

**Ashleigh Primary School and Nursery
Minutes of the FGB meeting held at 5pm
On Monday 3 December 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	Apologies were received from Becky Mizon (BM).	
2.	Notification of any other urgent business	
2.	None.	
3.	Declaration of Business Interest/Conflict of Interest	
3.1	None.	
4.	Minutes of previous meeting 15.10.17	
4.1	Following the amendments listed below, the minutes were agreed as a true and accurate record. The Chair signed the minutes and they were filed by the Clerk.	
4.2		
	9.3 d) new air conditioning unit. 18.3 CEG has completed Safeguarding training. 22.2 Steps at front of nursery	
4.3	Confidential minutes	
4.4	The minutes were agreed as a true and accurate record. The Chair signed the minutes and they were filed by the Clerk.	
5.	Matters arising	
5.1	Point 5.1 Governor section on website to be updated once reshuffle is complete. Ongoing. Action.	MMC
5.2	Point 5.2 SEND data to be brought to next FGB meeting under Headteacher's report. Agenda.	Agenda
5.3	Point 5.5 KW to complete GDPR training. Action.	KW
5.4	Point 10.2e Premises, H&S Terms of Reference - GT to be added and GT to email them to governors for approval. Action.	GT
5.5	Point 10.3d) Clerk to add Induction folder link to BM with welcome letter. Action. JS agreed to be a buddy to BM.	Clerk
6.	Membership of the Governing Body	
6.1	MMC is continuing to chase the High School for prospective new governors. UEA is positive regarding providing a governor although no feedback received to date. GT has shared on the governor network at the UEA. Despite the difficult in recruiting new governors, MMC confirmed that the Ashleigh Governing Board is in a good position.	
7.	Headteacher's report (Report was circulated on Governorhub).	
7.1	SN had circulated his report on Governorhub which governors had read	

	and key highlights were shared with governors.	
7.2	SN explained to governors how PIXL provides a clear comparison of how our current Y6 children are performing in comparison to around 20,000 other children taking the same termly assessments. Data was shared From the October assessments for Reading and Maths.	
7.3	In terms of base line data, as there are no students in the top end (those only getting a handful of questions wrong), is there anyone who should be there? Challenge. They are in the 85% and over bracket still so high achievers are doing well to be there at this stage of the year. The real test is to see what the graph looks like after this and the next assessment.	
7.4	How are predictions going to be formed? Challenge. Year 6 set their own targets with performance management from teachers. We hope to be above national and strong.	
7.5	SN is still waiting to hear from Elizabeth Horner regarding the temporary steps into the nursery, as there is no more money available in the pot.	
7.6	Quality of teaching and learning – Confidential item	
7.7	Confidential item	
7.8	SN met with the CFO of IE Trust and we have agreed to buy replacement chrome books with IE Trust funding 2/3 and Ashleigh 1/3. SN asked governors to approve a £5,000 capital pot for IT provision. Governors agreed.	
7.9	There has been one fixed term exclusion and SN has discussed this with Chair of Governors (MMC).	
7.10	Attendance figures were circulated. Figures are healthy, 96.5% is the school's target. Attendance is closely monitored and Fast Track procedures are in place for one child. Reports are produced every 2 weeks.	
7.11	DL informed governors that we have 17 children with below 90% attendance and letters have been sent to parents/carers.	
7.12	We have had 2 x fixed penalty notices. These are closely monitored and we are stepping up our actions for repeat offenders.	
7.13	Does EAL and Pupil Premium data correspond with other data throughout the school? Challenge. The current Year 1 Pupil Premium gap was big and this was a result of one child taking a 2 week holiday.	
7.14	Have we hit a sickness yet? Challenge. Yes, we have had some vomiting bugs, which is quite normal for this time of year. How do we manage this as a school? Challenge. Nurse do a deep clean, bleaching door handles etc.	
7.15	Parents have been were asking why the flu inoculations were so late this	

	<p>year and SN explained that this is due to all the schools having these and having to wait our turn.</p>	
7.16	<p>Are all the bathrooms in school as modern as they can be in terms of having soap dispensers? Challenge. Yes they all have soap dispensers and hand driers. Is the toilet cupboard with the cleaning products locked (in the loft space)? Challenge. It should be kept locked at all times although it is not an area that children can access.</p>	
7.17	<p>SN attended an Educational Leaders update where next year's budget was discussed. Teacher and support staff pay rises will have an impact in the new year with a c£17,000 increase in costs over the next 2 years.</p>	
7.18	<p>How is Maths no Problem going? Challenge. This is going really well and better than SN had hoped. The key issue is about ensuring where a new year group take on bar modelling. SN confirmed that all lesson observations will be Maths no Problem based.</p>	
7.19	<p>Have we looked into how to increase revenue further into the school? Challenge. SN explained there is not a huge amount of money to be made from renting the school premises unless we go outside the recommended charging model. Current rent for the mobile is £5 per hour. Nursery, afterschool club and breakfast clubs are income generating and at full capacity.</p>	
7.20	<p>What is the status with transition days to Wymondham High? Challenge. Wymondham High has informed us there will be 3 taster days, Monday, Tuesday and Wednesday week commencing 8 July 2019.</p>	
7.21	<p>When Year 6 returns to school after their taster days, what will you do with them? Challenge. SN is confident staff will make it work and plans are in place. MMC suggested teachers speak to the Parents Association regarding additional funding if needed for activities, as they currently hold a profit and are keen to hear from the school with suggestions and requests. This could also assist the school to avoid attendance and behavioural problems from this year group at the end of the year.</p>	
7.22	<p>We currently have 3 children in school with high level SEND and in all 3 cases, Autism Spectrum Disorder (ASD) might be a factor. In terms to be able to access places outside of mainstream schools, getting an ASD diagnosis is difficult and longwinded with an 18 month assessment. DL explained to governors there is an option of paying to get an Autism Diagnostic Observation Schedule (ADOS), which involves a paediatric assessment, which can be accepted, which costs £1,500 although this is not a guaranteed solution. DL has a SEND budget available for this and SN asked if governors felt this would be clever management of resources. DL has approached parents and they would be willing for the school to do this. CEG feels a letter should be sent to NCC advising them of our</p>	DL

	intentions. Action. Governors agreed.	
8.	REPORTS FROM COMMITTEES	
8.1	Finance and Personnel including Budget Revision – 26.11.18 a) Terms of Reference were reviewed and brought to the FGB where governors agreed. b) Membership is GT, DL, SN and KW with a caveat included for quorum. c) SFVS – GT to draft by mid-January to circulate for comment for submission end February. d) Finance policy to be updated – GT to complete for February meeting. e) SN discussed budget revision. f) Personnel update – It was agreed that SN raise any issues and MMC is available if required. g) Next meeting 25 February.	
8.2	Premises, Health & Safety Committee including Safeguarding and Child Protection Policy – next meeting 23 January.	
8.3	School Improvement Committee – next meeting 17 January.	
9.	SCHOOL IMPROVEMENT AND DEVELOPMENT PLAN	
9.1	SN circulated updated version with RAG ratings.	
10.	PUPIL PREMIUM GRANT AND OTHER FUNDING	
10.1	Monitoring report circulated.	
11.	SAFEGUARDING	
11.1	Monitoring report circulated.	
11.2	Single Central Record checked and up to date.	
11.3	CPOMs, new safeguarding software is working well.	
11.4	SN has refreshed Designated Safeguarding training	
11.5	County lines – gangs using children to transport drugs and weapons, link in the report re warning signs	
11.6	CADS (Childrens Advice and Duty Service) is replacing MASH (Multi Agency Safeguarding Hub) which is working well.	
11.7	Discussion had around emerging issues as the school is growing and training to help children become more resilient at High School.	
11.8	Next Safeguarding visit in Spring term will include a compliance checklist.	
11.9	Are there any issues or problems coming up with cyber bullying? Challenge. Not directly, although Year 6 teachers have advised SN of an ongoing Whats app group. SN feels we need to be clear as to what is our role at school.	
12.	VULNERABLE GROUPS UPDATE	
12.1	CEG to attend a Pupil Premium meeting in February.	
13.	SCHOOL POLICY REVIEW	
13.1	SEND Cluster To be agreed in January.	
14.	Governor monitoring, development and training	
14.1	GT has completed Using Monitoring Data training	
14.2	MMC has completed Chair of Governors training	

14.3	MMC circulate a 360 degree review of Chair of governors for governors to complete. Action.	MMC
15.	Dates/Times of future meetings <ul style="list-style-type: none"> • 7.3.19 	
16.	Confidential items	
16.1	7.6 and 7.7 Quality of teaching and learning	
17.	CORRESPONDENCE	
17.1	None	
18.	AOB	
18.1	Complaints panel SN confirmed there is a process in place including policies and support for the school and Governing Board. A complaints panel is taking place on 5 December.	

Meeting closed at 7pm

Signed: Chair **Date**