

Minutes of the 1st Autumn Term Meeting of the
Full Governing Body
at Ashley Junior School
on Wednesday 16th September 2015 at 7pm

Present: J Rand (Chair), D Burden, P Cousins, A Edgson, N Fisk, J Hutson, M Kilbey, R Matthews, I Pennycook, I Rix, (Headteacher), T Stevens.

Absent: L Clayton

In attendance: L Henville, Associate Member, J Davies, Business Manager, S.Kealy, Clerk to the Governors

The meeting started at 7 pm.

	Actions to be taken
<p>1. Apologies and declaration of pecuniary interests</p> <p>Governors accepted apologies from N Bullen, L Ward and F Wood. No pecuniary interests were declared other than those itemised on the register.</p> <p>Governors asked that Mrs Clayton's non-attendance and continued membership of the governing body be investigated further.</p>	
<p>2. Governor membership</p> <ul style="list-style-type: none"> • Welcome to new parent governor James Hutson Introductions were made and Mr Hutson informed governors of his multiple roles as a teacher at Arnewood in addition to being a parent of an AJS pupil. • Terms of office The clerk informed governors that Amanda Edgson's term of office was due to expire as a staff governor but she was willing to be nominated for re-election. 	<p>The Clerk to place notice for staff governor nominations in the staffroom at the end of September.</p>
<p>3. Election of Officers</p> <p>The Clerk took the Chair. Governors agreed to a one year term of office for the posts of Chairman and Vice Chairman.</p> <p>i) Nomination for Chairman Mr Rand was asked to leave the room as the only nominee. Governors unanimously elected James Rand as Chairman to the governing body of Ashley Junior School with a term of office ending on 14.09.16.</p> <p>ii) Nomination for Vice Chairman Mr Bullen had offered his nomination as Vice Chair. There were no other nominations for Vice Chair. Governors unanimously elected Norman Bullen</p>	

<p>(absent) as Vice Chairman to the governing body of Ashley Junior School with a term of office ending on 14.09.16</p> <p>Mr Rand took the Chair.</p> <p>iii) Development and Training Governor Mr Cousins agreed to continue with this role.</p> <p>iv) Forum Representative Mr Matthews agreed to this role with Mr Burden deputising when required.</p> <p>v) SEN Miss Pennycook agreed to continue with this role.</p> <p>vi) Safe Recruitment Mrs Stevens agreed to this role.</p> <p>vii) Safeguarding Champion – child protection Mrs Fisk agreed to continue with this role.</p>	
<p>4. Confirmation of committee membership.</p> <p>i) Emergency committees – governors to be called on a rotational basis if required.</p> <p>ii) Ordinary committees:</p> <p><u>Curriculum Standards and Pupil Welfare:</u> The following governors are on the CSPW committee: Mrs Kilbey, Miss Ward, Mrs Edgson, Mr Rand, Mrs Pennycook, Mr Hutson, Mr Bullen, Mrs Wood, Mr Cousins, Mr Rix and Mrs Henville</p> <p><u>Resources:</u> The following governors are on the Resources committee: Mr Rand, Mrs Clayton, Mr Bullen, Mr Burden, Mrs Fisk, Mr Matthews, Mrs Stevens and Mr Rix.</p> <ul style="list-style-type: none"> • Health and Safety (Safeguarding) Mrs Edgson, Mrs Fisk, Mr Matthews Mrs Davies (BM) and Mr Covey (site manager) to attend. • Headteacher’s review panel: Mr Burden, Miss Ward and Mr Matthews- external adviser Stella Counsell to be requested. <p>iii) Election of committee chairs. Curriculum, Standards and Welfare Chair: Mr Cousins volunteered to be acting Chair until Mrs Wood could return. Resources Chair:: Mr Burden would continue in post with Mr Matthews deputising until further notice.</p> <p>iv) Pay Mr Rand, Mr Bullen, Mr Matthews, Mrs F Wood.</p> <p>v) Clerks to the committees Curriculum Standards and Pupil Welfare – Miss Ward Resources – Mrs Stevens</p>	<p>IR to arrange for Nov.</p>

<p>vi) Appointment of clerk to the governors Mrs Sally Kealy was re-appointed as clerk for the following year.</p>	
<p>5. Confirmation of Committee programme. The proposed dates for the committees (attached colour coded sheet) were accepted with the following change: The first Resources committee meeting is 07.10.15 The Spring FGB is now 02.03.16</p>	
<p>6. Register of Pecuniary Interests 2015-16 The clerk collected governors' completed and signed declaration of pecuniary interest forms to complete the register for 2015-16</p>	<p>NB, LC, LW, FW to complete a.s.a.p.</p>
<p>7. Terms of Reference (Previously distributed with agenda) Anomalies were discussed with the current T of R (school staff not permitted to Chair committees) A point of order was agreed for Mr Cousins to Chair the curriculum committee and the Terms of Reference would be reviewed as agenda item for the next FGB.</p>	<p>All to review ToF R with suggested changes for 11.11.15. Clerk to place on agenda.</p>
<p>8. Scheme of Delegation - BM (Previously distributed with the agenda) Governors accepted the scheme of delegation as presented.</p>	
<p>9. Review of Business mileage rates – BM The Governing Body formally ratified a decision (which had previously been agreed by e-mail) that the school accepted Hampshire County Council's recent proposal to amend business mileage rates (aligned to HMRC). This will take effect from 1.4.17 for the majority of staff and will reduce costs for the school.</p>	
<p>10. Allocation of policies (Previously distributed with agenda and copies provided at the meeting) The following policies were agreed to be led by governors. Admissions – JR Safeguarding – NF Performance Management – Headteacher Pay – Headteacher Governors' Allowances – JR Freedom of Information – RM Data Protection – RM Disclosure and Barring Service register - JR</p>	

<p>SEN and Accessibility – IP Staff Absence – DB Health and Safety – committee Finance – NB Confidentiality – RM Charging – DB Teaching and Learning – LW Child Protection/ safeguarding – NF Equality - IP Written Feedback – LW Behaviour – MK Anti-Bullying – MK Exclusion – MK Internet access + appendix 1 – PC Sex and Relationships - JR Collective Worship – PC Positive Handling – AE Complaints Procedure - TS Governor Visits - LW Home School agreement – JH Home Learning - IP Physical Restraint - Health and Safety Offsite Education – Health and Safety</p> <p>A governor challenged the necessity for so many policies but was informed that apart from the legal requirements and best practice recommendations, many policies reflected changes which underpin pedagogy.</p>	<p>H and S sub committee</p> <p>T&L review for Oct.</p>
<p>11. Priorities for School Improvement. Mr Rix reported that there were 5 key areas which he would report on more fully at the curriculum meeting: Assessment, Leadership, Engagement, Raising standards in Maths and Raising standards in English.</p> <p>The management and maintenance plan for the school would be a resources committee agenda item.</p>	<p>Curriculum agenda</p> <p>Input and feedback from Property Services. Resources agenda 07.10.15</p>
<p>12. LA Review of Staffing and Finance. Governors had all received the recommendations from the LA Funded Finance Review (previously distributed)</p>	<p>Resources agenda 07.10.15</p>
<p>13. Health and Safety – BM</p> <ul style="list-style-type: none"> • Governors had all received the review against the Health and Safety Audit completed by Ray West and the updated progress being made. • Trips and visits are managed through Evolve, an online procurement system on which staff have now had training. Governors asked about the benefits of this system and the notice the LA 	

<p>needed for a trip to take place. It provided insurance liability for the school as HCC had the legal responsibility to administer checks on the service providers such as coach companies. They required 8 weeks' notice for residential and/or adventurous activities (which includes trips near water) but there was some flexibility for other trips.</p> <p>Governors asked about staff training for trips. Both last year's NQTs and Mr Cousins were receiving training. Mr Rix reported that no NQTs would be responsible for a trip.</p> <ul style="list-style-type: none"> • Governors adopted the Statement of Financial expectations September 2015 	
<p>14. Standards – HT</p> <ul style="list-style-type: none"> • 4 out of 5 appeals made on the SATs results were successful. Schools could only appeal where the extra marks would result in a different level being awarded. • The raw data is good. It is acknowledged that the pupil premium gap is widening but there are reasons for this such as a smaller cohort. A full analysis would be given to governors at the next FGB when the data could be scrutinised. The published data will not have marks so the November reviews will be unvalidated. 	
<p>15. Clerk to the governors – notices</p> <ul style="list-style-type: none"> • DBS register – Mr Rand checked and signed the register on behalf of governors. • HCC Governors Good Practice Guide – the clerk reported that this was on the school website in the Governor zone as from the previous year. There had been no new guide published since. Governors agreed to adopt the 2014 Guide. • WGBT As recommended from the previous FGB governors asked for this to be 'Working with Parents' GT632. 	<p>Clerk to book WGBT</p>
<p>16. Any Other Business</p> <p>The Chair asked governors for items to be raised.</p> <ul style="list-style-type: none"> • Photos of governors – to send to Mr Cousins or arrange for photo to be taken. • School Website progress – continues but awaiting the statutory information to be loaded. A display of governors was needed. Time consuming to input data but it was functioning. Mrs Stevens offered to input some data. • The statement of financial expectations has been distributed to governors. 	<p>PC – all to comply</p> <p>TS website input</p>

