

**Ashleigh Primary School and Nursery**  
**Minutes of the FGB meeting held at 4.30pm**  
**On Thursday 14 November 2019**

	<p><b>Present:</b> 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 Dowling (HD), Sam Greenhalgh (SG), Rosemary Phillips (RP) and Jennie Reavey (JR).  <b>In attendance:</b> Johanne Bolver (JB) - Clerk</p>	
<b>1.</b>	<b>Apologies and welcome.</b>	
<b>1.1</b>	None received.	
<b>1.2</b>	Yvette Astley (YA) did not attend - resigned.	
<b>2.</b>	<b>Notification of any other urgent business</b>	
<b>2.1</b>	SN made governors aware that Mike, the school's caretaker sadly passed away in October. MMC has expressed governors' condolences. Funeral details were shared with governors and SN confirmed the school will remain open with the school day restructured accordingly. A minimum of two SLT's and a teacher from each year group will be in school. SN has agreed for staff to attend the service if they wish which starts at 11.45am at Earlham Crematorium. Staff have been advised to speak with SN if they wish to attend the wake.	
<b>3.</b>	<b>Declaration of Business Interest/Conflict of Interest</b>	
<b>3.1</b>	None.	
<b>4.</b>	<b>Minutes of previous meeting 18.9.19</b>	
<b>4.1</b>	The minutes were agreed as a true and accurate record. The Chair signed the minutes and they were filed by the Clerk.	
<b>5.</b>	<b>Matters arising</b>	
<b>5.1</b>	Point 8.7 All governors had read part 1 of Keeping Children Safe in Education document.	
<b>5.2</b>	Point 9.2 SN expressed he does not want class sizes to exceed 32 for KS2 and 30 for KS1. SN has attended 2 appeals and shared the fire plan showing the school hall's maximum occupancy. One appeal was granted increasing the KS2 class at 33 although it dropped back to 33 before the child's start date as another child left. Governors discussed and shared concerns regarding SN's use of time on appeals hearings and were clear that fire plan occupancy numbers of 34 (32 children plus 2 staff) should not be broken in KS2.	
<b>5.3</b>	Point 11.1 MMC expressed thanks to SG for his thorough work regarding the policies and to governors for their time spent reading them.	<b>All</b>  <b>MMC</b>
<b>5.4</b>	JR has completed Safeguarding training.	
<b>5.5</b>	Point 21.3 Monitoring visits dates to go on calendar – ongoing. <b>Action.</b>	
<b>5.6</b>	Point 21.1 MMC to re-send the governor skills audit to all governors. <b>Action.</b>	
<b>6.</b>	<b>Membership of the Governing Body</b>	
<b>6.1</b>	MMC informed governors that Yvette Astley has resigned with immediate effect.	
<b>6.2</b>	MMC made LB aware that her term of office is due to expires at the end	

6.3	<p>of January 2020 and LB agreed to be re-appointed. All governors agreed. <b>Support.</b> Clerk to update Governorhub. <b>Action.</b></p> <p>Governors discussed membership of the governing board and the LA vacancy. SN will approach the school's cluster to see if anyone is interested. Failing that, an advert will go in the newsletter and then we could approach outside the community. <b>Action.</b></p>	<p><b>Clerk</b></p> <p><b>SN</b></p>
<p><b>7.</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.3</b></p> <p><b>7.4</b></p> <p><b>7.5</b></p> <p><b>7.6</b></p> <p><b>7.7</b></p> <p><b>7.8</b></p> <p><b>7.9</b></p> <p><b>7.10</b></p> <p><b>7.11</b></p> <p><b>7.12</b></p>	<p><b>Headteacher's verbal</b></p> <p>SN shared a verbal report and key highlights with governors.</p> <p>We have advertised for a new caretaker and have changed the hours slightly (morning with a possibility of additional afternoon hours).</p> <p>Year 4 teacher's maternity leave to commence on 2 December. We are appointing a teacher to start on 2 December with transition to take place beforehand. <b>Has this been communicated to parents? Challenge.</b> Yes, this was included in the newsletter last week. This transition option will cost the school £500-£600 more but SN explained this is the best option for the school.</p> <p>SN made governors aware that Val Botwright, School's Support Manager, has expressed a wish to retire at Easter. SN discussed with governors and he suggested restructuring the way the office works and succession planning. Governors agreed. <b>Support.</b></p> <p>The Children's Centre transition is almost complete. Staff meeting was held to discuss the different spaces and how to use them. Children's Centre will become the Nursery and current Nursery to become a music studio. SN's office will move to the office in the current Nursery and SN's current office will become the central resources room. NPS will manage the move due to the fire routes in and out of the building. They will charge a 10% fee to manage it. A £15,000 budget has been set but may increase.</p> <p>Local Authority visit attended by John Crowley, Head of Achievement. He spent a morning looking round the school and would like to come back to look at specific areas to gain examples of best practice to share more widely.</p> <p>Subject leaders have been working hard with the new Ofsted framework. There is a learning tab on the school website for each subject. Every half term there is a focus on a key subject. This half term the subject is Art.</p> <p>SN has completed Step On training. The course covers behaviour management and includes physical interventions such as escorting and guiding. SN will provide training for teachers in January.</p> <p>Anti-bullying week taking place this week.</p> <p>School to school support - 6 members of staff have accredited work to support other schools. Positive feedback has been received from Headteachers.</p> <p>Apprenticeship levy. DL will apply for senior leadership fully funded by NCC. This will be a 2 and a half year course. The cost will be £18,000, which is paid out of the apprenticeship fund by NCC.</p> <p>Fair funding consultation. SN has sent a response and provided governors with a summary.</p>	
<p><b>8.</b></p> <p><b>8.1</b></p>	<p><b>REPORTS FROM COMMITTEES</b></p> <p><b>Finance &amp; Personnel</b></p> <p>a) Terms of Reference. GT to amend terms of reference for FGB to</p>	

	<p>include finance responsibilities. Review structure at end of next academic year. <b>Action.</b></p> <p>b) Summer Term RAG Rating. Amber rating received. Red rating received due to themed audits submission. It was agreed going forward the clerk will email Val Botwright minutes including themed audits.</p> <p>c) Budget Review 2 meeting to take place on 19 November.</p> <p>d) SFVS – GT has in hand. Draft section to be circulated in next 2 weeks. To be agenda item for next meeting. <b>Agenda.</b></p> <p>e) School Fund Audit Report. Acceptable level of risk with three issues requiring action relating to personal reward cards, managing invoices and refunds.</p> <p>f) Statement of Internal Control for Schools was signed by GT.</p> <p>g) Themed audits for SFVS, Purchasing cards and Websites were reviewed and discussed by governors.</p>	<p><b>GT</b></p> <p><b>FGB agenda</b></p>
<b>8.2</b>	<p><b>Premises &amp; Safety</b></p> <p>a) Policy review - Accessibility Plan. DL and CEG to review and send to SG.</p> <p>b) Buildings update. Money owed for nursery steps and bad work on slip road received - £1,900 – SN to check. Repairs carried out have been completed well.</p> <p>c) Safeguarding update. Monitoring report complete, which includes the review of the Single Central Record (SCR).</p> <p>d) CPOMS shows 88 records of concern relating to 50 pupils and other categories we would not have known about. Next major thing is the Self Review Tool to be completed next, hopefully in the Spring and will be shared with governors. MMC highlighted some details, which are missing, and JS will update.</p> <p>e) MMC asked if JS’s workload is manageable. <b>Support.</b> JS confirmed workload is manageable and no support is required at the moment.</p> <p>f) Health and Safety update - monitoring report. RP and SG completed a walk round with the premises manager on 29.10.19. SG pointed out a few concerns including finger guards in the nursery and steps by the library and nursery. Staff survey to be brought to the next meeting. <b>Agenda.</b></p> <p>g) SN is booked on H&amp;S training for head teachers. Educational visits coordinator – SG and Amanda (office) have completed training.</p> <p>h) SG to meet with Premises manager and follow up actions. <b>Action.</b></p>	<p><b>FGB agenda</b></p> <p><b>SG</b></p>
<b>9.</b>	<b>SCHOOL IMPROVEMENT AND DEVELOPMENT PLAN</b>	
<b>9.1</b>	On website.	
<b>10.</b>	<b>REVIEW GOVERNORS CODE OF CONDUCT 2019</b>	
<b>10.1</b>	Governors had read and agreed.	
<b>11.</b>	<b>PUPIL PREMIUM GRANT</b>	
<b>11.1</b>	Agenda item to move to Vulnerable Groups update going forward. <b>Action.</b>	<b>Clerk</b>
<b>11.2</b>	CEG is meeting with Hannah Meek on 4 December to review. The report is on the school website. CEG to provide update at next meeting. <b>Agenda. Action.</b>	<b>FGB agenda/CEG</b>
<b>12.</b>	<b>SPORTS FUNDING</b>	
<b>12.1</b>	JR to meet with Luke Wheeler. JR to report back at next meeting.	

	<b>Agenda. Action.</b>	<b>FGB agenda/JR</b>
<b>13.</b>	<b>SAFEGUARDING</b>	
<b>13.1</b>	Covered above. Safeguarding policy to be uploaded onto website. SG to send to LB to then forward to office. <b>Action.</b>	<b>SG / LB</b>
<b>14.</b>	<b>VULNERABLE GROUPS UPDATE</b>	
<b>14.1</b>	Update to be provided at next meeting. No concerns at this time.	
<b>15.</b>	<b>SCHOOL POLICY REVIEW</b>	<b>SG FGB agenda</b>
<b>15.1</b>	New column to be added to policy review table for leadership. <b>Action.</b> a) Accessibility Plan 2020 - to be reviewed at FGB 23.1.19. <b>Agenda.</b> b) Child Protection inc Safeguarding – Agreed. c) Charging & Remissions – Agreed. d) Finance Policy – GT to update. Agreed. e) Pay Policy – Agreed. f) Annual Report on Equality Objectives – Agreed. g) Attendance Policy – Agreed. h) Nursery Admissions Policy – Agreed. i) Mental Health Policy – Agreed. Good practice to put on website. <b>Action.</b> j) Teachers’ Performance Management Policy – Agreed.	<b>SG</b>
<b>16.</b>	<b>Governor monitoring, development and training</b>	
<b>16.1</b>	LB completed monitoring for maths. Report complete and uploaded.	
<b>16.2</b>	JR completed training on governor induction, PE and sports premium and Safeguarding.	
<b>16.3</b>	RP completed governor’s induction training	
<b>16.4</b>	MMA and GT have both completed the Educator Solutions Ofsted Briefing Training	
<b>16.5</b>	SG and RP to complete health and safety monitoring report. <b>Action.</b>	<b>SG / RP</b>
<b>16.6</b>	GT completed Ofsted Inspection Framework training.	
<b>16.7</b>	Monitoring visits for next term. LB - English. It was agreed governors to focus on foundation subjects at the Deep Dive Day.	
<b>16.8</b>	JR to monitor sports premium/impact. <b>Action.</b>	<b>JR</b>
<b>16.9</b>	Following Governors have completed GDPR training in their professional environments: Sam Greenhalgh, Hayley Dowling, Jo Satterley, Danni Lacey, Gavin Tash, Carolyn Ellis-Gage.	
<b>17.</b>	<b>Dates/Times of future meetings</b> - 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	
<b>18.</b>	<b>Confidential items</b> None.	
<b>19.</b>	<b>CORRESPONDENCE</b> None.	
<b>20.</b>	<b>AOB</b>	
<b>20.1</b>	Themed audit – GDPR. Governors agreed we comply.	

Meeting closed at 6.30 pm

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