

**Minutes of the Summer Term Meeting of the
Full Governing Body
at Ashley Junior School
On Wednesday 15th June 2016 at 7pm**

Governors Present:

Miss E Ward (Chair), Mr N Bullen, Mr P Cousins Mrs A.Edgson, Mrs N Fisk,
Mr J Hutson, Mrs M Kilbey, Mr R Matthews, Miss I Pennycook, Mr J Rand, Mr I Rix
(headteacher), Mrs T Stevens, Mrs F Wood, Mrs N Henville (associate governor).

In Attendance: Mrs S Kealy Clerk to the governors.

<p><u>1. Apologies and declaration of conflict of interests:</u> Apologies were accepted from Mr N Bullen.</p> <p>There were no pecuniary interests declared.</p> <p>The clerk asked for Performance Management policy to be removed from item 6 as it had been signed off previously.</p>	<p>Actions to be taken</p>
<p><u>2. Minutes of the Spring Term meeting of 2nd March 2016 and matters arising.</u></p> <ul style="list-style-type: none"> • Item 3 Miss Ward informed governors that there was a potential new governor who was a parent in the September intake. The clerk advised that it was possible for a parent to be nominated as the LA governor if they met the skill criteria. • Item 4 A 'termly statement' would be issued from the Chair. This would be completed by the end of the term. • Item 5 Mr Rix confirmed that hot water in the school toilets would be synchronised with the refurbishment in the summer holidays. Property Services had defended their 50% contribution as generous as there were no clear criteria for allocation of funds for one school over another. Mr Rix suggested that by the end of the summer they would have contributed approximately £120,000 to maintenance at AJS. • All other action points had been completed or to follow on this agenda. <p>Governors agreed the minutes of the above meeting which were signed by Miss Ward on their behalf.</p>	<p>Term statement EW July '16</p>

<p><u>3. Minutes of the Summer Budget meeting of 18th May 2016 and matters arising</u></p> <ul style="list-style-type: none"> • There were no changes currently proposed to the budget subject to the issues raised by the resignation of the Business Manager. • Item 6 The notice regarding intolerance of abuse against staff had not been posted in reception. <p>Governors agreed the minutes of the above meeting which were signed by Miss Ward on their behalf.</p>	<p>RM / IR asap</p>
<p><u>4. Headteacher's Report</u> (previously distributed with the Summary of School Self Evaluation).</p> <p>Mr Rix presented his report, previously distributed to governors.</p> <ul style="list-style-type: none"> • Staffing: Mrs Davies (BM) was to be congratulated on obtaining a new post. It had been decided not to replace her but to restructure existing administration posts and an advertisement for a Finance Officer 25 hours p.w, term time +3 weeks had been posted. So far 5 people had expressed interest. • The proposed re-structuring of administration could allow for an apprentice to be employed. Mr Rix argued that as a learning centre it was desirable to promote this kind of opportunity for an individual and a number of other schools in the area had been doing this. A discussion ensued as to the pay that should be awarded. The MOPP recommendations were countered with the view that it was not required to offer a 'living wage' because it was a training programme as in post 16 educational establishments. A governor asked if the shortfall of the loss of the BM role was to be taken up by the Office Manager and if this was viable. Mr Rix confirmed that he had sought advice from County Personnel and Mrs Taylor was keen to take on a new role. He would be taking on Health and Safety himself. A governor asked who would have responsibility for the pupil welfare and medical training. This would still be lead by the Office Manager in her new role and she would train new people and develop the apprentice as an investment. The apprenticeship would last for 13 months. A governor asked if the decision to lose the BM role was financial. Mr Rix said no, the role could no longer be justified with the existing management structure. Governors expressed concern that the apprentice should be offered a valid training package which would equip them to develop. It was confirmed that they were overseen by the College and that the school would require them to hold a First Aid certificate. <p>A vote was taken on appointing an administration apprentice, with the payment structure at initially £3.60 per hour, to be reviewed in 3 months and potentially be</p> 	

<p>raised to £4 per hour. Governors voted 8 for, 2 against and 1 abstention. It was therefore agreed to seek an apprentice at £3.60 ph.</p> <ul style="list-style-type: none"> • An LSA had been appointed for September but it was hoped that a number of other appointments could be made once the EHCPs that were pending had outcomes for funding. In September it was expected to be 12 in mainstream with EHCPs and those in the Resourced Provision. The school would receive additional funding if the numbers equated to over 3% of the school population. Mr Rix expressed frustration that only 17.5 hours of additional funding was currently received for children whose needs required up to 30 hours. 12.5 hours funding was supposed to be reflected in the pupil premium budget which left a shortfall of 5 hours per pupil. • Attendance was overall good but there were 29 pupils with persistent absenteeism. A governor asked if it was known how many of these were in the same family. Mr Rix agreed that it was a significant number but he didn't have the figure to hand. • 3.3 It had been necessary to make 2 exclusions which had resulted in a package of rehabilitation and peer training to ensure the year group and individuals involved had positive intervention. • SATs results would be published online 5th July. The monitoring visit the school received praised the relaxed state of the children which Mr Rix credited to the high staffing level of support put in place. 	
<p><u>5. Committee Reports (and Matters Arising)</u></p> <p>i) Curriculum Standards and Welfare 27.04.16 Presented by the Chair Mrs Wood.</p> <ul style="list-style-type: none"> • The Independent Teacher Workload Review had resulted in changes to marking and planning procedures which governors had reviewed. • The Clerk had confirmed that changes to a staff contract did not have to be approved by the FGB. • The Home School Agreement would be issued annually to the whole school as a reminder, not just Year 3s. <p>The minutes of the above meeting were signed by the Chair on behalf of governors.</p> <p>ii) Budget sub-committee 27.01.16 – Chair J Rand Presented by the Chair Mr Rand</p> <ul style="list-style-type: none"> • Benchmarking had provided useful comparisons with other schools regarding the staffing structure. The loss of the 	<p>School office</p>

<p>Business Manager allowed for a reduction in staffing costs. Mr Rix had received training on the process of looking carefully at the structures and role profiles. He had been advised that it was a 6 month process to lose staff. The best option was to utilise staff wastage to reduce costs. This had worked well in the past when senior experienced teachers had been replaced by younger less experienced ones and then developed.</p> <p>The minutes of the above meeting were signed by the Chair on behalf of governors.</p> <p>iii) Resources summer – 11.05.16 – Chair R Matthews Presented by the Chair Mr Matthews.</p> <ul style="list-style-type: none"> • There was a need to capture income and minimise expenditure. A spreadsheet is being devised to monitor the top 3 income and expenditure streams in order to optimise savings. <p>The minutes of the above meeting were signed by the Chair on behalf of governors.</p>	
<p><u>6.Policies</u></p> <ul style="list-style-type: none"> • (MOPP) Governors agreed to continue to adopt the Hants Manual of Personnel Practice in regard to staff discipline for the following year. • Pay Policy– from Spring FGB. Now Pay and Grading framework. The Management Structure had now been circulated. Mr Rix reported that he needed to ensure that the lines of accountability in the structure were met. It appeared top heavy but the needs of many of the pupils and some parents were complex. • DBS - The Chair reviewed the updated DBS and signed on behalf of governors. 	
<p><u>7. Health and Safety update</u></p> <ul style="list-style-type: none"> • Mr Matthews reported that there was one more meeting before the structure changed with the BM's departure. The health and safety policies were now part of a single file. • The site manager has responsibility for health and safety but he reports to the headteacher who has overall responsibility. In the future the school needs more people on the site to become aware and report issues within the areas they work. There needs to be a health and safety watch team but issues should be reported in writing to Mr Rix and Mr Covey. Governors asked for staff to be reminded of this at the beginning of the year. 	

<p><u>8. Clerk's Notices</u></p> <ul style="list-style-type: none"> • Nominations for Officers of the Governing Body – to be sent to the clerk by Wednesday July 8th 2015 <p>The clerk explained that although the election had only just taken place because of the resignation of the previous Chair in March it was preferable to hold elections at the first meeting of the academic year when the business for the year was determined. Governors agreed.</p> <ul style="list-style-type: none"> • Date for the 1st meeting of the Governing Body Governors agreed to the 21st September at 7pm. • WGBT 2016-17 The clerk had previously forwarded a list of suggested WGBT topics. After some discussion governors instructed the clerk to arrange for WGBT GT817 'Improving attainment in vulnerable groups' for the first half of the Autumn Term, preferably on a Wednesday evening 6-8pm. <p>Governors agreed to all planned meetings to start at the new time of 6pm unless otherwise arranged.</p>	<p>All</p> <p>SK for Aut term</p> <p>All</p>
<p><u>9. Governor training planned and attended</u></p> <p>The Chair had a copy of the training schedule from the clerk. Governors were reminded that they could claim expenses for training. The clerk verified that all governors had received the training programme for the autumn term from Governor Services via email.</p> <p>Mrs S Kealy has booked to attend a Clerks' briefing on the 22nd November.</p>	
<p><u>10. Governor Visits.</u></p> <p>Mr Rix presented governors with a list of visits governors could make to the school over the rest of the term to which he invited them to sign up.</p>	
<p><u>11. Annual Statement from governors – Chair</u></p> <p>This was to summarise the decisions, recommendations, training and visits that governors had been involved in over the year for the benefit of parents.</p>	<p>EW to complete for year end</p>
<p><u>12. Achievement for All</u></p> <p>Mr Rix proposed changing to a cheaper programme run by the Learning, Leadership Partner (LLP) through the Local Authority to target vulnerable groups. Governors agreed.</p>	

<p><u>13. Photo ID Badges.</u></p> <p>The Chair proposed that these were introduced as they offered greater security. Mr Cousins reported that it was possible but time consuming to produce. It was agreed that as new staff were introduced they would have photo ID and governors would have their own photo cards by September 2016.</p>	<p>PC. Sept for Govs and following for all.</p>
<p><u>14. Any Other Business.</u></p> <ul style="list-style-type: none"> • Diary Dates: These had been given through Mr Rix' visits programme. 	<p><u>Date of next FGB is 09.11.16</u></p> <p><u>Signature of Chair.....</u></p> <p><u>Date.....</u></p> <p>Meeting ended 8.30pm</p>