

**Ashley Junior School
Full Governing Body Meeting
Wednesday 6th February 2019
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 Pennycook (IP)	Parent
Emma Rand (ER)	Co-opted
Lara Witney (LW)	Staff
Val Twiss (VT)	Co-opted
Fiona Wood (FW)	
Norman Bullen (NB)	

Apologies:

Ian Rix

In Attendance:

Lindsay Ratcliffe Local Authority Clerk

Challenge **Support** **Impact** **Action** **Meeting was quorate at all times**

Action Grid

Minute	Subject	Action Point	By Whom?	When?
9.1	Virtual Attendance	Work to produce a policy	Chair	FGB
12	AOB NGA	Clerk to contact to ensure they have an up to date list of governors	Clerk	ASAP

1	<p>Welcome and Apologies</p> <p>Meeting opened at 6.00 pm; no additional apologies had been received. LH was thanked by the Chair for stepping in as Acting HT and the work she has completed in this role.</p>
2	<p>Declaration of Pecuniary Interests (relating to this agenda)</p> <p>PC, LW LH all staff members</p>

3	<p>Minutes:</p> <p>3.1 Minutes from the last meeting (28th November, 2018)</p> <p>The minutes were accepted as an accurate record of the meeting. The clerk was thanked for the way in which the conversation with staff had been recorded and shared.</p> <p>Redundancy/restructuring was mentioned here. This section has been recorded but at present the item will remain confidential. A copy of this conversation will be made available to all present at the meeting.</p>
4	<p>Matters arising (not dealt with elsewhere on the Agenda)</p> <p>None</p>
5	<p>Head teachers Report</p> <p>Documents had been circulated prior to the meeting.</p> <p>This included a summary of the feedback received from SD. Chair noted that the feedback was very positive and asked governors for any questions.</p> <p>Questions were asked about the impact and usefulness of the visit to Swayling Primary School.</p> <p>Feedback was positive. It was possible to look at how they rolled out the Mastery Programme to staff and how they were able to get staff on board with the new ideas. The Maths leader at Swayling has only ever delivered Maths by the Mastery approach and her attitude was refreshing. Similarities in the Shanghai/Singapore methods were noted. Colleagues were able to observe a number of classes. The catchment is similar so it was good to see this in action at a similar school. Maths will form the basis of the next INSET. Staff at AJS have expressed an interest in seeing this model in action.</p> <p>5.1 Data</p> <p>Attendance Data was highlighted. 95% overall. Data can be presented in two sets if necessary: if a pupil has an ongoing condition and this results in long term absence then data with/without the pupil can be presented. This gives a truer picture.</p> <p>5.2 Progress against School Development Plan</p> <p>It was noted that children working at greater depth had been highlighted by Ofsted</p> <p>HT noted that this was highlighted across all areas of the curriculum with questions asked 'How do you know?' It is particularly good in Science. Other subject areas need to develop further. Pupils could be given more freedom in Topic work.</p> <p>5.3 Premises/Landscaping Project.</p> <p>Solar Panelling will begin on the Friday at the start of the half term break. AHT was asked had she signed the document/contract yet? She has not been presented with it yet.</p> <p>A representative from DfE contacted IR regarding extra information on the land at the entrance. Questions were asked about paperwork. TB phoned; photographs were requested; these have been forwarded but there has still been no response. Another attempt to contact was made today.</p> <p>Title regarding the land has not been documented. A firm of solicitors has been appointed they are undertaking the task of applying for a title deed.</p>

	<p>Site Manager met with a representative from New Forest District Council and was able to take her around the site explaining the situation regarding fencing. She was unhappy about the fencing initially. It was explained the fencing not only protects the site from intruders but also safeguards children on the premises during the school day. Currently, anyone can access the site.</p> <p>Questions were asked should the fencing be completed prior to the installation of solar panels?</p> <p>Would scaffolding prove to be a liability?</p> <p>Solar Panel providers are covered by insurance. The installers are responsible for the scaffolding.</p> <p>Enquiries were made about the actual numbers regarding the 2019/20 intake? These numbers are not available yet. AHT will share them when they are.</p> <p>Fencing will go ahead as soon as planning permission has been received. Still awaiting permission.</p> <p>Governors expressed thanks to Acting HT and Assistant HT for their additional work.</p>
6	<p>Restructuring and Redundancies: Update</p> <p>This had been discussed in Item 3. The start of this procedure has been deferred.</p>
7	<p>Staffing</p> <p>7.1 Covering Staff During Absence</p> <p>Finance Manager has arranged a meeting on 28th February to finalise the budget prior to her beginning maternity leave.</p> <p>Two colleagues will share some of her duties and will have access to all log in details.</p> <p>School is entitled to 12 days HR support before the end of March. In the new financial year beginning April, a further 12 days can be requested.</p> <p>During a period of maternity leave staff can return to work for a 'keeping in touch day'. Finance officer will do this during August and September. On these days she will organise the lettings (August); Census work (September).</p> <p>Questions were asked about the colleagues who will step in to fulfil some of the duties.</p> <p>A chain of meetings has been arranged: Finance Manager and Admin, then PC to join them to further discuss; finally acting HT and AHT will join the discussion.</p> <p>Business Manager at Ashley Infant School has stated she can be phoned and can give advice if needed.</p> <p>Finance Manager begins her maternity leave on 22nd March, 2019.</p>
8	<p>Reports from Committees</p> <p>Draft Minutes had been circulated to all prior to the meeting.</p> <p>8.1 Curriculum</p> <p>The exclusion policy has been reviewed. This had to be checked as it was thought there may have been changes in legislation since the last review. This was not so.</p>

	<p>8.2 Finance</p> <p>A governor has completed some research on Disaster recovery plan. Looked at how this is handled in other schools and has found a model which could be adapted for AJS.</p>	
<p>9</p>	<p>Policies/Policy Review</p> <p>9.1 Consider proposal for Virtual Attendance at Meetings</p> <p>Although this will not become the norm it was considered important that a policy be put into place should the need for virtual attendance arise in future. Clerk had forwarded information on the policy/virtual attendance as well as a model policy from another school which could be used as a starting point. This will be reviewed and brought to the next FGB for consideration.</p> <p>9.2 Finance</p> <p>Change to the logo otherwise accepted.</p> <p>9.3 Fire Safety Management</p> <p>9.4 Asbestos</p> <p>These have been reviewed by Site Manager</p> <p>9.5 Agreement regarding Schools Financial Value Statement (SFVS) (For submission March 2019)</p> <p>Completed SFVS had been circulated prior to the meeting.</p> <p>It was noted that point 25 (Disaster Recovery) is being investigated/worked upon. (See 8.2)</p> <p>SFVS was accepted and will be submitted.</p>	
<p>10</p>	<p>Update: Governors:</p> <p>10.1 Update: Election of Governors IC</p> <p>term of office will end April 2019, JH July 2019. Both are parent governors so an election will take place. A vacancy currently exists for a partnership governor. IC did not want to stand for election but was interested in this role. Her expertise in SEND is the reason she would be an appropriate candidate. This was discussed by the governors and IC was offered the opportunity to become a partnership governor when her current term of office expires in April. She accepted this new role. JH is considering if he will stand for a further term of office.</p> <p>10.2 Clerk's update</p> <p>Clerk directed governors to the Spring Newsletter and the first item, Section 128 checks and that it suggested action should be taken by all schools. This was discussed. Chair had spoken to Admin Officer and it is considered the school is covered. Clerk referred governors to the article and the point stating</p> <p>Clarification has been sought on this matter from the Department of Education (DfE) and it has confirmed that, although schools and colleges are not obliged to undertake this check on current governors, it is strongly recommended that they should. In light of this guidance, if schools choose not to undertake a check they would need to show good reason why they had made this decision. Details of how to undertake the check are contained in paragraph 130 of the KCSIE guidance. Governors made a decision not to proceed with this at this point in time due to other priorities within the school at present (restructuring and redundancies, HT absence)</p> <p>10.3 Training: Booked or attended</p> <p>None booked at present. It was noted that courses are very quickly booked up and anyone interested should apply as soon as they see a relevant training.</p> <p>10.4Governors Monitoring Visits</p>	

	On hold for this term due to other priorities.
11	Correspondence: None received
12	AOB: <ul style="list-style-type: none"> • Clerk will contact NGA to ensure they have an up to date list of governors • NGA have sent out a circular, encouraging governors to lobby parliament regarding funding • Assemblies: other colleagues are leading assemblies • Meeting with SC and Acting HT shared much good advice, this was very useful • Can AJS employ supply cover? Budget restrictions however if it is necessary it will be done. • Apprentice was due to leave today however he is remaining in Resource Provision