

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

	<p><b>Present:</b> Danni Lacy (DL), Lisa Bramford (Chair LB), Tara Riddle (TR), Sam Nixon (Head SNi), Sarah Witcomb (Chair SWi), Martin Taylor (MT), Kate Wood (KW), Louise Carolan (LC), Matthew Poole (MP) and Gavin Tash (GT). <b>In attendance:</b> Johanne Bolver (JB) - Clerk</p>	
<b>1.</b>	<b>Apologies and welcome.</b>	
<b>1.1</b>	Apologies were received from Joanna Satterley (JS), Melissa Marfleet-Collins (MMC) and Beth Brais (BB).	
<b>1.2</b>	Governors consented to these absences.	
<b>1.3</b>	Governors welcomed new governors Matthew Poole and Gavin Tash to the meeting.	
<b>2.</b>	<b>Notification of any other urgent business</b>	
<b>2.1</b>	<p><b>Succession planning</b></p> <p>a) SW informed the governing body that she wishes to resign as governor and co-Chair.</p> <p>b) LB informed the governing body that she also wishes to step down as co-Chair but will remain on the governing body as co-opted governor.</p> <p>c) A constructive conversation was had with SNi and governors regarding the make-up of the governing body and the possibility of forming committees; School Improvement Committee (SIC) and Finance, Health &amp; Safety to distribute the workload more evenly.</p> <p>d) Governors shared their availability and capacity for a School Improvement Committee initially and identified strengths agreeing that redefining roles at this stage would help strengthen our governing body further. SNi mentioned the recent positive visits from Joan Low and Geoff Timms in terms of governors and the importance of building on this further. It was agreed the SIC would involve SNi, KW, MM, MT and GT.</p> <p>e) LB and SW confirmed they will continue as co-Chairs in the short term until a Chair is appointed. SNi to approach MM and discuss whether she would be happy to become Chair. Previous discussions held with MM mean this seems highly likely and would provide a smooth transition in the change in Chair <b>Action.</b></p> <p>f) LB agreed to act as Chair buddy.</p>	<b>SNi</b>
<b>3.</b>	<b>Declaration of Business Interest/Conflict of Interest</b>	
<b>3.1</b>	MT and GT completed their business interest forms which were filed by the clerk.	
<b>4.</b>	<b>Minutes of previous meeting 22.1.18</b>	
<b>4.1</b>	The minutes were agreed as a true and accurate record. The Chair signed the minutes and were filed by the Clerk.	
<b>5.</b>	<b>Matters arising</b>	
<b>5.1</b>	Point 7.2 Suggestion of transforming old hall into studio. There is a	

	<p>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.</p> <p><b>Ongoing.</b></p>	<b>SNi</b>
<b>5.2</b>	<p>Point 7.4 SNI to circulate Business Continuity Plan to governors.c/f.</p> <p><b>Action.</b></p>	<b>SNi</b>
<b>5.3</b>	<p>Point 7.7 SNI to provide a governors’ update for parents in the newsletter.</p> <p><b>Action</b></p>	<b>SNi</b>
<b>5.4</b>	Point 8.3 MM and KW agreed to be buddies for new governors.	
<b>5.5</b>	<p>Point 8.4 LB to circulate advert to governors to share into the community.</p> <p><b>Action.</b></p>	<b>LB</b>
<b>5.6</b>	Point 9.1 Governors were happy to delegate the SIDP to the SIC, first meeting – 16.4.18 at 9am.	
<b>5.7</b>	Point 14.1 Compliance checklist – JS to complete with SN, c/f to summer term. <b>Action.</b>	<b>JS/SNi</b>
<b>5.8</b>	Point 16.1 H&S monitoring report. SWi to report when build is complete. LB to complete by Easter hols. <b>Action.</b>	<b>SWi/LB</b>
<b>5.9</b>	Point 23. 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. SIC will follow up. <b>Action.</b>	<b>SIC</b>
<b>6.</b>	<b>Membership of the Governing Body</b>	
<b>6.1</b>	Governors formally appointed co-opted governors, Matthew Poole and Gavin Tash.	
<b>7.</b>	<b>Headteacher’s report</b>	
<b>7.1</b>	SN had previously circulated the report on Governorhub.	
<b>7.2</b>	<p><b>Build</b></p> <p>a) <u>Slip road at front of school.</u></p> <p>I. SNI explained that we pay into BMP every year with a set fee based on pupil numbers. Last year this fee was £38k as we received £10k back. This year the fee is £47k but SNI is not envisaging any returns as the front slip road needs repairing.</p> <p>II. Governors agreed that the slip road has been left in a poor state of repair, and has deteriorated over the last 2 years. Governors shared concerns that this is not being chased by Children’s Services or NPS.</p> <p>III. <b>Do you need support from governors? Challenge.</b> SNI will keep chasing although felt a letter from the Governing Body to Children’s Services may be useful.</p> <p>b) <u>Grass at front of school</u> Fencing will be placed around the edge of the grass to stop people parking on it and to improve safety at front of site by deterring crossing away from designated areas.</p>	

<p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> <p>7.8</p> <p>7.9</p> <p>7.10</p> <p>7.11</p> <p>7.12</p> <p>7.13</p>	<p>c) <u>Complaint from parent re After School Club</u> After school club is based in a mobile unit and SNi informed parents that they could not park in the car park for safety reasons. Governors felt this was the right decision. <b>Support.</b></p> <p>Safeguarding audit and report has been received.</p> <p>School was closed for 3 days last week due to the snow. Chairs were emailed with the rationale.</p> <p><b>Quality of teaching.</b></p> <p>a) Deep dive day – governors will be able to see Talk for Writing taking place. General monitoring, work scrutinies and lesson observations have taken place.</p> <p>b) SNi informed governors of the cost of the new maths resource, Maths No Problem - £21,500. This was slightly higher than envisaged although governors still felt this was value for money.</p> <p>c) Teaching job has been advertised and closed on Friday.</p> <p>d) We have 4 classes above 30 in KS2 which is not ideal and 2 reception classes are to go up to 31. The Local Authority have the discretion to put classed up to 32 in exceptional circumstances for EYFS and KS1. Governors agreed this does have an impact on quality of teaching.</p> <p><b>Personal behaviour and welfare</b> Family learning - we have a number of families taking part re communication skills where a team come in and work with parents and children over a period of 8 weeks.</p> <p>NSPCC PANTS scheme has been shared on Twitter.</p> <p>After Schools Clubs provision has increased to 2 sessions a day.</p> <p>Parents' survey is complete and was shared with governors.</p> <p>Year 4 cluster writing moderation has taken place.</p> <p>We have sent an application to have a mental health champion, which will provide specialist support.</p> <p>The UEA are setting up their first Doctorate of Psychology. DL and SNi have helped with the first round of the selection process of candidates and will work closely with the department.</p> <p>PATHS Art exhibition in new KS2 area – parents and governors invited to take a look. DL explained PATHS to governors.</p>	
<p>8.</p> <p>8.1</p>	<p><b>SCHOOL BUSINESS AND REPORTS FROM WORKING GROUPS</b> To receive updates on/from:</p> <p><b>Nursery Working Group</b></p> <p>a) The Nursery is profitable and is full.</p> <p>b) We feel we can maintain the prices for this year and will keep the same hours going for next year.</p> <p>c) <b>What is the payment arrangement now? Challenge.</b> Most people use vouchers. Eligible working families will receive a code and priority is given to those families wanting 30 hours.</p>	

8.2	<p>d) At present parents can take children out for holiday, therefore, we need to adjust the policy accordingly. DL has looked at various policies and circulated an example to governors. Our new policy will state that parents will be charged for taking children out for holiday.</p> <p>e) This policy aligns us with other providers and ensures we are not losing money. Governors approved the policy.</p> <p>Building update – in HT report.</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p><b>RESOURCES</b></p> <p><u>Staffing</u> In HT report, staffing structure meeting to be held.</p> <p><u>2017/18 Budget Revision 3</u></p> <p>a) SNI to talk to the Finance lead (once confirmed) re the budget and plan. At the moment we are in a very good financial situation and have a healthy surplus through all 3 years.</p> <p>b) SNI informed governors of the only change which is the sickness insurance for teaching staff. SNI suggested Day 21 cover which would save us £5k.</p> <p>c) <b>Is there a legal requirement to do this at all? Challenge.</b> We could chose not to do it if we wanted but the risk of not having any cover could cost us a lot of money.</p> <p>d) We have enough qualified teachers in school to provide cover as required. We have a healthy surplus so if we needed to we could buy in cover. Governors agreed.</p>	
10.	<p><b>SCHOOL IMPROVEMENT AND DEVELOPMENT PLAN</b></p>	
10.1	Governors delegated the SIDP to the School Improvement Committee.	
11.	<p><b>SAFEGUARDING</b></p>	
11.1	Reports were previously circulated on Governorhub.	
12.	<p><b>VULNERABLE GROUPS UPDATE</b></p>	
12.1	Additional experiences are working well and they are about how we broaden children's experiences with targeted trips.	
13.	<p><b>CLUSTER UPDATE</b></p>	
13.1	SEN budget has still not been confirmed. SN will meet with Headteacher of Robert Kett on Wednesday to put together a cluster budget to send to other schools with suggestions.	
13.2	We will look at the GDPR offer with other schools as we may get a better offer if buying as a cluster.	
14.	<p><b>GOVERNOR SKILLS AUDIT</b></p>	
14.1	TR completed the audit which is looking healthy and this was circulated on Governorhub. JS to complete. <b>Action.</b>	JS
15.	<p><b>SCHOOL POLICY REVIEW</b></p>	
	a)Annual report on Equality objectives	

	b)Able and Talented c)Behaviour Principles Written Statement d)Capability of Support Staff e)Capability of Teachers f)Equality - g)Feedback (marking) h)Freedom of Information i)Health and Safety To be approved once designated governor completes training j)Lone worker k)Sex and Relationship Education l)Staff Discipline Procedure m)Staff Grievance n)Statement –procedure to deal with allegations of abuse made against staff	
<b>15.1</b>	Governors approved the above policies.	
<b>16.</b>	<b>Governor monitoring, development and training</b>	
<b>16.1</b>	<b>To receive any reports from governors who have undertaken monitoring visits to school and discuss any issues arising.</b> a) Monitoring file up to date. b) Governors were reminded to update the monitoring log.	
<b>16.2</b>	<b>To receive feedback from Governors who have attended training courses. Review the Equality audit and action points</b> a) None attended.	
<b>17.</b>	<b>Dates/Times of future meetings</b> <ul style="list-style-type: none"> <li>• School Improvement Committee (SIC) 16 April 9 am</li> <li>• Deep Dive Day 10 May 9am inc FGB at 11 am</li> <li>• FGB 16 July 5pm</li> </ul>	
<b>18.</b>	<b>Confidential items</b>	
<b>18.1</b>	None.	
<b>19.</b>	<b>CORRESPONDENCE</b>	
<b>19.1</b>	None.	
<b>20.</b>	<b>AOB</b>	
<b>20.1</b>	None.	

Meeting closed at 7.30

Signed: Chair ..... Date .....