

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

**MINUTES OF MEETING OF THE GOVERNING BODY
HELD ON MONDAY 25TH SEPTEMBER 2017 AT 7.00 PM**

Present: Niki Roberts (Headteacher) Myriam Groessens (until 7.25 pm)
Ed Lockington Sue Ross
Stephen Ives Chris Worledge
Steve Whitehead Shirley Coulter
David Gent

In Attendance: Linda Carlisle (Clerk)
Margaret Morgan (Prospective Co-opted Governor)

The meeting opened at 7.05 pm and was quorate. Margaret Morgan, Prospective Co-opted Governor, was introduced to the Governing Body and gave details of skills and knowledge she had to offer.

434 Apologies for Absence

Apologies for absence were received and accepted from Andi Cooper-Chadwick, Vicky Griffin and Jack Parker (Prospective Co-opted Governor).

435 Governor Vacancies

Margaret Morgan left the room and the Governing Body voted in favour of Margaret becoming a co-opted governor. Clerk to send governor application form.

Action: Clerk

Ben Jones had shown an interest in becoming a governor and to attend the next meeting. Clerk to inform him of the date of next meeting.

Action: Clerk

436 Discussion with Neil Bloomfield, Councillor

Neil Bloomfield was unable to attend the meeting but the Governing Body had a discussion on the road outside the school. It has been proposed that yellow zig zag lines are added to the other side of the road to stop cars parking as the road must be kept clear. This could move the congestion further up the road. Although the school was fortunate to have a car park a drop off zone has not worked. The speed control on the road is in the wrong place and does not help the congestion. The Governing Body agreed to having no objections to the yellow zig zag lines, but room must be left for a hearse to park outside the church, and to request further discussions with Neil Bloomfield. Niki Roberts to contact Neil Bloomfield.

Action: Niki Roberts

7.25 pm Myriam Groessens left

437 Election of Chair and Vice Chair

Chair: Nomination: Ed Lockington: Ed Lockington left the room and was voted in as Chair.

Signed Date

Vice Chair: Chris Worledge: Chris Worledge left the room and was voted in as Vice Chair.

438 Declarations of Interests and Conflicts of Interests

There were no declarations of interests and conflicts of interests.

439 Minutes of Last Meeting held 10th July 2017

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

440 Matters Arising from the Minutes

257 Quality Committee to adapt a model governor visits policy at their next meeting.

Action: Quality Committee

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

Action: David Gent

392 Quality Committee to approve the SEND Policy after review by the SENCO for approval by the full governing body at their next meeting.

Action: Quality Committee

432 Andi Cooper-Chadwick and Vicky Griffin to complete governor application forms and return to the Clerk.

Action: Andi Cooper-Chadwick and Vicky Griffin

Governor application form sent to Jack Parker and invitation to visit the school sent to Margaret Morgan.

441 Any Matters of Urgency not already on the Agenda

There were no matters of urgency.

442 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
5. SIAMS follow up

Leadership and Management

The School Development Plan has the key areas but the governors with responsibility need to meet with the teachers to put the detail on it, monitor and report back to the Governing Body. There are seven key priorities:

Key Priority	Area of Development	Main Focus	Teacher with responsibility	Governor with responsibility
Key Priority 1	Leadership	European Erasmus + Project	NR	EL
Key Priority 2	Curriculum	Teaching – Assessment and Performance	NR	CW
Key Priority 3	Curriculum	Reading	SW	AC-C
Key Priority 4	Curriculum	Writing – CIB bid for Writing for this year	SW	SR
Key Priority 5	Curriculum	Maths – CIB – Maths to complete from last year	VG	CW
Key Priority 6	EYFS		RW	SC
Key Priority 7	Church School Distinctiveness	Action plan following the SIAMS inspection	NR	DG

There are other areas where meetings are needed to put together action plans and to review the progress made:

<ul style="list-style-type: none"> • Health and Safety – NR, SI and SW 	<ul style="list-style-type: none"> • Safeguarding – Committee – NR, SR, CW and SC
<ul style="list-style-type: none"> • SEN – BD and SC 	<ul style="list-style-type: none"> • Pupil Premium – NR and DG

Q Could the Governing Body have a general Health and Safety briefing?

A Yes this will be arranged.

Areas of governor training to focus on Safer Recruitment, Headteacher's Performance Management and Church Distinctiveness for Foundation Governors. David Gent to complete Safer Recruitment course.

Action: David Gent

Teaching, Learning, Assessment and Academic Achievement

Key Stage 1

Key Stage 1 data shown with most areas in line with national and county average but girls' results are down on the boys.

Q Why are girls' results down on the boys?

A Groups have been identified early and have looked at ways this group of girls learn considering their visual and spatial memory. Training has been given to teachers to help.

Signed Date

Funding was received in the Spring through the CIB grant from county to focus on this group. Progress will be reviewed at half term. The groups of girls have been identified in two year groups.

Key Stage 2

Key Stage 2 data shown with above average in all and boys doing well. Year 6 data shown and above national and county average.

Phonics

Phonics data is slightly down on national average.

Governors to read all the data in the headteacher's report and ask any questions.

Q Pupil Premium data shows they are slightly underachieving, however the numbers are very low. Could we have data breakdown for all the years?

A Yes, Niki Roberts to send data to governor with responsibility for this area (DG) and then it will be shared at a later governors' meeting.

Action: Niki Roberts

Q How do governors monitor foundation subjects?

A Niki Roberts to get assessment files for foundation subjects to share with the governors at the Quality Committee.

Action: Niki Roberts

443 Signing Off of School Development Plan 2016/2017

Lead governors to meet with teachers and sign off their areas on the School Development Plan 2016/2017 and report to the Clerk to take to the next meeting.

Action: Lead Governors and Clerk

444 Approval of School Development Plan 2017/2018

To be approved at the next meeting.

Action: Clerk

445 Committee Reports

Value

Minutes of meeting held 19th September 2017 on SLP.

Quality

Meeting to be held 6th October 2017

School Performance Group

Signed Date

No meeting held

Meet the Governors

No meeting held.

446 Annual Register of Business Interests

Annual Register of Business Interests forms were updated and signed by governors present. Governors not present to complete forms.

Action: Clerk

447 Governing Body Code of Conduct

The Governing Body gave approval to the Clerk to produce an updated Code of Conduct for governors to sign.

Action: Clerk

448 Review and Approval of Committee Membership, Terms of References, Governor Responsibilities and Governing Body Standing Orders

Committee Membership

Value Committee to appoint a new chair and Margaret Morgan to join committee.

Jack Parker to join Quality Committee.

New Safeguarding Committee to consist of Shirley Coulter as chair, Chris Worledge, Niki Roberts and Sue Ross.

New Church School Distinctiveness Committee to consist of David Gent as chair, Chris Worledge and Steve Whitehead with Philippa Bellows in attendance.

Governor Responsibilities – to be added

Performance Management - Ed Lockington

Literacy – Sue Ross and Andi Cooper-Chadwick

Early Years – Shirley Coulter

Child Protection – Shirley Coulter and Safeguarding Committee

Clerk to update and circulate.

Action: Clerk

Value and Quality Committees to review their Terms of References at their next meetings and forward to the Clerk for approval at the next full Governing Body meeting.

Action: Value and Quality Committees and Clerk

The Governing Body Standing Orders were circulated and approved. Clerk to amend dates, add new committees, amend wording and add 'The Governing Body delegates authority to the headteacher, Niki Roberts, to appoint volunteers'.

Action: Clerk

449 Children Looked After Report

There are no Children Looked After in the school although there are some children under special guardianship.

450 Delegation of Authority for Category A External Visits

The Governing Body approved delegation of authority for category A external visits to the headteacher.

The Governing Body approved the following school residentials:

Kilve – Year 3

Swanage – Year 4

Isle of Wight – Year 5

Year 6 – will not be Pinkery and other centre to be confirmed

451 Safeguarding

Describe how your school educates children and young people to build knowledge, skills and confidence when it comes to online safety? How do you assess its effectiveness?

This is ongoing throughout the school and is emphasised in Year 6. At a Year 6 review the children are very aware and have the confidence to report.

452 Policy Updates

The Governing Body approved the reviewed Governor Allowance Policy.
Pay Policy to be reviewed.

453 Scallywags Report

As circulated. The new gates are working well for Scallywags but cause extra work for the school secretary. It was queried if Scallywags contribute to the school secretary's salary.

The school has an open morning for prospective parents on Tuesday 3rd October 2017 at 9 – 11 am.
Sue Ross to attend on behalf of the Governing Body.

454 Worship and Church Links

School assemblies are now held on Mondays due to PPA planning.

455 Governor Training

School staff are to receive safeguarding training from Niki Roberts on 9th October. It was agreed for governors to have safeguarding training from Niki Roberts and a health and safety briefing on Thursday 9th November at 6.30 pm.

Action: All Governors

456 Information from Clerks' Briefing

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

Action: Clerk

Myriam Groessens has monitored the Single Central Record and it was agreed when a new school secretary is appointed the school finance officer should take over the role.

457 Correspondence

Resignation e-mail from Myriam Groessens.

The appointment of a new Clerk was discussed and it was agreed to appoint an independent Clerk. Clerk to forward job description and information to Ed Lockington and Chris Worledge.

Action: Clerk

458 Dates of Next Meetings

Full Governing Body

Thursday 30th November 2017 at **6.30 pm**

Thursday 22nd February 2018 at **6.30 pm**

Monday 23rd April 2018 at **6.30 pm**

Thursday 5th July 2018 at **6.30 pm**

Thursday 4th October 2018 at **6.30 pm**

Quality Committee

Friday 6th October 2017 at 7.30 am

The meeting closed at 9.40 pm.