

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

**MINUTES OF MEETING OF THE GOVERNING BODY
HELD ON MONDAY 6TH FEBRUARY 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
Steve Whitehead

In Attendance: Linda Carlisle (Clerk)

The meeting opened at 7.00 pm and was quorate.

378 Apologies for Absence

Apologies for absence were received and accepted from Andi Cooper-Chadwick.

379 Declarations of Interests and Conflicts of Interests

David Gent declared he was the local cleric under Item 11 – SIAMS Inspection.

380 Minutes of Last Meeting held 5th December 2016

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

381 Matters Arising from the Minutes

201 Attendance letter to parents – on hold as meeting held with attendance officer and awaiting the outcome of a national court case on attendance. Updates received from the Yeovil Federation meeting. Attendance level to stay at 95%. The school has few problems on attendance. A new attendance officer is due to start in the summer term.

257 Quality Committee to adapt a model governor visits policy – ongoing.

Action: Quality Committee

344 Quality Committee to finalise Terms of Reference and forward to the Clerk for approval at the next FGB meeting.

Action: Quality Committee and Clerk

361 EYFS visit report sent to Niki Roberts

366 Niki Roberts and Stephen Ives to arrange for governors' photographs to be displayed in reception – to be completed.

Action: Niki Roberts and Stephen Ives

Chris Worledge attended a PTA meeting in a governor role. Chris Worledge and Andi Cooper-Chadwick were introduced as governors. Parents stated they would like notification of cancellation of clubs to be clarified. Niki Roberts confirmed notification is given early in the day and if a club is cancelled late in the day the children are offered a place in Late Birds. Niki Roberts to confirm this to parents in a newsletter.

Action: Niki Roberts

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368 Stephen Ives to find a new internet provider – ongoing

Action: Stephen Ives

370 Ed Lockington to produce a full policy list – ongoing.

Action: Ed Lockington

372 Governor Learning Walk focusing on displays around the school – completed. A successful learning walk. Some displays had no ownership and some were being completed. The school noticeboard needs ownership.

382 Any Matters of Urgency not already on the Agenda

There were no matters or urgency.

383 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

School Development Plan Key Priority 1 – To develop leadership skills through continued involvement in the Malago Project to focus on key years of Years 2 and 6 with Year 6 teachers meeting. It has been agreed across the local federation, due to workload, not to work on a Malago project in the same way as last year, rather to review again next year. The funding will go on ongoing projects. Links will be maintained with the two local schools, Oaklands and South Petherton and more informal support and cooperation will be in place between all three schools.

Application for funding for a Collaborative Improvement Bid has been successful. The focus is on the children who fail to make expected progress in Maths, especially in Years 2 and 3. The focus groups include children with visual spatial memory difficulties. Research in this area has shown that the use of different strategies and resources may have greater impact on progress made. We are looking into CPD for teachers and support staff to support this improvement.

Visits to take place from the SEP, Steve Williams, to review teaching and learning with a focus on Reasoning in Maths and the SIP, Chris Vincent, to review teaching and learning with a focus on Literacy, especially Writing.

Huish Primary school in Yeovil has shared concerns on the amount of time spent on marking and the impact on the wellbeing of teachers. This is a concern shared by most schools. They have been trialling the use of marking journals and will share their findings at the next SAPHTO meeting. Hopefully this will bring some positive results which we may be able to consider in the future.

The Ofsted Data Dashboard is on the SLP giving the strengths identified from the 2016 data set and no weaknesses are identified. The Arbor Report, a free analysis on the data, is also on the SLP and

Signed Date

is clearly laid and the governors at the SPG found it most useful.

School Development Plan Key Priority 7 – to raise and develop the Christian profile of the school whilst involving all stakeholders – monitoring is in place with an aim to achieve good at the SIAMS inspection so as to offer parents a wider choice and to be inclusive.

Teaching, Learning, Assessment and Academic Achievement

Assessments for all year groups were given – groups of data were discussed.

Personal Development, Behaviour, Welfare and Safety of Pupils

A Behaviour Log is in place but behaviour is generally good across the school.

Q Should behaviour be clarified in the accident book?

A The Behaviour Log has a form for each class plus a school log for the headteacher for more serious incidents. The class forms are to be checked by the headteacher on a half-termly basis.

EYFS Provision

Base data was used along with the data from the EYFS teacher to assess progress and predictions were given.

384 Headteacher's Question Time

Covered under Headteacher's Report.

385 Committee Reports

Value

Minutes of meeting 31st January 2017 on SLP. Month 9 Financial Report gives bank account as £71,533 and percentage spend as 67.7%

Quality

Minutes of meeting 20th January 2017 on SLP.

School Performance Group

Meeting held on 16th January 2017 and minutes to go on SLP.

Action: Niki Roberts

Meet the Governors

Chris Worledge had met the PTA.

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386 Safeguarding

Q What mechanisms does the school have in place to support pupils, staff and parents facing online safety issues?

A Stephen Ives regularly works with pupils on online safety. At the next Quality Committee meeting Niki Roberts will show new guidance for parents with online issues.

Action: Niki Roberts

All staff have training. Niki Roberts and Stephen Ives to attend the Safeguarding conference which has a focus on e-safety. The school Facebook page has had no negative entries or comments. Pictures placed on our Facebook page are taken by staff who have had permission and they are deleted from their camera afterwards some are placed on the public drive as relevant to different topics. Procedures are in place.

387 Constitution of Full Governing Body

After discussion on the size of the Governing Body it was agreed to reduce from 14 to 12, have 4 co-opted governors and advertise for 2 parent governor vacancies. Clerk to arrange a new Instrument of Government and send a parent governor letter to parents.

Action: Clerk

388 SIAMS Inspection

The SIAMS inspection will be held in June or July 2017. Ash Primary School Values were circulated and discussed. It was agreed to consider changes of Safety to Staying Safe, change Improvement to Aiming High and add Commitment under Respect. Niki Roberts to discuss the values with the teaching staff and make a decision on the values at the Quality Committee meeting.

Action: Niki Roberts and Quality Committee

Behaviour and attendance to also be reviewed at the Quality Committee meeting.

Action: Quality Committee

The sentence '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' has been added to the main policies and will be added to other policies as they are reviewed.

389 SEND Governor

It was confirmed that Shirley Coulter is the SEND Governor.

390 Second Governor for Safeguarding

Niki Roberts reported that as safeguarding is a very high priority with quite a bit of new legislation there is a need for a second safeguarding governor. The headteacher and the safeguarding governor need to meet every half term to keep up with documentation and to ensure we are fully compliant in keeping the children safe. It was agreed for Chris Worledge to fill the post now and to attend training with Niki Roberts and Shirley Coulter. Sue Ross to attend training so that she will be able to support in this area in the future.

Action: Chris Worledge and Sue Ross

391 Government Policies

Latest Governance Handbook and Competency Framework for Governance is on the SLP.

392 Policy Updates

Quality Committee to review the SEN Policy.

Action: Quality Committee

Niki Roberts to review the Complaints Policy.

Action: Niki Roberts

393 Scallywags Report

As circulated. Niki Roberts reported on safeguarding the school site and that there are issues with visitors to Scallywags coming onto the site but not signing in at the school office. Ways to meet the need to make the site more secure were discussed and Shirley agreed on behalf of Scallywags that they would half fund any safeguarding measures put in place.

394 Worship and Church Links

The school's 20th anniversary will be on 2nd July 2017. David Gent will approach the bishop to see if he is available to come to the celebration event.

It was stated that the village hall may be used by the school for Early Birds, lunches and Late Birds and the school hall could be used as a classroom next year. The Parish Council, the church, the school and the hall trustees would need to sign a memorandum of understanding. Community lunches could be served and supported by the Year 6 children. Access direct from the school site to the hall would be needed. The school would make a contribution to utilities but not rent. The school use would need to fit in with other hall users.

395 Governor School Visits Reports

SIAMS Learning Walk on displays

Learning Walk on school displays

Leadership through Teaching Observations and Book Scrutiny

396 Link Governor Reports

Chris Worledge, Link Governor for Maths, reported the new curriculum is in place, a depth of knowledge on particular schemes, very good planning, full scheme of work for every year with application, analysis and problem solving, very impressed by Year 6 work and good resources in place.

397 Governor Training – booking arrangements for governor training

Governors wishing to book training courses under the new booking system to e-mail Niki Roberts for authorisation on the SSE site.

398 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 a presentation on governance professional had been circulated and was on the SLP.

399 Correspondence

There was no correspondence.

400 Date of Next Meeting

Full Governing Body

Monday 22nd May 2017 at 7.00 pm

Value Committee

Tuesday 21st March 2017 at 7.30 am

The meeting closed at 9.50 pm