

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

**MINUTES OF MEETING OF THE GOVERNING BODY
HELD ON THURSDAY 30TH NOVEMBER 2017 AT 6.30 PM**

Present: Ed Lockington (Chair) Niki Roberts (Headteacher)
Chris Worledge (Vice Chair) (from 6.50 pm)
Sue Ross Shirley Coulter
David Gent Vicky Griffin
Andi Cooper-Chadwick (from 6.50 pm)
Jack Parker Margaret Morgan

In Attendance: Linda Carlisle (Clerk)

The meeting opened at 6.45 pm and was quorate. Jack Parker, new Co-opted Governor, was introduced to the Governing Body.

459 Apologies for Absence

Apologies for absence were received from Stephen Ives. Steve Whitehead was absent.

460 Declarations of Interests and Conflicts of Interest

There were no declarations of interests and conflicts of interests.

461 Minutes of the Last Meeting held 25th September 2017

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

6.50 pm Andi Cooper-Chadwick and Chris Worledge arrived

462 Matters Arising from the Minutes

435 Governor application form sent to Margaret Morgan.

Ben Jones informed of date of governing body meeting but he has decided to delay considering becoming a governor until next year.

436 Letter of support sent to Neil Bloomfield on the issue of the road outside the school.

257 Quality Committee to adapt a model governor visits policy.

Action: Quality Committee agenda

385 David Gent to forward to the Clerk minutes of School Performance Group of 16th January 2017 – action closed.

392 Quality Committee to review SEND Policy – in hand and Shirley Coulter has met with Becky Divall.

Action: Quality Committee agenda

432 Governor application forms completed by Andi Cooper-Chadwick and Vicky Griffin

443 David Gent to complete Safer Recruitment course – in hand

Action: David Gent

Pupil Premium data breakdown for all the years for David Gent – meeting held and information given.

Signed Date

Assessment files for foundation subjects to share with the governors at the Quality Committee – staff are discussing ways to record assessments and looking at examples of using programmes of study. Doing light touch at present and if successful will roll out. To be discussed at Quality Committee meeting.

Action: Quality Committee agenda

443 Lead governors to meet with teachers and sign off their areas on the SDP 2016/2017 – covered under headteacher's report.

446 All annual register of business interests forms completed.

447 Governor Code of Conducts – on agenda

448 Committee membership and governor responsibilities – Chair of Values Committee to be confirmed, Academies working party to be removed, Niki Roberts to be added to Church School Distinctiveness Committee, E-Safety to come under Safeguarding Committee, Chris Worledge to be link to the Diocese for training and David Gent to cover Whistle Blowing. Clerk to update and circulate.

Action: Clerk

Committee Terms of Reference – on agenda

Governing Body Standing Orders updated.

455 Safeguarding training and health and safety briefing completed for governors present on the day and Niki Roberts has a list of governors attending.

456 Information from Clerks' Briefing circulated.

457 Clerk's Job Description and information forwarded to Ed Lockington and Chris Worledge.

463 Any Matters of Urgency not already on the Agenda

There were no matters of urgency.

464 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. Christian Distinctiveness

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. The following table gives an update on these meetings. Governors do need to meet teachers in September to sign off and complete their monitoring of the SDP.

Key Priority	Area of development	Main Focus	Teacher with responsibility	Governor with responsibility	Meetings
Key Priority 1	Leadership	European Erasmus + Project	NR	EL	25/09/2017
Key Priority 2	Curriculum	Teaching - Assessment and Performance	NR	EL/CW	25/09/2017
Key Priority 3	Curriculum	Reading	SW	ACC/SR	24/11/2017
Key Priority 4	Curriculum	Writing - CIB bid for Writing for this year	SW	SR/ACC	24/11/2017
Key Priority 5	Curriculum	Maths - CIB – Maths to complete from last year	VG	CW	Date to be set
Key Priority 6	EYFS	Develop links with Scallywags	RW	SC	Date to be set
Key Priority 7	Church School Distinctiveness	Action plan following the SIAMS inspection	NR	DG	Meeting held on 17/11/2017

Health and Safety updates uploaded to RAMIS.

Erasmus + Project – Innovation in Language Development (our own language)

Three members of staff had attended the first meeting in Bruges which was a planning meeting for the three year project. It was well-organised and the meeting was very beneficial. The expected impact on staff, pupils and partner schools was given to governors. There is a mobility tool for recording expenditure and a report to be submitted. The project will be discussed as whole staff with Scallywags and Early Years. There will be a logo, a Facebook page developed and newsletters.

Visit of the SIP/SEP

Q How did the SEP grade the school?

A The SEP does not grade the school. County gives the grade based on data.

Headteacher's Performance Management to take place with the SIP on 1st December 2017.

Q When will the school have an Ofsted inspection?

A The last Ofsted inspection was 2006 and a letter was received in 2012 stating all was well with the school. Data and safeguarding are monitored and an inspection is likely to be held if there are any concerns in these areas.

The Governing Body confirmed the school ethos of producing a broad curriculum to support

Signed Date

our aim of developing well-rounded children. The school is not just data driven, although this is recognised as an important part of monitoring progress. Our Christian ethos of 'aiming high to be what we want to be' underpins the work being done in the school.

Teaching, Learning, Assessment and Academic Achievement

Continued Professional Development for staff shown. Training now has a low budget.

Q Is on-site training beneficial?

A Twenty five from local schools attended and is cheaper and best value.

Q Has induction taken place for the new school secretary?

A The new school secretary was previously a school secretary so has taken over well. She will be attending training in January with the school finance officer.

School Performance Summary (RAISEonline) is on the SLP and Early Years and attendance will go on SLP later when received.

Niki Roberts and Steph Dolan have attended SIMS training.

Marking time for teachers to be looked at. Marking logs have been considered but work for experienced teachers but not necessarily for new teachers. The logs will be reviewed at a later date as at this time we feel that they do not provide the feedback element and individual links which children need with their teacher.

Q What time is given on marking of other subjects?

A There is less time for marking of other subjects. The main focus is on Literacy and Numeracy and the cross-curricular links which are made with these subjects.

465 Pupil Premium and Sports Grant Statement

Pupil Premium

David Gent and Niki Roberts to meet termly on Pupil Premium.

Funding for Pupil Premium 2017-2018:

FSM Ever 6	£10,560.00
Service Children Ever 3	£2,700.00
Children Looked After (LAC)	£3,800.00
English as an Additional Language (EAL)	£0.00
Gypsy-Roma and Irish Travellers	£0.00
Total	£17,060.00

Spending areas for Pupil Premium 2017-2018:

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The Hive – Nurture Group – employment of LSA to support SEN and Nurture group
Development of physical activity and healthy living
Change 4 Life and swimming
Forest School provision and resources
Music tuition and brass wider opportunities
One to one tuition and small group tuition
Delivery of interventions
Curriculum Support
Subsidy of education visits, visitors and residential trips and transport costs
After School Clubs
Laptop computers, digital devices and ICT programmes
Employment of extra teachers
HLTA and LSA classroom support
Early Bird and Late Bird Club
EYFS and KS1 phonics support

Pupil Premium Report is on the school website.

Q What impact would a Breakfast Club have rather than an Early Bird Club?

A There would be a massive impact as some would have breakfast and some would not and there would be a space issue and hygiene rules. Parents have not asked for a Breakfast Club and the Early Bird Club is for early drop off only. This is working very successfully at the moment and there are no plans for changes unless this becomes necessary.

Sports Grant

It was agreed for David Gent to be governor responsible for Sports Grant and to give a report at the next meeting.

Action: David Gent and Clerk

466 Signing Off of School Development Plan 2016/2017

SDP 2016/2017 covered under the Headteacher's Report. Andi Cooper-Chadwick, governor for reading, gave a report on a meeting with Sally Woods, Literacy Lead, covering the following areas:

Points for Review by the Governing Body

Role description – assessment criteria for Governors holding sub-committee/link subject roles

Governor for Reading and Governor for Writing

Assessment criteria/role description – Governor for Reading

Assessment criteria

Review of role of Governor for Reading

Reading

Parent supported reading

Guided reading in groups

Guided reading individually

Reading mentors (community links) supported reading

Peer group reading

Assessment

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Reading Development
Differentiation in Reading
Presentation in reading
Literacy overview
Conclusion

It was reported that governors need to have a Learning Walk through as well as a talk with the teacher and a governor lead role needs to have a job description and be a monitoring and supportive role.

467 Approval of School Development Plan 2017/2018

The Governing Body agreed to delegate areas of development to the lead governors and approved the SDP 2017/2018. Lead governors to e-mail reports to the Clerk to forward to the Governing Body.

Action: Lead Governors

468 Committee Reports and Approval of Terms of Reference

Value

Minutes of meeting held 16th October and Terms of Reference on the SLP. The Governing Body approved the Terms of Reference.

Quality

Meeting to be arranged and Terms of Reference reviewed and forwarded to the Clerk for approval at the next full Governing Body meeting.

Action: Chris Worledge and Clerk

School Performance Group

Meeting to be arranged.

Meet the Governors

Meetings not now held. Governors are present at parents' evenings and new parents' evenings. Quality Committee to send out new parent questionnaire.

Action: Quality Committee

469 Safeguarding

Approval of Annual Safeguarding Report

The Annual Safeguarding Report is not yet ready on-line and a hard copy will be shown at the next meeting.

Action: Niki Roberts and Clerk

How does the school educate parents and the whole school community with online safety?

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Julia Briggs from County gives training to the staff. An E-Safety evening has been held for parents and will be held again if necessary with governors invited. Niki Roberts and Stephen Ives have attended training. Parents are encouraged to teach their children on-line safety as they would teach them safety in the community.

470 Governing Body Code of Conduct

The approved updated Governing Body Code of Conduct was circulated and signed.

471 Government Policies

Data Protection training to be held.

472 Policy Updates

The Pay Policy to be approved at the next meeting.

Action: Ed Lockington

473 Worship and Church Links

The Christingle service went well. Christmas service to be held on the last day of term. It was suggested, under SIAMS, to get the children to be more involved in planning worship as well as take part. Some changes have been made in the way the plans are drawn up with Martock School. This supports the advice to ensure that the plans take note of the focus of the school as advised in the SIAMS report. This may not fit in with teachers' planning but could be part of pre-planned work with the lead person working with the children.

474 Governor School Visits Report

Andi Cooper-Chadwick's report on Reading and Literacy given under Item 466.

475 Governor Training

Safeguarding training attended.

476 Correspondence

Governor Services half termly bulletins, replacing Network Magazine, e-mailed to governors.

477 Date of Next Meeting

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

The meeting closed at 9.10 pm.