

Minutes of the Spring Term Meeting of the
Full Governing Body
at Ashley Junior School
on Wednesday 15th March 2017 at 6pm

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

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

Absent: D Barlow

The meeting started at 6.08 pm.

	Actions to be taken
<p>1. Apologies and declaration of pecuniary interests</p> <p>Governors accepted apologies from Tim Bradley and Norman Bullen who has continued health issues. No pecuniary interests were declared other than those itemised on the register.</p> <p>Mr Rix asked for 'Achievement for All' package under AOB to be discussed. Information distributed to governors previously.</p>	
<p>2. Governing Body membership matters</p> <ul style="list-style-type: none"> • Induction, Mentoring <p>Miss Ward recommended induction training offered to new governors from Governor Services and in addition proposed 'governor pairing' for mentoring purposes a new governor would be paired with a more experienced governor.</p>	<p>Governor induction to require mentor partnership. All</p>
<p>3. Minutes of the meeting held on Wednesday 9th November 2016 and matters arising.</p> <p>Miss Ward reviewed the minutes of the above meeting:</p> <p style="padding-left: 20px;">Under item 6 pupil absenteeism was to be addressed in the current headteacher's report.</p> <ul style="list-style-type: none"> • The outline on enrichment had not been produced and Mr Rix apologised. It was agreed that this could be produced at another time and not form part of the headteacher's report. • Item 8 the admissions policy 2018 had been amended to show the addition to the PAN for the current Year 3 cohort. The clerk informed governors that the policy had been sent to HCC admissions for publication. • Governors asked about the Health and Safety sub-committee and if they had met. This is now a new group who have taken part in a training site inspection with Angela Davis from HCC as part of a model for inspection. An audit has since been issued (HT report) <p>There were no other matters arising and Miss Ward signed the minutes on behalf of governors.</p>	<p>Enrichment outline to governors IR.</p> <p>AE, JR, TB</p>

4. Headteacher's Report.

Mr Rix introduced his report which had been previously distributed to governors with the attendance data. The red print represents the revised elements from previous reporting. He invited questions from governors.

- Miss Ward identified that the action plan needed to be developed to be more targeted. Mr Rix agreed.
- Mr Rix highlighted that attitude and progress checks had been sent home but one class had received the 'negative' template instead of the individual children's report. Apologies had been issued and a letter sent out but a complaint had been received from one parent to the Chair of Governors. Miss Ward would be writing to re-assure the parent that all would be done to ensure this did not happen again.
- Progress in general is reported as good; though the entry assessment of some groups is low, their progress is in line with expectations.
- Under quality of teaching and learning the package of support offered in one year has resulted in significant improvements. Improved presentation of work has been necessary in order to meet changing Ofsted requirements. Parental concerns had been addressed. The relentless pursuit of high standards could result in a narrow curriculum therefore the school needs to strike a balance.
- Behaviour and pupil welfare: Attendance continues to cause concern as it barely changes despite the school's input to address this. 93% of absenteeism is from pupil premium children. 13% are persistent absentees compared to 2% nationally. Mr Rix assured governors it remained a high priority and a different letter had been drafted for persistent absentees to set targets and incentives. **Governors asked if it was the children or the parents who were responsible for poor attendance.** He responded that both were involved. **Governors asked about the cost of the rewards and whether collecting pupils in some instances would be appropriate.** There were no plans to do this as it would set precedence. There is no longer an Educational Welfare Officer (EWO). There is a home school support worker shared by pyramid schools (Donna Leighton) with whom the school's own mental health lead liaised closely. A new LSA had been appointed who is working in behaviour and support for pupils. Staff absenteeism could also be regarded as a poor model for children. **Governors asked how this compared with other schools.** It is difficult to obtain data. There has been a discussion with the education psychologist about how to address this in relation to staff well-being but it is a matter of cost to the school and prioritising expenditure. Not all staff absenteeism is a result of sickness; staff training and courses have a significant impact.
- Teacher assessments for end of KS2: If these are reached it will be very satisfying. There has been very good progress to

EW

produce higher attainments. **A governor asked about grammar school entrants.** 5 boys passed the Grammar School selection procedure but only 2 were offered places perhaps because of changing admissions criteria.

- **Appendix 1.** The Learning Leadership Partner (LLP), Sarah Dunne's report was based on her monitoring visit but no further input from the LA is necessary. The school website is critical to how Ofsted will assess the school, beginning their inspection up to 6 months prior to visiting the school. She suggested giving higher profile to the pupil premium group as standards and outcomes were good. However the gap between this group and the others is larger. **Governors asked why PP children are treated differently.** Evidence shows that the outcomes in health and welfare for this group are poorer and more costly long term for society if not addressed early on. Governors were asked to regularly examine the website to see if it meets requirements and if it will give a good vision of the school. The LLP also recommended highlighting safeguarding such as signs of the designated lead. **Governors asked about the signage in reception.** A positive statement reminding parents of the need for respect is to be displayed but other signage which is dated will be removed. The LLP also recommended displaying evidence of British culture in school.

TB to check website – ongoing.

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IR to set up date and time for governor training.

The Chair thanked Mr Rix for his report and suggested that new governors received training on data, Raise on Line and other educational jargon.

'Achievement for All' – previously itemised under 12. A.O.B. and distributed before the meeting.

Mr Rix recommended this 2 year bespoke training programme to be bought to benefit the PP children who do not make progress. An expert would make 12 visits a year to the school to do a needs analysis from which a coaching model would be devised in partnership with the school. The agreed cost of £3,450 p.a. would be met out of the CPD budget (£1500) and the pupil premium budget currently used for 'life skills'. Price Waterhouse Cooper has done an analysis showing very positive outcomes. **Governors asked if the entire cost would be met from the existing budget or if new money would have to be found.** No new money was required. PP expenditure is identified on the website. **Governors asked if the expectation was that Pupil Premium will continue.** Mr Rix confirmed, as far as it could be predicted.

IR

Governors agreed to the purchase of 'Achievement for All' at the cost outlined above.

Mr Rix said he would start the programme in June ready for September 2017.

<p>5. Committee minutes and matters arising.</p> <ul style="list-style-type: none"> Curriculum Standards and Pupil Welfare 18.01.17 Miss Ward reported on the minutes. The clerk confirmed that the next FGB WGBT would be arranged for the next financial year. Mr Rand informed governors he was no longer on this committee. Mrs White informed governors her induction training had been deferred to May. Mrs Henville reported that there were still a few governors whose safeguarding training was outstanding. Miss Ward recommended the superb Safer Recruitment course she had attended. <p>There were no other matters arising and Miss Ward signed the minutes on behalf of governors.</p> <ul style="list-style-type: none"> Resources 23.11.16 Mrs Stevens reported on the minutes. She inquired about the progress on the feasibility of the sale of school land. Mr Rand reported that Penny Farthing had responded to that of the parcels of land identified the ‘back end of the sports field’ had the most potential. Questions from governors confirmed that the permission of the secretary of State was needed for the development of school land and the NFDC’s opinion sought. Confidential discussion ensued regarding the site manager’s house – (under separate cover). <p>There were no other matters arising and Miss Ward signed the minutes on behalf of governors.</p> <ul style="list-style-type: none"> Resources 01.02.17 Mrs Stevens reported on the minutes. Mr Cousins reported that he was not on this committee. <p>There were no other matters arising and Miss Ward signed the minutes on behalf of governors.</p>	<p>Clerk</p> <p>RW induction</p> <p>Governors safeguarding LH</p> <p>TS, JR, IR to meet to determine progress and report to governors for discussion.</p>
<p>6. Finance</p> <ul style="list-style-type: none"> SFVS approval (Schools Financial Values Standard) This had been prepared by Mrs Locke, the finance manager with the involvement of Mr Bradley and Mr Barlow. Governors approved the SFVS as recommended by the Resources committee with their suggested amendments. Site Manager’s house rent review. The annual increase to the rent was agreed from £550 pcm to £600 pcm from April, in line with previous years. The sub committee are to make recommendations letter to the site manager regarding the rent increase and to request 2 months notice on the lease. Apprentice salary review. Governors were informed that the administration apprenticeship is going well. Governors approved an 	

<p>increase to £4 ph. backdated to January as agreed in previous FGB. Mr Rix confirmed that the Learning Support Assistant apprenticeship (LSA) was also paid on the same basis, currently £3.50 ph. increasing to £4 ph. on satisfactory completion of the first 3 months, as it was a training programme.</p> <ul style="list-style-type: none"> • Approval of capital expenditure for replacement windows. <p>Governors agreed to £1000 from devolved capital expenditure on an annual basis for a rolling programme of repair and replacement to windows.</p>	
<p>7. Policies.(Previously distributed)</p> <ul style="list-style-type: none"> • Pay policy and management structure appendix - IR Mr Rix advised that the pay policy had not altered as yet but the management structure has changed as a result of staff changes. Governors approved the management structure. • Performance Management – IR Governors approved the Performance Management Policy for 2017 • Child Protection policy - This had been formerly presented to the curriculum committee but now needed FGB approval. It was a model policy which Mrs Henville had localised. The annexes included ‘Managing allegation against other pupils’. Governors approved the Child Protection Policy for 2017 • Safeguarding policy –previously presented to the curriculum committee. Governors approved the Safeguarding policy for 2017. • Managing allegations against other pupils. Previously mentioned under the Child Protection policy. 	<p>Child Protection and Safeguarding Policies to be on the FGB cycle of review for the autumn term.</p>
<p>8. Health and Safety</p> <p>A Health and Safety audit report (previously distributed) had been submitted by Angela Davis following a site inspection. There were 5 levels of attainment which placed the school securely in the middle of the range with elements moving to the higher level. Mr Rix is to meet with the Health and Safety group to discuss the action plan.</p>	
<p>9. Governor training planned or attended</p> <p>The new summer term’s governor training programme had been distributed to all.</p>	
<p>10. Governor visits</p> <p>Governors were reminded to send their reports in for distribution to all. Mr Rix reminded governors they were welcome anytime but he would set up focus dates for specific visits.</p> <p>Mr Rand reported his attendance at the Year 5 Osmington Bay PGL residential week which was very successful. Parents had expressed their thanks to staff. Governors asked that their thanks</p>	

<p>are passed on to those staff and volunteers involved. Particular thanks should go to Mrs Miller who had run the programme for those Year 5 children who did not attend the trip.</p>	<p>Next meeting of the FGB 17.05.17 Budget</p> <p>Signature of Chair.....</p> <p>Date.....</p>
<p>11. Clerk's notices</p> <ul style="list-style-type: none"> • Date for summer term curriculum committee meeting to be 24th May 2017 	<p>CSPW meeting 24.05.17</p>
<p>12. Any Other Business.</p> <p>There were no other items of business.</p> <p>The meeting ended 7.28pm</p>	