

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

MINUTES OF MEETING OF THE GOVERNING BODY

HELD ON MONDAY 23RD APRIL 2018 AT 6.30pm

Present:	Ed Lockington (Chair)	Parent Governor
	Niki Roberts	Head Teacher
	Chris Worledge (Vice Chair)	Foundation Governor
	Shirley Coulter	Local Authority Governor
	Vicky Griffin	Staff Governor
	Margaret Morgan	Co-opted Governor
	Stephen Ives	Co-opted Governor
	Andi Cooper-Chadwick	Co-opted Governor
	Jack Parker	Co-opted Governor
	Sue Ross	Co-opted Governor

In Attendance: Linda Carlisle (clerk), Julie Chant (incoming clerk), Philippa Bellows.

Absent: Steve Whitehead (Foundation Governor)

The meeting opened at 6.34 and was quorate

497 Apologies for Absence:

None received

498 Declarations of Interest and Conflicts of Interest:

There were no declarations of interest and conflicts of interest.

499 Minutes of the last meeting held 22nd February 2018

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

500 Matters arising from the Minutes

392 Quality Committee to review SEND Policy – in hand

468 Quality Committee to send out parent questionnaire – on agenda for next meeting – hope to send out questionnaire for half term.

Action: Quality Committee

443 Safer Recruitment course- Chris Worledge to undertake before the end of May 2018

Action: Chris Worledge

469 Annual Safeguarding Report from Niki Roberts – on agenda

483 Andi Cooper- Chadwick and Sue Ross to arrange meeting with teachers on Key Priorities 3 and 4 for the School Development Plan – in hand to visit separately.

Action: Andi Cooper-Chadwick and Sue Ross

484 Margaret Morgan to arrange finance induction – in hand meeting Steph Dolan on 9th May 2018.

Action: Margaret Morgan

Sue Ross to circulate full minutes of Quality Committee meeting held 12th January 2018 – in hand.

Action: Sue Ross

494 GDPR - on agenda.

501 Any matters of urgency not already on Agenda

No urgent matters

502 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

Monitoring of the School Development Plan table was shown and meetings with teachers with responsibilities are to be arranged this term for:

Key Priority 3 Curriculum Reading SW ACC/SR

Action: Andi Cooper-Chadwick and Sue Ross

Key Priority 4 Curriculum Writing SW SR/ACC

Action: Sue Ross and Andi Cooper-Chadwick

Key Priority 5 Curriculum Maths VG CW

Action: Chris Worledge

Other observations have been completed and noted.

SEP report is available on SLP and highlighted good and outstanding levels of attainment and clear willingness to share and promote good practice. The challenges will be the capacity for sustained improvement and high achievements.

SEP reviewed the School Evaluation Form (SEF) and made suggestions around the inclusion of our moderation for Writing and Maths, and adding more about the work being done in EYFS.

Linda Carlisle was thanked for her work as Clerk.

It was noted that the Spanish Teacher had left and the subject is now being taught by Katie Wilkinson – Year 1 teacher. Consideration is being given to the appointment of an apprentice for next year to support the teaching of Sports and PE.

As her role has developed, Steph Dolan will now be the Business Manager, not Finance Manager.

Becky Divall, Year 2 teacher and SENCO, wishes to cut her hours following her illness last year. Sally Woods, Class 3 teacher, also wishes to drop a day as a start to phased retirement.

Q. How many hours does she want to cut and how will the school cover this?

One morning a week, and an experienced teacher will cover this time. For Sally it will be one day and this will be covered by the same person.

Progress in KS1 Maths has been very good, following the appointment of Lorna Harrison. The demands of the KS2 Maths curriculum are due to increase next year and this will be challenging for some children.

Work on developing guided reading continues and progress has been good this year. One of our major challenges is that some children have a limited vocabulary and need to be encouraged to read more challenging books. Training on vocabulary development is planned for later this month.

Jack Parker arrived

Q. Is there a suggested Reading List?

A reading list is handed out during the year encouraging children to read a wider variety books. A list for classes below Year 6 could be an option.

Q. Do some parents assume their children read well so do not monitor their choice of book?

Children often prefer to read alone, but parents are encouraged to ask about their reading and discuss issues to help improve vocabulary. The school could look into helping further with this and the training should help with ideas.

There will be a Headteacher's meeting with local MP Marcus Fysh and questions are invited. Governors can forward questions to the Headteacher.

The Safeguarding Audit has been completed. NSPCC are booked to deliver assemblies for all children on ways to stay safe. The Yeovil Federation are negotiating the cost of a computer programme, My Concern, to record safeguarding issues, some local schools are using it and it is something which will improve the chronology and security of sensitive records.

Q. What would be the cost to the School?

Between £500 and £600 per annum, with free training for staff.

Q. Who in school would have access to the system?

The Headteacher would have control, staff can list their concerns and class teacher would have access, but the Headteacher (DSL) will be able to set controls on access.

Plans continue to improve access for the village hall, which would enable Early Birds and school lunches to be held in hall and ease pressure on the school.

The car park is the next area for improvement and may require fundraising.

The fire doors are to be installed during the summer holidays.

EYFS - Scallywags Pre-School has been successful in their bid for funding Time Together project. This involves improvements in school readiness and transition.

The admission for the next year has been set at 21, unless there are appeals.

Q. What does this mean for total figures?

With 24 children leaving it will mean our role will drop from 169 to 166.

Q. Why have numbers been kept at PAN, when in previous years we have been asked to take more children?

There are new schools in the area which can accommodate pupils, which may be a factor in the decision. However we always take children from the village, so if they can walk to the school a place will be allocated.

The Chair agreed to attend the New Parents Evening to be held on Wednesday 23rd May 2018

Action: Ed Lockington

503 Committee Reports

Value

SFVS completed and agreed (copy on SLP). The committee needs to minute the percentage spend at each meeting, so will add to agenda and discuss with Business Manager.

Quality

Minutes will be forwarded ready to go on SLP

Church School Distinctiveness

The meeting on 13th April 2018 worked on the new toolkit for SIAMS. Minutes will be available on SLP

504 David Gents Governor Vacancy

Philippa Bellows was invited to take on the role until a new incumbent is appointed by the Diocese. The Clerk has written to SCC and the Diocese informing them of the vacancy.

As David Gents post was ex officio it was suggested Philippa Bellows become an Associate Governor with voting rights on committees, but not at Full Governing Body Meetings.

Result: All Approved

Action: Clerk to send necessary paperwork to Philippa and request school e mail and SLP access.

As Associate Governor Philippa Bellows has agreed to take David Gents vacancy on:

Quality Committee, Church School Distinctiveness Committee with Special Responsibilities for SIAMS and Collective Worship.

Governor Jack Parker agreed to take on Special Responsibility for Pupil Premium, replacing David Gent. **Result: All Agreed**

Action: Clerk to update records and enquire about training.

There will be a vacancy for a Foundation Governor in September, which would usually be a recommendation from David Gent. The Chair agreed to make the necessary enquiries.

Action: Ed Lockington

It was agreed to keep David Gent's school contacts open until after the 10th May, his set leaving date from the village.

Action: Clerk to close accounts after 10th May 2018

505 Approval of Budget and Staffing Plan 2018 – 2019

The proposed Budget Plan for 2018 -2019 was presented to the Governing Body. Staffing Plans had been discussed under Headteacher's Report. The Governing body discussed the values and noted the 2% pay increase, and that the school had bought into 1st day cover, for absent teachers instead of the previous 5 days at a special rate for the first year.

The total expenditure plan of £ 710,749.00 was agreed.

Q: How is Parent Pay progressing?

Currently around 46% of parents have signed up and at the moment it covers meals, but will add Early Birds, Late Birds and residential trips as the system develops.

The Value Committee recommended adoption of the Budget and Staffing Plan for 2018-2019. The Governing Body approved adoption of the Budget 2018-2019.

506 Safeguarding:

The minutes are available on SLP and are up to date

507 General Data Protection Regulation (GDPR)

A new Code of Conduct for Governors was circulated. It needs to be reviewed and agreed.

Action: Clerk to present for approval at September meeting

Vicky Griffin left.

The Governors were given a presentation of the GDPR and the implications for the school. SCC has appointed a Data Protection Officer and the School have appointed Stephen Ives as their Data Protection Lead. The IT system within school is being checked and the website will be updated with a privacy notice

Handling paper records will go on the SDP. The school is currently reviewing the information displayed and intend to invest in lockable cabinets. The Data Audit is ongoing and the Information Audit Report will be made available when completed.

Q. Does the school only hold data for current pupils?

The school will be advised by SCC and retaining old data will have to be justified. The school holds current pupil data, and under Freedom of Information parents can apply to see information on their own child. Depending on their role, staff have limited access to relevant information.

The Headteacher has access to data and Governors will need to review who is accessing data and why.

The Values committee will meet on 26th April with a GDPR sub group. Outcomes will be available on SLP.

508 Government Policies:

Changes to Assessment are expected.

509 Policy Updates:

Action: Clerk will keep agendas up to date

510 Scallywags report

As circulated

511 Worship and Church Links

Covered during meeting

512 Governor School Visit Reports

The Headteacher and the Chair met in March and observed Year 6 Maths Class and the Year 4 Maths Class and discussed the challenges in having a range of abilities. This supported the Chair in understanding how the Headteacher makes judgements in her leadership role.

513 Governors Training

The Training brochure for next year is on SLP. Some venues may change due to numbers attending. Booking for courses go through the school office.

514 Information from Clerks Briefing

Available on SLP. Both Clerks attended. The Governing Body thanked Linda Carlisle for all her hard work.

515 Correspondence

None

516 Date of next meeting

Thursday 5th July 2018 at 6.30 p.m.

This will be a full governing body meeting and social to be held at The Devonshire Arms, Long Sutton. (If available) with the Agenda focusing on SATs Results

Action: Clerk to book venue

Apologies for next meeting received from Sue Ross.

The meeting closed at 8.55p.m.