

Minutes of the 2nd Autumn Term Meeting of the
Full Governing Body
at Ashley Junior School
on Wednesday 11th November 2015 at 7pm

Present: J Rand (Chair), N Bullen, D Burden, P Cousins, N Fisk, J Hutson, M Kilbey, R Matthews, I Pennycook, I Rix, (Headteacher), L Ward.

In attendance: 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 A Edgson, L Henville, T Stevens, F Wood. No pecuniary interests were declared other than those itemised on the register.</p>	
<p>2. Minutes of the meeting held on Wednesday 17th June and matters arising.</p> <p>Mr Rand reviewed the minutes of the above meeting. Action points had been completed with the following comments: the 2nd resources meeting had been agreed for 25.11.15. Mr Matthews reported that data protection policy was ongoing. Health and Safety update reported that the HCC fire officer had done a risk assessment and his report was due which would highlight priorities. Governors asked if the school hall still had a limit of 200 occupants. Mr Rix confirmed that it did but that the risk had to be managed satisfactorily by an annual fire drill to evidence that an exit could be accomplished in under 3 minutes. Mr Rand reported that he had completed an annual statement from governors and he would email it to them.</p> <p>There were no other matters arising and Mr Rand signed the minutes on behalf of governors.</p>	<p>25.11.15 Resources meeting</p> <p>Data protection policy RM</p> <p>JR to email governors annual statement to all.</p>
<p>3. Minutes of the 1st meeting held on Wednesday 16th September 2015 and matters arising.</p> <p>Mr Rand reviewed the minutes of the above meeting. Action points had been completed with the following comments: 6. the pecuniary register was complete with the exception of Mrs Wood whose return had been delayed following an accident; 10. the Health and Safety sub committee 'policy consolidation' was ongoing; 11a meeting had been arranged with Steve Stowe of HCC Property Services with the purpose of voicing concerns and setting priorities. Governors asked what the reaction of Property Services had been to issues raised. Mr Rix replied that it was slow with a lack of information and of notice given of site visits. 16. The new school website had gone live and the new URL is now</p>	<p>FW pecuniary register.</p> <p>RM to attend meeting with HCC Property Services</p>

<p>www.ashleyjuniorschool.co.uk. However the information on the old website could still be accessed and the new one was 'work in progress' reported Mr Cousins. A governor asked about the protocol for updating and uploading information on the website. Currently only 2 members of staff have the facility to do this; Mrs Taylor and Mr Cousins. Staff will be able to update their class pages. A discussion followed about ensuring governors received current information. The public domain will contain the current policies and the governor zone will hold draft policies and proposed amendments. The clerk advised governors to request agenda items in advance of a meeting such as when a policy needed amendment and to forward relevant documentation.</p> <p>There were no other matters arising and Mr Rand signed the minutes on behalf of governors.</p>	<p>on 24.11.15</p> <p>Finance Policy NB for Resources agenda 25.11.15</p>
<p>4. Review of the Governing Body Terms of Reference. Mrs Davies (BM) asked for an amendment to the ToR that 'the annual budget revision (to be completed and approved by 30th November) can be delegated to the Resources committee'. After discussion Mr Matthews proposed and Mrs Fisk seconded that the FGB ToR be amended accordingly. Governors agreed with 1 abstention.</p> <p>The clerk asked for a revision to 4, bullet point 5 to state that Governors will receive relevant information sufficiently, 'at least 7 days' in advance of meetings. Governors agreed.</p> <p>The Chair signed the FGB Terms of Reference on behalf of governors.</p>	<p>SK to amend ToR</p> <p>SK to amend ToR</p>
<p>5. Governing Body membership matters</p> <ul style="list-style-type: none"> • Vacancies The clerk informed governors that Governor Services had been advised of the LA vacancy and would inform the local councillor. Governors were asked to seek nominations. The clerk asked that Mrs Henville's associate membership be renewed as it expired in December and the next FGB was in March. Governors were asked to consider extending the term of office to 4 years and consider voting rights. After discussion it was agreed to renew for one year only and regulations concerning associate members terms would be investigated. • Appointment of Partnership governor Fiona Wood. Governors appointed Mrs Wood to a new 4 year term of office as a partnership governor. 	<p>LA Governor vacancy needs nominations. All.</p> <p>LH – extended term of office until 10.11.16. No voting powers. RM to report to Governors.</p>

<ul style="list-style-type: none"> • Appointment of Co-opted governor Paul Cousins. Governors appointed Mr Cousins to a 4 year term of office as a Co-opted governor. • Governor action plan. Mr Rand agreed this needed updating along with Governor self- evaluation. It was agreed that a working party would be arranged. • Governor self-evaluation – as above • Governor Services SLA. The clerk advised that although this did not need to be renewed until March it would automatically renew unless governors stated otherwise in advance. As the next governing body meeting was arranged for after the deadline a decision needed to be made at the current meeting. After some discussion governors unanimously agreed to the renewal of full access to governor services. • Visits. Governors had offered to attend arts week and the poetry festival. RM had attended a budget review meeting. 	<p>1.12.15 at 4pm LW, JR, DB, IR to meet</p> <p>IP report to follow from recent visit.</p>
<p>6. Headteacher’s Report – previously distributed as the Self Evaluation Report 2015-16.</p> <p>Mr Rix informed governors that the SEF formed the basis for the next Ofsted inspection to verify the school was still good. The leadership management identified the strengths and weaknesses being addressed. Green represented judgements made in November and the next steps were highlighted in red if they should happen quickly and yellow if they would take longer to achieve. Governors asked why the school was judged overall ‘good’, given the number of ‘outstanding’ areas. Mr Rix replied that the ‘best fit’ to Ofsted criteria is ‘good’ but there were elements of ‘outstanding’.</p> <p>Governors asked about the changes in assessment. Mr Rix said these were ongoing and the guidance placed schools in charge of this. At the HT review it had been discussed with the LLP how parents should be best informed of these changes as they were committed to the old system of levels and understood them. Termly reports would not be focussed on academic achievement, rather an ‘attitude check’, involving the ‘Maths passport’, clubs and representing the school as indicators. At the end of the Spring term comment would be made on progress against age expected levels. The assessment policy needed to be developed and alignment with Ashley Infant School. A joint meeting could be arranged.</p>	

<p>Governors asked about whether the budget restraint would affect these proposals. Mr Rix explained that the school would be self assessing but provision for quick intervention to support children’s needs was constrained by staffing issues.</p> <p>‘Raise on line’, the DFE national comparison between schools, currently shows unvalidated data (i.e. excludes the re-marking of SATs papers requested by schools. AJS had 5). Mr Rix would report to governors when the data has been validated in January.</p> <p>Governors asked if the results were what he expected. He replied that there is an issue around value added and pupil premium but part of the problem was that it had been a small cohort so individual results have a big impact on percentages. An Extraordinary meeting would be called when the final report was received.</p>	<p>Extraordinary meeting of FGB to be called. IR</p>
<p>7. Committee Reports and matters arising</p> <ul style="list-style-type: none"> <p>Curriculum Standards and Pupil Welfare minutes 14.10.15. Clerk: L Ward</p> <p>Mr Rand reported on the minutes. It was agreed that the governor visit reports would be in the governor zone of the new website and hard copies do not need to be stored in the office</p> <p>The minutes of the above meeting were signed by Mr Rand on behalf of governors.</p> <p>Resources minutes 17.10.15. Clerk: T Stevens</p> <p>Mr Burden reported on the minutes. Item 5. Clerk to put LA finance report on agenda for 25.11.15. Item 9. There is a need for a Property Services plan. Some of the facilities were in desperate need of repair.</p> <p>A governor asked about item 8, bullet point 3, the difficulties reported on staff job sharing and whether this was discriminatory. Mr Rix explained some of the difficulties as the cost of extending contracts to provide sufficient PPA time for part time teachers, timetabling staff meetings to ensure all staff were involved and curriculum changes such as in maths which required addition to be taught for a 3 week period instead of staff teaching different skills.</p> <p>The minutes of the above meeting were signed by Mr Rand on behalf of governors.</p> <p>Health and Safety update from sub-committee</p> <p>Car park safety is an issue. Quotes are awaited for solutions offered. H and S group are working strategically with BM to resolve issues. Property Services need to be advised.</p> 	<p>Agenda 25.11.15 LA finance report.</p>

<p>8. Policies</p> <ul style="list-style-type: none"> <p>Admission Policy 2017-18 The clerk advised that the 2016 -17 policy would go forward without amendments if none were required. Discussion followed about the expected increased numbers in the current year 2 at AIS but no decision could be made to increase the PAN at this stage. Governors did not wish to prioritise Pupil Premium in the oversubscription criteria. Criticism was levied at the policy's 'wordiness' but it is based on HCC's admissions policy to ensure legal compliance.</p> <p>Approval of the Safeguarding report – N Fisk This had been completed and Mrs Fisk had spoken with Mrs Henville about training required. Parents needed to access 'Keeping Children Safe in Education'.</p> <p>Governors ratified the report</p> <ul style="list-style-type: none"> <p>Approval of the Safeguarding audit – N Fisk The audit had previously been sent to County as required. This was for information.</p> 	<p>Policy to be 'signed off' early next year before deadline for County to receive it and publish on their website 08.03.15</p> <p>Report needs to refer to Mrs Fisk as safeguarding governor and not first name.</p>
<p>9. Statement of Financial Expectations – amendment Sept 2015</p> <p>Previously approved by governors but County had omitted 2 paragraphs regarding payment cards and payroll so it needed to be re-submitted to them.</p> <p>Governors approved the amended Statement of Financial Expectations.</p>	
<p>10. Notices from the Clerk to the governors</p> <ul style="list-style-type: none"> <p>Governor training planned and attended. The clerk reminded governors that WGBT had been arranged for Thursday 10th December 7-9pm with the tutor Mr John Lewis. Mr Bullen was attending 'Development for Chairs'. Mr Hutson was awaiting induction dates to attend evening training.</p> <p>Governor information for the website / business interests. The clerk informed governors of new requirements to publish governors' pecuniary interests on a governor web page of the school website along with their committee membership, status and attendance percentages backdated to September 2014. The clerk would email the information, once collated so they could confirm their details.</p> <p>DBS chair to sign. Mr Rand signed the updated DBS record on behalf of governors.</p> 	<p>10.01.15 7-9pm WGBT All.</p> <p>Clerk to email governors information for website.</p>

11. Any Other Business

- **Mr Bullen** informed governors that approval was sought to change the terms and conditions of the headteacher’s contract to allow for him to work one day a month at home if required. **Governors agreed the principal that the headteacher could work one day a month from home.**
- **The clerk** asked to be advised of the changes to the pay committee to ensure there were 3 governors who had not sat on the HT review panel. **MK agreed to join pay committee.**
- **Mr Rix and Miss Ward had attended the Prevent Course.** This involved both completing the WRAP training. The emphasis is on promoting SMSC (spiritual, moral and cultural education) alongside British values and vigilance to extreme behaviours.
- **Mr Rix** raised the issue of 81 children currently in AIS in Yr 2. Confirmation of the numbers seeking admission to AJS won’t be known until January. Therefore any increase in the PAN is premature. The BM and the HT had attended a meeting with County and understood that the cost implication could be met by ‘Growing Schools funding’ for up to one year until the school could generate its own funding. A teacher would be employed for the extra class.
- **Breakfast Club** – AIS had asked if AJS could run a breakfast club on Tuesday and Thursday mornings as the infant school was oversubscribed for those days. A Feasibility study was required. **Governors asked about staffing, facilities, funding and timing.** It would operate from 7.45-8.45pm and require staff with food and hygiene qualifications. Parents would pay for the service and it would use the Gap Club facilities. Governors advised HT that it was a marketing benefit to the school as offering this service encouraged working parents to select AJS.
- **Mr Rand announced his impending resignation due to work commitments.** Governors offered their gratitude and thanks for his chairmanship. He agreed to continue until March when the next FGB was planned.

The meeting ended 8.47pm

Pay Committee now MK, NB, DB JR and RM.
HT review panel had been NB RM

Next meeting of the FGB 02.03.16 unless Extraordinary meeting called.

Signature of Chair.....

Date.....