

**Ashley Junior School
Full Governing Body Meeting
Wednesday 26th September, 2018
at 6.00pm**

Minutes

Present:

| | |
|-------------------------------|---------------------|
| Elizabeth Ward (EW) Chair | Partnership |
| Tim Bradley (TB) | Local Authority |
| Naomi Hutchins (NH) | Parent |
| James Hutson (JH) | Parent |
| Fiona Wood (FW) | Partnership |
| Norman Bullen (NB) Vice Chair | Partnership |
| Paul Cousins (PC) | Co-opted |
| Isabelle Pennycock (IP) | Parent |
| Emma Rand (ER) | Co-opted |
| Lara Whitney (LW) | Staff |
| | |
| Lorraine Henville(LH) | Acting Head Teacher |

Apologies:

| | |
|--------------------|-------------|
| Ian Rix (IR) | Headteacher |
| Val Twiss | |
| Daniel Barlow (DB) | Co-opted |

In Attendance:

| | |
|-------------------|-----------------------|
| Lindsay Ratcliffe | Local Authority Clerk |
|-------------------|-----------------------|

Challenge

Support

Impact

Action

Meeting was quorate at all times

| | | |
|-----------|--|-----------------------------|
| 1 | Welcome and Apologies: Meeting opened at 6.00. ER was welcomed as subject to FGB approval she will become a member of the Board of Governors. Apologies were accepted from DB, IR and VT | |
| 2. | Election of Chair/Vice Chair EW was nominated to stand for chair for a further term (12 months). She left the room to allow governors to discuss and vote on this nomination. EW was re-elected. No nominations had been received for the post of Vice Chair; clerk outlined the role and emphasised the importance of having a VC. NB feels he has taken on a wide range of responsibilities within the Governing Body and would like to step down; he agreed however to continue if that was the wish of the board until the next FGB (November) and January at the latest. NB left the room to allow discussion. He was re-elected and will remain in post until November 2018. | |
| 3 | Declaration of Pecuniary Interests (relating to this agenda) None declared All governors completed an updated declaration of pecuniary interests. | To be filed |
| 4 | Minutes: 3.1 Minutes from the last meeting (June 2018) | To be filed by clerk |

| | | |
|---|--|--|
| | Minutes were accepted and signed as a true and accurate record of the meeting. | |
| 5 | <p>Matters arising (not dealt with elsewhere on the Agenda)</p> <p>There were no matters arising.</p> | |
| 6 | <p>Head teacher's Report: This was delivered by LH who is acting as HT due to the absence of IR.</p> <p>6.1 Data End of Key Stage data and Year group data had been circulated prior to the meeting. Overall, the results were pleasing. Headline figures were considered to be satisfactory. Maths is below the national average however the gap is closing and more children are achieving greater depth. Current Year 6: In the end of year assessment girls outperformed boys considerably. Results for girls in writing were 30% better than for boys. Questions were asked about if this is the same elsewhere and is it reflected nationally? It was noted that results are similar nationally and elsewhere. This year, pupil premium children have outperformed non pupil premium; however those who are Free school meals (FSM) are lower in Maths. Progress meetings with staff will take place staff have the data and this will be a focus of the meetings. Governors enquired about who would lead on these meetings? It is likely that HT will be back in school by this time. It was noted that summer born children , with the exception of those in year 4, were performing between 20 and 30% below those born earlier in the academic year. Governors noted that these children enter playgroup at 2 year 9 months and only have one year at preschool before joining on a full time basis and could be less mature. Currently there is no data for Y3. They have completed an assessment. Available data on these children shows that overall the achievements to date are low. Governors were told that KS 1 data has changed and that more children appear to be greater depth when using the new criteria. Children can have an area of weakness and still be classed as greater depth overall. How will this be dealt with? Next year during transition enquiries will be made about any areas of weakness to gain a truer overall picture of the cohort. Has any more thought been given to the increase of PAN? Preference is for the school to remain at 60. Numbers on role have increased since the start of term: Y6 2 Y5 3 Y4 2 Y3 1 However 4 children have left: 2 have moved to Dorset and the other 2 also for geographical reasons. There may be financial implications as one child has 1:1 support. PAN will be discussed further by the Resources Committee.</p> <p>6.2. Progress against School Development Plan</p> <p>6.3 Premises There was some discussion around the sale of the house. Contacts have now been signed and completion date should be some time during mid October.</p> | |

| | | |
|---|--|---|
| | <p>Regarding the sale of land: It was discovered that a purchaser was able to purchase an option to buy but could pull out of the final sale within two years. HT and Governor had visited a solicitor for advice.</p> <ul style="list-style-type: none"> The suggestion is that the school obtain planning permission at a cost of between £5,000 and £6,000. The land could then be sold with planning permission. This would make it a more attractive proposition to purchasers. A planning consultant has confirmed the cost is correct and has given some suggestions to help obtain planning including the removal of some trees from the site and to consult with neighbours. A tree with a preservation order on the edge of the site would not be touched. <p>Questions were asked about the types of properties to be built. The suggestion was for a number of flats. Security of the school was discussed. Fencing will be in place and will improve the security of the site. This is a high priority following the sale of the house.</p> | |
| 7 | <p>Committee Membership 7.1 Confirm Membership and Chair of Individual Committees Lists were circulated with names of committee members. These will be updated by chair and sent out to all. PC will move to finance and resources to allow new co-opted member a place on curriculum. NH will join HT review committee</p> <p>7.2 Confirm Arrangements for Emergency Committee This continues as previously arranged. If an emergency committee is required then Clerk will contact the next 3 governors who are on an alphabetical list.</p> | |
| 8 | <p>8 Policies: 8.1 Admissions This policy was reviewed and accepted. Single change: dates.</p> <p>8.2 Safeguarding Audit</p> <ul style="list-style-type: none"> This had been circulated to all prior to the meeting. LH and NB had met and discussed and carefully reviewed this document. Self evaluation will be completed electronically. It was stressed that all governors must ensure they have completed the online Safeguarding training. Links had been circulated from Hays. Any governors who have not received were asked to check junk; if there is nothing there to contact DHT. The original communication was sent out on 12th September, 2018. There is a lot of reading to complete prior to working on the quiz which must be completed by all. There was discussion about this and it was considered some may like to work together as this would also promote discussion around the issue. DHT will circulate some possible dates. <p>Governors asked questions about staff training and did all who used the premises complete safeguarding training? It was confirmed that all users including outside clubs must have effective safeguarding practices in place. This is part of the Hire Agreement.</p> | All governors |
| 9 | <p>Update: Governors: 9.1 Election of Governors There is one current vacancy for a co-opted member. Emma Rand had been nominated and had met with the Chair and was present at the meeting. She explained her background in education and her interest in the role as her husband had previously been a governor. ER left the room to allow governors to further discuss her application. Governors came to a unanimous decision to co-opt ER.</p> <p>9.2 Clerks Update Clerk had circulated details of training to take place locally. Governors reminded that they can attend and update any suitable training at no cost to themselves as the school subscribes to Governor Services.</p> | ER to meet clerk : forms to be completed DBS arranged (school office) |

| | | |
|----|---|--|
| | <p>9.3 Training Booked or Attended</p> <ul style="list-style-type: none"> • WGN training will take place on 31st October at 6.00. Holding leaders to Account. • Any who cannot attend could attend the course being held at Lyndhurst earlier in October (see clerks email). • IC is unable to attend the SEND conference on 10th October, 2018. <p>9.4 Dates for Meetings FGB/Committees.</p> <p>There are two changes to the original dates submitted:</p> <ul style="list-style-type: none"> • FGB from 10th July 2019 to 17th July 2019 • Resources from 4th October 2018 to 7th November 2018. <p>9.5 Landscaping Project</p> <ul style="list-style-type: none"> • Fencing is a priority • Planning permission submitted: this could take between 8 and 12 weeks. • Discussion about the artificial surface and whether there had been any communication with the Rugby club as they may be interested in sharing the costs. • It was considered that nothing could be done about the artificial surfaces until the money has been received from the sale of property. <p>9.6 Governor Monitoring Visits</p> <ul style="list-style-type: none"> • HT had circulated a sheet. This was discussed. • There was further discussion around lockdown procedure and the need for a plan to be in place and that all staff would be aware of the plan as well as an actual drill to take place. <p>9.7 Governor Roles</p> <p>PE Spending and Impact: this can be completed via email. No governor came forward this will be further discussed at the next FGB.</p> | |
| 10 | <p>Correspondence</p> <p>Under the freedom of information act a governor had written requesting information about school budgets and how other schools were coping. A response had been received.</p> <p>Most schools were over budget however this had been resolved and no school will be entering the year with a deficit. Future forecast is that currently the position is satisfactory however in 13 months there may be a deficit and other schools are in a similar position.</p> | |
| 11 | <p>AOB:</p> <ul style="list-style-type: none"> • Nicky Harling had been nominated for a County award for her work in SEND. She won the award! Governors congratulated her on this. Governors asked if the local paper should be contacted. • NISA is sending a cheque for £750 to the school as a donation towards upgrading lighting. • A parent has offered to pay for a pupil premium child to attend Osmington Bay. There was discussion around this and it was considered that the donation could be shared between all PP children visiting Osmington further reducing the costs to their families. • A confidential item was raised. <p>Date of Next Meeting: Wednesday 28th November 2018 at 6.00 p.m.</p> | |
| | <p>Minutes approved by:.....</p> <p>Signature:.....</p> <p>Position:.....</p> <p>Date:.....</p> | |