

**Ashley Junior School
Full Governing Body Meeting
Wednesday 28th November, 2018
at 6.00pm**

Minutes

Present:

Elizabeth Ward (EW) Chair	Partnership
Tim Bradley (TB)	Local Authority
Naomi Hutchins (NH)	Parent
James Hutson (JH)	Parent
Norman Bullen (NB) Vice Chair	Partnership
Paul Cousins (PC)	Co-opted
Isabelle Pennycock (IP)	Parent
Emma Rand (ER)	Co-opted (arrived 6.07)
Lara Witney (LW)	Staff
Ian Rix (IR)	Headteacher
Val Twiss	

Apologies:

None Received

In Attendance:

- Lorraine Henville(LH) Associate Member
- Lindsay Ratcliffe Local Authority Clerk
- Stella Cheesman, Thelma Hooper, Chloe Moore, Derek Tinsley, Amanda Edgson, Samantha Holley, Pia Marshall, Lisa Locke Employed by AJS (all left the meeting at 6.47p.m.)

Challenge

Support

Impact

Action

Meeting was quorate at all times

Action Grid

Minute	Subject	Action Point	By Whom?	When?
3	Minutes	Wording of Item 10 to be amended	Clerk	ASAP
4	Matters Arising	Safeguarding Training: New email to be used for JH Election Vice Chair CWA to be updated	LH Clerk	ASAP 1/12/2018
5	Restructuring	Letters to Council/MP/DfE	Governors	ASAP

1	<p>Welcome and Apologies:</p> <p>Meeting opened at 6.05. Chair thanked all for their attendance and welcomed the staff representatives who had requested an opportunity to meet with the FGB to put questions on behalf of all staff regarding restructuring.</p> <p>No apologies had been received</p>	
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2.	<p>Declaration of Pecuniary Interests (relating to this agenda)</p> <p>PC, LW, LH, IR all members of staff</p>	
5	<p>Chair suggested that the running order of the agenda be modified and that Item 5 be discussed to allow staff representatives to leave following this item. Governors agreed this to be the best course of action.</p> <p>Governors stressed that the proposed restructuring was not the desire of the governors but that it appears to be the way forward for the school at this point.</p> <p>AE acted as spokesperson for the staff. She informed governors she had requested they give her any questions/points they wished to be raised at the meeting.</p> <p>Q How long have the governors known about the current situation? Some colleagues have been through this procedure before and this time it appears to be a very quick process.</p> <p>Have been aware of the situation (in year deficit regarding the budget) for some time. The hope was that through natural wastage or possible changes in government funding for education that this situation may have been avoided. There was and is a reluctance to go through this process and holding back for as long as possible is probably the reason it appears rushed.</p> <p>Q Would it have been more prudent not to employ additional individuals in this academic year?</p> <p>Only one member of staff has been employed and is a specialist in the area of nurture provision. Other staff have been redeployed to cover 1:1 for example.</p> <p>Q Regarding the role of nurture provision; could this not have been covered internally?</p> <p>The role was advertised and all staff could apply. Applications were received from internal and external candidates.</p> <p>Q Regarding the rights of staff on temporary contracts have these changed? Some staff believe that a permanent contract does not need to be offered until after an individual has been in post for two years. Clarification on this issue was requested.</p> <p>After one year, staff have similar rights to those on a permanent contract. After 2 years the rights change again slightly. AJS is trying to be fair to all staff and recognises staff loyalty and the good job all staff do.</p> <p>Q Regarding full time 1:1 support; when the child leaves does the contract for the support worker cease?</p> <p>This was confirmed and it was explained how in a specific instance a member of staff supporting a child with SENSEA funding had a reduced contract after the child left the school.</p> <p>Q Regarding funding in the long and short term: could restructuring roles of staff be helpful?</p> <p>SENSEA funding ends in March 2019. HT and governors are reluctant to go through the process as all staff are needed. Perhaps the school could have reacted earlier to the situation.</p>	

	<p>Q Where a child receiving SENSEA funding receives support during the afternoon sessions in school, could others who are already working not have taken on the role?</p> <p>Individual was employed in a particular role. All SENSEA funding and spending must be accounted for.</p> <p>Q Regarding the cuts: those on Grade D are most expensive to the school. There are 2 individuals paid on Grade C in the Breakfast Club. Will the Breakfast Club continue and is the Breakfast Club making a loss?</p> <p>Breakfast club is cost neutral or sometimes makes a marginal profit. The total saving would be 5.5 hours per week. The breakfast club provides a service to the community.</p> <p>Q Some start at 8.45 others at 9.00 a.m.</p> <p>Most contracts start at 9.00 a.m. those who start at 8.45 are to collect children arriving by taxi.</p> <p>Q Can those on D grade continue accepting a down grade to C?</p> <p>Yes, but if they did, they would have their salary protected for two years.</p> <p>Q How will colleagues apply for roles within the new structure?</p> <p>The skills audit/self-assessment. One job will require application/interview.</p> <p>Q Regarding the skills audit; is appraisal and observations plus targets achieved considered on the skills audit?</p> <p>In reality the school has no weak members of staff. Performance management shows standards are high.</p> <p>Q Some members of staff are uncomfortable selling themselves.</p> <p>If they need support this will be available from HT and DHT.</p> <p>Q A number of questions were asked around redundancy; if a colleague is offered a new role and turns the opportunity down can they still receive redundancy?</p> <p>If the job offered is at a lower grade you may turn this down.</p> <p>Voluntary redundancy is not an option.</p> <p>Q Apprentices: What happens if the apprenticeship ends in February/March?</p> <p>In one circumstance following the end of the first year an apprentice may wish to move on to a second year to improve. The apprentice is over 21 and should receive minimum wage. The unions would not accept this in the new structure. If the contract ends at the end of February, the role ends.</p> <p>Q Regarding skills required for roles: many individuals could fit into similar roles. What happens?</p> <p>Skills audit shows generic skills all LSA's are expected to have. Additionally, there are specialist skills requiring specific training for example ELSA. All this would be considered.</p> <p>Q If there are 2 LSA's with ELSA training how do you decide who gets the job?</p> <p>Again, the skills audit would be used.</p>	
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	<p>Q Under the structure IT manager/cover supervisor was employed this changed over time and now covers PPA. Originally a cover supervisor was employed to reduce costly supply. What happens now? Will there be a cover supervisor or will the school pay for supply cover?</p> <p>It was explained how a colleague is currently used for emergency cover in the afternoon. Staff are paid on C grade. The expectation of any staff paid on C grade is that they can be utilized to do short term whole class cover.</p> <p>Q Questions were asked about SEND funding; when this ends, will arrangements change again?</p> <p>Yes. Figures for this year are better than anticipated however the following year will be difficult.</p> <p>Q When will redundancies be announced? Will the union visit?</p> <p>HT will meet with unions on 23rd January, 2019. At that point the time frame for redundancies will be discussed and confirmed. Union will want to see evidence/rationale behind restructuring.</p> <p>Q Hampshire Council are not forthcoming with answers such as how much redundancy would be received.</p> <p>They do not want to commit or to make errors. If colleagues use ESS lite there is information about start dates and continuous service. Finance Manager has provided information about how to get into the system.</p> <p>Q What kind of support will be put into place to help colleagues find alternative employment.</p> <p>HCC will try to redeploy staff in the first instance; there will be support for example with producing CV's.</p> <p>Q Will relocation of staff happen before redundancy?</p> <p>Yes</p> <p>Q If an individual takes redundancy and then at a later date finds a job with HCC would the redundancy payment need to be repaid?</p> <p>This needs clarification. Do not know the answer.</p> <p>Q Some individuals may have higher qualifications than D grade colleagues; who will be employed when it comes to restructuring?</p> <p>Experience counts. This school is unique and this is reflected in the skills audit.</p> <p>Q What will the revised LSA role look like?</p> <p>Colleagues may not need to interview; this is something to be looked at.</p> <p>Q Are the governors involved in the skills process</p> <p>Yes.</p> <p>Following the meetings with the Unions we will have more idea about the time frame. Statutory notice periods must be adhered to.</p>	
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	<p>Q Points made about mental health and that those who remain in school will be expected to take on more and that this could have an impact on wellbeing.</p> <p>Governors wanted to avoid this situation and were reluctant to take these steps and are aware that the situation will have an impact on all. Doing best to maintain the structure of the school. Standards are great at present and the team is excellent. Morally the decision is wrong but financially it is the right decision for the school.</p> <p>Governors expressed their concern about how the gaps left would be filled and also the impact the changes could have on the children and how they would be supported in the future.</p> <p>HT told the meeting the Unions would cross examine him and want to drill down into detail. There is a worry that the school may lose more colleagues than is necessary as people are looking wider for alternative employment.</p> <p>It was noted that some had volunteered to leave however it was re-iterated that there is a formal process which has to be adhered to.</p> <p>Q Is there any chance that proceeds from the sale of the house could be used on staffing?</p> <p>It is highly unlikely. The money has to be spent on premises.</p> <p>It was noted that the proportion of budget spent on staffing is higher in education than in most businesses.</p> <p>As there were no further questions, Chair thanked all for coming along and encouraged the staff to continue with the dialogue. Governors are concerned for the welfare and the wellbeing of all staff, so any concerns, please bring them forward.</p> <p>A colleague acknowledged how difficult this process is for the governors.</p> <p style="text-align: center;">Staff representatives left the meeting at 6.47 pm.</p>	
	<p>Minutes:</p> <p>3.1 Minutes from the last meeting (September 2018)</p> <p>Item 10: some changes regarding the letter were discussed, wording was amended.</p> <p>Minutes were accepted and signed as a true and accurate record of the meeting following amendment of Item 10.</p>	<p>To be filed by clerk</p>
<p>4</p>	<p>Matters arising (not dealt with elsewhere on the Agenda)</p> <p>Item 8: Safeguarding Training:</p> <p>Checked to ensure all had received an email. One governor had not received this.</p> <p>Item 2 Election of Vice Chair: nomination had been received NH. She has had a discussion about the role with FGB Chair and will receive support as she develops into the role. There was some discussion and governors agreed to elect NH as Vice Chair.</p>	<p>Another email address to be tried.</p> <p>Clerk to amend records CWA</p>

<p>5</p>	<p>Restructuring:</p> <p>Outcomes:</p> <p>This was not an easy discussion. It was a decision made with great sadness. This included the possibility of the mass resignation of the governing body. To be effective this would have had to occur across all schools. Many schools are not yet in as difficult situation although many are struggling.</p> <p>There was a decision to write to the council and to MP and the Minister for Education.</p> <p>One consideration was that the governing body did nothing and advice was taken about what would happen in this situation.</p> <p>The LA would dissolve the governing body for dereliction of duty and replace the GB with individuals who would not understand the history or the nature of the school.</p> <p>Governors felt that it was better they followed through with restructuring as that way it could be completed with fairness.</p> <p>Can we fight this on safety issues/safeguarding? At what point is the school no longer a safe place for the children?</p> <p>It was acknowledged that there will be greater pressure on those who remain at the school.</p> <p>There was discussion about the change of the role of site manager to caretaker. If the current site manager were to accept the caretaking role then his salary would be protected for two years. If he does not wish to take this changed role he would be eligible for redundancy.</p> <p>How will the reduced roles/hours worked by DHT/AHT impact?</p> <p>AHT has trained and LSA to complete administration related to the SENDco role. A colleague is also being trained to complete EHCP applications and Resource Provision.</p> <p>Safeguarding HT will take on more.</p> <p>It was noted that effective use of CPOMs reduces time spent on administration.</p> <p>There was discussion about the role of an apprentice who has additional training and is able to run after school clubs and PE. Questions were asked if this role was funded from sports funding and would this colleague remain in post?</p> <p>It is in part funded in this way. The decision about any colleague will be based on the skills audit.</p> <p>The majority of the governing body agreed that the decision towards restricting goes ahead.</p>	<p>All governors to write individually</p>
<p>6</p>	<p>Head teacher's Report:</p> <p>This was circulated prior to the meeting</p> <p>There were some comments on admissions and attendance. Admissions can fluctuate but generally numbers are fine. With regard to attendance generally satisfactory however there are some factors affecting attendance, for example medical issues.</p>	

Discussion around SEND register. Due to quality first teaching and access arrangements in place many children are no longer on the SEND register. 7 pupils are no longer SEND however they are not yet achieving ARE. A bridging group will accelerate learning and aid children to achieve ARE.

Pupil Premium:

Report from Chair was distributed. Compared to national standards, standards at PJS are good especially if the data relating to Resource Provision is removed.

School Development Plan.

Raising standards in Maths:

- Revision of Maths passport
- New Assessment materials – White Rose this is a very diagnostic tool to use
- Revisiting of concepts is vital to learning
- Focus in progress meetings.

A governor commented that over learning the key concepts ensured a solid understanding and a development regarding problem solving and reasoning; children who are greater depth develop a deeper and wider understanding from this approach.

Book scrutiny reveals a secure knowledge and that the application of knowledge is secure.

Reference was made to leadership and management which is strong; role of governors is vital and governors and attended training holding leaders to account. The Curriculum at PJS is very rich. Other strengths include relationships within the school; pupils have self-respect and respect for each other.

DH and HT had attended a conference where they had taken along topic books. These books demonstrate the breadth of the curriculum and how children are expected to think.

These books were shared with governors.

Governors asked if the topics were taught throughout the school?

Topics are taught over four years and staff have set up an entitlement within the curriculum ensuring children experience a wide variety of opportunities including

- Taking part in a show
- 3 D sculpture
- Theatre visit
- Art Gallery
- Residential Opportunity
- Additionally, IT, PE and Music

Much of this is delivered through themed weeks for example enterprise week, art week.

AJS is working hard to ensure that this continues as it is easy for Maths and English to become priorities; governors recognised the importance of educating the whole child.

INSET day 15th February Maths some governors would like to attend this if possible

There is a carol service to be held at the Baptist Church 20th December (a.m.)

	<p>19th December at 3.45 there will be an informal Carol Service in School.</p> <p>Premises and Landscaping:</p> <p>Although the house has been sold the school does not have the funds and needs to apply for these in order pay for improvements such as fencing.</p> <p>Fencing: planning application is not yet complete. There will be a tree survey completed during the first week of December.</p> <p>The solar panels will not be installed until the site is secure and the fencing has been completed.</p> <p>Costs for an outdoor learning area in the quad are being gathered.</p> <p>Sale of Land: There has been some email correspondence around this explaining the situation to date. A meeting was held with HT, TB and Conveyancer.</p> <p>6.4 Ethos and Vision</p> <p>This statement had been shared prior to the meeting. This had been revisited, there was nothing contentious contained within the statement and was accepted unanimously by all governors.</p>	
<p>7</p>	<p>Committee Reports</p> <p>7.1 Curriculum : Minutes had been circulated prior to meeting for reference</p> <p>7.2 Finance and Resources : Minutes had been circulated prior to the meeting for reference</p> <p>There were no further questions</p>	
<p>8</p>	<p>Budget Review</p> <p>This had been discussed at the Finance and Resources Meeting and required the approval of the FGB.</p> <p>C/fwd £30,190</p> <p>In year deficit: £112,000 now £13,336 deficit.</p> <p>Projections carried forward _ change lease to capital payment (maintenance)</p> <p>£10,000 from Chancellors budget has not yet been included. Extra SEND funding has yet to be added.</p> <p>There was a discussion about the changes to Resource Provision funding and that there is an agreement that Y3 children will be funded according to need.</p> <p>It is possible the surplus could look significantly better. Finance Manager also shows a £2000 reduction in spending in each curriculum area.</p> <p>There was a question about the catering costs.</p> <p>The differences are due to free school meals being paid for via pupil premium funds.</p> <p>Governors questioned spending on supply teachers.</p>	

	<p>This is less than before due to the employment of a cover supervisor as well as employing LSA's on C grade this results in a saving on the costs of cover.</p> <p>Governors approved amended budget.</p>	
9	<p>Update: Governors:</p> <p>9.1 Election of Governors</p> <p>This was covered in matters arising: see election of Vice Chair.</p> <p>9.2 Clerks Update</p> <p>Nothing to report at this time.</p> <p>9.3 Training Booked or Attended:</p> <p>Whole governing body training and discussions around this was considered good.</p> <p>Governor had attended a training Primary Data: this was considered useful and although only a short session covered a great deal.</p> <p>List of e. learning modules available on the HCC website was circulated.</p> <p>New list of trainings available is available. Governors encouraged to look at this and consider completing training.</p> <p>9.4 Governor Visits:</p> <p>There was discussion about governor visits for the next term.</p> <ul style="list-style-type: none"> • Assessments/Data: NB plus one other governor • IC SIP (28/11/2019) , AHT meeting 5/12/2018, SC week beginning 7/1/2019 • Website has been updated. 	
10	<p>Correspondence</p> <p>None received</p>	
11	<p>AOB:</p> <ul style="list-style-type: none"> • Chair to send a letter of thanks to NISA to thank them for the donation. • AHT/DHT expressed thanks for the afternoon tea • All were thanked for their attendance and further thanks were expressed to be passed on to the staff who had attended the early part of the meeting. • Meeting closed at 8.00 p.m. <p>Date of Next Meeting: Wednesday 23rd January 2019 at 6.00 p.m.</p>	
	<p>Minutes approved by:.....</p>	

Signature:	
Position:	
Date:	