

**Ashleigh Primary School and Nursery
Minutes of the FGB meeting held at 5pm
On Monday 4 December 2017**

	<p>Present: Lisa Bramford (Chair LB), Joanna Satterley (JS), Tara Riddle (TR), Sam Nixon (Head SNI), Sarah Witcomb (Chair SWi), Danni Lacy (DL), Kate Wood (KW), Melissa Marfleet-Collins (MMC), Martin Taylor (MT) and Claire Dixon (CD)</p> <p>In attendance: Johanne Bolver (JB) - Clerk</p>	
1.	Apologies and welcome.	
1.1	Apologies were received from Louise Carolan (LC) and Beth Brais (BB).	
1.2	Governors consented to these absences.	
2.	Notification of any other urgent business	
2.1	None.	
3.	Declaration of Business Interest/Conflict of Interest	
3.1	BB to complete form when next in school. Action.	BB
4.	Minutes of previous meeting 18.8.17 and 7.11.17	
4.1	The minutes were agreed as a true and accurate record. The Chair signed the minutes and were filed by the Clerk.	
5.	Matters arising	
5.1	Point 5.5 Attendance Officer recruitment. SN informed governors the Deputy Head has taken on the role of attendance. We will review how this is going at a later date.	
5.2	Point 5.11 PREVENT training – SWi to complete. Action.	SWi
5.3	Point 8.2 MT to update website with governor amendments in readiness for Ofsted. Ongoing. Clerk to update declaration of interest table. Action. MT pointed out the data links do not work and SN explained that is because KS2 data is not yet available. They are in place ready for 2019.	Clerk
5.4	Parents will be notified. Action.	
5.5	Point 11.3 SFVS to be an agenda item for January FGB. SFVS submission required by end February 2018. . Point 14.1 LB to update SIDP with updated governor roles. Action.	FGB agenda LB
6.	Membership of the Governing Body	
6.	There are 3 x co-opted governor vacancies on our Governing Board.	
6.1	A parent election took place and JS was successfully appointed. Governors agreed it would be a good idea to approach the other 2 candidates from the election to take up a co-opted role. SWi and LB will liaise with them and the candidate with the financial background will be appointed.	
6.2	Governors discussed methods of advertising to recruit more governors. CD agreed to advertise through NCC. Governors suggested putting an article in Wymondham news and the Wymondham Schools Facebook site.	
7.	Headteacher's report (Report was circulated on Governorhub).	
7.1	Visit by Geoff Timms' took place. He suggested more information is required in the SEF for end of KS2 and SN has updated the SEF	

7.2	<p>accordingly. SN shared the end of KS2 target data with governors and explained that the Fischer Family Trust (FFT) FFT20 was used for predictions. All data is included in the HT report.</p>	
7.3	<p>Health & Safety</p> <ul style="list-style-type: none"> a) Val and Lucy moved into the new office this week and we hope to move front office staff on Friday. b) Asphalt outside of door will be laid in due course. c) Slip road at front of school will be resurfaced at Easter. d) There is a big issue with the car park surface and new surface is to be laid. e) New playground has been tested and surface is wrong. It needs to be planed and then resurfaced by 22 December so there may be a need to close the playground for a time. f) Key fobs are working and doors are secure. g) Suggestion of transforming old hall into studio. There is a possibility of the old hall being carpeted for a dance / drama space. We will revisit this again when the building work has been completed. Governors agreed it was a good idea. SWi mentioned an “artist in residence” who would work with teachers and pupils to explore a theme for an area. SN will ask Rachel Carter, Arts lead to contact SWi. Action. h) A large amount of money is to be spent on furniture and storage. 	<p>SN</p> <p>SN</p>
7.4	<p>CD – Is the Business Continuity plan up to date? Challenge. SN agreed this needs refreshing and will follow up. Action.</p>	<p>SN</p>
7.5	<p>Is the kitchen working now? Challenge. It is getting better and SN will continue to monitor.</p>	
7.6	<p>Quality of teaching and learning We are looking at a Maths Mastery approach, possibly Inspire Maths, based on a Singapore mastery maths model. This would be a completely new approach to Maths, which would involve 5 days of training for teachers. The Maths lead and SN are visiting a school on Thursday who have used Inspire Maths. KS2 Maths lead and Lucy will be visiting another school in Ipswich to see it in use. A decision will be made in January 2018 as to whether we go ahead with it. A significant spend will be required if we go ahead.</p>	
7.7	<p>JS – Year 5 split and 3 months’ worth of development for smaller class sizes? What is the expected progress? Challenge. SN explained the measurements used. Year 5 is doing well but will continue with interventions.</p>	
7.8	<p>CD - What was the bullying complaint? Challenge. The complaint came from both children and parents. It has been recorded and dealt with. It has now been resolved.</p>	
7.9		

<p>7.10</p> <p>7.11</p>	<p>What was the racist incident? Challenge. It involved a child who was new to the school. Parents were contacted and it has now been resolved. This will be monitored over the next few weeks. Parent of the child who received the comment was pleased with the actions taken by the school.</p> <p>JS - 61 children in Reception – was that an exceptional case? Challenge. It has not happened yet but will do from January in Squirrels class. This has been discussed with the SLT.</p> <p>How does attendance compare to last year? Challenge. It is comparable for this stage of the year. There has been a reasonable amount of holiday requests. 96.5% is our target.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p>	<p>SUSTAINABILITY UPDATE – ieTrust and MAT training</p> <p>The Governing Board attended a training session on Multi Academy Trusts (MATs) and were visited by the ie Trust.</p> <p>Governors had asked the Trust why so many staff left the high school last year? Challenge. Some staff retired, some left and contracts were not renewed. Governors were told this is not unusual.</p> <p>Training was discussed and views shared.</p> <p>Governors struggled to understand the benefits to us. After weighing up the positives and negatives there was nothing at present to make governors want to move although we do not want to be left behind and would like stronger links with the Trust.</p> <p>Is there any further action to take at this time? Challenge. Governors agreed to revisit in a year if nothing else comes up in the meantime.</p>	
<p>9.</p>	<p>RESOURCES</p> <p>a) Staffing – details include in the HT report.</p> <p>b) SFVS - deadline for submission is end of February 2018. FGB agenda January.</p> <p>c) Budget Revision 2 - 2017/18 approval. Budget meeting had been held. SN shared a breakdown of the budget with governors and no major changes had been made. Governors approved.</p> <p>d) New National Funding Formula . Nothing to report at the moment.</p> <p>e) Final School Fund Audit Report - Financial Year 2017/18 – signed off at FGB on 7.11.17</p>	<p>FGB agenda</p>
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p>Headteacher's Performance Management Review</p> <p>SN's performance review took place on 20 September.</p> <p>KW proposed that SN's salary is reviewed to reflect he is Headteacher of a larger school. HT performance management governors KW, MMC, SWi and LB to meet to review. Terms of Reference to be checked to confirm which governors are to attend. Action.</p>	<p>HT perf mgt</p>

10.3	A summary of anonymised performance management for staff was shared with governors.	panel
11.	Readiness for Inspection Report	
11.1	Geoff Tim's report was circulated to governors. A good report was received which governors discussed.	
11.2	SN's ECP attended refresher training recently and will attend more when the build is complete in the Spring term.	
12.	PUPIL PREMIUM AUDIT REPORT	
12.1	The audit went very well and positive feedback was received. Report carried forward to January FGB. SN to circulate report. Action.	SN FGB agenda
13.	SAFEGUARDING	
13.1	Self Evaluation has been completed in 3 phases. The report is on Governorhub and to be put in FGB file. Action.	Clerk
13.2	JS is tracking the number of causes for concern forms, following advice from Andrew Hall. Governors suggested this could form part of HT report going forward and governors agreed. Action.	SN
13.3	Single Central Record (SCR) has been checked and is complete.	
13.4	Kelly Waters will be booked for February 2018 to give an external view. JS is positive we are outstanding in our Safeguarding provision.	
14.	VULNERABLE GROUPS UPDATE	
14.1	MMC completed the audit.	
14.2	MMC shared an email received from the Virtual School re the positive support and approach provided by staff.	
14.3	Additional person joined the school since the last meeting. Next meeting to take place on 15 December.	
14.4	New meetings have taken place with adopted children.	
14.5	3 staff are attending THRIVE training to encourage provision across the school. It is an intensive course and each stage of the child's development is looked at. Elements of THRIVE will happen straight away with case studies.	
14.6	SEN funding as Cluster. 92% will be distributed to schools. We will receive a similar amount of funding and an extra day of DL's support. Governors were happy with this change.	
14.7	The School's relationship with the Children's Centre and building the practice the school does even further was discussed. The service has been diluted and this is something we may revisit.	
14.8	Has the school looked at building up the After School Clubs now that the building has completed? We are providing additional trips. We have an After School Club manager position so will pass this to them.	
15.	CLUSTER UPDATE	
15.1	Governors were happy with the new SEN funding proposal for the Cluster.	
16.	SCHOOL POLICY REVIEW	
16.1	None.	
17.	THEMED AUDITS: PP spending, Info security and Data protection officer	
17.1	Governors had read the above MI sheets.	

17.2	Data protection. Is there a named member of staff and is training complete? Challenge. SN has had training. Val Botwright is the Data Controller and we will look at buying the service in from Educator Solutions when available.	
17.3	The SLT reported they had reviewed the audit. Data Protection Officer attended training for 2018 update and is awaiting guidance. PP funding found in line with themed audit recommendations.	
17.4	CD reminded governors to keep up to date with MI sheets (Ecourier) for each of their areas. Challenge.	
18.	Governor monitoring, development and training	
18.1	Template was updated with priorities in line with the new SIDP.	
18.2	Reports were completed and are on Governorhub.	
18.3	SWi attended Chair of Governors' training.	
18.4	LB agreed to complete the online SFVS training in order to meet our green RAG rating status.	LB
18.5	New governor monitoring roles Finance - LB H&S and Premises - SWi Building learning power – is on current SIDP - tbc	
18.6	The governors' action plan was carried forward to the next meeting.	FGB agenda
18.7	Governor monitoring timetable is on Governorhub and will be discussed at the next meeting.	FGB agenda
19.	Dates/Times of future meetings <ul style="list-style-type: none"> Monday 22 January at 5pm Monday 5 March at 5pm SWi to use Survey Monkey to suggest dates for the next meeting. Action.	SWi
20.	Confidential items	
20.1	None.	
21.	CORRESPONDENCE	
21.1	None.	
22.	AOB	
22.1	Caterers – Have we had a review or feedback survey? Challenge. It was agreed we wait until a year is up until we complete.	
22.2	Parent survey to go out in January and will include a section on catering.	
22.3	Governor update to go in the newsletter. Action.	MMC
22.4	Feedback on nursery provision. Stakeholder survey will take place in January.	
22.5	Afternoon tea invitation to governors/staff was circulated. Governors to RSVP to school office. Feedback from staff was positive.	
22.6	Attendance at various parent meetings was suggested although	

22.7	governors felt it would be more important to prioritise monitoring. Dates of all events are included on newsletters As this was CD's last FGB meeting, governors thanked her for all her work in the last 5 years as Chair of Governors.	
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Meeting closed at 7pm

Signed: Chair **Date**

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