

**Ashleigh Primary School and Nursery
Minutes of the FGB meeting held at 4.30pm
On Wednesday 18 September 2019**

	<p>Present: Danni Lacy (DL), Sam Nixon (Head SN), Gavin Tash (GT), Joanna Satterley (JS), Melissa Marfleet-Collins, (Chair MMC), Lisa Bramford (LB), Carolyn Ellis-Gage (CEG), Hayley McRobbie (HM), Sam Greenhalgh (SG), Rosemary Phillips (RP), Jennie Reavey (JR) and Yvette Astley (YA).</p> <p>In attendance: Johanne Bolver (JB) - Clerk</p>	
1.	Apologies and welcome.	
1.1	MMC welcomed new governors to the meeting, Rosemary Phillips (RP), Jennie Reavey (JR) and Yvette Astley (YA). All governors made brief introductions.	Clerk
1.2	MMC made governors aware that HM has recently been married – new surname – Dowling. Clerk to update Governorhub. Action.	
2.	Notification of any other urgent business	
2.1	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 18.6.19	
4.1	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 structure in hand and LB will put on website once all biographies have been received. Action. Ongoing.	LB
5.2	Point 5.4 Front of school - c£1,900. £15,000 was agreed later as an amount from our capital pot approved for spending on the nursery/art room/training space project.	
5.3	Point 13.9 Sports funding is on the website. SN advised governors it would be more appropriate to meet Luke Wheeler after half term with a more detailed plan for the year ahead. Governors agreed. Agenda.	FGB agenda
5.4		
6.	Election of Chair & Vice Chair	
6.1	Chair MMC was happy to stand as Chair for a further year. Governors agreed.	
6.2	Vice Chair CEG was happy to stand as Chair for a further year. Governors agreed.	
7.	Membership of the Governing Body	
7.1	As above, 3 new governors have been appointed.	Clerk
7.2	The clerk had made MMC aware that DL's term of office ends on 10 October 2019. DL agreed to be re-appointed as co-opted governor and governors agreed. Clerk to update GH. Action.	
8.	REVIEW STATUTORY REQUIREMENTS (examples are Safeguarding, Performance Management, SEND, Pupil Premium, link governor for training, LAC and Safer Recruitment)	

8.1	H&S monitoring report to be provided by JS. Action.	JS
8.2	General GDPR summary report is on Governorhub and findings were shared with governors.	
8.3	MMC made governors aware of the importance that Ofsted have placed a focus on mental health. NCC has a management and stress at work policy, which SG and JR will look into together with a Positive Mental in-house Policy (pupil) policy for DL to review. Action.	SG/JR
8.4	DL completed a 2-day training course on mental health supporting adults.	
8.5	DL has contacted CAMHS to support parents with promoting positive mental health. Beth Brais has been recruited as mental health outdoor lead and will be targeting vulnerable children. Governors' challenge is to maintain this role in school. . DL confirmed the school is very well equipped for mental health.	
8.6	DL explained how child and mental health services co-ordinate support for children with mental health difficulties, offering provision for children and young adults at risk of exclusion, suicide and work with other services.	
8.7	All governors are to ensure they have read the Safeguarding policy. Clerk to put link on Governorhub. Action.	All / Clerk
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	Class sizes. SN and MMC have a meeting on 1 October. Are we able to take on more pupils? Challenge. SN is unsure.	
9.3	Outcomes	
9.4	SIC have met and the key headline very positive is the KS2 outcomes. SN is pleased with progress in all subjects. Governors discussed this in detail.	
9.5	Staff	
9.6	New staff this year. 1 x Yr 2 SEMH role and 3 x temporary TA's as a number of children may not stay in mainstream school. We are keeping 1:1 support in place until then. In September 2021 we will lose a class (from the bulge year). MMC explained to governors how our current Year 5 has a 3-form entry due to bulge year and this is the reason why we have to juggle staff.	
9.7	SN has had a request from teacher on maternity to return to work with reduced hours. SN expressed how he would like to say yes, as the school is a family friendly employer, which supports flexible working. SN informed governors of another member of staff going on maternity leave at Christmas. Governors agreed and SN shared his ideal plans for cover.	
9.8	Behaviour and attitudes	
9.9	Table was shared showing attendance and punctuality with all areas above national equivalent where that data is available. How is absence/lateness administered with such a large number of children? Challenge. Office staff check the answer phone in the mornings and DL looks at attendance patterns regularly, provides challenge and support through meetings. We had 2 x fixed term	

<p>9.10</p> <p>9.11</p> <p>9.12</p> <p>9.13</p> <p>9.14</p> <p>9.15</p> <p>9.16</p> <p>9.17</p> <p>9.18</p>	<p>exclusions last year.</p> <p>Did we issue any fines last year? Challenge. NCC placed fines, they receive the money and in some cases it has gone to court.</p> <p>Leadership and management</p> <p>DFE have approved a two-tier support for Ditchingham with 4 x SLE's supporting over the next 6 months. Finance in place through the DfE. SN confirmed this is a professional development opportunity for staff.</p> <p>Have Robert Kett been in touch re support? Challenge. No, not a huge amount. MMC remains in touch with the Chair of Governors.</p> <p>Additional points</p> <p>Hand-over of The Children's Centre. SN confirmed we officially get the building on Tuesday 24 September. Key point is it has to be used for 0-5 year olds for the next 10 years and SN confirmed a plan is in place. SN gave governors a quick overview of plans for the building where the nursery will be expanded. A result of this elsewhere in the school a training suite and whole school music and art room will be provided requiring a £15,000 capital pot. The nursery will move at Easter. Governors agreed. Governors welcome to have a walk round.</p> <p>Head pupil interviews have taken place where SN has interviewed 10-12 pupils.</p> <p>Issues at front of school. c£1,900 has been received from NCC. SN made governors aware of damaged area at front of school where a £5,000 capital pot would be required for works. Governors agreed.</p> <p>No change to the Pay and Performance policy. Pay policy 206a was adopted last year including changes and some adjustments were made in May due to workload. SN is happy to adopt changes that may come forward. Governors agreed.</p>	
<p>10.</p> <p>10.1</p>	<p>2019/20 BUDGET REVISION 2</p> <p>Budget review meeting to take place on 19 November.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>REPORTS FROM COMMITTEES</p> <p>Premise and Safety</p> <p>a) Policies focus – SG will separate policies into committee specific folders and to review whether there are any updates. Action.</p> <p>b) H&S monitoring visit took place in July – report on GH.</p> <p>c) Lone working – advisory points provided.</p> <p>d) Whole school assemblies were questioned due to size of fire doors. SN has no concerns as we have a number of exits and children's safety is not compromised. SN has carried out a whole school evacuation from the hall with restricted evacuation routes and fed back the time to H and S advisor. Awaiting response</p> <p>Finance & Personnel</p> <p>a) SFVS to be completed by end February. GT to start working on it after budget review meeting and will provide a draft for January. Action.</p> <p>b) There is an increase in funding for school pension costs.</p> <p>c) £4,000 minimum per pupil is coming in to place 2021.</p>	<p>SG</p> <p>GT</p>
<p>12.</p>	<p>REVIEW GOVERNORS CODE OF CONDUCT 2019</p>	

12.1	Governors to read and agree at next meeting. Action. Agenda. If the Code of Conduct is breached by anybody then MMC is to be approached or CEG if MMC not available. Clerk to put on GH. Action.	All FGB agenda Clerk
13.	HEADTEACHER'S PERFORMACNE REVIEW	
13.1	Date in diary for October. Headteacher from East Harling to attend.	
14.	SCHOOL IMPROVEMENT AND DEVELOPMENT PLAN	
14.1	SN discussed the key priorities. On Governorhub.	
15.	OFSTED REVISED INSPECTION HANDBOOK AND FRAMEWORK	
15.1	Training available on Governorhub and MMC recommended governors to complete.	
15.2	MMC made governors aware of changes: quality of education, personal development, behaviour and attitudes and leadership and management. There is an increased focus on reducing workload. Data collections - no need to perform endless analysis of Pupil Premium groups.	
16.	PUPIL PREMIUM GRANT AND SPORTS FUNDING	
16.1	Luke Wheeler was invited to provide update on sports funding although it was agreed this would be more appropriate at the next meeting. Agenda.	FGB agenda
16.2		
17.	ATTENDANCE TARGETS	
17.1	SN confirmed the attendance target to be 96.5%	
18.	SAFEGUARDING	
18.1	Online Safeguarding audit taken place.	
18.2	Safeguarding training took place during the summer INSET day.	
18.3	Staff have had a recap on CPOMS.	
18.4	All governors need to read Keeping Children Safe in Education update for 2019 and to attend a course was recommended for the new governors. Action.	All governors
19.	VULNERABLE GROUPS UPDATE	
19.1	Meeting arranged for next week.	
19.2	Positive progress and the right provisions are in place for children, meeting parents regularly, constantly reviewing, and adapting. Environmental factors prevent us from seeing progress and issues are complex. DL (SENCO) is working with BB.	
20.	SCHOOL POLICY REVIEW	
20.1	Safeguarding policy - agreed	
20.2	Teacher's Performance Management Policy - agreed	
20.3	Marking And Feedback Policy – agreed.	
20.4	Assessment Policy - agreed	
21.	Governor monitoring, development and training	
21.1	Governor skills audit had been circulated. MMC to circulate another plain copy for governors to complete. Action.	MMC
21.2	Governors were reminded to update their profiles on Governorhub for training completed.	
21.3	Governors were asked to add the date of their monitoring visits when putting onto the calendar on Governorhub. Action	All
21.4	Proforma 2019-20 Monitoring visits forms updated and available on Governorhub.	
22.	ANNUAL GOVERNANCE STATEMENT	
22.1	MMC has updated this and is on Governorhub. Governors to check responsibilities and feedback changes to MMC by Friday 4th October 3pm. Action.	All

23.	Dates/Times of future meetings <ul style="list-style-type: none"> - 14.11.19 4.30 at pm - 23.1.20 at 4.30 pm - 26.3.20 at 4.30 pm - 21.5.20 at 12.30 pm (Deep Dive Day) - 16.7.20 at 4.30 pm 	
24. 24.1	Confidential items Caretaker	
25. 25.1 25.2	CORRESPONDENCE NNC – short 2 hour H&S course for governors – passed to SG. NCC – LA strategy to support school improvement, - we are category 2 school. Meeting booked with SN to view issues and strengths.	
26. 26.1	AOB There is a reading volunteers push in school and there are sheets available to sign up to.	

Meeting closed at 6.30 pm

Signed: Chair **Date**