

**Ashleigh Primary School and Nursery**  
**Minutes of the FGB meeting held at 12.30 pm**  
**On Tuesday 18 June 2019**

	<p><b>Present:</b> Kate Wood (KW), Joanna Satterley (JS), Tara Riddle (TR), Carolyn Ellis-Gage (CEG), Hayley McRobbie (HM), Sam Greenhalgh (SG), Sam Nixon (Head SN), Melissa Marfleet-Collins, (Chair MMC) and Gavin Tash (GT).</p> <p><b>In attendance:</b> Johanne Bolver (JB) - Clerk</p>	
<p><b>1.</b>  <b>1.1</b>  <b>1.2</b></p>	<p><b>Apologies and welcome.</b></p> <p>Apologies were received from Lisa Bramford (LB), Becky Mizon (BM) and Danni Lacey (DL).</p> <p>MMC informed governors that BM has resigned from the Governing Board with immediate effect and this is the last meeting for TR and KW as they too have expressed a wish to resign as governors. Governors thanked them for all their hard work and support over the years. Clerk to update Governorhub. <b>Action.</b></p>	<b>Clerk</b>
<p><b>2.</b>  <b>2.</b></p>	<p><b>Notification of any other urgent business</b></p> <p>None.</p>	
<p><b>3.</b>  <b>3.1</b></p>	<p><b>Declaration of Business Interest/Conflict of Interest</b></p> <p>None.</p>	
<p><b>4.</b>  <b>4.1</b>    <b>4.2</b></p>	<p><b>Minutes of previous meeting 7.3.19</b></p> <p>The minutes were agreed as a true and accurate record. The Chair signed the minutes and they were filed by the Clerk.</p> <p><b>Confidential minutes</b></p> <p>The minutes were agreed as a true and accurate record. The Chair signed the minutes and they were filed by the Clerk.</p>	
<p><b>5.</b>  <b>5.1</b>    <b>5.2</b>    <b>5.3</b>    <b>5.4</b></p>	<p><b>Matters arising</b></p> <p>Point 5.1 MMC informed governors that LB has confirmed she is happy to take on the responsibility for the website and will update the governor structure. <b>Action.</b></p> <p>Point 5.2 MCC confirmed that all governors have completed GDPR training.</p> <p>Point 5.3 MMC asked governors to decide whether a 360 feedback questionnaire is necessary for MMC as it comes at a cost. SN agreed to research questionnaires and clerk will contact Educator Solutions for their advice. <b>Action.</b></p> <p>Point 8.2 Steps at nursery and concrete on slip road. JS received an email from NCC asking for definitive costs to be confirmed. JS to follow up. SN suggested we ask for the £1,500 to be transferred to us from NCC and put the steps on hold whilst we await the outcome of the Children's Centre closure. MMC thanked JS for sorting. <b>Action.</b></p>	<p><b>LB</b></p> <p><b>SN</b>  <b>Clerk</b></p> <p><b>JS</b></p>
<p><b>6.</b>  <b>6.1</b></p>	<p><b>Membership of the Governing Body</b></p> <p>As above, we are losing 3 members of the governing board. Positions open for September are: 1 x LA governor and 3 x co-opted governors.</p>	

6.2	Governors discussed ways to appoint an LA governor and MMC agreed to approach Wymondham Town Council for a suggested LA governor. MMC will also arrange for adverts to be sent out. CEG agreed to approach a colleague re a possible Co-Opted governor. <b>Action.</b>	MMC CEG
6.3	Governors discussed gaps in skill sets and GT expressed a request to have another governor with finance knowledge to work with the Finance Committee. GT also mentioned Governor Wellbeing and Personnel and how governors need to have more of a focus on this area going forward. Governors agreed. <b>Support.</b>	
6.4	Governors discussed how the Governing Board is top heavy in parents although SN is comfortable with the current structure. An advert is to be put in the school newsletter advertising for a non-parent governor (Co-opted). MMC to check advert is up to date and relevant. <b>Action.</b>	MMC
6.5	SN agreed to email Cluster schools for any possible interest from their staff. <b>Action.</b>	SN
7.	<b>Governance structure</b>	
7.1	Finance Committee requires extra governor to continue and to be quorate. MMC asked governors their preferences for the way we structure our meetings going forward: going back to non-committees, or keep the committee structure but with shorter meetings. Governors discussed and agreed to the structure of 6 x FGB meetings (1 every half term) with SIC and Personnel focus. Every second meeting will be focussed on committees. Start time will be 4.30 pm.	
7.2	Governors were asked if they wanted to continue with the Deep Dive Day. Governors agreed to continue with the final FGB meeting as the Deep Dive Day. <b>Support.</b>	
7.3	MMC to circulate dates to governors. <b>Action.</b>	MMC
8.	<b>Headteacher's report (Report was circulated on Governorhub).</b> Report had been circulated on Governorhub in advance of the meeting which all governors had read. SN asked governors for questions.	
	<b>Outcomes</b>	
8.1	<b>Why are Year 2 not using PIXL for the summer term assessments?</b> <b>Challenge.</b> This is because they sit the Year 2 SATs.	
8.2	<b>What was the outcome of the Writing Moderation for Year 6 as our teachers have high expectations?</b> <b>Challenge.</b> We completed internal moderation before we went and the moderation for Year 6 went very well. Teacher judgements were agreed and some were moved up.	
	<b>Premises and Safety</b>	
8.3	The Children's Centre is due to close on 1 October. SN is to put forward a business case as to why it should come across to the school. <b>What would we use it for?</b> <b>Challenge.</b> It has to be used for under 5's for the next ten years. SN to walk round with nursery staff to decide. <b>Action.</b>	SN
8.4	SN asked governors for their approval for a capital spend of £7,000 for refurbishment, decoration and carpets for Reception, Nursery and other parts of the building this summer. Governors approved this spend. <b>Support.</b>	
8.5	Annual staff safeguarding training is taking place 4th July as a twilight	

	<p>session. <b>Do governors need any safeguarding training? Challenge.</b> SN invited governors to attend if they would like to. Governors to decide whether they would like to participate in this training with staff. <b>Action.</b></p>	<b>All</b>
<b>8.6</b>	<p><b>Quality of teaching</b> We have appointed a NQT teacher on a maternity contract. Contract might be extended to a year as we have flexibility. SN confirmed this is covered in the budget.</p>	
<b>8.7</b>		
<b>8.8</b>	<p>MMC asked SN to share governors' thanks to those who were involved with the SATs revision groups. SN agreed. <b>Action.</b></p>	<b>SN</b>
<b>8.9</b>	<p>SN explained the reasons for the SLT's decision on mixing classes. We will mix Year 5 and 6 which will make transition to high school easier for children. We will take the current Year 4 and mix them. SN is expecting some negative feedback from parents/carers although explained the rationale is in the best interests of the children. Advert circulated for HLTA secondment in Year 5 to run PIXL model.</p>	
<b>8.10</b>	<p><b>Personal Development, Behaviour and Welfare</b> SN informed governors he is still receiving a large number of absence requests. These continue to be monitored.</p>	
<b>8.11</b>		
<b>8.12</b>	<p>DL attended Mental Health First Aider training enabling the effective support of adults who may be experiencing mental health difficulties. This was very useful and we have since tweaked some practices in school. Beth Brais is currently teaching at Colman Junior School. She applied and has been appointed to a SEMH and Outdoor Education role at Ashleigh funded by the Virtual School which starts in Sept 2019. This will be 26.75 hours per week on a 1 year temporary contract.</p>	
<b>8.13</b>	<p><b>Effectiveness of I and management</b> SN has been assigned to a school in Ditchingham, Suffolk to support through a DfE programme. SN explained that the DfE have identified certain Tier 2 schools (schools that are struggling). SN has completed his scoping visit. We can commission our time and SN has put in a bid for our school with a total of 15 days total support which can be up to (£16,000). <b>Is their level of need greater than Robert Kett and why support a school in Suffolk rather than down the road? Challenge.</b></p>	
<b>8.14</b>	<p>Yes, their need is greater and they are part of DNEAT. Robert Kett have not been in contact with SN for any support. We will stop paying into the Cluster and will no longer have any cluster financial commitments. There is no more cluster notional funding. We will still work collaboratively with the Cluster schools.</p>	
<b>9.</b>	<p><b>REPORTS FROM COMMITTEES</b></p>	
<b>91</b>	<p><b>Finance and Personnel including Budget Revision – 12.6.19</b></p>	
<b>9.2</b>	<p>Minutes had been circulated on Governorhub and governors had read.</p>	
<b>9.3</b>	<p>GT explained that we were asked to provide 2 budgets, the main budget (does not include a pension grant for years 2 and 3) and a trial budget (including anticipated pension grants for years 2 and 3).</p> <p>The main budget: Year 1 (19/20): £166,695 surplus (9.39%)(previously £136,296 surplus</p>	

	<p>(7.70%))  Year 2 (20/21): £109,639 surplus (6.14%)(previously £64,262 surplus (3.59%))  Year 3 (21/22): £24,143 surplus (1.36%)(previously £38,551 deficit (-2.17%))</p> <p>The trial budget  Year 1 (19/20) £166,695 surplus (9.39%) (previously£136,296 surplus (7.70%))  Year 2 (20/21): £163,807 surplus (9.17%) (previously £118,968 surplus (6.65%))  Year 3 (21/22): £133,575 surplus (7.53%) (previously £71,832 surplus (4.04%))</p>	
<b>9.5</b>	<p><b>Is the temporary contract, which is in place for 2 years and to continue for a further year OK to continue? Would this cause any problems? Challenge.</b> Any redundancy pay outs would be very small so this is ok to continue.</p>	
	<p><b>Premises, Health &amp; Safety Committee</b></p>	
<b>9.6</b>	Governors agreed Admission arrangements, Prevent Policy and Whistleblowing Policy.	
<b>9.7</b>	Building update covered in HT report.	
<b>9.8</b>	Incident of flooding in playground and rain coming in through external light. Report has been sent to NPS. <b>Is there anything we can do in-house to mitigate problems? Challenge.</b> SN thinks levelling this will cost a lot and NPS is to be pushed.	
<b>9.9</b>	Compliance check list complete.	
<b>9.10</b>	Mobile phones discussed and we have reiterated to parents the use of mobiles.	
<b>9.11</b>	H&S update, annual assessment due in January.	
<b>9.12</b>	Building issue – agreed money to be transferred (as above).	
	<p><b>School Improvement Committee – 2.5.19</b></p>	
<b>9.13</b>	Assessment policy to be looked at next SIC meeting. <b>Agenda.</b>	<b>SIC agenda</b>
<b>9.14</b>	Antibullying policy, date to be changed, governors agreed.	
<b>9.15</b>	Home school agreement agreed.	
<b>9.16</b>	Next meeting 19.7.19 at 4.30 pm.	
<b>10.</b>	<b>SCHOOL IMPROVEMENT AND DEVELOPMENT PLAN</b>	
<b>10.1</b>	SN has reviewed key priorities for next year.	
<b>11.</b>	<b>PUPIL PREMIUM GRANT AND OTHER FUNDING</b>	
<b>11.1</b>	In HT report.	
<b>12.</b>	<b>SAFEGUARDING</b>	
<b>12.1</b>	Monitoring report of 26.4.19 uploaded to Governorhub.	
<b>12.2</b>	Norfolk Steps training. One member of staff to attend.	
<b>12.3</b>	Update procedures for collecting children from school.	
<b>12.4</b>	Cpoms is continuing.	
<b>13.</b>	<b>VULNERABLE GROUPS UPDATE</b>	
<b>13.1</b>	Report circulated on Governorhub.	
<b>13.2</b>	CEG met with teachers in May and CEG expressed how DL is a real	

<b>13.3</b>	advocate for the pupils. CEG met with Amy for SEND and discussed annual reviews for EHCP pupils.	
<b>13.4</b>	Data is looking good across the board.	
<b>13.5</b>	Year 5 is a difficult year and still showing the year that needs most support. It has a high level of SEN.	
<b>13.6</b>	Temporary SENCO role currently held by Amy, will return to Danni Lacy from September 2019 (the end of her maternity cover of the Deputy Head role).	
<b>13.7</b>	Pupil premium survey completed.	
<b>13.8</b>	Post box books strategy continues to work well.	
<b>13.9</b>	Governor to meet with Sports lead for sports funding update which will be made more of a focus next year. SN will ask Luke Wheeler to attend next FGB in September. <b>Action. Agenda.</b>	<b>SN / FGB agenda</b>
<b>14.</b>	<b>SCHOOL POLICY REVIEW</b>	
<b>14.1</b>	Above in committees.	
<b>15.</b>	<b>Governor monitoring, development and training</b>	
<b>15.1</b>	SG and HM attended introduction to governance training.	
<b>15.2</b>	MMC to tidy up folders on Governorhub. <b>Action.</b>	<b>MMC</b>
<b>16.</b>	<b>Dates/Times of future meetings</b> MMC to circulate dates. <b>Action.</b> BBQ – Sunday 14 July at MMC’s for governors and Clerk, and their families 4pm – 6pm.	<b>MMC</b>
<b>17.</b>	<b>Confidential items</b>	
<b>17.1</b>	None.	
<b>18.</b>	<b>CORRESPONDENCE</b>	
<b>18.1</b>	MMC received a letter from George Freeman re pushing additional funding for rural schools. Governors to contact him if any additional points to be raised.	
<b>19.</b>	<b>AOB</b>	
<b>19.1</b>	None.	

Meeting closed at 2.30pm

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