

**Ashley Junior School  
Full Governing Body Meeting  
Wednesday 17<sup>th</sup> July, 2019  
at 6.00pm**

**Present:**

Ian Rix	Head teacher
Tim Bradley (TB)	Local Authority
Naomi Hutchins (NH) Vice Chair	Parent
James Hutson (JH)	Parent
Isabelle Pennycook (IP)	Parent
Emma Rand (ER)	Co-opted
Val Twiss (VT)	Co-opted

**Apologies:**

Elizabeth Ward (EW) Chair	Partnership
Norman Bullen (NB)	Partnership
Paul Cousins (PC)	Co-opted
Lara Witney (LW)	Staff

**In Attendance:**

Lindsay Ratcliffe	Local Authority Clerk
Lorraine Henville	Associate Member

**Minutes**

Challenge
Support
Impact
Action
Meeting was quorate at all times

Action Grid

Minute	Subject	Action Point	By Whom?	When?
5.3	Landscaping Premises	Answer queries re: entry/exit system	HT/PC	ASAP
5.4	Racial Incidents	To be carried forward to next meeting	Clerk	Sept 2019
9.2	Clerks Update	Governor Hub: personal details seen by all – check how to stop this	Clerk	18/7/2019
9.3		WGB Training: Check with NB	HT to contact NB	ASAP

<b>1</b>	<p><b>Welcome and Apologies</b></p> <p>Meeting opened at 6.00 pm; Apologies had been received and accepted from EW, NB, LW, PC.</p>
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2	<p><b>Declaration of Pecuniary Interests</b> (relating to this agenda)</p> <p>None declared</p>	
3	<p><b>Minutes</b></p> <p>Minutes from last 2 meetings (6<sup>th</sup> February 2019 and 22<sup>nd</sup> May 2019) were accepted as an accurate record and signed as such by Vice Chair.</p>	
4	<p><b>Matters Arising (not dealt with elsewhere on this Agenda)</b></p> <p>None</p>	
5	<p><b>Head teacher's Report</b></p> <p><b>5.5 Attendance/Admissions/School Role</b></p> <p>Whole School Attendance is currently 93.7%. Staff remain rigorous pursuing absences following procedures that have been in place for some time.</p> <p>81 children will receive certificates at the end of term for 100% attendance.</p> <p><b>Governors asked about attendance and what the target for attendance is?</b></p> <p>The issue is mainly due to holidays, some children have begun holidays early before the end of the year and the May Bank Holiday was also an issue as some took holidays at this time. HT has spoken to the inclusion manager for Hampshire to ask what more can be done? Confirmed AJS should continue to retain evidence.</p> <p>Target for attendance is 96%.</p> <p><b>Looking at the breakdown of attendance governors noted that none PP children were closer to the 96% target than PP and questioned this</b></p> <p>HT confirmed there were some exceptional cases and that attendance could link to circumstances around the family.</p> <p>The figure for this time during the previous academic year was 94.7%, attendance is consistent.</p> <p>Recruitment of staff was discussed.</p> <p>2 NQT's have been appointed as well as 3 LSA's. The LSA's are on fixed term contracts as they have been employed due to the number of children due to receive EHCPs.</p> <p>All new staff are experienced and confident and should fit in well with other colleagues at AJS.</p> <p>Y4 teacher has been recruited at UPS 2. This is slightly more expensive however the teacher brings experience and has a very positive ethos. All new colleagues attended the induction transition day.</p> <p><b>5.1 End of Key Stage Data</b></p> <p style="text-align: center;"><b>End of Key Stage Assessments 2019</b></p> <ul style="list-style-type: none"> <li>• 57 pupils in the cohort for GPS, Reading and Maths</li> </ul>	

- 58 pupils for writing
- 2 pupils based in the resourced Provision. 1 accessed GPS and Reading

	Including R.P.	Excluding R.P.	National Average
<b>Grammar, Punctuation &amp; Spelling EXS+</b>	<b>82%</b>	<b>84%</b>	<b>78%</b>
<b>Grammar, Punctuation &amp; Spelling GDS</b>	<b>30%</b>	<b>30%</b>	
<b>Writing EXS+</b>	<b>81%</b>	<b>82.5%</b>	
<b>Writing GDS</b>	<b>27.5%</b>	<b>28%</b>	
<b>Reading EXS+</b>	<b>77%</b>	<b>79%</b>	<b>73%</b>
<b>Reading GDS</b>	<b>23%</b>	<b>23%</b>	
<b>Maths EXS+</b>	<b>77%</b>	<b>80%</b>	<b>79%</b>
<b>Maths GDS</b>	<b>14%</b>	<b>15%</b>	
<b>Combined (Reading, Writing, Maths) EXS+</b>	<b>67%</b>	<b>69%</b>	<b>65%</b>
<b>Combined GDS</b>	<b>12%</b>	<b>13%</b>	

The above information as well as detailed information for each Year group had been shared with governors prior to the meeting. Governors were informed that there was one additional pupil to add to GD (writing) bringing the percentage to 29%.

SATs testing was discussed and it was noted that the Y6 team had been confident in their assessments. Maths greater depth may be lower than national average; governors were also informed that the pass mark (reading) was 21 last year and was increased to 28 this year and that nationally there has been some questioning regarding the marking. The third text, a piece of classic literature was not easily accessible to a number of children.

**Governors enquired why this had been included?**

HT considers that there is a desire to push classic texts; some can easily access this type of literature and classic literature is used at AJS, however the classics are often used as a class reader and listening and discussing the text is very different to reading a selection from a novel in test conditions.

**It was noted that an additional pupil had been included in the writing results**

A child who had been home schooled had returned to school, but was not present for the reading and maths papers.

Successes were noted; those in Resource Provision had performed well. Results for Hampshire as a whole were not yet available and will be shared in the next academic year.

Data for Years 3 – 5 was examined.

Boys writing across the board appears to be an issue however this is less so in Y6. Teachers are identifying barriers to learning and are clear about pupil progress and give additional support to PP children.

Next year when performance management objectives are set there will be more bespoke objectives around pupil progress.

There was discussion around boys writing and it was considered in Y3 the boys are very young and in the main are catching up by Y6.

**Governors asked about liaising with the infants regarding writing**

This only happens during transition. Regarding the infants, initially slower progress may appear to be lack of maturity, issues begin to be identified by Y2, hence the number of EHCPs currently in the pipeline.

HT informed the meeting that a new reading assessment had been purchased and explained how this would help; this system provides resources to use following testing using this programme. Hampshire is promoting this system and AJS felt they should try it out. Together with Junior language link should inform issues.

Maths passport has had its most successful year to date in school however this is not also evident when transferred into Maths lessons. Maths is increasingly popular in school. Dot Lucas is coming into school to support and train staff and to embed the use of concrete – pictorial – abstract concepts in Maths. This should help embed and consolidate understanding.

### **5.3 Premises/Landscaping Project.**

Fencing: there had been an issue as although the work for fencing the school had been put out to tender and a contractor selected, the specifications around the fence was changed as the initial plans were not acceptable to the planning office. The school has been informed they should have put the job out to tender once more.

This work needs to be completed as a matter of urgency so a list of vandalism was requested. Much evidence could be supplied. This work should now go ahead.

Carpark has been delayed due to queries around the petrol interceptors. Awaiting a final report

**Governor asked about the gates and would the gates be electrical or would they require somebody to man them?**

Electric gates had been looked at however it appears they can be problematic so manual gates will be in place.

Cost of the work in the quad area is less than expected; £8,500 not £15,000. This work will be completed by S Brinkman during the summer holidays.

Minibus: a second hand mini bus will be purchased from Hampshire transport. The cost will be £6,000 - £10,000 but it will be in good conditioned and will have been serviced. AJS had been advise against purchasing a new bus and these devalue quickly. In March the school has the option to purchase a

second bus from Durlston Court; the cost of this bus will be between £2,000 - £3,000. The advantages of having two buses was discussed. **Governors approved this decision.**

A parent has been giving advise voluntarily regarding building work.

Work on the adult toilets was discussed. Contractors are in place and work starts on 20<sup>th</sup> July.

One quote has been received regarding work on the playground, this work could be completed during October half term. Awaiting other quotes before a final decision can be reached.

Other spending:

- I Pads for adults in the school
- Sit on Mower £1100

**How much has been spent to date?**

- £250,000 has been committed
- £100,000 remains.

Application for the sale of the land is still pending and awaits a response.

HT talked about the poor state of the double glazing. 3 quotes had been received to cover necessary work.

The lowest quote was just over £10,000.

**Governor enquired if the house sale money could now be used to cover this as originally the school had been informed that they could not use this money to pay for windows.**

This has changes as the repaired windows will improve insulation and some of the glass fitted to the windows is not safety glass.

The company to be used is considered to be a reputable company. Governors were happy for this work to go ahead.

**Governors asked about any other schemes?**

Caretaker has identified that the hall floor is in a poor state. The work to be undertaken includes sand down wooden floor, finish, apply lacquers and buff floor.

Three quotes have been received. All quotes gave the same advice that if this work is not completed a little further down the line the cost to the school would be significantly higher.

**Governors asked if the floor was in a dangerous condition?**

The floor is worn and requires maintenance.

Costs will be Between £2,500 to the most expensive quote which is slightly less than £5,000.

**Governors agreed that due to the house sale maintenance issues could be addressed and the school improved.**

Digital Sign In system was discussed. A governor had investigated a number of systems and was recommending a particular system linked to SIMs and which, in his opinion is future proofed. Governor was not able to attend the meeting however had passed on the information to HT to share:

- Simplifies entry and exit procedures
- No paper required
- Produces accurate reports
- Can link to the gate system
- Improves safeguarding
- Identifies person on site
- Back up system with I pad
- If evacuation is necessary can take along the I pad
- Time saving
- Accurate record keeping
- Future proofed.

Three quotes had been received. It was suggested the mid-range quote be used (£2,750) the company had been used previously.

**Governors asked about any additional costs?**

HT stated that from Y2 £360 would be paid for software licences and updates.

**Governors discussed this system and would it really be future proofed?**

The outcome was that governors agreed this system could go ahead in principle however there were some questions to be put to the governor and if these were answered positively the system would be approved.

Roof of ¾ toilets: lead has been removed. This will be replaced; payment made via SLA/Insurance at a cost of £10,000

**Governors asked about progress on the woodland garden?**

Meeting had been held on 16<sup>th</sup> July, 2019. This area will be used as a Forest School area. One LSA is Forest School trained; another will be trained during the next academic year.

**Enquiries were made about whether parents had been informed about the closure of the entrance?**

This had not been sent, there was discussion about letter or text, it was decided a letter would be best.

**Governors confirmed that they were happy for the work on both the windows and floor to be completed and that if questions were answered positively then also the IT entrance system to be put into place.**

Solar panels are generating electricity and the school is not using any electricity from the grid. There are grants available for a mini project. This was discussed and decided that vehicle charging points be put into place.

## **5.2 Progress against School Development Plan/School Development Plan 2019/20**

Copy of the School Development Plan was circulated. A more detailed version will be presented to Governor in the new academic year.

	<p>The plan was discussed including</p> <ul style="list-style-type: none"> <li>• Cultural Capital</li> <li>• Raising Standards in Maths and English</li> <li>• Spelling and retention of facts and staff understanding how this works!</li> <li>• Wellbeing – this is wellbeing for all, the school has had a mental health lead in place for some time. Whole school pilot project will be put into place this includes an audit – where are we now? training, development of the site.</li> <li>• CPD: external training: 2 colleagues will complete middle leadership training, 2 will look at senior leadership training.</li> <li>• Progress meetings: the changes to data examined under the new Ofsted specifications was discussed. Breadth and balance within the curriculum will be an important issue.</li> <li>• Children as leaders</li> <li>• Pupil questionnaire was circulated and discussed.</li> </ul> <p><b>5.4 Review Racial Incidents Register</b></p> <p>To be carried forward to next FGB</p>	
6	<p><b>Staffing</b></p> <p><b>6.1 Restructuring/Redundancy: Update</b></p> <p>New staffing was discussed. Staff understand the need for this due to EHCPs coming forward.</p>	
7	<p><b>Reports from Committees</b></p> <p><b>7.1 Curriculum: No report as Chair (Curriculum) was not present</b></p> <p>Curriculum minutes had been circulated to all prior to the meeting</p> <p><b>7.2 Finance</b></p> <p>Minutes had been circulated to all. The chief issues had been the discussion around budget which had been approved at the FGB held in May.</p>	
8	<p><b>Policies/Policy Review</b></p> <p><b>8.1 Health and Safety</b></p> <p><b>8.2 Complaints</b></p> <p>Hampshire Model policies had been adapted to the needs of the school.</p> <p>The policies were accepted by governors</p>	
9	<p><b>Update: Governors:</b></p> <p><b>9.1 Update: Election of Governors</b></p> <p>Reminder that there will be two vacancies for parent governors at the start of the next academic year. HT to begin process to elect parent governors.</p> <p><b>9.2 Clerk's update</b></p>	

	<p>There was discussion about the use of Governor Hub. Governors were concerned that their details appeared on the screen for all to see. Clerk to check to see if she could tick box to stop this.</p> <p><b>9.3 Training:</b> Booked or attended including Safeguarding Training</p> <p>This is to take place on 11<sup>th</sup> September or 18<sup>th</sup> September with SC. NB was to enquire into training HT to contact NB to see if this has been arranged.</p> <p><b>9.4Governors Monitoring Visits</b></p> <p>Report to be circulated on completion of visits: send report to clerk</p> <p><b>9.5 Agree TOR FGB/Committees 2019/20</b></p> <p>TOR agreed by governors</p> <p><b>9.6 Committee Membership</b></p> <p>Membership of committees to remain unchanged.</p>	
10	<p><b>Dates:</b></p> <p><b>10.1 Approve dates for Inset 2019/2020</b></p> <p>These dates are now live.</p> <p><b>10.2 Dates for FGB/committee meetings 2019/2020</b></p> <p>Dates had been circulated. Clerk noted that Safeguarding Audit was due for submission on 30<sup>th</sup> September and that there was no meeting prior to this. It was agreed to meet on Wednesday 25<sup>th</sup> September, 2019</p>	
11	<p><b>Correspondence/AOB</b></p> <p><b>SEND Inspection Report:</b> HT considered the report to not reflect the enthusiasm with which the verbal feedback was given and questioned the report.</p> <p><b>Achievement for All:</b> Positive report had been received</p> <p><b>Sainsburys Games Award:</b> Silver achieved this year, expect to achieve gold next year</p> <p><b>80<sup>th</sup> Birthday Celebrations:</b> Suggestions for this next week</p> <p><b>Request for Governors to address individual appeals was made by HT</b></p> <p><b>Virtual Attendance:</b> Clerk mentioned the importance of a policy to address this issue. There was concern at the start of the meeting that the meeting would not be quorate. In this situation VA is an asset. Hampshire has a model policy which has previously been shared.</p> <p><b>Meeting closed: 8.24 Next meeting Wednesday 25<sup>th</sup> September at 6.00 p.m.</b></p>	

