

Minutes of the 1st Autumn Term Meeting of the
Full Governing Body
at Ashley Junior School
on Wednesday 21st September 2016 at 6pm

Present: E Ward (Chair), J Hutson, M Kilbey, I Pennycook, J Rand, I Rix, (Headteacher), T Stevens, F Wood,

Absent: N Fisk

In attendance: L Henville, Associate Member, S.Kealy, Clerk to the Governors

The meeting started at 6.06pm.

	Actions to be taken
<p>1. Apologies and declaration of pecuniary interests</p> <p>Governors accepted apologies from N Bullen, P Cousins and A Edgson. No pecuniary interests were declared other than those itemised on the register.</p> <p>Mr Matthews had tendered his resignation with immediate effect due to health reasons.</p>	
<p>2. Governor membership (formerly item 3 on the agenda) Introduction to Tim Bradley, nominee for LA governor.</p> <p>Mr Bradley was welcomed to the meeting and gave a brief resumé of his background in IT, public service and governorship. He has lived in New Milton for 5 years and has a child in Year 3.</p>	
<p>3. Why are we here? E Ward</p> <p>Tracy Stevens and Miss Ward had attended a conference on 'generative governance' in June which encouraged governing bodies to look at the 'bigger picture' and ask salient questions about why governors had volunteered and what they thought was the first important aspect of their school. The Chair asked that governors write answers to 2 questions and share their responses at the meeting with a view to developing future programmes. Mr Rix felt it would be useful to share governors' responses with staff.</p>	
<p>4. 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 Miss Ward was asked to leave the room as the only nominee. Governors unanimously elected Elizabeth Ward as Chairman to the governing body of Ashley Junior School with a term of office ending on 20.09.17. Miss Ward returned to the room and was congratulated.</p> <p>ii. Nomination for Vice Chairman Mr Bullen had offered his nomination as Vice Chair. There</p>	

<p>were no other nominations for Vice Chair. Governors unanimously elected Norman Bullen (absent) as Vice Chairman to the governing body of Ashley Junior School with a term of office ending on 20.09.17. Miss Ward took the Chair.</p> <p>iii. Development and Training Governor It was believed that Mr Cousins would agree to continue with this role.</p> <p>iv. Forum Representative Mrs Stevens agreed to take this role.</p> <p>v. SEN Miss Pennycook agreed to continue with this role.</p> <p>vi. Safe Recruitment Mrs Stevens agreed to take this role.</p> <p>vii. Safeguarding Champion – child protection Miss Ward agreed to take on this role from Mrs Fisk, if required, and liaise with Mrs Stevens regarding safe recruitment. Governors were informed that the school had bought into an online elearning package for safeguarding which enabled all staff to access training and to be awarded a certificate. Governors were invited to participate in the same training and assessment programme either individually or jointly.</p>	<p>LH to email governors. Hays education elearning package on safeguarding to be completed by next FGB – agenda item.</p>
<p>5. Confirmation of committee membership.</p> <p>i. Emergency committees – governors to be called on a rotational basis if required. Admissions appeals were required to be heard by an independent panel of trained members at considerable cost to the school. There were currently 2 appeals for year 5 places (the only oversubscribed year) but the others on the waiting list (7 in total thus far) had been advised of the process and invited to go to appeal at the same time to ensure fairness and limit the potential cost to the school. The school had been advised that to accept children into the school without the appeal process would be to set a precedence for future applications.</p> <p>ii. Ordinary committees:</p> <p><u>Curriculum Standards and Pupil Welfare:</u> The following governors are on the CSPW committee: Chair: Mrs Wood, Clerk: Mrs Kilbey, Miss Ward, Mrs Edgson, Mrs Pennycook, Mr Hutson, Mr Bullen, Mr Cousins, Mr Rix and Mrs Henville</p> <p><u>Resources:</u> The following governors are on the Resources committee: Chair: Mrs Stevens, Mr Rand, Mr Bullen, Miss Ward and Mr Rix. Mr Bradley offered to join this committee if he was appointed. The clerking of this committee would be on a rotational basis but not by Miss Ward, Mrs Stevens or Mr Rix</p> <ul style="list-style-type: none"> o Health and Safety (Safeguarding) Mrs Edgson had offered to continue with this but it was agreed that the Resources committee would establish other members. Mr Covey (site manager) would be expected to attend. 	

<ul style="list-style-type: none"> ○ Headteacher's review panel: Mr Bullen, Mrs Kilbey and Miss Ward - external adviser Stella Counsell . iii. Election of committee chairs. (see above) iv. Pay committee Mrs Wood, Mrs Stevens, Mr Rand and Miss Ward. v. Clerks to the committees (see above) vi. Appointment of clerk to the governors Mrs Sally Kealy was re-appointed as clerk for the following year. 	<p>HT review panel meet on 28.11.16 am.</p>
<p>6. Confirmation of Committee programme. The proposed dates for the committees (attached colour coded sheet) were accepted with the following change: CSPW summer term meeting to be decided at October meeting. Questions were raised about the necessity for 2 resources meetings a year. It was agreed that these were usually concerned with the budget and would be cancelled if no longer required.</p>	<p>CSPW agenda- summer meeting date.</p>
<p>7. Register of Pecuniary Interests 2016-17 The clerk collected governors' completed and signed declaration of pecuniary interest forms to complete the register for 2016-17</p>	<p>NB, PC, AE, NF to sign.</p>
<p>8. Terms of Reference (Previously distributed with agenda) Governors agreed the current terms of reference for the FGB without amendment. The Chair signed on behalf of the governing body.</p>	
<p>9. Scheme of Delegation - (Previously distributed with the agenda) Governors accepted the scheme of delegation as presented with changes from a Business Manager to Finance Officer and Senior Administrative Officer.</p>	
<p>10. Allocation of policies. Mr Rix had acquired a DFE list of statutory policies which he would amalgamate with the current FGB list with the view to reducing the number of policies dealt with by governors. Committees would then determine responsibility for relevant ones.</p>	<p>Policies IR Committee agendas</p>
<p>11. Amendment of 2017 Admissions Policy Mr Rix had made an amendment to explain the appeal process which formerly had been omitted. Governors agreed to the amended 2017 admissions policy.</p>	
<p>12. Revised Pay Policy with management structure. This had come about because of a 1% pay increase awarded to teachers. The management structure had been updated to reflect staffing changes and lines of responsibility. Governors agreed to the above revisions to the pay policy and management structure.</p>	

13. Priorities for School Improvement. – HT synopsis (Previously distributed: School Development plan and overview)

Mr Rix reported that Stella Counsell, formerly the school's Learning Leadership Partner but now independent, had been into school to meet with the Senior Leadership Team (SLT). This year would be about maintaining the quality and developing consistency and mastery in areas. The school development plan was about consolidation of good working practice.

The data showed that despite the inclusion of 11% (7 pupils) who could not access the SATS (Learning Support Unit) AJS results were higher than national average and higher than Hampshire's average. Excluding this 11% from the data meant that the results were even better. Mr Rix praised the Year 6 staff for their excellent teaching and leadership as well as the hard work of the children. Arnewood teachers had viewed the children's books to see the high standards set by the Y6 team.

The Pupil questionnaire had elicited a response of 97% enjoying school and 100% agreeing they were expected to work hard. 11 children had indicated that they didn't feel safe and 9 children indicated they didn't enjoy school. **A governor asked if these children were essentially the same group.** Mr Rix said they weren't. There were often relationship issues between children that would be reflected in their responses on the day. However self-esteem, resilience and the learned helplessness of some children acted as a barrier to learning and meeting age related expectations.

Developing staff, succession planning, raising standards, quality teaching and meeting the nuances of needs were all part of the 3 Key areas of the School Development Plan.

The three key areas of the School Development Plan are:

- Further engagement with pupils and parents
- Develop leadership capacity through the school
- Continue to raise standards
 - Focus on 'Quality First Teaching'.

Governors asked about the need to develop 'play'. Mr Rix explained that behavioural issues occurred in unstructured times so by enriching play such as offering a wide range of activities, appointing children as sports ambassadors, and trained staff on hand, children would benefit in all areas.

Governors asked about developing 'link governors such as with each year group. (document previously distributed)

MR Rix felt it was important for governors to come into the school with purpose. His document was a useful basis on which to challenge leaders and obtain knowledge of what is happening in school. He assured governors that it was possible to come in and meet with subject leaders outside of school times.

<p>Mr Rand agreed to be the Maths link Mr Hutson agreed to be the English link Mrs Kilbey agreed to be the Learning Behaviours link Miss Pennycook agreed to be the SEN link Mrs Stevens agreed to be the Year 3 link Mr Bradley agreed to be the Year 4 link (once appointed). Other year groups and Enrichment links to be decided. Visit reports should reflect the questions raised and the answers given.</p>	<p>Committees</p>
<p>14. Health and Safety Planned trips and visits agreed for this year but residential trips will be planned in March for the FGB to consider. Mr Rand agreed to go on the Year 5 residential.</p>	<p>Resources agenda</p>
<p>15. Clerk to the Governors notices</p> <ul style="list-style-type: none"> • DBS register - Miss Ward 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 10th October 6.30 / 7pm As recommended from the previous FGB the clerk had booked WGBT 'Improving attainment in vulnerable groups' GT817. • The clerk asked for governors to make enquiries for new governors to fill the vacancies to ensure meetings were quorate and the business could be distributed more widely. 	<p>Clerk to arrange a time of 6.30 to 8.30 if possible.</p>
<p>16. Any Other Business</p> <ul style="list-style-type: none"> • It was agreed that changing the website password for governors would be a priority. • It was confirmed that an apprentice administration assistant had been appointed and would be starting soon. <p>No items for AOB had been raised at the beginning of the meeting.</p> <p>7.29pm meeting ended</p>	<p><u>Date of next FGB is</u> <u>09.11.16</u></p> <p><u>Signature of Chair...</u></p> <p><u>Date.....</u></p>