

Ashleigh Primary School and Nursery
Minutes of the FGB meeting held at 4.30pm
On Thursday 16 July 2020
(Virtual – ZOOM)

	<p>Present: Lucy Greenacre, Acting HT (LG), Danni Lacey, Acting HT (DL), Gavin Tash (GT), Lisa Bramford (LB), Hayley Dowling (HD), Rosemary Phillips (RP), Sam Greenhaugh (SG), Carolyn Ellis-Gage (CEG) and Jennie Reavey (JR)</p> <p>In attendance: Johanne Bolver (JB) - Clerk , Melissa Marfleet-Collins (for last part of the meeting)</p>	
1.	Apologies	
1.1	None.	
2.	Notification of any other urgent business	
2.1	None	
3.	Minutes of meetings - 2.6.20 and 9.6.20.	
3.1	The minutes of the above meetings were agreed as a true and accurate record.	
3.2	Matters arising	
3.3	None.	
4.	Declaration of Business Interest/Conflict of Interest	
4.1	None.	
5.	Governing Board	
5.1	<p>Governance for next academic year</p> <p>a) Governor roles will be reviewed in September. A copy of the governors' current roles were circulated on Governorhub.</p> <p>b) Committee structure was discussed and it was agreed we continue as we are for the first FGB next term and then focus on committees at the second meeting.</p>	
5.2	Membership	
5.3	<p>CEG has spoken to a colleague who is considering joining our governing board and will think about it over summer. They have confirmed they would be happy to sit on the Headteacher recruitment panel. Review in September.</p> <p>Agenda.</p>	FGB agenda
6.	HT Report updates had been circulated previously.	
6.1	Attendance figures - increased for Reception and Year 6 in phases.	
6.2	The SIDP had been shared with governors and this is work in progress.	
6.3	<p>LG and DL have been reflecting on the school's vision and our priorities. COVID-19 has focused attention on what is important for our school;</p> <p>a) Quality teaching - address the gaps and use resources. We are looking at PiXL and high quality training</p> <p>b) Refining the curriculum. We are looking at each term for a subject lead to transform their subject.</p> <p>c) RSE becomes statutory from September and we are looking how we implement this.</p>	

	<p>d) Outdoor education - aligned spending for Pupil Premium and PE leaders, how we can use outdoor education to enhance the curriculum.</p> <p>e) Remote education and contingency plans - high quality learning.</p> <p>f) Reviewing the Homework Policy - reform for Early Years curriculum.</p> <p>g) Mental health and wellbeing - tools and extensive expertise in place.</p> <p>h) Re-addressing principles and imbedding philosophies across the school.</p>	
6.4	<p>Is there anything specific on how we “plug the gap”? Challenge. This is covered under high quality teaching and PiXL will be a huge support. An Autumn support package will be provided where the resources are very high quality. We will be assessing children throughout the year rather than at the end. We will have a PiXL expert in school, their role will develop – raising standards lead.</p>	
6.5	<p>Will there be any give in the curriculum, do we need to find the time to bring people up to speed? Challenge. The Government have said our priority is on key subjects but we feel it is important to have a broad curriculum. We will plug the gaps in a more creative way in the afternoons. We have had discussions regarding the importance of Reading and we will aim to be creative with our time. The structure in the mornings with English and Maths will continue. Teachers to prioritise wellbeing for each week, we will be making PATHs lesson a priority and implementing a set of non-negotiables for teachers. It is all about getting the balance right.</p>	
6.6	<p>Is there a date to which the school is aiming to get the lost progress made up? Challenge. The Government have said the curriculum will resume in summer 2021 and we are aware we need to make progress quickly and we will be responsive to children’s needs as we go along.</p>	
6.7	<p>Why is TA recruitment now not required? Challenge. This is because the Reception child with high needs is no longer joining in September so we can move the TA into the slot where they are needed.</p>	
6.8	<p>Are there any plans to have a parent survey? Challenge. We are planning this for September, we have offered phone calls to parents. DL and LG wrote a letter to remind parents that attendance is compulsory for September. A survey was circulated regarding home learning so we can collate key information before September. We continue to send questionnaires out periodically.</p>	
6.9	<p>Have there been phone calls with children with low levels of home school learning? Challenge. Regular engagement checks re safeguarding and engagement checks have been continuing. Strong relationships have been built from this.</p>	
6.9	<p>Risk Assessment. DL and LG ran through key points in the Risk Assessment.</p> <p>a) Key point - there are a lot more children than staff although we are minimising contact where possible.</p> <p>b) We are going for class bubbles where possible. Compromises are where</p>	

	<p>we have staff and PPA cover. Mainly year group bubble and keeping them separate as much as possible.</p> <p>c) Additional staff on duty at lunch and break times. Class bubbles for lunch, and lunches will be delivered to classrooms.</p> <p>d) Biggest risk is at the start and end of day. We have started to create a one-way system for parents and hand sanitiser in place. Plan is 8.40am children go straight into class, there will be 15-minute window and parents to leave the site straight away. End of day pick up, KS1 and EYFS at 3pm and KS2 at 3.15 pm.</p> <p>e) We have discussed clubs and understand they are important but should avoid non-essential coming into school for the first term but to continue with breakfast club and teatime. Children will be split into key stages to reduce the risk and more space available to encourage them to social distance. We will use the small hall for the older children but will encourage them to be outside as much as possible.</p> <p>f) Handwashing. All classes have a sink. We have looked at putting portable hand washing stations in place but these are very expensive. Our other challenge is toileting. We will label up toilets for each year group although this will still be a challenge. We have looked at portable toilets to be put on the field. Cost - £156 for a single toilet for 3 weeks and £300 a week for a hand-washing unit. Governors discussed and agreed our surplus could be used to pay for 5-6 units and agreed this would be a sensible investment, it would make a difference, it is affordable and is an appropriate spend at this time. Support.</p> <p>g) Governors held a vote and it was agreed all were happy with the risk assessment and matters to be communicated to parents immediately.</p>	
6.9	<p>Lunches in class - how will this be staffed? Challenge. Further recruitment of MSA's across the cluster and using TA's. Younger children will get more support, kitchen staff are very flexible and are happy to deliver lunches to class rooms.</p>	
7. 7.1	<p>Committees</p> <p>7.1 Premises Health and safety</p> <p>a) Updates were shared in May and included in the HT report.</p> <p>b) The H&S incident, was it an isolated incident? Challenge. A teacher's foot slipped on a mat, she fell and twisted her ankle, bruised her arm and passed out. She was taken to A&E. She was fine and it was nothing serious. All mats have since been removed. Incident was reported via Oceans, reviews and actions taken. H&S signed off the report.</p>	
7.2	<p>.Finance & Personnel - Finance below</p>	
8. 8.1 8.2 8.3 8.4	<p>Budget</p> <p>Report was shared with governors via Governorhub.</p> <p>We are still in surplus across all 3 years. Budget was altered to allow for new Headteacher starting in April.</p> <p>No COVID-19 support funding received as our surplus is increasing. We have received advice regarding claiming some support funding so will continue to try and claim some back.</p> <p>Ongoing queries re invoice from Edwards and Blake – DL is awaiting advice, needs challenging. Action.</p>	DL

8.5	Budget was signed off.	
9.	Safeguarding	
9.1	During May, DL and JS caught up on vulnerable children. Jack Walker is completing Safeguarding training and his DSL role will be extended.	
9.2	Completed RAG review of vulnerable children and we will be continuing with some calls over the holidays.	
9.3	DL completed supervision and will continue next year for vulnerable children	
10.	Wellbeing & Workload	
10.1	Teacher workload has been planned carefully to ensure home learning is possible, rotas are in place and shared responsibilities. No-one feels overwhelmed or rotas are unfair.	
10.2	HD commented that all staff are looking forward to the holidays, workload and expectations are fair. This will continue to be monitored in September.	
11.	School Policy Review	FGB agenda
11.1	SG confirmed that Amanda in the school office has reviewed most policies and this is ongoing. Governor required in September to take on role for policy reviews lead. Agenda.	
11.2	Behaviour policy has been updated.	
11.3	Safeguarding policy was reviewed at the start of COVID.	
12.	Governor Monitoring, Training & Development	
12.1	SG has completed Headteacher Performance management training.	
13.	HT recruitment process	
13.1	1 applicant dropped out and SG was advised by HR to re-advertise the position, closing date 17 August. Candidates to be shortlisted and interviews to take place on 24 and 25 September with a start date of 1 January 2021. SG has spoken to one of the previous candidates who will reapply.	
13.2	JS agreed to join the HT recruitment committee and attend interviews. Support.	
14.	Governance Statement – move to next meeting. c/f	FGB agenda
15.	Data Protection and Annual Checklist – c/f	FGB agenda
16.	Correspondence	
16.1	SG informed governors that a parent had refused to sign the Home School Agreement and NP Law advice has been received. No complaint received so far although DL believes there might be a complaint coming. Governors agreed they would support DL and LG. Support.	
16.2		
17.	Dates/Times of future meetings	
	<ul style="list-style-type: none"> 25 September at 5.30 pm 	
18.	Confidential items	
	None.	
19.	AOB	
19.1	Melissa Marfleet-Collins joined the meeting where governors thanked her for all her support.	

Meeting closed at 6.00 pm

Signed: Chair Date