

## ASH GREEN COMMUNITY PRIMARY SCHOOL

### Minutes of the Governing Body Meeting

11<sup>th</sup> November 2014, 6pm

**Present:** Barry Collins (BC), Liz Broadley (LB), Olly Cocker (OC), Stephen Elliott (SE), Don Faulkner (DF), Colin Reeves (CR), Nicola Shepherd (NS), Mungo Sheppard (MS), Robb Sutherland (RS)

**Apologies:** Jodie Fazackerley (JF), Sarah Kay (SK), Bob Metcalfe (BM), Sue O'Brien (SO'B)

**In attendance:** S Mayfield (SM) Deputy Head, K Lovelady (KL) Clerk

Tina Warden (TW) delivered FGB training – Strengthening Governance. TW thanked.

BC joined meeting 6.45pm.

BC explained he had been at a residents meeting about the land for development on Mixenden Road, reassuring residents about LA short & long term plans. MS has agreed school will assist in the maintenance of the land until long term development.

**Action**

#### 1. Welcomes & apologies

Apologies as above, consent given. SK term of office expires 18/11/14; SK is willing to serve another 4 yr term as a co-opted governor. Governors agreed unanimously to ask SK to serve as a co-opted governor for another term of office, referring to skills base from governor skills audit. KL to contact SK.

**KL/SK**

#### 2. Declaration of interest

SE item 6, MS item 8.

#### 3. Terms of Reference

All TofR have been previously approved – signed.

#### 4. Minutes of last meeting 16/09/14

Approved as an accurate record.

Proposed: LB Seconded: DF

Unanimously agreed

#### 5. Matters arising

- Boiler Finance

MS recapped issue with boiler finance repayment & updated governors. School is still waiting for a final resolution from the LA. Also Site Manager at St Chads has flagged up some health & safety issues with the biomass boiler installation. AG Site Manager has contacted Gary Laird, LA Health & Safety, to discuss issues raised. In addition site staff have reported hopper malfunctioning.

##### Questions

*Q. What sort of timescale are we looking at?*

*A. Unknown waiting for LA.*

*Q. What happens if LA resolution is received well before next FGB meeting?*

*A. Governors agreed that FGB approval is required to agree resolution ensuring all criteria is met in any agreement with LA.*

*Q. What happens if warranty expires before we have settled with LA.*

*A. Not an issue as ownership remains with LA until settlement agreed.*

Governors agreed that MS to write to LA insisting assurance that resolution including extended warranty & any issues that need to be addressed due to health & safety after LA input be made available to governors prior to next Resources meeting on 21/01/15 to allow for detailed scrutiny by BM/MS/AO'S before final recommendation to Resources & then FGB.

**MS**

**Agenda**

- Behaviour Support Leader

Angie Hook (AH) was an outstanding candidate & has been appointed. AH currently works in a reduced LA Behaviour Support Service who have agreed an early release to enable AH to take up post at AG on 01/12/14. AH will line manage pastoral support, deliver staff training and in house/outreach behaviour support.

BC has received a request from Dean Field for AG to support for behaviour management issue with a child. MS stated that AG will be happy to support & for Head to contact MS to arrange.

- **Term dates 2015/16**

LA requires approved term dates for 2015/16 is submitted to LA by 19/12/14. The 1<sup>st</sup> set of guidance information from LA gave all community schools the power to set term dates & advised a return to school date for Sep '15. AG acted quickly with this arranging consultation with parents & staff; 75% of parents in favour of changing term dates to align with Trinity Academy. Subsequent LA correspondence apologises for incorrect guidance given to schools, return to school date now changed & the power to community schools to change term dates has not been passed by government yet. MS has written to David Whalley, Head of Children's Services, strongly criticising misinformation sent to schools.

MS to contact LA for further information.

Governors agree that if community schools can change term dates then we go with the Trinity model for 2015/16.

NS left meeting 7.30pm

BC made governors aware of the creation of a new post; we now have a West Yorkshire Schools Commissioner who appears to be promoting Academy status for schools & Multi Academy Trusts. Governors agreed again that they would not pursue Academy status.

## **6. Committee minutes**

- Resources
  - Forecast nursery places

MS has requested a report from AGCC which will be available mid Nov, to email to governors when received. The report is to include numbers for children in the area not enrolled in pre-school provision & reasons for non-take up + forecast. We have a very healthy take-up of 26 children for Rising 3's intake for Jan 2015 & all these will be eligible for AG Nursery Sep 2015.

- Biomass expenditure

M Ameen (school bursar) has provided documentary evidence of money held for boiler repayment. BM has emailed stating that he is satisfied with evidence provided.

- Site staffing structure

SE withdrew from meeting 7.45pm

Financial breakdown tabled.

### **Questions**

*Q. How many hours did AGCC caretaker do on the school site?*

*A. Opened/locked up + some cleaning duties with associated salary costs met by AGCC.*

*Q. Can the budget accommodate potential staffing increase?*

*A. Yes & we have considered benchmarking information which if we do increase caretaking staff will put AG into a higher bracket with comparable schools, but the increased staff level is necessary to enable full site cover over the 2 sites. If agreed this position needs to be filled by Jan '15.*

*Q. Will we be enabling current staff to have more free time?*

*A. No, the Site Manager is responsible for managing all site staff/cleaning staff & will be made fully aware of accountability.*

Governors agreed to Option 1 of financial breakdown with recruitment of caretaker/handy person by Jan '15 but to hold post of assistant site manager until a reasonable time for evaluation has taken place. Governors require very clearly defined roles for site staff & expect to see impact of this decision with improved maintenance on both sites.

MS

MS/KL

Res  
comm.

MS brought governors up to date on potential staffing issues & proposed plans.  
SE rejoined meeting 8.30pm  
Governor training - RS to do Safer Recruitment training course, 05/03/15, LB to confirm date.  
KL to book.

KL

- **Standards & Effectiveness**

RS reported that committee had a good meeting with reports & data received scrutinised. The next intervention report to include more detailed data which will pin point vulnerable pupils progress.

SM

Governor training - LB booked on governor training session on Data, 02/12/14.

## **7. Head Teacher's report**

### **Questions**

*Q. Are we going ahead with a sensory room?*

*A. This is a large financial commitment which we have held back to enable to draw on the expertise of the Behaviour Support Leader*

*Q. Will it only be of benefit to children with issues, would the impact give value for money?*

*A. No not only, can be used in different ways & has lettings potential but will take advisement from Behaviour Support Leader to again ensure best value.*

All staff members withdrew from meeting.

## **8. HT Appraisal**

Confidential item.

Staff members re-joined meeting.

## **9. RAISEonline**

- Data
- Summary report

This report came through after the S&E meeting & will therefore go to Jan '15 comm meeting for scrutiny. SM tabled Reading Value Added 2014 doc to inform governors of areas to address. Governor training – Cluster RAISEonline training, Thursday 27 November 6-9pm. Governors to contact KL to book.

To agenda

All governors

## **10. Safeguarding**

MS & Hugh Monaghan met with Shaun Walsh & Michelle Pickles from Social Care to look at improving communication with schools. To trial a surgery every 2 weeks for HT's with Social Care.

## **11. Correspondence**

DfE Statuary policies for schools. D Kirk is in the process of ensuring all statutory policies are reviewed & made available on the school website.

## **12. AOB**

- CR tabled Friends of Ash Green (FOAG) income & expenditure account for the year ended July 2014. Governors appreciate FOAG is made up mainly of staff members & agree that parents be targeted at Christmas Concerts to come onboard & support the fantastic fund raising FOAG do.

Meeting closed at 9.10 p.m.

Signed \_\_\_\_\_ Chair of Governors

Date \_\_\_\_\_