

**Ashley Junior School
Full Governing Body Meeting
Wednesday 6th June, 2018
at 6.00pm**

Minutes

Present:

Elizabeth Ward (EW) Chair	Partnership
Ian Rix (IR)	Headteacher
Tim Bradley (TB)	Local Authority
Naomi Hutchins (NH)	Parent
Fiona Wood (FW)	Partnership
Valerie Twiss	Co-opted
Lara Whitney	Staff
Natasha Frisk	Co-opted
Isabelle Pennycook (IP)	Parent
Norman Bullen (NB) Vice Chair	Partnership

Apologies:

James Rand (JR)	Co-opted
Paul Cousins (PC)	Co-opted
James Hutson (JH)	Parent

In Attendance:

Lorraine Henville(LH)	Associate Member
Lindsay Ratcliffe	Local Authority Clerk

Challenge

Support

Impact

Action

Meeting was quorate at all times

1	Welcome and Apologies: Meeting opened at 6.10. Chair welcomed all. Apologies had been received and were accepted from JH, JR and PC.	
2	Declaration of Pecuniary Interests (relating to this agenda) None declared	
3	Minutes : Minutes were accepted and signed as a true and accurate record of the meetings held on 1. Wednesday 7 th February 2018 2. Thursday 24 th May 2018	
4	Matters Arising (not dealt with elsewhere on this agenda) <ul style="list-style-type: none"> Draft minutes (CWS) had not been received. This had been an oversight on the part of the clerk. Clerk will send minutes to Chair, HT and Chair (CWS) IC asked Clerk to ensure surname is spelt correctly on all minutes: Clerk to amend 	
5	Skills Audit (Governors)	

<p>5.1 All Governors to complete skills audit Clerk circulated skills audit It was explained that it was a quick tick box exercise and not something governors would be judged against. Gaps in skills could be identified and then the future recruitment of governors could be linked to the necessary skills. Those not present will have the form forwarded and will have two weeks to return this document to the Clerk.</p>	<p>Clerk to contact those not present</p>
<p>Head teacher: 6.1 Feedback following meeting with Chris Jones (CJ) HT and 3 governors met with CJ to discuss SEND/Funding for Resourced Provision. The meeting was positive, there has possibly been an error regarding the funding. Hampshire Finance Team will check this as funding per child was £10,000 this has been reduced to £6,000. Outcomes:</p> <ul style="list-style-type: none"> • There will be a formal response to the letter sent by HT in March • Clear criteria exists for funding regarding ASC, SPLC but not for severe or moderate learning difficulties • Revue of the funding regarding the new intake will be completed and reported upon at the next meeting to be held on 2nd July 2018 • School should not be out of pocket regarding funding • MLD as a term is outdated: Quality First Teaching means needs should be addressed within the classroom. At AJS children have MLD+ • Wider criteria for Resourced Provision: Speech, Language and Communication needs (SLCN) could be the criteria. Staff at AJS are skilled to support children in this area • Colleague from Hiltingbury Infant School, a specialist in SLC&N to observe AJS. • This has raised an anomaly in Resourced Provision Funding. It will result in a dialogue within the local authority • Finance Officer was thanked for her support preparing costing scenarios prior to the meeting <p>6.2 Premises, Landscape Project and Health and Safety (including any update on property sale) An offer has been received for the house and this has been accepted.</p> <ul style="list-style-type: none"> • Initial Offer: £340,000 was declined • Offer was increased to £350,000 following discussion this has been accepted • Conveyancing Costs: £850 + Land Registry Fee £14 + VAT • Total Costs £1034 <p>Governors asked about the Knotweed issue and if Capital Gains Tax was to be paid?</p> <ul style="list-style-type: none"> • Regarding Knotweed: a company has been engaged to deal with the issue. The purchasers are aware of the situation. • Capital gains tax is not paid on the sale. <p>Enquiries were made about the sale of the land and will there be a reserve price? Mitchells have permission to go ahead with the sale. Bids have been invited, the closing date for bids is 6th July, 2018. There is no reserve price but the land is expected to achieve a sum of £200,000 - £250,000. Local Authority have enquired about plans to spend the funds as money can only be used on Capital Projects. The Landscape Project and detailed plans were explained to LA.</p> <p>6.3 Progress against School Development Plan The majority of staff had completed GDPR training. Although AJS are awaiting the formal Ofsted report; during inspection it appeared the general opinion was positive regarding H and S training.</p> <p>Questions were asked about the School Emergency Plan. This was discussed during the Resources meeting and is a priority to be completed before the end of the academic year.</p> <p>Questions were asked about the Ofsted inspection. Although verbal feedback was shared following the inspection a formal letter/report will be received.</p>	

	<p>Upon receipt of this information will be shared with governors.</p>	
	<p>Reports from Committees: 7.1 Resources Committee There was little to report from the Resources meeting as all had been discussed during the FGB on 24th May when the budget was approved. 7.2 Curriculum and Pupil Welfare Committee This will be reviewed at the next meeting.</p>	
	<p>Policies: 8.1 Staff Discipline (MOPP) 8.2 Data Protection: to be taken forward to the next meeting. Here was discussion about the need to delete emails and only to produce hard copy documents when needed. 8.3 Performance Management LW and LH left room 8.4 Pay Policy: Head explained that Hampshire had 2 models: 11 point and 12 point. It was proposed that AJS adopts the 12 point model. HT explained how this had an impact on pay of staff giving two examples linked to current staff. The 12 point model allows for increased flexibility. There was some discussion. The FGB unanimously agreed to accept the 12 point model. LW and LH returned to the room (6.50) Decision was made to approve all policies and for 8.2 to be taken forward to next meeting.</p>	
	<p>Update: Governors: 9.1 Admissions appeal : panel Panel needs to consist of a minimum of three governors. Questions were asked about the role of the panel Following this it was decided that NB, VT, FW and NH would make up the panel. 9.2 Governors: visits including reporting of visits How to record details of governor visits was discussed. As well as formal visits governors visit to help in various events such as the Fun Run and SATs breakfast. It was agreed that a Governor Visits Book would be put into place to allow accurate recording of all visits. 9.3 Agree TOR for FGB/Committees for 2018/19 + Membership of Committees Terms of Reference (TOR) had been agreed in November and January. It was unanimously agreed to retain the current TOR. Membership of committees was discussed and finalised. 9.4 Training: Booked or attended Including consideration of FGB Training Consideration of FGB Training was discussed. 4 possible course were identified. Governor Services are happy to amalgamate different aspects of the courses on offer to produce a bespoke training aimed at AJS. A decision was made to ask for FGB training on Holding leaders to Account/Using School's Data to Improve Pupil Outcomes Date for FGB: Early November The benefits of training were discussed and governors were reminded that although they may have attended a course in the past that legislation changes and it is worthwhile to attend training courses. The networking aspect/talking to other governors at these events was also seen as a positive outcome of attendance. 9.5 Clerk's update Clerk confirmed new governors had been added to CWA (Governor Services). Updated details had been forwarded to IT manager to allow school website to be updated. Explained Clerks Support Meeting attended the previous evening and the discussion of legislation at the meeting. New governor yet to receive 5 digit code to access Governor Services Intranet – Clerk to contact GS.</p>	<p>Clerk to circulate up to date list</p> <p>NB to contact Gov Services to arrange.</p>
	<p>Correspondence</p>	

	<p>10.1 Rental agreement with GAP club No progress on this to date.</p>	
	<p>AOB/Dates for meetings 2018/19 Dates for the meetings during the next academic year were circulated. Chair has been nominated for a Governor’s Award. The ceremony will take place in Winchester on 11th July, she was congratulated and wished luck. Chair closed the meeting by thanking all for the time, dedication and commitment they have given to the school during the past academic year. In return the Chair was thanked for her efforts as Chair</p>	<p>Clerk to forward confirmed dates via email</p>
	<p>Meeting closed: 7.30</p>	
	<p>Next Meeting 6.00 p.m. Wednesday 6th September, 2018</p>	
	<p>Minutes approved by:..... Signature:..... Position:..... Date:.....</p>	