

**ASHLEIGH PRIMARY SCHOOL & NURSERY**  
**Minutes of the meeting of the Full Federated Board**  
**25 September 2020 on Microsoft Teams at 5.30 pm**

	<b>Present:</b> Lucy Greenacre, Acting HT (LG), Danni Lacey, Acting HT (DL), Gavin Tash (GT), Hayley Dowling (HD), Sam Greenhalgh (SG), Carolyn Ellis-Gage (CEG), Jo Satterley (JS) and Jennie Reavey (JR).  <b>Clerk:</b> Johanne Bolver (JB).	<b>ACTION</b>
<b>1.</b>	<b>Welcome and Apologies</b> Apologies were received from Lisa Bramford (LB) and Rosemary Phillips (RP). Governors consented to these absences.	
<b>2.</b> <b>2.1</b>	<b>Notification of any other urgent/confidential business</b> None.	
<b>3.</b>	<b>Minutes of previous meeting– 16 July 2020.</b> The minutes were agreed as a true and accurate record of the meeting.	
<b>4.</b> <b>4.1</b>	<b>Matters Arising</b> Matters discussed later in the minutes.	
<b>5.</b> <b>5.1</b>	<b>Declaration of any Pecuniary interests</b> None declared.	
<b>6.</b> <b>6.1</b>	<b>Election Of Chair / Vice Chair</b> No new nominations were received for positions of Chair and Vice Chair. SG agreed to remain as Chair of Governors for this year and CEG agreed to stand as Vice Chair. All governors agreed and thanked SG and CEG.	
<b>7.</b> <b>7.1</b>	<b>Membership of governing board</b> SG informed governors he has received a resignation from RP with immediate effect and that LB wishes to step down when her term of office ends in January 2021. Governors discussed ways in which to try and recruit two more governors; SG will put a note in the newsletter, GT agreed to liaise with his father who is interested, the Clerk suggested putting an advert on one of the Wymondham Facebook pages which SG agreed to action, SG will liaise with the Headteacher of Robert Kett and HD agreed to speak to staff members at Ashleigh to see if they could suggest anyone. <b>Support.</b> <b>Action.</b>	<b>SG , GT, HD</b>
<b>8.</b> <b>8.1</b>	<b>Register of Business Interests</b> The clerk had previously circulated Business Interest forms on Governorhub and governors were asked to complete these and send to clerk for filing and updating on Governorhub. <b>Action.</b>	<b>All / Clerk</b>
<b>9.</b> <b>9.1</b>  <b>9.2</b> <b>9.3</b>	<b>Governing Board Meetings</b> Governors discussed and agreed to continue operating as we are. <b>Should we appoint a Covid governor?</b> <b>Challenge.</b> GT suggested it would be better to have leaders rather than a sub-committee for Covid. Governors agreed and SG will be the lead on Covid-19 issues. <b>Support.</b> All meetings are to be carried out virtually until further notice. Next FGB meeting will take place on 27 November at 5.30 pm following the HT interviews.	
<b>10.</b> <b>10.1</b>	<b>Review statutory Requirements</b> Governors agreed roles as follows: <ul style="list-style-type: none"> <li>• GT – Finance</li> <li>• JS – Safeguarding</li> </ul>	

	<ul style="list-style-type: none"> <li>• LB – website</li> <li>• H&amp;S – Safeguarding</li> <li>• JR – Pupil Premium, Sports premium and Wellbeing</li> <li>• SG – Policies , H&amp;S and Covid-19</li> <li>• H&amp;S – new governor to take on this role</li> <li>• CEG – Vulnerable groups</li> </ul>	
<b>11.</b> <b>11.1</b>	<b>Review Code of Conduct</b> NGA Code of Conduct was circulated prior to the meeting. No changes have been made since the last document. Governors agreed to continue to sign up. <b>Support.</b>	
<b>12.</b> <b>12.1</b>	<b>Data Protection Annual Checklist</b> Clerk uploaded data checklist to GH. SG to pick up with Amanda in office. <b>Action.</b>	<b>SG</b>
<b>13.</b> <b>13.</b>	<b>Governance Statement</b> SG to update previous statement. <b>Action.</b>	<b>SG</b>
<b>14.</b> <b>14.1</b>	<b>Headteacher Performance Management</b> SG attended a VNET course on Performance Management in the summer. DL will contact VNET and Sam Nixon regarding the process to be followed. <b>Action.</b>	<b>DL</b>
<b>15.</b> <b>15.1</b>	<b>2020/21 Budget Revision Plan 2</b> Meeting to take place on 15 November and GT will report back at the next meeting. <b>Agenda.</b>	<b>FGB agenda</b>
<b>16.</b> <b>16.1</b>	<b>Reports from Committees</b> Committees have not met. Dates for future meetings are set out later in the minutes.	
<b>17.</b> <b>17.1</b>	<b>Discuss the signed off Risk Assessment supporting full reopening</b> The Risk Assessment was signed off in July, discussed in HT report.	
<b>18.</b> <b>18.1</b>	<b>Headteacher's Report</b> Report had been circulated on Governorhub ahead of the meeting which governors had read.	
<b>18.2</b>	DL/LG proposed the appointment of an Art teacher as a significant spend from the Pupil Premium grant. <b>What proportion of the Pupil Premium grant would this be? Challenge.</b> Due to Covid, we didn't spend the full amount last year, we have £50k carried over which needs to be spent as soon as possible, the art teacher would cost c.£30k. The appointment would be on a temporary basis. If it proves successful and we see the benefit, we would consider keeping the resource in place. Governors agreed. <b>Support.</b> DL confirmed an advert will go out next week for an immediate start.	
<b>18.3</b>	Attendance – DL/LG reported there are children absent with various illnesses relating to colds.	
<b>18.4</b>	Phonics assessments (HD) - Data analysis has taken place this week. We looked at Year 2 as the Government has requested schools complete the Year 2 phonics test. 88% of the cohort was on track before lockdown although the figure now is 63%. SEN children have increased in this group. 4 additional children are working well below and lockdown has had a huge impact. However, with quality based teaching HD feels they will bounce back. All the first rounds of PiXL assessments are complete. We are noticing larger gaps lower down in school. Catch up funding may be available. The Nuffield speak and language intervention is a recommended programme from the Government which will be beneficial for Reception in particular.	

18.5	<b>Has the timetable test for Year 4 been put on hold? Challenge.</b> We have not heard anything yet, we are noticing a lot of children have gone backwards and there are gaps. The times table Rockstars App was used last week and KS2 teachers are using this daily.	
18.6	<b>How is the children's behaviour? Challenge.</b> LG reported it was very good to start with although feels it was the "honeymoon" period. There are areas in terms of attitude to learning where some are struggling. We have some children with behaviour needs which became more apparent last week. RE and Formula 1 children have behaviour plans in place and they have returned to school with a re-emergence of issues. The team are meeting twice a week looking at these challenging children, reviewing behaviour plans and coaching staff. A staff meeting re Thrive is taking place in a couple of weeks. We are focusing on behaviour on Fridays at the Forest School club.	
19.	<b>Headteacher's Recruitment</b>	
19.1	SG had updated governors on the status of the Headteacher recruitment prior to the meeting. We are going back to advert, looking at options to cast the net as wide as possible next week. Interviews to take place on 26/27 November. SG has written an update in the school newsletter.	
19.2	<b>Is there any feedback why the candidate pulled out? Challenge.</b> She reported the agenda was sent out too late although SG feels otherwise. <b>Is there any support from HR in terms of finding our Headteacher? Challenge.</b> Last time we put an advert in the Guardian newspaper to catch interest out of the county and the cost was £500. We will incur another cost for going back out to advert which SG will find out next week. SG will speak to Rachel in HR. <b>Action. Should we be more proactive in recruiting?</b> <b>Challenge.</b> CEG explained there is a national recruitment crisis in leadership at the moment. SG will contact a previously shortlisted candidate. <b>Action.</b> Governors expressed their gratitude to DL and LG for their continued leadership. <b>Support.</b>	SG SG
20.	<b>SIDP</b> – covered in HT report. DL and LG will circulate the working document in 2 weeks' time. <b>Action. Are funds allocated to priorities? Challenge.</b> Not at the moment, there are rough estimates for various training but nothing has been set for each priority. DL and LG to action ahead of their performance management process. <b>Action.</b>	DL / LG
21.	<b>Pupil Premium Grant</b> – covered in HT report.	
22.	<b>Sports Grant</b> – Plans are being prepared for spending. Money carried over was spent on additional resources. JR to follow up and complete monitoring report. <b>Action.</b>	JR
23.	<b>Safeguarding</b>	
23.1	Covered in HT report.	
23.2	Keeping Children Safe in Education September 2020 - Appendix H sets out changes from the old policy, recognising mental and physical health for children. JS will liaise with DL after half term to discuss the Single Central Record (SCR). <b>Action.</b> DL will attend a training course re SCR and Amanda (office) will join.	JS / DL
23.3	We have not seen a significant increase in disclosures however there are issues happening with families. DL has added Beth Brais to the Family Support Network (Possible future plan to train BB as a PSA). Our radar is open for increased disclosures.	
23.4	We have looked at reviewing our volunteer and staff inductions packs. DL is reviewing the Safeguarding policy.	

<b>24.</b>	<b>Vulnerable Groups Update</b> Covered in HT report. CEG arranging a catch-up before half term. <b>Action.</b>	<b>CEG</b>
<b>25.</b>	<b>Analyse School Performance (ASP) Data</b> Nothing available to analyse at the moment. Update re phonics and PiXL is discussed above.	
<b>26.1</b>	<b>How will the externally facing data be presented? Challenge.</b> We are unsure and are hoping at the next meeting there should be some progress data to discuss.	
<b>26.</b>	<b>Policy Review</b> SG to speak to Amanda re policies and they will be reviewed in the November meeting. <b>Agenda.</b>	
<b>26.1</b>	New Religion Social Policy needs to be in place by summer term. Medical Needs Policy is being reviewed.	<b>FGB agenda</b>
<b>26.3</b>		
<b>27.</b>	<b>Governor Monitoring, Development and Training</b> Clerk circulated an update on Governorhub re monitoring.	
<b>27.1</b>	SG has updated the pro-forma.	
<b>27.2</b>		
<b>27.3</b>	SG attended Headteacher performance training.	
<b>27.4</b>	JR completed Workload and Wellbeing training online.	
<b>28.</b>	<b>Wellbeing And Workload</b> Discussed above.	
<b>28.1</b>	SG raised in the monitoring report the responsibility for children self-isolating.	
<b>28.2</b>	HD holds the current responsibility however will be going on maternity leave shortly. Governors offered to help with this role. <b>Support.</b> When HD leaves and teachers plan the work, we will have to look at reducing workload in other ways. If the Covid test system improves this would be easier, it is difficult to plan at the moment. Ideas from NCC are being generated ie live stream. Extra planning time is something to be considered for next term. <b>Is there any Covid funding available to be used for staffing? Challenge.</b> No, this cannot be claimed.	
<b>29.</b>	<b>Confidential</b>	
<b>29.1</b>	None.	
<b>30.</b>	<b>Correspondence</b>	
<b>30.1</b>	None.	
<b>31.</b>	<b>Dates and times of future meetings via ZOOM until further notice:</b> <ul style="list-style-type: none"> <li>• 27 November at 5.30 pm</li> <li>• 25 January 20201 at 4.30 pm</li> <li>• 25 March 2021 at 4.30 pm</li> <li>• 15 July 2021at 4.30 pm</li> </ul>	
<b>32.</b>	<b>Reflect on Today's Meeting</b>	
<b>32.1</b>	Governors agreed the three core functions of the Governing Board were discussed.	

Meeting closed at 7.30pm

Signed (Chair): .....

Date: