

**Ashleigh Primary School and Nursery
Minutes of the FGB meeting held at 5pm
On Monday 18 September 2017**

	<p>Present: Lisa Bramford (Chair LB), Louise Carolan (LC), Joanna Satterley (JS), Tara Riddle (TR), Sam Nixon (Head SNi), Sarah Witcomb (Chair SWi), Danni Lacy (DL), Kate Wood (KW), Melissa Marfleet-Collins (MMC) and Martin Taylor (MT).</p> <p>In attendance: Johanne Bolver (JB) - Clerk</p>	
1.	Apologies and welcome.	
1.1	Apologies were received from Claire Dixon (CD) and Beth Brais (BB).	
1.2	Governors consented to these absences.	
1.3	LB informed governors that Rob Rowe and Sarah Williamson have resigned from the Governing Board. Governors made a collection and thank you cards were signed.	
2.	Notification of any other urgent business	
2.	None.	
3.	Declaration of Business Interest/Conflict of Interest	
3.1	Governors completed the Business Interest forms and were filed in the admin file by the Clerk.	
3.2	LC, BB and CD to complete forms at the next meeting or when next in school. Action.	LC / BB / CD
4.	Minutes of previous meeting 20.6.17	
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 5.2 MMC had booked a date for Safer Recruitment with Educator Solutions which is no longer included in the free training subscribing governors receive. As this course is quite expensive governors suggested MMC complete the NSPCC online training at a lower cost (£30). Action. Challenge.	MMC
5.2	Point 5.7 MMC is booked on Governor Monitoring training.	
5.3	Point 7.2 Moderation. SNi informed governors that the LA did agree for the 2 teachers to take the 3 rd teacher's work to moderation (as she was ill). All went well although SNi felt the absence of 1 teacher did not allow us to fully present the evidence for all children.	
5.4	Point 7.6 Attendance Officer recruitment. Ongoing. c/f Action.	SNi
5.5	Point 7.8b) SNi has arranged for the ie Trust to come in and present to the Governing Board on 7 November at 7pm which will be followed by a questions and answer session.	
5.6	Point 9.1 MMC is preparing a Vulnerable Groups checklist and will put on Governorhub once complete. Action.	MMC
5.7	Point 10.1 a) JS and SNi to complete a Self-Review in the Autumn term including checking the Single Central Record. Action. Ongoing.	JS/SNi
5.8	Point 12.1 Head teacher's performance review is booked for Wednesday 20 September.	
5.9		

5.10	Point 13. Completion of Governance Statement. Ongoing. Action.	SWi
5.11	Point 14.2 SEN spend proposal. Cluster heads and Cluster governors are yet to approve the proposal to move to a pupil numbers based model. Point 17.2 PREVENT training – As SW has resigned JS and MMC agreed to attend training. Action.	JS / MMC
6.	Election of Chair & Vice Chair	
6.1	Chair	
6.2	LB and SWi were elected as joint Chairs in April 2017. Governors agreed they were happy for this to continue for this academic year. Election of Chair will take place again in September 2018.	
6.3	Vice Chair	
6.4	The Governing Board agreed it would be useful to have 2 Vice Chairs going forward. KW confirmed she was happy to stand again as Vice Chair and MCC agreed to become the second Vice Chair. Governors agreed.	
7.	Membership of the Governing Body	
7.1	Rob Rowe and Sarah Williamson have resigned from the Governing Board and governors discussed ways in which to fill these vacancies.	
7.2	Governors agreed to wait until the parent elections have taken place in October as some potential candidates may arise from this process and skills in Health & Safety and Finance are ideally required. Other suggestions included producing flyers and to speak to the Wymondham community.	
8.	REVIEW STATUTORY REQUIREMENTS (examples are Safeguarding, Performance Management, SEND, Pupil Premium, link governor for training, LAC and Safer Recruitment)	
8.1	Governors discussed and agreed roles at the FGB on 20.6.17. The website has been updated. Following the resignation of RR and SW the following roles were agreed: a) MMC agreed to cover SEND. b) CD has agreed to cover Finance until a Finance governor is appointed. c) MT agreed to cover the website. Clerk to send website checklist to MT. Action. d) H&S governor - outstanding. e) Building learning power governor – outstanding.	Clerk
8.2	Website to be updated with above amendments. Action.	MT
9.	Headteacher's report (Report was circulated on Governorhub).	
9.1	All assessment data had been reviewed by the SLT and adjustments made to intervention planning and to SIDP as a result. A separate data meeting took place on 11 September with LB, SWi and SNi to review aspects of this data in more detail and demonstrate the whole school systems in place. SNi summarised data with governors for 2015, 2016 and 2017.	

9.2	EYFS	
9.3	KW – is there anything we need to focus on in EYFS to increase APS? Challenge. Technology and provision to provide observation opportunities for the exceeding level	
9.4	KS1	
9.5	SW – How do we continue to improve performance of disadvantaged pupils? Challenge. With extra interventions and extra teachers in place. All the approaches are referenced in the Pupil Premium Strategy	
9.6	Results for Reading at expected are 74% with national average at 76%. SNi would view this as in line in line with national as one child difference and a high needs child was awaiting a place at a special school and took the test before leaving. Viewed alongside the greater depth figures our overall reading picture is healthy.	
9.7	JS – is this a correlation to the bulge year? Challenge. Mobility is greater and we did not make the literacy changes for this year group. The bulge year disruption could be a factor	
9.8	JS - Were we put in a difficult decision to take this bulge year and have we done the best for the children? Challenge. Writing is at 60% and national average is 68%. We have not gone through the changed English system and less time was spent teaching SPAG as we were filling phonics gaps. Quality of teaching for this cohort has been at least good and progress in long term will benefit from phonics focus. The secure fit of the now replaced ITAF assessment makes attainment look lower than the actual ability of the children	
9.9	Pupil Premium – Writing. 31% were at the expected level. Children are now working with Mrs Meek. Talk for Writing training for all staff will take place in November to show what we are doing to address Writing. Alongside the other initiatives in the SIDP	
9.10	MMC – do you have case studies for Ofsted? Challenge. Yes, we have also kept all of last year's books.	
9.11	SNi explained to governors the Whole School PITA data and Pupil Premium progress.	
9.12	LB – Are governors expected to remember this level of data? Challenge. They are to be aware of the key progress across the school, KS1, Phonics and EYFS data, how it has improved and moderation practices in place. MMC is looking at the progress of disadvantaged children. MMC suggested creating a governor crib sheet to aid governor understanding. It was agreed the Chairs and Vice Chairs meet and produce a checklist to tie in with the meeting with Geoff Tims on 10 October re readiness for Ofsted inspection.	

9.13	LC left the meeting at 6.30.	
9.14	Prejudice and racist incidents. SNI informed governors of one reported incident which has now been dealt with.	
9.15	SNI asked governors for their approval to rename the capital pot of money used for the playground (£22.5k) to "improvement to the school in relation to the build". This would include replacing carpets, fencing, updates etc. Governors approved.	
9.16	We have appointed a new TA as a Behaviour Mentor at lunchtimes who will be on the playground for 30 minutes each day and support specific children in making good choices	
9.17	THRIVE training will be hosted at Ashleigh. DL is attending training on 31 October together with 2 x TA's who teach in Nurture. The duration of the course is a total of 6 months. Cost of the course is £15k per person and we will receive a reduction of £800 for one place as we are hosting the training. We would look to DL providing the training in future years for other schools to generate income for Ashleigh.	
10.	SCHOOL BUSINESS AND REPORT FROM NURSERY WORKING GROUP	
10.1	DL reported that 45 children attended the nursery this morning which went well and all children were very calm. The biggest challenge we are facing now is lunch times. Governors expressed their thanks to DL for a job well done in changing the room and curriculum to fit.	
11.	RESOURCES	
11.1	Headteacher's performance management review – this is booked for 20.9.17	
11.2	Staffing – details are included in the HT report.	
11.3	Schools Financial Value Standard – It was agreed the Chairs are to speak with CD re a timetable for completion. Action.	LS/SWi/CD
11.4	Financial Benchmarking. SNI shared the benchmarking report card with governors which is on Governorhub.	
11.5	Governing Body Health Check - SWi agreed to complete the outstanding questions. Action.	SWi
12.	REVIEW GOVERNORS CODE OF CONDUCT	
12.1	This was read and agreed by governors.	
13.	ELECT A CLUSTER REPRESENTATIVE	
13.1	KW agreed to continue this role.	
14.	SCHOOL IMPROVEMENT AND DEVELOPMENT PLAN	
14.1	Premises development and capital funding. This was shared with governors including the updated writing target. Governors names to be updated. Action.	LB
15.	PUPIL PREMIUM GRANT AND OTHER FUNDING	
15.1	MMC has placed reports on Governorhub. Other information is included in the HT report.	
15.2	Joan Low will carry out a Pupil Premium Audit on 30 October to review our provision and provide advice and guidance. The Pupil Premium	

	statement is on the website, no policy is required.	
16.	ATTENDANCE TARGETS	
16.1	SNi confirmed the target is 96.5%.	
17.	SAFEGUARDING	
17.1	JS reported the updates and videos from Andrew Hall are working well.	
17.2	Safeguarding training has taken place for all new staff.	
17.3	Governors suggested a group in-house Safeguarding training session would be useful.	
17.4	Keeping Children Safe in Education 2016 policy. All governors and staff have read this.	
18.	VULNERABLE GROUPS UPDATE	
18.1	Details included in the HT report.	
18.2	MMC has had a meeting and reports have been uploaded on Governorhub.	
19.	SCHOOL POLICY REVIEW	
	a) Admissions Arrangements Oct 17	
	b) SEND (Cluster) Oct 17	
	c) Teachers' Pay Oct 17 – approved with governors agreeing that the new NCC recommended payscales will be added once issued and adopted by the school	
	d) Teachers' Perf Man Oct 17	
	e) Child Protection & Whole School Safeguarding Oct 17	
19.1	f) Learning – Nov 17	
	The above policies were agreed by governors.	
20.	Governor monitoring, development and training	
20.1	Training is detailed throughout the minutes.	
20.2	Allocation of governor monitoring to be discussed at the next meeting. Agenda item	FGB agenda
20.3	Finance training (online) to be completed once a Finance governor has been appointed.	
21.	Dates/Times of future meetings	
	<ul style="list-style-type: none"> • 5 October @ 5pm Governor Self Review (Clerk not required). • 10 October Ofsted Readiness Training • 7 November @ 5pm Ofsted Training by Educator Solutions followed by ieTrust presentation • 21 November MAT presentation @ 5pm by Educator Solutions • 4 December FGB @ 5pm 	
22.	Confidential items	
22.1	None.	
23.	CORRESPONDENCE	
23.1	School lunches	
23.2	SNi received a letter from parents regarding the vegetarian provision at school and lack of variety and nutrition. SNi took this forward to the catering company and is still waiting to hear from them. SNi shared this with governors at the parents' request.	

24. 24.1	AOB BB asked governors if they were happy for her to remain as Associate in her absence. Governors agreed they were.	
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Meeting closed at 7.30 pm

Signed: Chair **Date**

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