

**Ashley Junior School  
Full Governing Body Meeting  
Wednesday 7th February, 2018  
at 6.00pm**

**Minutes**

**Present:**

Elizabeth Ward (EW) Chair	Partnership
Ian Rix (IR)	Headteacher
James Rand (JR)	Co-opted
Tim Bradley (TB)	Local Authority
Naomi Hutchins (NH)	Parent
James Hutson (JH)	Parent
Rachel White (RW)	Partnership
Fiona Wood (FW)	Partnership
Norman Bullen (NB) Vice Chair	Partnership
Paul Cousins (PC)	Co-opted
Isabelle Pennycock (IP)	Parent

**Apologies:**

Daniel Barlow (DB)	Co-opted
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**In Attendance:**

Lorraine Henville(LH)	Associate Member
Lindsay Ratcliffe	Local Authority Clerk

**Challenge**

**Support**

**Impact**

**Action**

**Meeting was quorate at all times**

<b>1</b>	<p><b>Welcome and Apologies:</b> Meeting opened at 6.00. HT gave apologies on behalf of DB. It was noted that RW had been held up at a previous appointment and would join the meeting as soon as possible.</p>	
<b>2</b>	<p><b>Declaration of Pecuniary Interests</b> (relating to this agenda) None declared</p>	
<b>3</b>	<p><b>Minutes:</b> <b>3.1</b> Minutes from the last meeting (8<sup>th</sup> November, 2017) Minutes were accepted and signed as a true and accurate record of the meeting.</p>	To be filed by clerk
<b>4</b>	<p><b>Matters arising</b> (not dealt with elsewhere on the Agenda)</p> <ul style="list-style-type: none"> <li>• Landscape: Governors had met with Site Manager to suggest some basic ideas to improve the entrance area into the school grounds. This is a work in progress. Pelican crossing area still requires work. It was agreed that the external appearance of the school is important.</li> <li>• Governor to contact school to arrange a date for a session with Y6 regarding 'stupid marks lost'.</li> </ul>	JR to

	<ul style="list-style-type: none"> <li>Staff Governor: one individual was interested however when the workload was considered has stepped down. A governor who is currently co-opted but also a member of staff has offered to stand as a staff governor. This would leave a vacancy for another Co-opted governor.</li> </ul>	<p>arrange date.</p> <p>HT to arrange staff gov election.</p>
5	<p><b>Head teacher:</b></p> <p><b>5.1 Self Evaluation</b></p> <p><b>5.2. Progress against School Development Plan</b></p> <p><b>HT had circulated relevant documents prior to the meeting:</b></p> <p>Contextual data was examined. Question was asked about the percentage of pupils who are SEND and is this a consistent figure?</p> <p>It was stated that children do move onto and off the register but currently 20% is a consistent figure. Exclusions were discussed and the percentage of exclusions. Governors enquired about the rate of exclusions compared to other schools.</p> <p>HT confirmed that the number of exclusions expressed as a percentage of the number on role shows that AJS is below the New Forest average.</p> <p>Q was asked was this due to tolerance or provision?</p> <p>It was stated that this is due to provision. Exclusion is not entered into lightly and the number of exclusions has reduced over recent years.</p> <p>Attendance data was examined and discussed.</p> <p>HT reminded the FGB of the measures in place for persistent absenteeism and those approaching this level.</p> <p>The number of persistent absentees has fallen to 29 and of these 35% have good attendance to date during the current term.</p> <p>69% have improved attendance.</p> <p>SC (Primary Phase Adviser) had visited the school on 31<sup>st</sup> January and met with HT and Chair. A draft copy of her report was shared with the FGB.</p> <p>RW arrived 6.24</p> <p>Overall, the report is positive and the school is praised. The development points are accurate. Questions were asked about her evaluation and was she overly optimistic?</p> <p>HT did not feel that her comments were over optimistic. She is highly experienced and supports schools throughout Hampshire. She identified areas of weakness and these were in line with the current thinking within the school. Action points will be followed up.</p> <p>Tracker online was discussed. Following the next progress meetings, data will be accessible to all governors.</p> <p>HT had attended a Pyramid Heads meeting. The outcome of this was positive. Heads are working together.</p> <p>There was discussion around visits by teachers from Arnewood. The teachers had been very impressed by the standards achieved in writing by AJS pupils.</p> <p><b>5.3 Premises, Landscape Project and Health and Safety</b></p> <p>An emerging strategy plan was circulated. The bike shed and garage are not included on the plan however HT was able to explain where these could be situated.</p> <p>Landscape architect (HCC) will visit the school to complete a three day feasibility study. This is at no cost to the school. The outcome should included details regarding</p> <ul style="list-style-type: none"> <li>What is needed</li> <li>Costs</li> <li>Suggested companies to use – any companies named by HCC will have been vetted –</li> </ul>	HT

	<p>insurances, risk assessments, method statements should be in place for example.</p> <ul style="list-style-type: none"> <li>• Traffic flow</li> </ul> <p>A question was asked about the cost of fencing.</p> <ul style="list-style-type: none"> <li>• An estimate of £30,000 has been received however this will depend on the material used for the fencing.</li> <li>• A monitoring system for access to the reception area in being looked into.</li> <li>• A viewing of the house has been arranged on Saturday 10<sup>th</sup> February</li> </ul> <p>A governor noted that the purchase of a mini bus had been discussed at the Resources meeting and this would be subject to the sale of the house going through</p> <p>Questions were asked about the value of the land to be sold, if all the proceeds would be available to the school and the use of an area of the field.</p> <ul style="list-style-type: none"> <li>• £250,000</li> <li>• A proportion of the sale goes to the council, however a significant amount will be available to the school.</li> <li>• Governor noted that there will be work completed on the quad with the aid of volunteers.</li> <li>• The area at the end of the field will be a rugby pitch with double gate access</li> </ul>	
6	<p><b>Reports from Committees:</b></p> <p><b>6.1 Resources Committee</b></p> <p>Resources Chair summarised the main points of the meeting:</p> <ul style="list-style-type: none"> <li>• Spending is on track</li> <li>• Deficit is £5,000 less than anticipated</li> <li>• Finance Officer has worked very well to ensure all is on track/target</li> <li>• Budget for the next financial year is a serious issue</li> <li>• Spending on staff is in excess of 80% which is high.</li> <li>• A saving of £40,000 is required to balance the budget</li> <li>• Scenarios were presented to the committee, explained and considered.</li> <li>•</li> </ul> <p>HT explained that savings would be made by natural wastage, that those leaving will not be replaced and that by doing this and moving individuals to different areas together with some part time working the money can be saved. This will however have an impact on the school.</p> <p>There was discussion about funding within education and the general impact of this and that it was generally agreed that many schools must be in a similar situation. There is concern amongst the governors that although numbers of pupils should be higher there has been a reduction in funding of £70,000 and schools were assured that the changes in funding would not result in any school losing out.</p> <p>Use of Pupil premium was discussed. The Forest school is considered to be good use of funds. Children attending Forest School are enjoying the experience and it has improved one child's attendance.</p> <p>Health and Safety: A positive monitoring visit had been completed</p> <p><b>6.2 Sale of House:</b></p> <p>This had been discussed in Item 6 : Premises</p> <p><b>6.3 Curriculum and Pupil Welfare Committee</b></p> <p>Chair of Committee shared the main points discussed:</p> <p>Progress and development had been discussed.</p> <p>A visit from LP had not highlighted anything the school was unaware of.</p> <p>The issue of Drugs within the community had been discussed and the outcome of this is that a meeting will take place at AIS on Monday 19<sup>th</sup> February at 6.30. Parents have been invited and will receive a text reminder. Governors are also encouraged to attend.</p> <p><b>6.4 Pay Committee Review</b></p> <p>The Summary Report was shared.</p> <p>An anonymised portfolio of evidence was presented to the pay committee. The Chair informed the meeting that this had been thoroughly discussed and dealt with and asked if they were happy to accept the recommendations.</p> <p>The decision to do so was unanimous.</p>	

	HT has the file available which is very detailed for any governor who would like to look at it.	
<b>7</b>	<p><b>Policies:</b></p> <p><b>7.1 Governors Allowances (3 yearly review)</b> The receipt and circumstances when governors allowances can be paid was discussed. It was highlighted that this is included within the budget, however governors have not made any claims on this as they are aware the money comes from school funds.</p> <p>The policy was discussed and accepted by all present.</p>	
<b>8</b>	<p><b>SFVS: (to be submitted 31<sup>st</sup> March)</b> The questionnaire includes 25 questions and is being worked on by governors and finance officer. There is one question to be completed regarding disaster recovery. All should be completed and ready for submission by the due date (31<sup>st</sup> March, 2018) When it is complete, it will be emailed to all for a final agreement to be reached. The number of responses in agreement will need to be quorate prior to submission so it is important that a swift response is received from all.</p> <p>Discussion around lock down procedure and the need for the school to complete a drill was discussed. It is considered that there are some vulnerable children whom would become stressed by this and questions were asked about the need to complete this. It is necessary to have this in place and that all are aware of the procedures surrounding this instance.</p>	All gobs to respond asap to email
<b>9</b>	<p><b>Update: Governors:</b></p> <p><b>9.1 Terms of Reference (Review)</b> Only change is the reference to the clerk . AJS now use a LA Clerk. All are happy to accept new TOR and Chair will email copies to all.</p> <p><b>9.2 Governors: self evaluation</b> Majority of documents have been received. ND and clerk to ensure all are completed.</p> <p><b>9.3 Clerk's update</b> This related to vacancies of the governing body and had been discussed in matters arising.</p> <p><b>9.4 Training: Booked or attended</b> Child Protection/Safeguarding Training must be up to date and completed annually. Although governors join at different times of the year, the update should be completed every September. Clerk highlighted a training for Primary phase which will be held in Winchester relating to working within budget.</p> <p><b>9.5 Governors Zone (Website)</b> Password for the Governors Zone was shared. The website is up to date with the exception of attendance of governors for the current academic year. Clerk to liaise with PC.</p>	
<b>10</b>	<p><b>Correspondence</b> Letter from Gap Club regarding the increase in rent has been received. The letter was discussed including the amount of increase and the viability of the club. There will be a meeting with the Directors of the Gap Club . Finance Officer will have details of increased costs.</p> <p>A letter of congratulations will be sent to Mr Thew from the governors as his work has resulted in the school being awarded the Music mark</p>	<p>Chair to meet with directors</p> <p>Chair to send letter on behalf of FGB</p>
<b>11</b>	<p><b>AOB:</b> Article in the newspaper about the school achieving the Music Mark was very good. <b>Meeting closed at 7.45</b></p>	

	<b>Date of Next Meeting: Wednesday 16<sup>th</sup> May at 6.00 p.m.</b>	
	<b>Minutes approved by:.....</b>  <b>Signature:.....</b>  <b>Position:.....</b>  <b>Date:.....</b>	