

**Ashleigh Primary School and Nursery
Minutes of the FGB meeting held at 5pm
On Monday 22 January 2018**

	<p>Present: Lisa Bramford (Chair LB), Joanna Satterley (JS), Tara Riddle (TR), Sam Nixon (Head SNI), Sarah Witcomb (Chair SWi), Melissa Marfleet-Collins (MMC), Martin Taylor (MT) and Louise Carolan (LC)</p> <p>In attendance: Johanne Bolver (JB) - Clerk</p>	
1.	Apologies and welcome.	
1.1	Apologies were received from and Danni Lacy (DL), Kate Wood (KW) and Beth Brais (BB).	
1.2	Governors consented to these absences.	
1.3	SWi reported positive feedback received from staff who attended the Afternoon Tea.	
2.	Notification of any other urgent business	
2.1	SWi flagged up with governors that she will be sending out invitations for workshops to various schools in due course. This is an ongoing business interest declared in the Register of Business interests.	
3.	Declaration of Business Interest/Conflict of Interest	
3.1	BB to complete form when next in school. Action. Clerk to send email to BB to advise. Action.	BB Clerk
4.	PUPIL PREMIUM AND MORE ABLE UPDATE	
4.1	Lucy Greenacre Deputy Head, provided an update to governors.	
4.2	<p>An information sheet was circulated to governors reporting attainment and progress for Pupil Premium children in 2016-1017.</p> <p>a) EYFS made good progress with phonics in Y1 as a real achievement.</p> <p>b) KS1 were below the national average in all 3 subjects. This was reported as a challenging cohort due to their start points although they did make good progress.</p> <p>c) The Pupil Premium strategy is on the school website which provides greater detail.</p> <p>d) Spending has been evaluated and will focus on the Target Support teacher, EYFS Pupil Premium HLTA with phonics, and for additional opportunities to give extra experiences, raise aspirations and parental engagement. Children working with the Target Support teacher have shown strong improvement in progress and there is evidence of closing the gap.</p> <p>e) The Autumn 2017 Pupil Premium Report was also circulated to governors, which provides an overview of evidence and impact.</p> <p>f) There are 64 Pupil Premium children in the school.</p>	

<p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>Highlights from this term:</p> <p>a) Joan Low gave an external review of our Pupil Premium children, wrote a good report and was very pleased and positive.</p> <p>b) We are building extra experiences. This term we have organised a number of trips for our Pupil Premium children including a Yr 5 trip to West Stow, learning about Vikings. Trips are also planned to visit the Puppet Theatre, Chapel Road and we aim to develop Forest Schools further.</p> <p>c) We monitor Pupil Premium progress very closely and new interventions to ensure they are working.</p> <p>Raising aspirations A trip to the Apple Store in Chapelfield is planned and we are booked to take part in the Brilliant Club where 12 children in Years 5/6 are chosen to work with a PDHD tutor on a module (mini university).</p> <p>Governors thanked Lucy for her report and were supportive of the programme.</p>	
<p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>5. TEACHER WORKLOAD AND WELLBEING</p> <p>Kevin Finch (KF), Yr 3 teacher provided an update on a project he is undertaking.</p> <p>a) Kevin is enrolling in an NPQL and is working with teaching staff to investigate their work life balance form part of this qualification.</p> <p>b) KF has circulated a survey to receive information as to how staff felt about their jobs. Handouts were circulated to governors highlighting the questions.</p> <p>c) KF's aim is to make the processes smoother for staff so that children benefit and it makes a difference.</p> <p>Key findings/responses The average number of hours worked by staff is 63 hours a week with no breaks from children taken. Results show that staff are happy to work through their breaks, as they would like more time at home/with families.</p> <p>Governors agreed this is an important project, which will help with staff retention and result in a positive impact for children. It was agreed it will be time and money well spent. Governors agreed a budget spend of £3k.</p> <p>Support.</p> <p>.</p> <p>TR - What ideas do you have? Challenge. A few recommendations have been made by the DfE. One idea is around the importance of holidays; blocking a day's time for each year group team to enable them to plan as much as possible (offsite) to take place towards the end of term to earn that sense of wellbeing. Being prepared for the next term is very important from a wellbeing point of view. The cost involved would be for cover of the class and the venue.</p>	

5.5	Another idea is around marking and how efficient it actually is, what are the children getting out of it and is it effective?	
5.6	SWi - Are the initiatives continuing, eg yoga and singing? Challenge. Yes, yoga is continuing to take place.	
5.7	Governors were happy to support KF in this important project and SNi will adjust the budget to include the costs in Revision 3. Action.	SNi
6.	Minutes of previous meeting 4.12.19	
6.1	The minutes were agreed as a true and accurate record. The Chair signed the minutes and were filed by the Clerk.	
6.2	Additional comment to be added to 10.2 SNi and Senior leadership team's salaries reviewed.	
7.	Matters arising	
7.1	Point 5.5 LB to update SIDP with updated governor roles – c/f. Action.	LB
7.2	Point 7.3 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. SNi will ask Rachel Carter, Arts lead to contact SWi. c/f Action.	SNi
7.4	Point 7.4 SNi to circulate to Business Continuity Plan to governors. c/f.	SNi
7.5	Action. Point 10.2 KW/LB/SWi to meet to discuss HT performance management panel. Action.	KW/SWi/LB
7.6	Point 19. SWi to resend Survey Monkey to include a deep dive day/FGB mtg. Action.	SWi
7.7	Point 22.3 SWi to produce latest governor update for newsletter. Action.	SWi
8.	Membership of the Governing Body	
8.1	SWi, LB and KW had met with Gavin Tash and Matthew Poole as possible co-opted governors. SWi informed governors they would both make good candidates and would bring great skills and experience to the governing board.	
8.2	After further discussion, Governors agreed they were happy to recruit the above governors. SWi to provide email addresses for the Clerk to set up on Governorhub. Action.	SWi/Clerk
8.3	SWi and LB will liaise re setting up buddies for the new governors. Action.	SWi/LB
8.4	Governors agreed the vacancy for the third co-opted governor will be advertised into the community. . Action.	SWi/LB
9.	Headteacher's Verbal report	
9.1	Headline data was circulated to governors detailing the progress made so far this year using the December 2017 data. (Attached). Assessments	

<p>9.2</p>	<p>have been completed and Pupil Progress meetings have been held. A more in-depth meeting/discussion will be had with School Improvement committee – date to be confirmed. Action.</p> <p>Build</p> <ul style="list-style-type: none"> a) The build is still incomplete and should have been completed last Friday. The car park area will be completed next week (water logged). b) Various snagging issues to be completed. c) Temporary car park to be taken up at the end of the week, which will leave the field, damaged. d) The contractual handover is Wednesday. e) Road markings – double yellow lines to be put in place along Sheffield Road. f) The slip road outside of the school needs to be resurfaced. g) The Governing Board are required to review the Travel Plan within 6 months of completion. h) We pay BMP £30k per year for repairs in the building. SNI made governors aware that he feels we should not be paying the increased rate and is concerned the slip road damage may come out of the BMP pot. i) Library is complete and has £8k worth of new books. Class teachers have received training on the new system. The Literacy Leader is overseeing this with a TA and Year 5 librarians are to be appointed. <p>9.3</p> <p>Governors had a discussion around taking on a bulge class in September. The Local Authority has written to all 3 Wymondham schools re class sizes and the possibility of class sizes of 32.</p>	<p>SN/SWi/LB</p>
<p>10.</p>	<p>SCHOOL BUSINESS AND REPORTS FROM WORKING GROUPS</p> <p>To receive updates on/from:</p> <ul style="list-style-type: none"> a. Nursery Working Group – to arrange evaluation <ul style="list-style-type: none"> - Update will be provided at the Deep Dive Day. Agenda. b. Building update - Detailed in HT report. 	<p>Agenda Deep Dive Day</p>
<p>11. 11.1 11.2 11.3</p>	<p>RESOURCES</p> <p>Staffing – teacher appointment, site staff and cleaning contracts</p> <ul style="list-style-type: none"> a) Advert to go out to appoint teacher before Easter. b) Extended site manager’s contract hours to 37 hours per week and role includes cleaning. This will be reflected in the next budget revision. <p>TR - Will there be any letting out of the Hall? Challenge.</p> <p>There was a request to let the Hall out on Sunday although this is difficult and we have not pursued it. The mobile unit can be rented and the field has been requested for rent. Governors delegated SNI to set the rates based on the market rate for site rental fees. Action.</p> <p>Annual approval of the Schools Financial Value Standard self-assessment form and submission by the end of February 2018</p>	<p>SNI</p>

	LB to send final version to governors for approval. Following approval LB will send to Finance officer via office. Action.	LB
12.	SCHOOL IMPROVEMENT AND DEVELOPMENT PLAN	Deep Dive
12.1	Plan has been uploaded onto Governorhub. Final draft including RAG ratings to be discussed at Deep Dive day. Agenda	
12.2	Key areas are Maths Mastery. SNi mentioned different approaches to this and informed governors of his decision to proceed with “Maths No Problem” which gives us £2k of funding from the DfE. The cost of this resource is £20k for Years 1-6 with each child receiving 2 textbooks and online planner for teachers to access. The Maths Governor supported the decision and reported back to the governors on his meeting with the Maths Lead to discuss the approach	
12.3	SWi – Is there a risk of buying into it for 3 years? Challenge. SNi feels you have to give it at least 3 years to see any impact.	
12.4	SNi feels long term this is the right direction for the school and Governors supported this decision.	
12.5	Key priority for 2018/19 is having our first Year 6. The Year 6 team has been agreed. SNi explained PiXL (Partners in Excellence) to governors and that we have assigned an Associate to come to our school 3-5 times a year to meet with the team. Conferences are taking place in London, with the first one being held in March with the plan of signing up in June. It has an online system, which provides question papers, identified key marginals, whole assessment system with diagnostic tools. The cost is £3,600. SNi circulated papers to governors for information.	
13.	IMPACT OF GENERAL DATA PROTECTION REGULATION (GDPR)	MT
13.1	SNi made governors aware of the new regulations which come into effect on 25 th May 2018. SNi circulated information papers. The new regulations will require a new draft policy and new privacy statement for staff and children. A Data Protection Officer will be required and SNi has asked for a quote from Educator Solutions. SNi has drafted a policy if required.	
13.2	Following a discussion around training, MT agreed to send SNi details of a course he has completed on Data Protection which would be useful for governors to complete. Action.	
14.	SAFEGUARDING	JS/SNi
14.1	Compliance checklist – JS to complete with SNI. External review booked for 22 February 2018. Action.	
14.2	SNi has recorded all forms received: 3 cause for concern forms, 2 for operation Encompass calls since school resumed at the start of the month and 1 child in need meeting has been arranged.	
14.3	The Deputy Headteacher has been booked to complete designated lead training.	
14.4	We pay for a filter from NCC to block any suspect searches. SNi now gets copied into a report which highlights all blocked reports.	

14.5	MT raised the issue of children's personal YouTube channels. SNI confirmed this is blocked in school.	
14.6	A concern was raised by a parent regarding the Year 2 library door being propped open. SNI has now put in a process to stop this happening.	
15.	VULNERABLE GROUPS UPDATE	
15.1	MMC is meeting with DL to discuss.	
16.	HEALTH & SAFETY MONITORING REPORT	
16.1	SWi to report when build is complete. Ongoing. Action.	SWi
17.	CLUSTER UPDATE	
17.1	The Cluster agreed to distribute cluster SEN funding via a pupil premium formula from 2018-19 financial year. Once issued, 92% of the funding (after central payment made) will be distributed based on pupil numbers. A detailed summary was circulated to governors. All governors were happy with the agreement.	
17.2	School Improvement initiative Agreed at Cluster meeting to have a rota for Heads to visit each other's schools to look at the SEF and development plan.	
18.	SCHOOL POLICY REVIEW	
	<ul style="list-style-type: none"> a) Attendance – (96.5% target) b) Charging & Remissions c) Cluster Absence d) Finance e) Health & Safety f) Supporting Children with Medical conditions g) Touch & Physical Contact 	
18.1	Governors approved the above policies.	
18.2	Equality Policy inc objectives and Able & Talented Policy will be carried forward to the next meeting. Agenda.	FGB agenda
18.3	SNI will talk to DL re Working Alone Policy. Action.	SNI
19.	Governor monitoring, development and training	
19.1	To receive any reports from governors who have undertaken monitoring visits to school and discuss any issues arising. <ul style="list-style-type: none"> a) MT has attended Maths monitoring and is supportive of what he has seen. Discussions took place around the subject development plan for maths. b) TR has reviewed policies. 	
19.2	To agree monitoring timetable. This will be discussed at the Deep Dive Day. Agenda	Deep Dive Day
19.3	To receive feedback from Governors who have attended training courses. Review the Equality audit and action points	

	a) MMC completed Safer Recruitment in Education training (online with NSPCC). b) LB completed online SFVS training.	
20.	Dates/Times of future meetings <ul style="list-style-type: none"> • Monday 5 March at 5pm • SWi to arrange a Deep Dive Day + FGB. 	
21.	Confidential items None.	
22.	CORRESPONDENCE None.	
23.	AOB Governors were asked to prepare a one-page Ofsted prep overview on their monitoring area including key points, facts and issues. Governors to send to SNI to review. Action.	All

Meeting closed at 7.30

Signed: Chair **Date**

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