

**Ashleigh Primary School and Nursery
Minutes of the FGB meeting held at 4.30pm
On Thursday 23 January 2020**

	<p>Present: Danni Lacy (DL), Sam Nixon (Head SN), Gavin Tash (GT), Joanna Satterley (JS), Melissa Marfleet-Collins, (Chair MMC), Lisa Bramford (LB), Hayley Dowling (HD), Rosemary Phillips (RP) and Jennie Reavey (JR).</p> <p>In attendance: Johanne Bolver (JB) - Clerk</p>	
1.	Apologies and welcome.	
1.1	Sam Greenhalgh (SG) and Carolyn Ellis-Gage (CEG),	
2.	Notification of any other urgent business	
2.1	SN's resignation – discussed in AOB.	
3.	Declaration of Business Interest/Conflict of Interest	
3.1	None.	
4.	Minutes of previous meeting 14.11.19	
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 5.5 Spring term visits to go on calendar. Action.	All
5.2	Point 6.3 Community governor. SN spoke to the Cluster although no responses were received. One of our staff has started as a governor at a cluster school so this may develop in time. Advert to go in newsletter and information will be circulated in the community for a September start.	MMC
5.3	Action.	
5.4	Point 8.2h SG to meet with premises manager – Action c/f Point 15.1 j) Mental Health Policy – Agreed. Good practice to put on website. Action.c/f	SG SG
6.	Membership of the Governing Body	
6.1	No change.	
7.	Headteacher's report	
7.1	SN had circulated his report on Governorhub ahead of the meeting, which all governors had read.	
7.2	New pupil – CONFIDENTIAL	
7.3	Data a) The Compared Data Tool was discussed with governors and SN explained how to use it. It provides the context of last year's KS2 data. b) How is the Data Manager role going? Challenge. It is going well, PIXL assessments have taken place, raw data reviewed, teacher level assessment input given and report produced which is accessible by the SLT.	
7.4	Staffing - CONFIDENTIAL	

<p>7.5</p> <p>7.6</p> <p>7.7</p>	<p>Curriculum</p> <p>a) Subject leaders in Geography, Music and Pupil Premium have attended training.</p> <p>b) Curriculum information is on the website. Do we know how many people are accessing this information? Challenge. No, not at the moment. LB will speak to Richard (IT) to see if there is a way to track this. Action.</p> <p>Premises</p> <p>Nursery development. We have an approved capital pot of £20,000. The new nursery block requires a canopy, which will cost c£8k. Governors discussed and SN suggested taking the overall pot to £25,000 and governors agreed. Support.</p> <p>NLE. Briefing took place on 8 January to discuss the 2019/20 offer, which SN attended. As SN is leaving, will the organisational support continue? Challenge. SN hopes it will do and has had discussions with Sapienta Trust to take on the SLE's. Who will be the link at the school? Challenge. DL and LG. SN will liaise with the SLE's. Action.</p>	<p>LB</p> <p>SN</p>
<p>8.</p> <p>8.1</p>	<p>REPORTS FROM COMMITTEES</p> <p>Finance & Personnel</p> <p>a) Business Continuity and Disaster Recovery Plan To be completed annually. SN has updated the latest version and removed the appendix. Governors approved.</p> <p>b) DfE Benchmarking Plan To be reviewed each year.</p> <p>c) SFVS GT has completed the SFVS dashboard element, which was added to the checklist this year, which had been circulated to governors. We have answered yes to all questions on the checklist stating we are compliant. JS to liaise with GT re questions on Premises and Safety. Action. The dashboard provides a RAG rating and there are 5 areas where we are not green:</p> <ul style="list-style-type: none"> • Spend on premises and staff costs. Slightly high, but not a major issue as the budget is healthy. • Total income. Previous year's surplus has been spent; it looks like we have spent a lot compared to income. • Average teacher cost. We are in the lowest 20% of similar schools as we have a young workforce and have reduced the SLT, which we hope to address when funding is more stable • Average class size. Nothing we can do about this. • Teacher contact ratio. Could we use this at an appeal panel? Challenge. SN feels it would not make a difference. <p>SFVS to be submitted by 28 February. MMC thanked GT for completing.</p>	<p>JS/GT</p>

8.2	<p>d) Budget Supply staff budget has been spent. Next budget review 3 meeting will take place next half term. GT to complete finance monitoring visit before SN's departure. Action.</p> <p>e) Themed Audit – Pre-employment safety checks Circulated on Governorhub. Governors agreed we are compliant. JS to contact Educator Solutions. Action.</p> <p>Premises & Safety</p> <p>a) Staff survey had been circulated on Governorhub and governors discussed.</p> <p>b) Safeguarding Audit to be completed by April. JS will arrange. Action.</p> <p>c) Health & Safety policy is coming up for renewal and will be discussed at next meeting. Agenda.</p>	<p>GT</p> <p>JS</p> <p>JS FGB agenda</p>
9. 9.1	<p>SCHOOL IMPROVEMENT AND DEVELOPMENT PLAN On the school website with action plans.</p>	
10. 10.1	<p>SPORTS FUNDING JR provided an update on sports funding following a meeting with Luke Wheeler. JR feels a further meeting is required to clarify the details of the after schools club and will follow up on the 2020 intent document. Action.</p>	JR
11. 11.1	<p>SAFEGUARDING Nothing to report.</p>	
12. 12.1	<p>VULNERABLE GROUPS UPDATE Pupil Premium Grant</p> <p>a) Secure base audit is in process of being completed. Action.</p> <p>b) Monitoring visit has been uploaded, next step is to look at the phonics results for Year 1. Data will be available at the end of term, which will be shared with the SLT.</p> <p>c) Extended schools activity for 2019/20 – DL to meet with LAC parents to capture their needs. Action. There is no requirement to attend now as the children are young and there is no interest at the moment. DL will continue to monitor.</p> <p>d) There are more adopted children in Reception this year.</p>	<p>DL</p> <p>DL</p>
13. 13.1 13.2 13.3	<p>SCHOOL POLICY REVIEW Accessibility Plan 2020. Agreed.</p> <p>Do we have a disabled children's register in place and do we review patterns of participation? Challenge. Yes, we do and we have identified areas of achievement, attendance and actions as a result of monitoring.</p> <p>Report on Equality Objectives was circulated.</p>	
14. 14.1	<p>Nursery Admissions letter (circulated) Letter had been circulated to governors, which was discussed in detail. Governors agreed we should increase our price for the hour (£4.50), this will be discussed further in the summer term. Agenda.</p>	FGB summer term agenda
15. 15.1	<p>Governor monitoring, development and training Discussed above.</p>	
16.	<p>Dates/Times of future meetings - 26.3.20 at 4.30 pm</p>	

	- 21.5.20 at 12.30 pm (Deep Dive Day) - 16.7.20 at 4.30 pm	
17.	Confidential items	
17.1	Staffing.	
17.2	AOB – HT practicalities	
18.	CORRESPONDENCE	
18.1	MMC informed governors of the Leadership development programme, which is free for governors. MMC to circulate. Action.	MMC
19.	AOB	
19.1	Headteacher practicalities (staff members left the meeting). CONFIDENTIAL	
19.2	Recruitment of new HT - CONFIDENTIAL	

Meeting closed at 6.30 pm

Signed: Chair Date