

ASH GREEN COMMUNITY PRIMARY SCHOOL

Minutes of the Governing Body Meeting

19th April 2016, 6pm

Present: Liz Broadley (LB), Barry Collins (BC), Olly Cocker (OC), Jo Dye (JD), Don Faulkner (DF), Jodie Fazackerley (JF), Bob Metcalfe (BM), Colin Reeves (CR), Mungo Sheppard (MS),

Apologies: Alice Cordingley (AC), Steve Elliott (SE), Sarah Kay (SK), Robb Sutherland (RS)

In attendance: Steve Mayfield (SM) Deputy Head, Karen Lovelady (KL) Clerk

Action

Safeguarding information session – Hugh Monaghan

Bespoke safeguarding information session for governors delivered by Hugh Monaghan, Ash Green school based social worker; session included Prevent & CPOMS. Presentation in file.

1. Welcome & apologies

Apologies as above, reasons for apologies see attendance sheet, consent given.

AC was unable to attend this meeting, called away on duty, her co-option approved by FGB. All annual paperwork signed by AC. AC has received induction pack & completed skills audit.

2. Declaration of interest

None.

3. Minutes of last meeting 02/02/16

Approved as an accurate record.

Proposed: MS Seconded: DF

Unanimously agreed

4. Matters arising

Item 5 – MS met with AGCC Manager 15/04/16, MS made clear that school has a continued commitment to AGCC & would consider capital funding to support projects to ensure that AGCC continues to be a community resource. FGB also agreed that the best way forward for AGCC would for it to continue to be managed by a local provider. School is committed to taking Rising 3's from Jan '17.

MS met with the Manager of the Addy. They are doing a lot of work with vulnerable adults securing work experience placements. School is currently supporting 3 placements, 2 in EY & 1 placed with site staff. MS is being instrumental developing the links between the different groups in the community to ensure no duplication of services. This is all very positive for the whole community going forward.

All actions closed or addressed on agenda.

5. Committee minutes

• Resources

The Easter Parade event has motivated the whole community to plan more events; rejuvenating the community spirit. No further issues with upper site plumbing. New starter in Class R is settling in well. School has taken in 6 new pupils in the last 2 weeks. Pupil numbers are on the increase with a projected 60 intake Sep '16. Bursar is working on a case to submit to LA to increase split site funding. Throughout the LA there is a mixed approach to addressing the disparity which arises with Living Wage supplement. Governors agreed to revisit in 12 months.

• Standards & Effectiveness

NHx Cluster is collating Reading & Maths data from its schools; information so far is that there is a very large spread of attainment. At AG we are looking at less than 50% of pupils working at national expectation; projected in Year 6 Writing may be between 40-50%. The expectation is based on the statements, an average will be calculated after all results are analysed by DfE.

Challenge

Q. Why aren't schools saying that no children will be at national expectations?

A. The fear of being placed in a category. More of a concern is the schools saying they have 60% at expectation but not having the evidence to back this up if moderated or inspected.

JF updated governors re baseline. DfE have announced that they are no longer using baseline as a progress measure; the 3 system available to schools have been found not to be comparable. Pupils will now be tracked from 7-11yrs only. This is also the last year we have to submit EY Profile so there will be no national EY data going forward.

Challenge

Q. What do we do now?

A. Early Excellence is still available through 2016/17 but it is unclear if the other 2 providers are continuing. Whole school assessment systems nationally are different; we could be in the same position with this.

Q. GLoD how will that be done in the future, how will it be passed on?

A. EY team agree that we will have to work closely with the Cluster to ensure we are all working together & sharing best practice. We need systems that provide evidence of year on year progress. It will be interesting to see DfE data after the summer.

Governors agree that EY data is paramount to whole school attainment & progress; EY is where it all starts.

6. Governor information

- **Attendance record 2014/15 & 2015/16**

Clerk explained that it is now a statutory requirement to publish governor attendance at meetings. Governors asked if there is a national comparison figure. Clerk to investigate & report back to FGB.

Feedback & questions from governor training – JD

JD has attended a good range of training; both LB & JD reported that the quality of training is good value for money.

Q. Does the school website have the minutes available from latest meetings?

A. All approved FGB minutes going back to 2014/15 are now on the website.

Q. Does the school website have correct details of your full governing body?

A. Yes includes: names; dates of office; committee membership; register of interest.

Q. When will the policies updated? Can we have a timescale?

A. All updated policies will be emailed to IT Tutor tomorrow. We are currently having a new website designed so are concentrating on providing up to date information for the new website.

Q. How often should the website be updated?

A. Weekly, keeping the writer of the week update has proved to be difficult for the IT Tutor as she is reliant on the work being sent to her. Staff members have been reminded that they should do this weekly.

Q. Is there a log book for governing body complaints?

A. Clerk has information filed electronically.

Q. Do we have an emergency plan?

A. Yes, Disaster Recovery Plan.

Q. Do we have a lockdown procedure in the event of cows, sheep in the yard, wasp/bee swarms?

A. We have excellent systems in place; links to Prevent.

Q. Is there a carbon monoxide detector in the biomass boiler pellet store?

A. MS to check with site staff. Governors are welcome to visit to see the biomass boiler.

Q. Does the school have procedures for contractors eg signing in?

A. Yes all contractors use our signing in system & site manager uses compliant CHAS registered companies.

Q. In the event of one or both site school closure do we have a teaching continuity plan?

A. Yes Disaster Recovery Plan.

Q. Are all licences checked & up to date?

A. All minibus drivers have a LA Blue Card, test renewal every 3 years & licences are checked at this time. For staff who transport pupils in cars we do not have a licence check in place. Will add a section to Single Central Record for an annual car insurance check for all staff who transport pupils in their own cars.

Q. Have all staff done the training on radicalisation?

Agenda

MS

Senior Admin

A. Yes.

Q. Do you think all parents have a good understanding of the new tracking systems in place?

A. Leadership have agreed clear format for information to parents. Information will be on year group newsletters from Sep'16.

Q. Have we got the right staff and the right development and reward arrangements?

A. HSLM role & pupil attendance is a good example of this.

Q. What impact has the sports funding had on our children?

A. Sports funding report has been received by governors & is on the school website.

Governors agreed the remaining questions be taken to next committee meetings 06/07/16.

Agenda

7. SIP 2016/17

Governors agreed that this is a very clear structured plan with 3 key issues. The colour coding will enable clear tracking by committee; brown/yellow to Resources & blue/green/pink to Standards & Effectiveness; will promote governor challenge. Reporting against new SIP will follow a similar format to HT report & will trial at summer committee meetings. MS showed governors leadership addendum which will provide clear accountability for governors. Governors agreed Leadership have responded quickly to the new agenda whilst remaining true to the school & approved SIP 2016/17.

MS

8. Budget

Resources scrutinised budget & recommended it for approval. BM explained that there is flexibility within the budget, E30 holds £70,000 capital. Across education generally all are looking at 3yr budgets in the red mainly due to increased salaries/pensions in addition here we have had a dip in pupil numbers; but all recent indications now show that pupil numbers are on the increase. Although there has been a big change in funding we are ok for this year but the 3yr forecast is deficit. School has always been good at securing different incomes.

Challenge

Q. Is the bursar's increased role working well?

A. Yes he is bringing certain departments into line. Bursar will be key in nursery funding & income generation.

It was recorded that on 19/04/2016, the FGB had met and resolved that the proposed budget for Ash Green Community Primary School recommended by the Head Teacher for 2016/17 be approved at £2,611,597 - 2 Million, Six Hundred & Eleven Thousand, Five Hundred & Ninety Seven pounds Total Expenditure, with a projected revenue balance to carry forward at the end of year 1 of 7.92%, decreasing to -14.55% at end of year 3. The GB members were satisfied that best practice had been achieved in setting this budget. The decision had been unanimous.

CR left meeting 8pm.

9. Best Value Statement

This statement now includes reference to SIP. Governors approved 2016-17 statement.

10. Pupil Premium termly evaluation

C Hill completed the termly evaluation for this report with information from specific staff members. C Hill provides a monthly report to LA Safeguarding & Prevent; CPOMS enables this very well. Governors agree the report is an excellent way to evidence PP spend & ongoing evaluation. This format will be extended to evidence EY funding. LB asked for permission to share this format in the education sector. C Hill thanked.

EY Team

11. Annual questionnaire analysis

LB asked for permission to share this good practice with PRU Management Committee. Also commented on the incredibly positive impact L Thompson has as a member of PRU Management Committee.

This year the parent survey was given as an exit survey after Parents' Evening. The impact of this was high number (164) of returns which evidence a very positive response from our parents. Governors are assured that leadership have taken action to resolve the disagree 5% to Q7.

Governors noted the improvement in the response to the behaviour question from the upper site; impact of the change to staffing implemented Sep'15.

Staff questionnaire response to Q. 10 & 11, Governors noted the combined % of strongly & agree is high but accept the reality that there is no point in pretending that all pupils behave well all the time particularly given the complex issues some of our pupils have with life outside school. A discussion took place around the different behavioural issues generally & how a general national increase is worrying.

Q. Whitehill Academy has a nurture unit, what is this?

A. This is in response to lack of LA PRU places & other schools have set up nurture units; Elland & Ling Bob. An idea of a Pre PRU is being considered targeting KS1 pupils displaying tendencies which will include a re-integration phase.

12. Staffing update

All staff members left meeting.

LT starts mat leave Sep '16, KC on mat leave therefore leadership will be down 2 Assistant HT's. MS has secured a 1yr secondment; H McKnight will join the team from Sep '16. She is a first rate teacher & has been an Assistant HT at Dean Field. Of the 7 mat leaves we have some are due to return before July '16. We are currently advertising for a permanent teacher.

[Confidential item.](#)

Staff members re-joined meeting.

13. Safeguarding

No Issues.

14. Academy/MAT

Governors discussed:

- School must have a plan in place by 2020 for completion by 2022
- MAT is the preferred option but not compulsory
- Big back lash to White Paper
- Primary academies 20% nationally & out of these only 10% choose to convert
- Nationally 80% of primaries are maintained
- Regional Commissioner massive push in Feb '16 stating universal academisation is not an if but a when
- MAT accountability/control/governance
- LA investigating option of becoming a MAT
- Development of current Cluster model
- Ofsted

Governors agreed that there is no immediate need for action & have previously been very clear about academisation. But governors agree to consider all guidance/information based on improved pupil outcomes. MS/KL will circulate all national/regional information as received/sourced.

MS/KL

15. Policy Review

- **M27 Race Equality Policy**

Policy approved.

16. Correspondence

None.

17. AOB

- SM tabled assessment data. Governors to contact SM directly if clarification needed; challenge to be brought back to next S&E comm meeting 06/07/16.
- Prize giving 19/07/16, we will encourage all current Y6 to attend.

Agenda

18. DONM

FGB 19/07/16

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Meeting closed 9pm

Signed: _____ Chair of Governors

Date: _____