

Minutes of the 2nd Autumn Term Meeting of the
Full Governing Body
at Ashley Junior School
on Wednesday 9th November 2016 at 6pm

Present: E Ward (Chair), D Barlow, T Bradley, N Bullen, P Cousins, A Edgson, N Fisk, I Pennycook, J Rand, D Ratcliff, I Rix, R White, F Wood, I Rix, (Headteacher),

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

Absent: J Hutson

The meeting started at 6 pm.

	Actions to be taken
<p>1. Apologies and declaration of pecuniary interests</p> <p>Governors accepted apologies from T Stevens. No pecuniary interests were declared other than those itemised on the register.</p>	
<p>2. Welcome and appointment of new governors Governors agreed to the following appointments as 4 year terms of office.</p> <ul style="list-style-type: none"> • Mr Tim Bradley LA Governor, approved by Cllr M Kendal • Mr Daniel Barlow, Co-opted Governor • Mrs Rachel White Partnership Governor • Mr Daniel Ratcliff Parent Governor (no other nominations had been received). 	
<p>3. Minutes of the meeting held on Wednesday 15th June and matters arising.</p> <p>Miss Ward reviewed the minutes of the above meeting. Action points had been completed with the exception of item 3 the notice of intolerance of abuse to staff which was to be a positive statement expressing the ethos of the school from the behaviour policy.</p> <ul style="list-style-type: none"> • Governors were informed that the new Administration Officer was now in post. • New governors would need photo ID badges as item 13 and photos for the school website. • Mr Rix answered governors that under item 2 £120,000 maintenance contributions from county had been spent on the demolition of the swimming pool, fitting of new smoke sensors and fire doors and the refurbishment of the Yrs 3 and 4 toilets which now had hot water. He confirmed that the fire doors had edge protectors and complied with the recent fire service inspection. <p>There were no other matters arising and Miss Ward signed the minutes on behalf of governors.</p>	<p>LH and EW</p> <p>TB, DB, DR,RW photos to be submitted asap</p>

<p>4. Minutes of the 1st meeting held on Wednesday 21st September 2016 and matters arising.</p> <p>Miss Ward reviewed the minutes of the above meeting. Action points had been completed with the following comments:</p> <ul style="list-style-type: none"> • Item 4 vii Safeguarding elearning package. Email problem had been resolved and some governors had accessed training at home. New governors to complete. Date for school based option to be requested by governors if required. • Item 4 iii Mr Cousins confirmed he would continue as the DTG • Item 5 The Headteacher’s panel is now Mr Bullen, Mr Bradley and Miss Ward. • Item 16. The new password was given to all. It was acknowledged that it needed to be more secure long term but technical issues rendered this unfeasible at present. • Link governorship to follow on this agenda. <p>There were no other matters arising and Miss Ward signed the minutes on behalf of governors.</p>	<p>All ASAP.</p>
<p>5. Governing Body membership. (This item was discussed following item 6.)</p> <ul style="list-style-type: none"> • Governor action plan to follow a 2 year timescale focussing on: <ol style="list-style-type: none"> 1. Progress in Maths 2. Progress of lower attainment pupils 3. Attendance 4. Budget • Miss Ward referred to the governor link role document she had produced to outline governor responsibilities and to help focus governor visits to the school. Mr Bradley agreed to be the link governor for ‘enrichment’ looking at extra curricular visits and after school clubs. Mrs White agreed to take on the community link. <p>The Pay committee was now the Chairs of the committees; Mrs Wood and Mrs Stevens as well as Miss Ward and Mr Rix.</p>	<p>EW to amend and distribute.</p>
<p>6. Headteacher’s Report (previously distributed with the attendance data and attached</p> <p>Mr Rix presented his new streamlined report to governors as the 4 areas identified by Ofsted and the next steps planned which he recommended as the basis for the governors action plan. All areas had been judged good.</p>	

<p>Health and Safety training had taken place with an adviser from County reviewing procedures. Mr Bradley and Mr Rand had taken part as members of the Health and Safety sub committee. The audit is arranged for the 1st March.</p> <p>Mr Rix demonstrated the RAISE on line data explaining the significance between progress and attainment of pupils and how the inclusion of the Resourced Provision in the published results has a negative and misleading impact on the school's data. Last year of the 8 Lower Attaining children in the cohort, 7 were in the Resourced Provision. The children in the unit are mostly boys and most are transported from outside the area.</p> <p>The data shows attainment is good or very good overall and progress is not so good, particularly in Maths, for this cohort but evidence shows that this is the last cohort to have had their levels exaggerated at KS1, skewing their expected progress levels for KS2. Under the current headteacher at Ashley Infant School assessments are respected and agreed.</p> <p>Mr Rix confirmed at the last Ofsted inspection the team had been receptive to the separation of the Resourced Provision unit when examining the data more closely. Children who are in the unit are on EHCPs (Education Health Care Plans) and t have <u>cognitive</u> barriers to their learning. However pupils receiving SEN support (not EHCP) are performing well.</p> <p>Absenteeism is a real concern and measures despite the measures taken to reduce this. The Resourced Provision has some children with ongoing medical concerns that have resulted in long term absence.</p> <p>A governor indicated that 5 children had passed 11+ entrance exams to selective schools from this year group. Mr Rix confirmed that 5 children had passed this year as well and agreed that it endorsed higher level attainment in the school.</p> <p>Mr Rix agreed to provide a brief outline of enrichment for governors next time.</p> <p>A governor asked about performance management. This was a review of the objectives set in the previous year, a celebration of hard work and achievements, a means to consolidate staff direction and drive the school development plan. The process is a dialogue. For example, all teaching staff were reviewed against the demand for 85% of pupils to meet age related expectations over the year but the context is discussed as part of the overall judgement. Performance review for support staff took place in February /</p>	<p>H&S audit 01 03 17</p> <p>IR to send data to all</p>
---	---

<p>March</p> <p>The Chair thanked Mr Rix for his report.</p>	
<p>7. Committee Reports and Matters Arising.</p> <ul style="list-style-type: none"> • Curriculum Standards and Pupil Welfare 12.10.16 Clerk P Cousins <p>Under matters arising Mrs White explained the Ashley Hub. She outlined the purpose and main focus as being for parents of pre school and under achieving children to gain a more positive start to school. Parents were encouraged to meet on a Tuesday morning to take part in workshops and information programmes such as NFDC housing. It was hoped that the home school liaison worker would be able to direct parents there for appropriate support as an alternative to the school meeting demand.</p> <p>There were no other matters arising and Mrs Wood (Chair) signed the minutes on behalf of governors.</p> <ul style="list-style-type: none"> • Resources 29.06.16 Clerk (not recorded) <p>There were no other matters arising and the minutes were signed by Miss Ward on behalf of governors.</p> <ul style="list-style-type: none"> • Resources 20.10.16. Clerk N Bullen <p>A governor inquired about the agreed inspection visit to the site manager’s house which had been discussed at the meeting but did not appear in the minutes. It was agreed that there had been an omission. Mr Rand and Mr Bullen to arrange a joint visit.</p> <p>A governor asked about the Gap Club contract under item 2. No actions had been taken and no formal clarification concerning school use of the facility. The new finance officer will be looking at all contracts.</p> <p>There were no other matters arising and the minutes were signed by Miss Ward on behalf of governors.</p> <ul style="list-style-type: none"> • Health and Safety – update from sub-committee <p>This had not met as the members had changed. Mrs Edgson asked to continue.</p> <p>29.11.16 Angela Davis (County Health and Safety adviser) would be attending to do a site inspection around the school. Mr Rix had instigated the shutting of the school entrance gate at 8.45 am and 3 pm to discourage parents from driving in to the staff car park and endangering children.</p> <p>The pedestrian access would be increased with the path to the office marked by footprints as the pedestrian way.</p>	<p>NB and JR to complete inspection visit of Site manager’s house asap</p>

<p>8. Policies</p> <ul style="list-style-type: none"> • Admissions Policy 2018-19 This had been amended in September as the policy for 2017 and was presented without change except for the date. A governor asked about the change to the numbers in the current year 3 and whether the admissions policy needed to state this. Mr Rix acknowledged it was a question he would refer to County for legal advice but the 3rd class was being funded under a separate agreement because of the 'bulge' in that year and would follow the 4 year period within the school. Governors approved the admissions policy for 2018-19 which was signed by Miss Ward on their behalf. • Approval of Safeguarding audit – N Fisk This had been completed and submitted by Mrs Henville and Mrs Fisk confirmed that she had read it. Mrs Henville offered that all staff had received safeguarding training and copies of the relevant section from the document 'Keep Children Safe in Education'. She agreed to forward this section to governors. 	<p>LH to forward safeguarding information to all.</p>
<p>9. Notices from the Clerk to the governors</p> <ul style="list-style-type: none"> • Governor training planned and attended. The Clerk read the list of training courses attended by governors and informed the new governors that induction training would be made available to them by arrangement. • The Clerk asked if any governors would like to assist with the governor zone on the website as ensuring information was current was time consuming. Governors' business/pecuniary interests and attendance % for meetings had been recorded and published on the website as required. • The Chair signed the DBS 	<p>Governor help with website – ongoing request</p>
<p>10. Any Other Business</p> <ul style="list-style-type: none"> • The Service Level agreement process is to go to the resources November agenda. • A governor asked about the PTA. They were arranging to meet and Mrs Taylor (formally school administration officer) would be involved. • Governors were invited to attend the Remembrance Day assembly on Friday at 10.30am. A governor asked about New Milton schools attending the town Remembrance service to lay wreaths. AJS were not involved. However the samba band was invited to play at the memorial hall on Saturday as part of the Rio Olympic celebrations. <p>The meeting ended 7.30pm</p>	<p>SLAs agenda item 23.11.16</p> <p>Next meeting of the FGB 08.02.17</p> <p>Signature of Chair.....</p> <p>Date.....</p>