

**Ashleigh Primary School and Nursery
Minutes of the FGB meeting held at 5pm
On Monday 15 October 2018**

	<p>Present: Danni Lacy (DL), Sam Nixon (Head SN), Kate Wood (KW), Gavin Tash (GT), Joanna Satterley (JS), Melissa Marfleet-Collins, (Chair MMC), Tara Riddle (TR), Lisa Bramford (LB), Carolyn Ellis-Gage (CEG) and Hayley McRobbie (HM)</p> <p>In attendance: Johanne Bolver (JB) - Clerk</p>	
1.	Apologies and welcome.	
1.1	No apologies were received.	
1.2	MMC welcomed Hayley McRobbie, new staff governor to the Governing Board and brief introductions were made.	
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 these were filed in the admin file by the Clerk.	
4.	Minutes of previous meeting 20.6.17	
4.1	Following an amendment to 14.4 - Governors agreed to complete the <i>first</i> module of GDPR training, the minutes were agreed as a true and accurate record. The Chair signed the minutes and they were filed by the Clerk.	
4.2		
5.	Matters arising	
5.1	Point 5.4 Governor section on website to be updated once reshuffle is complete. Ongoing. Action.	MMC
5.2	Point 8.10 SEND data still not available. CEG and DL to discuss data when it becomes available and bring to the next FGB agenda. Action. Agenda.	CEG/DL FGB Agenda
5.3	Point 9.1d Governor training. MMC advised HM to complete the new governor training/induction course. Action.	HM
5.4	Point 9.2c) Staff structure and responsibilities in hand and will be circulated to governors when complete. Ongoing. c/f Action.	Fin & Personnel
5.5	Point 14.4 GDPR training. Those governors who have not completed the first module to do so ASAP and notify MMC. Action.	All
5.6	Point 18.1 SN's Headteacher Performance review took place on 10 September 2018.	
6.	Election of Chair & Vice Chair	
6.1	Chair MMC agreed to remain as Chair. KW proposed and TR seconded. Governors agreed.	
6.2	Vice Chair KW informed the Governing Board that she wishes to stand down as Vice Chair although remain on the Governing Board. MMC has approached CEG proposing she stands as Vice Chair and CEG agreed. KW	

	seconded. Governors agreed.	
7.	Membership of the Governing Body	
7.1	MMC informed the Governing Board that Beth Brais has resigned with immediate effect. Governors agreed to send a thank you card. Action.	DL
7.2	Committee Structure The following committee structure was agreed: <ul style="list-style-type: none"> • School Improvement (SIC) - MMC, CEG, JS, GT • Finance and Personnel – GT (Chair), KW, DL • Premises, Health & Safety – JS (Chair), TR, LB, HM 	
8.	REVIEW STATUTORY REQUIREMENTS (examples are Safeguarding, Performance Management, SEND, Pupil Premium, link governor for training, LAC and Safer Recruitment)	
8.1	A GDPR audit has taken place and there is a requirement for a GDPR governor. Governors discussed and agreed the ownership will sit with the Premises, Health & Safety. Committee	
8.2	Governors discussed and agreed roles. MMC to update spreadsheet and circulate to governors. Action.	MMC
8.3	MMC asked chairs of committees to check the dates of meetings are suitable for all committee members. Action.	Com Chairs
9.	Headteacher's report (Report was circulated on Governorhub).	
9.1	SN had circulated his report on Governorhub which governors had read and key highlights were shared with governors.	
9.2	Outcomes <ol style="list-style-type: none"> a) SN discussed national comparisons to our in year data (attainment and progress) across each year group. This was discussed in depth at the School Improvement Committee in September. b) Are there any concepts from Science that we could transport into Maths and Writing to improve the data? Challenge. No, as it is more the way the assessment works. 	
9.3	Premises and safety <ol style="list-style-type: none"> a) Resurfacing of the slip road at the front of school to be completed as this has been badly finished causing a trip hazard. SN shared a photo of the area concerned with governors. Governors asked how they could support the process. Support. SN is waiting for a further response from Simon Connor for the next steps. b) Temporary steps – SN is waiting for a response from Simon Connor. c) The snagging list is ongoing and SN has been advised it will be completed during October half term. d) The new PE store has had a leak in the roof, this has been reported and was a result of an old air conditioning unit being left in the roof. The roof is being fixed. 	

<p>9.4</p> <p>9.5</p> <p>9.6</p> <p>9.7</p> <p>9.8</p> <p>9.8</p>	<p>Quality of teaching</p> <p>a) PIXL is a new approach in Year 6, in terms of assessing fine graded measures of the curriculum. We will use the same assessment techniques for Year 5. Year 6 leads in Maths and English will present to the SLT next term.</p> <p>b) We have appointed Mr Joe Mills (Reception Teacher, 2 days per week, maternity contract) and Lynn Laws (SEN TA, one year temporary contract)</p> <p>c) SN explained the significant pressure on class sizes, with most being over 30. Years 4 and 5 have the largest number of children. SN attended appeals today for a refused admission.</p> <p>Confidential item</p> <p>Effective leadership and management</p> <p>a) SN applied for the NCC funded MBA program and this has been accepted with funding agreed.</p> <p>b) SN will be mentoring a new headteacher at Coltishall for Educate Norfolk this year. No finance to be agreed.</p> <p>c) Ashleigh will be joining the VNet 'Outstanding Schools Group which will have an EYFS focus. Staff are keen.</p> <p>d) SN attended a meeting with Russell Boulton of IE Trust. SN informed the Trust that Ashleigh has decided to continue as they are.</p> <p>Effective solution and management</p> <p>SN met the lead school in the Encompass teaching school to discuss joining their steering group. This is part of SN's performance management to explore this and governors agreed we join.</p> <p>SN proposed a 25% staff reduction for the Breakfast Club and After School Club on working days. Governors discussed and agreed.</p> <p>JS asked SN if he was happy with the number of groups and mentoring he is supporting and if the support required is in place? Challenge. Support. Yes, although after the next revision SN will review all opportunities and will review again half way through the year.</p>	
<p>10.</p> <p>10.1</p>	<p>REPORTS FROM COMMITTEES</p> <p>Finance and Personnel including Budget Revision – next meeting 26.11.18 - tbc</p> <p>a) Audit of school fund was shared with governors and signed off.</p> <p>b) RAG rating was green with staff training as amber. GT and SN agreed to complete online finance training. Action.</p> <p>c) Statement of internal controls within the school. MMC has read and signed.</p> <p>d) Budget review meeting to take place on 16 November.</p> <p>e) SFVS document to be completed by end February 2019. GT agreed to take ownership. MMC advised GT of an online SFVS training course. MMC to email last year's completed SFVS to GT. Action.</p>	<p>GT/SN</p> <p>GT / MMC</p>

<p>10.2</p> <p>10.3</p>	<p>Premises, Health & Safety Committee including Safeguarding and Child Protection Policy – meeting 24.9.18</p> <p>a) Considered and updated Safeguarding and Child Protection Policy. b) Approved Primary Educations policy. c) Update on building work provided by SN in HT report. d) E-safety survey discussed e) Terms of reference to be approved via email and brought to next FGB. Action.</p> <p>School Improvement Committee – meeting 12.9.18</p> <p>a) Committee reshuffle discussed. b) Governors were asked to push advertising for governor vacancies. c) MMC discussed the possibility of recruiting a youth governor, a governor still in education which would provide good work experience. MMC has contacted Wymondham High and has spoken to the UEA who are very interested and a meeting has been arranged. MMC explained a governor under the age of 18 has no voting rights. d) Induction programme for new governors discussed, documents applicable to be updated and pack to be put together. TR and CEG agreed to take ownership. Action. e) Terms of Reference to be agreed via email and brought to next FGB. Action. f) MMC discussed clerking/minuting committee meetings. JB (Clerk) has agreed to clerk the Finance and Personnel committee meetings. Governors to consider clerking other committees or recruiting a clerk from Educator Solutions. Action.</p>	<p>Prem, H&S</p> <p>CEG/TR</p> <p>SIC</p> <p>All</p>
<p>11. 11.1</p>	<p>REVIEW GOVERNORS CODE OF CONDUCT</p> <p>This was read and agreed by governors.</p>	
<p>12. 12.1 12.2</p>	<p>SCHOOL IMPROVEMENT AND DEVELOPMENT PLAN</p> <p>SN has circulated the SIDP on Governorhub.</p> <p>Premises – what is happening regarding the flooring in the old hall? Challenge. Based on quotes received, SN has reservations regarding taking the floor tiles up.</p>	
<p>13. 13.1 13.2</p>	<p>PUPIL PREMIUM GRANT AND OTHER FUNDING</p> <p>Pupil Premium data is included in the Headteacher’s report. Pupil Premium statement is on Governorhub. SN explained quality first teaching and how we improve this.</p>	
<p>14. 14.1 14.2 14.3</p>	<p>ATTENDANCE TARGETS</p> <p>Our attendance target is 96.5% (above national average). Further attendance information to be included in the next Headteacher’s report. Action. Do we need an Attendance Officer? Challenge. If we can find the right person, it is out-sourceable and there is potential. The position is currently owned by DL.</p>	<p>SN</p>
<p>15. 15.1 15.2</p>	<p>SAFEGUARDING</p> <p>New policy approved as above. Date to be arranged for self review and transition to CPOMS (software application) which has been purchased. All categories have been set up and the SLT have access to everything. The system is completely paperless and secure. The next stage is to ensure we train staff. During</p>	

<p>15.3</p> <p>15.3</p> <p>15.4</p>	<p>half term all paper documents will be uploaded onto the system. DL expressed how impressed she is with the system. The cost is £1,200 per year and DL confirmed it is value for money.</p> <p>Is the process secure for uploading documents? Challenge. Yes, it is and all paperwork will be shredded afterwards. Is there any back up? Challenge. Yes, there are back up servers.</p> <p>SN is attending training on 30 October and DL in November.</p> <p>Multi agency safeguarding hub – entire set up has been revamped to Children’s Advice and Duty service (CADS).</p>	
<p>16.</p> <p>16.1</p> <p>16.2</p> <p>16.3</p> <p>16.4</p> <p>16.5</p>	<p>VULNERABLE GROUPS UPDATE</p> <p>CEG and DL met with Amy and discussed data from last term.</p> <p>All bids applied for were approved.</p> <p>DL took part in cluster moderation.</p> <p>Well supported transitioning with Amy taking over the SENCO role. All funding received.</p> <p>CEG is attending Pupil Premium and SEND governor training in January.</p>	
<p>17.</p> <p>17.1</p> <p>17.2</p> <p>17.3</p> <p>17.4</p> <p>17.5</p> <p>17.6</p>	<p>SCHOOL POLICY REVIEW</p> <p>Teachers’ Performance Management Policy and Pay Policy Circulated on Governorhub. SN proposed we follow the Educator Solution pay scales and their policy. Governors agreed.</p> <p>Performance Management policy – governors agreed.</p> <p>Complaints Policy Should we review this annually? Challenge. SN advised there is no need as very few complaints go to this stage. Governors agreed to form a Complaints Panel - LB, GT, KW.</p> <p>Recruitment policy – agreed.</p> <p>Governors asked if the curriculum polices are accessible? Challenge. Subject governors are to talk to staff directly.</p> <p>As a polite reminder, MMC asked governors to check which policies each committee are approving. Action.</p>	
<p>18.</p> <p>18.1</p> <p>18.2</p> <p>18.3</p>	<p>Governor monitoring, development and training</p> <p>All governors have completed/are completing GDPR training.</p> <p>MMC asked committees to look at the different remits and how often the remits are being monitored.</p> <p>CEG to attend Safer recruitment training. Action.</p>	<p>CEG</p>
<p>19.</p>	<p>Dates/Times of future meetings</p> <ul style="list-style-type: none"> • 3.12.18 • 17.3.19 	
<p>20.</p> <p>20.1</p>	<p>Confidential items</p> <p>None.</p>	
<p>21.</p> <p>21.</p> <p>22.</p>	<p>CORRESPONDENCE</p> <p>Letter received from the Right Honourable Theodor Agnew re Ashleigh’s outstanding Ofsted status.</p> <p>Letter received from David Curry, Parliamentary Review. Article on</p>	

	Ashleigh to be included in next year's publication recognising our achievements.	
22.	AOB	
22.1	Governor self review. TR to send to MMC. Action.	MMC
22.2	Premises, Health and Safety committee to look at Accessibility Plan after Christmas when steps at the front of the school have been completed. Action.	Prem, H&S
22.3	MMC informed governors of a new Governors' cabinet situated in the hallway for all governor paper work. The key is kept in the office.	
22.4	Governors agreed to provide a recognition breakfast for staff on 2.1.19 at the start of the INSET day.	
22.5	INSET day booked for 2.1.19. Mark Burns will be delivering the training on coaching and governors were invited to attend.	
22.6	Communications procedures in school. There is no specific policy in place. SN explained that when children join the school, details are provided re contacts and parental responsibility. SN has an open door policy and always responds to individual requests, which are managed well. SN always tries to work with parents with meetings, phone calls etc and court orders and legal documentation are requested by the school when required. SN tries to resolve issues amicably with parents and takes legal advice through Legal Services. MMC asked governors if they felt a policy was needed or were happy with the procedures in place. Challenge. Governors agreed all procedures required are in place. SN buys into NP Law to cover legal situations.	

Meeting closed at 7.30 pm

Signed: Chair **Date**