

Minutes of the Spring Term Meeting of the
Full Governing Body
at Ashley Junior School
on Wednesday 2nd March 2016 at 7pm

Present: E Ward (Chair), N Bullen (Vice), D Burden, P Cousins, A Edgson, N Fisk, M Kilbey, R Matthews, I Pennycook, I Rix, (Headteacher).

Absent:

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>Mr Bullen took the Chair in the absence of Mr Rand. The clerk requested that item 13, the election of Chair should follow.</p> <p>Governors accepted apologies from Mr Hutson, Mr Rand, Mrs Stevens and Mrs Wood.</p> <p>There were no pecuniary interests declared.</p>	
<p>2. Election of new Chair</p> <p>Miss E Ward was nominated by Mr Bullen and seconded by Mr Matthews. There were no other nominations Miss Ward left the room whilst governors unanimously elected her as chair of governors. Congratulations were offered on her return and she accepted the Chair with thanks.</p>	
<p>3. Governing Body membership matters.</p> <p>The clerk reminded governors that there was still the LA vacancy and that the Local Authority were unlikely to propose a candidate. It was therefore incumbent on governors to make enquiries. It was suggested that the skills audit be examined and possibly someone with a legal background be sought. Governors suggested local businesses should be canvassed.</p>	All.

<p>4. Minutes of the 2nd Autumn Term meeting held on Wednesday 11th November and matters arising.</p> <p>The Chair reviewed the action points from the meeting and confirmed that no annual statement from governors had been received. She proposed that governors offer a termly statement for the school newsletter.</p> <p>There were no other matters arising and Miss Ward signed the minutes on behalf of governors.</p>	<p>EW</p>
<p>5. Headteacher's Report.</p> <p>Mr Rix reviewed his report, previously distributed to governors.</p> <ul style="list-style-type: none"> • The issue of part time teachers was raised and a discussion followed about the need for flexibility and compassionate employment terms versus the need for leadership commitments and responsibilities. Whilst it was acknowledged that it was not ideal to have both classes in a year group led by part time teachers it was also true that many part time workers give more than the hours they are contracted to work which benefited the school. Governors agreed to the request for a teacher to go part time from September 2016. • No appeal had been made against the staff dismissal. • The cost to the school of providing 1:1 support for 2 individual pupils was highlighted. The LA presume the first 12½ hours of support are funded by the existing budget. Funding is being sought through EHCP applications but the process is lengthy and tends only to give 15 hours of support which means the school have to provide the shortfall. Governors expressed concern that these costs could escalate. • The SEF (previously distributed) was current to January and would be further updated in March • Plans to hold Internet safety days on a termly basis for parents are in response to increasing concerns with children's internet activity and inappropriate computer games. There have been 3 cases of cyber bullying reported. Governors asked about targeting specific parents for these 'awareness' events. Parents have been individually encouraged to attend a number of supportive events such as behaviour workshops but despite the personalised approach they often fail to attend. Governors also expressed the view that very able children need to be encouraged to use IT as a force for good. 	

<ul style="list-style-type: none"> • Health and Safety. The meeting with Steve Stowe of the County’s Property Services had resulted in an agreement for the County to fund 50% of the costs to meet the Fire Risk Assessment priority 1 needs. A governor challenged the expectation that this should be a shared responsibility and recommended that the terms of the SLA be examined. Mr Rix agreed to make representation for County to accept all costs if this was established. • Governors asked about the lack of hot water in the school toilets. This was to be resolved with the planned refurbishment of the lower school toilets. A number of governors expressed dissatisfaction with the length of time this unhygienic situation had been allowed to continue and the significant risk that it posed. • Staff absence. Mr Rix drew attention to the measures that had been put in place to reduce absenteeism but it still remained comparatively high. Governors asked if there was a consensus as to why it was high. Data was now kept but illness was reported as the main reason. Staff were no longer routinely paid for absence due to their own children’s illness but concessionary measures were applied. Governors asked if absences were higher amongst teachers or support staff. The difference was not significant but the school employed more support staff than teachers. This issue would be reviewed further. • IT. Mr Rix informed governors that he would like to spend £3,000 of the budget set aside for laptops on a further 10 ipads instead, as these were in greater use, more reliable and cheaper to maintain. Governors asked for information regarding their use in the classroom. After considerable discussion governors recommended 20 ipads should be purchased at a cost of £5,000. • Extra –curricular. Governors expressed enthusiasm for the benefits children and staff gained from the recent Year 4 production. A suggestion was made that filming of productions could result in sales to earn the school funds. Filming costs could be minimal if students from local sixth forms were approached as work experience. • Exclusions. Governors asked if the school was criticised for excluding pupils. Mr Rix replied that the process was a robust one. Reasons had to be adequate and measures put in place to ensure the child could be re-integrated successfully with 	<p>DB and IR to check property services SLA</p> <p>IR and EW to write a letter to County</p>
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<p>appropriate interventions.</p> <ul style="list-style-type: none"> • Predictions for 2016. 65% of this year's cohort has to reach Age Related Expectation in KS2 but in future this threshold would rise to 85%. The inclusion of the children in the LSU has a detrimental impact on the data hence a request to the DfE that they are excluded from the figures in the future. In answer to a governor questioning SEN assessment Mr Rix acknowledged that there was an issue of tracking progress because levels are no longer used. • Year 6 transition to secondary phase. A governor asked why the school didn't broadcast this information as achievement. Mr Rix acknowledged that all children who had taken the entrance exam to grammar schools had passed but as these schools were not in Hampshire and it was a matter of parental choice he was unsure that the school should promote this as success criteria. • Sponsorship. Mr Rix announced that the school had been given £1,000 from the local store Nisa to develop the sound system. A parent had donated £450. 	<p>EW to write letter to parent on behalf of governors.</p>
<p>6. Committee minutes and matters arising.</p> <ul style="list-style-type: none"> • Curriculum 13.01.16 – Chair E Ward, clerked by M Kilbey Mr Bullen asked for his name to be added to the attendance list for the meeting. There were no other matters arising. The Chair signed the minutes on behalf of governors. • Resources 25 11 15 – Chair D Burden clerked by James Rand There were no matters arising. The Chair signed the minutes on behalf of governors. • Resources 30 11 15 – Chair D Burden, clerked by T Stevens There were no matters arising. The Chair signed the minutes on behalf of governors. • Resources 03 02 16 – Chair D Burden, clerked by T Stevens There were no matters arising. The Chair signed the minutes on behalf of governors. • Budget Sub-committee 27 01 16 – Chair J Rand clerked by E Ward It was agreed that these minutes would go to the committees for discussion before being approved. 	<p>Agenda curriculum April Agenda Resources May FGB June agenda.</p>

<p>7. Governor Services SLA</p> <p>The clerk informed governors that this had been addressed in the Autumn term to ensure a decision had been reached before the deadline.</p>	
<p>8. Business Manager's items</p> <ul style="list-style-type: none"> • SFVS. This had been completed and a summary previously distributed to governors. Mr Matthews and Mrs Davies were thanked for their work. Governors approved the SFVS. • Ratification of budget revision November 2015 (3yr budget) This was dealt with by the Resources committee. The Chair is to sign on behalf of governors. <ul style="list-style-type: none"> • Music Fees Mrs Davies proposed that music fees remained the same as there had been a substantial increase previously to allow for increased costs. Governors agreed. <p>A governor asked if music fees needed to be a governor decision. It was agreed that in future this could be delegated to the Business Manager.</p>	<p>Music fees delegated to Business Manager.</p>
<p>9. Policies</p> <ul style="list-style-type: none"> • Pay policy and management structure appendix – IR The management structure is changing and an update to the Pay policy is expected in September. • Performance Management – IR Governors reviewed the policy. No amendments needed at this time. 	<p>IR to forward to clerk in May for June FGB agenda.</p> <p>SK to amend date of policy</p>
<p>10. Health and Safety.</p> <p>The Business Manager reported that the Health and Safety policy was nearly complete. It remained for various evacuation procedures to be discussed and agreed.</p>	

<p>11. Governor training planned or attended.</p> <p>The clerk presented a schedule of training booked and attended.</p> <p>The Chair reported on her attendance at the ‘evaluating the impact of policies’ and the need to sign amended policies once they had been approved.</p>	<p>Chair and clerk to meet to review policy list.</p>
<p>12. Governor Visits</p> <p>The following visits had been made by governors and reports circulated:</p> <p>I.P. 19.11.15 poetry competition I.P. no date SEN M.K. 17.11.15 Arts week N.B. 02.02.16 Lead learners L.W. Jan 2016 Maths workshop L.W. 19.01.16 Behaviour workshop.</p>	
<p>13. Clerk’s Notices</p> <p>The clerk had no notices.</p>	
<p>14. Any Other Business.</p> <p>The Chair asked that in future items for AOB should be sent to the Clerk in advance of the meeting and circulated as best practice for meetings.</p> <ul style="list-style-type: none"> • A governor recommended that the Chair, clerk and headteacher have agenda setting meetings prior to the agenda being circulated. • The governor forum rep asked governors to raise issues with him that he could usefully take to the Western Governor Forum meetings. He had distributed a summary of the last meeting in advance of the minutes being presented. • Breakfast Club. There are currently 12 children attending on Tuesdays and Thursdays, the days the infant school requested that AJS offer to cover in addition to the Breakfast Club they run. It could be extended to 15 places. Mr Cousins and Mrs Davies were thanked for giving their time to help run it. Governors asked about the budget cost. The BM reported that there were setting up costs which would take a while to be absorbed but otherwise the costs should be met by the charges made. • Governors expressed their thanks to Mr Rand for his Chairmanship. <p>8.48pm The meeting ended.</p>	<p>Agenda setting meetings.</p> <p>Governor forum issues to RM.</p> <p>PC to do a quarterly report for governors.</p>