

ASH GREEN COMMUNITY PRIMARY SCHOOL

Minutes of the Governing Board Meeting

27 September 2016, 6.15pm

Present: Barry Collins (BC), Liz Broadley (LB), Steve Elliott (SE), Don Faulkner (DF), Jodie Fazackerley (JF) Bob Metcalfe (BM), Colin Reeves (CR), Mungo Sheppard (MS),

Apologies: Alice Cordingley (AC), Jo Dye (JD), Sarah Kay (SK), Robb Sutherland (RS)

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

	Action
<p>1. Election of Chair & term of office KL opened meeting. BC elected as chair for 2016/17. BC thanked governors stating school has had a good start to the year & has good numbers on role.</p>	
<p>2. Welcome & apologies Apologies as above, consent given for AC, JD & RS. KL advised FGB on acceptance of apologies. Apologies not accepted for SK. Letter to SK regarding ability to commit to FGB taking into account attendance for 2015/16. Election for staff governor is currently live; voting closes 06/10/16.</p>	KL
<p>3. Declaration of interest MS item 10, KL item 5.</p>	
<p>4. Election of Vice Chair & term of office RS elected as vice chair for 2016/17. KL informed FGB that RS has expressed his willingness to serve again as vice chair. KL to inform RS.</p>	KL/RS
<p>5. Appoint Clerk for 2016/17 KL left meeting. Governors agreed to ask KL to be clerk to governors for 2016/17. KL re-joined meeting, governors thanked KL for all she does for school. KL agreed to clerk for 2016/17 & thanked governors.</p>	
<p>6. Annual Papers for Governors</p> <ul style="list-style-type: none">• Register of Pecuniary Interest• Annual Declaration• Code of Conduct• Keeping Children Safe in Education Part 2 <p>All 4 documents above were signed /dated by governors present & returned to KL for record. Governors with apologies to forward signed/dated documents to KL.</p> <ul style="list-style-type: none">• Governor training programme 2016/17 <p>KL feedback from recent clerk's network about the importance of governor development through effective training. All governors encouraged to attend relevant training available. A discussion took place about governor availability for the training programme. Governors will continue to access relevant training if able; with induction training for new governors essential. Due to the range of professional commitments of the FGB governors agree main skills gaps be filled with bespoke FGB training scheduled to take place within the governor timetable of meetings for 2016/17. With the FGB review scheduled for 14/11/16, finance training will be scheduled for FGB 06/02/17.</p>	AC/JD/SK/RS
<p>7. FGB impact 2015/16</p> <ul style="list-style-type: none">• FGB self-evaluation <p>Annual review to be carried out immediately prior to FGB 14/11/16; meeting to start at <u>6pm</u>.</p> <ul style="list-style-type: none">• SIP governors impact <p>3 governor reports were received during 2015/16. SIP link governors raised challenge & held school to account. BC found the format of visit proforma very useful for H&S annual visit & will use</p>	Agenda Agenda

again this year.

- Impact Statement

Will be produced this term. Governor attendance for 2015/16 will be anonymised & posted on website; KL

BC/MS/KL
KL

- Review committee structure

Governors agree current committee structure (will now include Pay Committee) has worked well to ensure the governing board fulfil its core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the headteacher to account for the educational performance of the school and its pupils.
- Overseeing the financial performance of the school and making sure its money is well spent.

8. Terms of Reference annual review

Governors agree to update FGB & main committee TORs to include current Ofsted terminology; will be brought to next comms & FGB for approval.

MS/KL

9. Review Committee Membership

LB announced her resignation from the Governing Board due to increased professional commitments. The Board, with regret, accepted her resignation thanking LB for her professionalism, enthusiasm, support & excellent challenge whilst a Board member. LB will stay connected with school through her work with NHxP. Recruitment process for a new co-opted governor will begin immediately. Heather Stout has expressed an interest. KL to email governor co-option application form.

KL

- **Governors skills audit**

Governors agreed audit presents a good picture of good expertise across the FGB. Finance targeted for skills development & FGB bespoke training scheduled. KL to follow up on governors yet to complete & return audits.

KL
BC/SE/DF/SK

- **Committee membership 2016/17**

Governors agreed committee membership for 2016/17 based on skills, skill development & succession planning; see committee membership grid attached.

KL/FGB

- **Governors responsibilities – Statutory & SIP**

Statutory link & SIP link governors for 2016/17 allocated based on skills & succession planning; see attached list.

KL/FGB

10. HT Appraisal

HT appraisal has been carried out with advice from Tina Warden (TW) Independent School Improvement Partner.

MS & staff members left meeting.

[Confidential item](#)

MS re-joined meeting. BC stated that it has been a difficult year with difficult circumstances and a heavy workload. The Board agree that MS commitment to the whole school community & wanting what is best for the children is very clear. The Board appreciate & value the amount of work it takes to keep school a calm environment for all taking into account the split site and school size. Your passion clearly resonates through the staff & you lead by example. Staff members re-joined meeting.

11. Policy review

- Mission Statement

The Board agree the essence is still relevant but should be updated (less is more) requesting this go to staff for their input & be brought back to FGB for approval.

MS/Agenda

- Governor Allowances Policy – approved
- C25 Single Equality & Cohesion Policy – approved

12. Minutes of last meeting 19/07/16

Approved as an accurate record.

Proposed: JF Seconded: CR

Unanimously agreed

13. Matters arising

Monitoring visit is scheduled in 2 weeks; MS/KL will circulate report.

Item 5 - Checklist process, RS/SM have arranged meeting prior to S&E comm meeting.

Item 6 – D Kirk has got RQT programme up & running. HMck has settled in exceptionally well to leadership structure & school; supporting NQT/RQT. CPD day on Friday SM will lead; MS at HT Conference. KC will return from mat leave in Jan '17, LT has had a little girl & both are well.

Behaviour at both sites is good. Our 2015/16 Y6 are coming back to visit often, all happy & settled into secondary provision, plan to utilise their experience for this Y6 transition. Will also contact inspirational past pupils to talk to current pupils. SM informed governors that research has shown that past pupils currently in Yrs 8 & 9 are the best age gap for engaging with Y6.

MS/KL

MS

14. A & P update

4 reading SAT papers had been sent back for review 2 have been successful in having mark raised, 1 was 1 mark off AREx & 1 gained 1 more mark attaining AREx. SM will publish & circulate more expansive data for next S&E comm meeting.

Attainment level is as we expected & pleased with Maths but disappointed with writing & lower site reading; reading & writing progress are not inline but well above floor. Our reading is more of a concern in terms of progress. Calderdale writing is low and it is clear T.A has been applied very differently in different LA's.

Challenge

Q. Is the reading result down to the selection of books we have available?

A. Guided reading takes place every day & we replicate what is required to prepare our children in addition we have an accelerated reading programme, fiction & quizzes. The problem is that the test is not accessible for our lowest attaining children. SM has reverse engineered scales for each child to make AREx progress for 2017 cohort.

Q. The gap between PP & non-PP how does it compare against national figures?

A. Our non-PP pupils did incredibly well our non-PP % is high compared to NA.

Q. The difference between sites & gender in reading, what have you learnt?

A. Across the LA boys attainment is low; this cohort was very low in KS1. Pupils should have performed better in lower site Y6 possibly staff focused too heavily on SPAG. Upper site Y6 was academically high (evidenced) & did very well. SM is closely tracking R, Y2 & Y6 looking at progress. SE left meeting 8.20pm

Q. Gender difference in writing, why?

A. Due to handwriting, boys are at a disadvantage in the new 'Expected' framework.

Q. How do you intelligently respond to what the results are telling you/appear to be telling you?

A. SM will breakdown progress measures to identify areas to address effectively, information will go to S&E comm.

Q. What is important is that our pupils gain from primary provision. The HT at Trinity has praised our pupils previously as they go into secondary provision prepared. We have a belief in our children, how do we continue to provide what is necessary for our community?

A. We continue to provide enrichment, cultural & intellectual. What is important is the journey that our pupils make, what we do to enrich lives.

SM/agenda

SM

15. MAT discussion

There is no doubt that Trinity Academy would like to have us join the MAT. Other local MATs are Impact Mat (Halifax High School), Whitehill Academy & the LA are in talks with Beckett University (LA requested MS expertise in fact finding meeting). MS going to Westminster with LA for information meeting re LA MATs. MS has spoken to other Heads in LA as all need to explore options & look for a collaborative approach. MS will keep Board informed.

MS

16. AOB

- KL informed FGB of governor information requirement for Edubase. Governors present checked current contact details & added new information to comply with DfE. KL to follow up with governors not present.
- JD has started a 2yr course at University & will be unable to attend FGB meetings on a Tuesday evening & would like to ask governors to consider meeting on another evening. Governors agree to change FGB meetings to a Monday evening with the exception of 18 July, see attached revised timetable for 2016/17.
- A past pupil from 1925 came back for a visit (upper site) & has since been in touch with MS, will try and plan another visit enabling school to organise talk to pupils.
- Links with the Addy go from strength to strength with young adults volunteering in school to gain work experience; suggested we ask for volunteers from the Addy to help with the community Friday shopping service.
- Suggested school closure days for CPD in 2017/18 are: 04/09/17; 05/09/17; 29/09/17 & 2 twilight sessions (RAP & SIP). School will open 06/09/17 & close 20/07/18 (23/07/18 & 24/07/18 disaggregated).

**KL
AC/JD/SK/RS**

FGB

MS

17. DONM

14/11/16

Meeting closed 8.50pm

Signed: _____ Chair of Governors

Date: _____