cover PPA time

Change for Life Club for children who choose not to participate in sport. They have sessions on healthy eating and less openly competitive sports.

The school is very successful in competitive sports and offers many opportunities for children to participate in events and tournaments.

The PE and Sports Premium information is published on the school website and governors to monitor the impact of the premium. (This is an important part of the link governors role for PE)

296 The Role of Link Governors

A report was given from the Literacy Governor on writing, SPAG curriculum and assessment, reading and curriculum and assessment developments.

The EYFS Governor had discussed the role.

Link governors to report to the governing body via a feedback form. Niki Roberts to produce guidance and a feedback form.

Action: Niki Roberts

297 Policy Updates

Freedom of Information Scheme – in place

Accessibility Plan – Value Committee to review

Whistle Blowing Policy – in hand

298 Worship and Church Links

Mothering Sunday (Friday 4th March – 1.30pm) and Easter service (Thursday 24th March – 9.30am) to be held.

299 Consultation on Somerset Strategy for Achieving Excellence for All

Circulated and three sections on the SLP under Somerset Vision. They will be referred to for the SDP in future.

300 Governing Body Membership

Foundation Governor – Chris Worledge

LA Governor – Shirley Coulter left the room and the Governing Body voted in favour of her reappointment as LA Governor

Co-opted Governor vacancy – the Governing Body voted in favour of Sue Ross to fill the co-opted governor vacancy. Clerk to send a governor application form.

Action: Clerk

301 Governor Training

Shirley Coulter and Niki Roberts to attend updated Safeguarding training in March

Ed Lockington had attended Finance training

Signed Date

302 Information from Clerks' Briefing

The Clerk had attended the termly Clerks' Briefing and briefing notes on statutory items, advice and guidance and general information and SSE Somerset Governor Services circulated and on the SLP.

303 Correspondence

There was no correspondence.

304 Date of Next Meeting

Tuesday 10th May 2016 at 7.00 pm

The meeting closed at 9.10 pm.