

**Ashley Junior School**  
**FGB Meeting**  
**Wednesday 20<sup>th</sup> September, 2017 at 6.00 p.m.**

**Minutes**

**Present:**

<b>Elizabeth Ward (EW) Chair</b>	<b>Partnership</b>
<b>Ian Rix (IR)</b>	<b>Headteacher</b>
<b>Daniel Barlow (DB)</b>	<b>Co-opted</b>
<b>Paul Cousins (PC)</b>	<b>Co-opted</b>
<b>Natasha Frisk (NF)</b>	<b>Co-opted</b>
<b>James Rand (JR)</b>	<b>Co-opted</b>
<b>Tim Bradley (TB)</b>	<b>Local Authority</b>
<b>Naomi Hutchins (NH)</b>	<b>Parent</b>
<b>James Hutson (JH)</b>	<b>Parent</b>
<b>Isabelle Pennycock (IP)</b>	<b>Parent</b>
<b>Rachel White (RW)</b>	<b>Partnership</b>
<b>Fiona Wood (FW)</b>	<b>Partnership</b>
<b>Amanda Edgson (AE)</b>	<b>Staff</b>

**Apologies:**

<b>Norman Bullen (NB) Vice Chair</b>	<b>Partnership</b>
<b>Tracey Stevens (TS)</b>	<b>Co-opted</b>

**In Attendance:**

<b>Lorraine Henville(LH)</b>	<b>Associate Member</b>
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<b>Lindsay Ratcliffe</b>	<b>Local Authority Clerk</b>
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**Challenge**      **Support**      **Impact**      **Action**

Agenda Item		Action
<b>1.</b>	<b>Welcome &amp; Apologies:</b>	
	Chair opened the meeting, welcoming back a governor after a period of maternity leave as well as the new LA Clerk. Apologies were accepted from Norman Bullen and Tracey Stevens.	
<b>2.</b>	<b>Election of Chair and Vice Chair</b>	
	Clerk took over the meeting. There was one nomination for each position. EW left the room to allow discussion. FGB voted unanimously to accept EW as chair. It was noted that she was excellent in the role. NB had been nominated as Vice Chair and had indicated his willingness to continue in the role if the FGB was happy to accept him. Following a discussion the FGB voted unanimously to appoint NB as Vice Chair. Both appointments will run for one year. <b>CWA records will be updated</b>	Clerk to update CWA records

	accordingly.	
<b>3.</b>	<b>Declaration of Pecuniary Interest relating to this Agenda:</b>	
	None declared. A form will be sent to all governors to be returned to the clerk to allow records to be updated.	Clerk to circulate. All FGB members to complete.
<b>4.</b>	<b>Minutes</b>	
	The minutes were signed as a full and true record of the meeting.	Minutes to be filed.
<b>5.</b>	<b>Matters Arising</b>	
	Item 2: Clerk has been appointed SATs: will be included in HT report.	
<b>6</b>	<b>Head teacher's Report (Verbal)</b>	
<b>6.2</b>	<p>Documents were distributed relating to presentation. Appendix 1: The Big Plan 2017/18 Appendix 2: Pupil Premium Review September 2017 Data Analysis for end of KS2 was displayed (Copy attached Appendix 3)</p> <p><b>SATs results:</b> HT shared breakdown of SATs results for 2017. Ashley Junior School(AJS) had performed well against other schools with similar intake as well as locally and nationally. Use of Fischer Family Trust as an indicator was explained. AJS is broadly ranked with the top 5% of schools nationally. An enquiry was made about Pupil Premium Pupils.(PP) HT explained approximately 1/3 of the cohort are PP – 19 in a cohort of 64. Results for PP are excellent when compared to the national figures. (See p 1 Appendix 2 for full break down). Data available is positive. Progress in Maths is generally not as good as progress in writing and reading. Those achieving Greater Depth: 31% Writing GPS: 25% Maths 13%. A governor enquired where progress was measured from. HT explained that progress was measured from the end of Key Stage 1. It was pointed out that some learners with resourced provision arrived with higher levels at the end of KS1 (L2 Maths) and that progress from this was unlikely because pupils had a cognitive barrier to learning hence their meeting the criteria for Moderate Learning Difficulty (MLD). An analysis of the SATs papers of AJS pupils has been completed to identify the type of question which may have lost marks for the pupils. Apart from co-ordinates, nothing stood out. An individual noted that poor marks relating to co-ordinates was a national issue HT informed the Board that a focus across the school was number. Another governor noted that the achievement of PP was high. HT explained that there had been a great deal of investment within this area as the PP review indicated.</p>	
<b>6.1</b>	<p><b>School Improvement Plan</b> Appendix 1 was referred to at this point. Three Key Issues were identified (See p1)</p>	

HT explained that it was necessary to be more forensic; to drill down to specifics. Two areas had deteriorated:

1. Children's Social Emotional & Mental Health
2. Speaking and Listening.

These areas are to be a focus.

The effectiveness of teachers will always be a priority. Additionally Achievement for All package linked to the need for effective communication with parents and pupils.

This needs to be accessible for all – staff/governors/community as well as being accessible for children. It is important to be mindful – no jargon for example.

A governor asked for examples.

HT highlighted listening skills and the need to articulate thinking – many have difficulty sequencing events.

Language link has been used with all of Y4 and most of Y3. It uses pictures and questions to identify understanding.

LH mentioned that it was also figurative her example was the phrase caught red handed - what does this mean? This demonstrates children do not always understand meanings taking the phrase literally.

HT stated this gives support materials to teachers and LSAs. Some with low standardised scores are working with staff and parents, what is called a 'structured conversation'. Governors will be given greater details as the process unfolds.

HT discussed leadership.

Teachers when asked as part of the school improvement audit, felt that opportunities to progress to leadership are limited. HT stated that understanding of leadership varies and that all are leaders.

Questions were asked about Maths and reasoning questions.

Analysis of Y6 papers had shown that reasoning questions are not the reason for lower achievement in Maths.

HT told Board that success criteria were included within the document (Appendix 1). These act as an evaluation tool.

Governors looked at the documents.

A question was asked about the number of EAL pupils on role?

There are 13.

HT asked for questions regarding Big Plan?

Chair enquired if it was simplified

HT responded that there is more, but sufficient information had been included for governors to gain an overview: the full document is available for scrutiny by any who wish to look at it . A useful School Development Plan has been achieved. Rapid response is needed to any change in situations within school. Children do not follow a plan. Example was given regarding a differentiated play group and how LSAs have developed zonal play areas, allowing children who could previously not access play to integrate.

Chair agreed that SIP needed to change; that it provides an outline but must change and respond to situations.

A governor enquired about success and was there data available?

HT stated that pupil progress meetings will provide data.

A governor asked about the Maths programme and any new initiatives?

H T reminded the board that the Maths curriculum had changed 2 years

	<p>ago, therefore teaching had responded to this. There is an expectation to keep the classes together. This is achieved via Teach/Practice/Apply. Some require more consolidation, however there is fluid movement between groups. The depth of understanding is improving. LH stated that there had been spending on teacher training and interventions.</p> <p>A governor considered that reading and writing had been prioritised over Maths.</p> <p>HT responded that the language used in Maths forms a large part of the subject.</p> <p>HT was supported in this – that reading is required at all times and in all areas of life.</p> <p>A governor was very supportive explaining he had attended a ‘How we teach maths’ evening led by the Maths leader, Mrs Whitney. That he was impressed, as were other parents who were present.</p> <p>Governors enquired about how the HT knew that those approaching greater depth are achieving and do they become frustrated?</p> <p>It was explained that children are extended by having to apply knowledge in different contexts and those achieving greater depth are stretched. HT stated that initially higher attaining Y6 found some concepts difficult. Now with greater depth is challenging them. Governors were invited to visit classes.</p> <p>Another governor highlighted Mathematics which presents the same question in a variety of ways.</p> <p>HT stated that a significant amount of money had been invested in training/equipment and resources.</p>	
6.3	<p><b>Pupil Premium:</b> <b>Appendix 2</b> PP pupils have achieved well. There has been significant spending on SEMH to develop self reliance in pupils Cost of Free School Meals comes from PP budget. The actual spend is more than the income received. However the positive impact on PP has a knock on effect to non-PP learners. Governor stated that this was positive.</p>	
6.4	<p>Chair enquired about the frequency of visits of the Educational Psychologist. The school has a service level agreement together with extra sessions. This amounts to 6 days. It is cost effective. There are drop in sessions. HT agreed that this was becoming more expensive with inflation together with increased staffing costs. Enquires were made about where the funding to plug the gap came from? HT stated the general budget was used.</p>	
6.5	<p><b>Health &amp; Safety:</b> Training for all staff regarding all aspects of Health and Safety is a priority. A culture of Safeguarding has been achieved in school with the first Inset day of the 2017/18 school year seeing all staff completing training. A programme of meetings between HT and Site Manager and Chloe</p>	

	<p>Moore ensure H &amp; S within the fabric of the building/site. Fire Drill had highlighted the need for a review of PEEPs for some children.</p> <p><b>Premises:</b> Meeting with the Rugby Club had been arranged regarding the use of the playground as a car park. The playground will remain open for parking but a charge could be levied. This would be cost neutral – any funds received would be used for playground markings. The club are to hold a committee meeting and will discuss charges.</p> <p>A governor was concerned as the effect of this could be roads blocked as car owners would not want to pay. Another stated that no other clubs charge for parking.</p> <p>HT stated that the reality of the situation was that the playground was being damaged and any income would be used to ensure it is kept in good condition for the children.</p> <p>All lets must be reviewed. House Sale: The house is rented out at present. Rent has been paid in advance. Governor enquired if the tenant was happy. The HT said the tenant was happy. HT explained the process of the sale and was questioned about time scales as the DfE needs to be informed when a potential purchaser is found. The board was informed that this section of the sale would take no more than two weeks. Sale of land: Brockenhurst College have rights on the land to the front of the school, regarding adult education. Finance director has been contacted regarding this information. Sale of land cannot move forward without this issue being sorted.</p>	
7	Committee Membership	
	<p><b>7.1 Membership &amp; Chair of Committees:</b></p> <ul style="list-style-type: none"> <li>• TS will continue as Chair of Resources</li> <li>• FW will Chair Curriculum Meetings</li> </ul> <p>There was discussion about pay committee and HT performance management. A governor requested to know what membership of this group entails. This was explained.</p> <ul style="list-style-type: none"> <li>• HT Review: TS, NB and TB</li> <li>• NB is the link governor for training. He will forward information to individuals.</li> </ul> <p>There are no further changes to committees. AE reminded meeting that there would be a space on the H&amp;S committee after half term. AE confirmed that she would remain until half term to allow elections for a new staff representative to be elected.</p> <p><b>7.2 Emergency Committee:</b> Serving on an emergency committee will be on a rolling programme. Governors will be asked in alphabetical order to serve if an Emergency Committee is required to meet.</p> <p><b>7.3 Policy Reviews:</b></p>	

	Committees will continue to review policies. Individuals linked to policy will be responsible.	
<b>8.</b>	<b>Finance</b>	
	New leasing arrangements need to be in place. Hampshire suggests an increase of approximately 5%. It was agreed Hampshire recommendations would be followed.	
<b>9.</b>	<b>Clerks Update</b>	
	<p><b>9.1 Elections:</b> Clerk passed over details of recommendations to be followed for an election of a new staff governor.</p> <p><b>9.2. Clerks Update:</b></p> <ul style="list-style-type: none"> <li>• Clerk checked that all were receiving updates regularly from Governor Services. One address needed to be amended.</li> <li>• Reminder of Date Change for Safeguarding Audit: 30<sup>th</sup> September 2017.</li> <li>• Approval of Budget Revisions must be completed by 30<sup>th</sup> November.</li> <li>• Change to Edubase was notified.</li> <li>• Clerk enquired if the skills audit had been completed. It was confirmed that the board is in the process of completing this.</li> </ul> <p><b>9.3 Training:</b></p> <ul style="list-style-type: none"> <li>• Clerk explained her training and that this was an ongoing process. Reminded the board about the availability of whole GB training.</li> </ul> <p>There was discussion regarding training. Chair suggested that they buy in to training linked to Ofsted. A governor confirmed that the training available was interesting and high quality. It was noted that Ofsted were expected early in December 2017.</p> <p>Website audit was discussed. HT stated that a revue had been paid for. Governor said that there may be gaps and they will be checked.</p> <p><b>9.4 Dates:</b> Dates for meetings (2017/2018) were reviewed and confirmed.</p>	Clerk to update CWA
<b>10.</b>	<b>Correspondence</b>	
	AE had sent notification of her resignation as staff governor.	
<b>11.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• A number of school trips throughout the year had been arranged and that governors are always welcome to attend these.</li> <li>• Governor Zone of Website: Password to be circulated to all governors</li> <li>• Membership of National Governance: This was discussed. The cost is £85 per year and was felt to be good value.</li> <li>• Governing Board Skills Audit: This is to be circulated. Tick box answers are required. This will highlight strengths of the governing body and areas for improvement. Deadline for return is 29/9/17.</li> <li>• Self evaluation action plans need updating. Chairs of Committees, Chair, Vice Chair and HT will be involved.</li> <li>• Operation Encompass: School had been informed about an</li> </ul>	<p>PC to circulate password</p> <p>FGB to complete &amp; return</p>

	<p>initiative which means that if a young person is involved in an incident linked to the police, then a disclosure would be made to the school before the start of the school day.</p> <ul style="list-style-type: none"> <li>• Details of Western Area Governor s Forum was shared.</li> </ul>	
	<b>Meeting ended 7.40p.m.</b>	
	<b>Date of next meeting: Wednesday 8<sup>th</sup> November at 6.00 p.m.</b>	
	<b>Following the meeting governors completed a timetable for monitoring visits</b>	
	<p><b>Minutes approved by:.....</b></p> <p><b>Signature:.....</b></p> <p><b>Position:.....</b></p> <p><b>Date:.....</b></p>	