

ASHLEIGH PRIMARY SCHOOL & NURSERY
Minutes of the meeting of the Full Governing Board
27 November 2020 on Microsoft Teams at 5.30 pm

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| | <p>Present: Lucy Greenacre, Acting HT (LG), Danni Lacey, Acting HT (DL), Gavin Tash (GT), Sam Greenhalgh (SG), Carolyn Ellis-Gage (CEG), Jennie Reavey (JR), Lisa Bramford (LB), David Woozley (DW), Becs Dungay (BD), Sharon Hill (SH), Lis Jennings (LJ), Jo Satterley (JS) and Lauren Ellero (LE).</p> <p>Clerk: Johanne Bolver (JB).</p> | ACTION |
| 1. | Welcome and Apologies | |
| 1.1 | Apologies were received from Rosemary Phillips (RP). | |
| 1.2 | Congratulations were passed to Hayley Dowling (HD - on maternity leave) on the birth of her baby girl. | |
| 2. | Notification of any other urgent/confidential business | |
| 2.1 | None. | |
| 3. | Minutes of previous meeting– 25 September 2020. | |
| 3.1 | The minutes were agreed as a true and accurate record of the meeting. | |
| 4. | Matters Arising | |
| 4.1 | Matters discussed later in the minutes. | |
| 5. | Declaration of any Pecuniary interests | |
| 5.1 | None declared. | |
| 6. | Membership of Governing Board | |
| 6.1 | <p>SG informed governors that the recruitment process is complete as follows</p> <ul style="list-style-type: none"> • David Woozley – Co-opted governor (replacing LB). • Lis Jennings – Co-opted governor • Sharon Hill – Co-opted governor • Becs Dungay – Parent governor • Lauren Ellero – Staff governor replacement during Hayleys' absence | |
| 6.2 | <p>Responsibilities were agreed as follows:</p> <ul style="list-style-type: none"> • David Woozley – Curriculum and website (LB) • Sharon Hill – Health & Safety and Policies • Lis Jennings – will assist with JR in mental health | |
| 6.3 | The school office is preparing email addresses for new governors and clerk will set up on Governorhub. Action. | |
| 6.4 | SG agreed to arrange assigned buddies for new governors. Action. | Clerk |
| 6.5 | SG confirmed that all new governors have received a copy of the Governor Handbook. | SG |
| 7. | HT Report (Circulated on Governorhub) | |
| 7.1 | All governors had received and read the report and SG thanked DL/LG for providing it in great detail. | |
| 7.2 | A really positive feedback was received from the parent survey which SG had circulated to governors. | |
| 7.3 | <p>Governors asked for clarification regarding the children on track data.</p> <p>Challenge. LG explained that the children were assessed in early September to see which children were on track, they were assessed again in Autumn 2.</p> | |

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| | <p>Most of the support this term has focussed on Year 2. Those children who do not pass this term will be retested in the Summer term. The data provides us with an insight as to what has been going on since September. Autumn data will be available to share at the next FGB meeting. Agenda.</p> <p>7.4 Results are very positive for phonics showing the intervention has worked. What percentage of children were on track last year? Challenge. 2018/19 phonics - 84% on track. If we achieve 86% this year, then we are doing better than predictions. However, we must ensure we do not lose sight of Year 3 to ensure they are not falling behind, all TA's have been trained for precision training.</p> <p>7.5 As Hayley was taking on the role for Home Learning, how is this role being fulfilled whilst she is on maternity leave? Challenge. Hayley did a great job and a really good handover period was shared with staff. Feedback from parents using Home Learning was very positive.</p> <p>7.6 Recording of absences for Covid.</p> <p>a) LG/DL explained that from the advice received, those parents who do not wish their children to attend school, even though they have not received a positive Covid test, are to be recorded as unauthorised. Parents are contacted to discuss their concerns and we would not be using Fast Track for this. One parent feels it is not appropriate to send their child in until January and we have been advised to act fairly but guiding them although this is challenging. We are making best efforts to make sure we are ethical and fair.</p> <p>b) The attendance rate to date is 97.74% which is good and the figure for Norfolk is 90.4%. We have three persistent offenders which DL is continuously following up.</p> <p>c) How do you record your attendance? Do you have to report it to the DfE? Challenge. Online registers are in place and yes we provide figures to the DfE. We have a weekly Attendance Officer from NCC who focuses on vulnerable children.</p> <p>d) Two members of staff are off on long term sick. Is there sufficient provision to cover this and is it being managed? Challenge. We have used Step Teachers to provide us with TA's and we have been impressed with the quality. Those staff members absent are offered regular contact, wellbeing support and we are observing their need to recover.</p> <p>e) SIDP priority 1 – Reading in Year 5 is lower than anticipated, is there an action plan in place? Challenge. In Autumn 1 we appointed a new full-time TA in Year 5 and we are using all PixL resources, therapies and focussing on speed reading. We are hoping to see an impact when we complete the Autumn term assessments before Christmas.</p> <p>f) Did you use HD as the Reading Lead for the handover? Challenge. Yes and very thorough handover was completed with the Assistant Head.</p> | <p>FGB agenda</p> |
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| | g) SEND highlights. Were funding requests made and received? Challenge. DL clarified. | |
| 8. 8.1 | Reports from Committees Finance & Personnel a) Budget Revision 2 was reviewed and signed off. SG to confirm via email to Ali. It was noted that there should be some allowance in the 22/23 budget (£600) for an external safeguarding audit. If it is too late to add into this revision we will add it in to the next one. Action. b) The Finance Monitoring review report was reviewed by the Governing Board. The School was commended for how well it was managing the budget in challenging surpluses and the general healthy financial position of the school. c) A capital spending request was reviewed and approved for two new interactive smart boards and a docking hub to be installed in reception. d) The School Fund Audit Account and action plan was reviewed and signed off. SG to email Ali to confirm sign off. Action. e) Governors agreed to the adoption of the ESOPS pay award recommendation. f) Statement of Internal Control was signed off. SG to email Ali confirmation. Action. g) GT is completing the SFVS return and will bring this to the January meeting for review. GT to email Skills Matrix to governors to complete. Action/Agenda. | SG SG SG GT / agenda Agenda |
| 8.2 | Premises & Safety a) Recruitment and Selection policy to be reviewed. C/F to next meeting. Agenda. b) Reportable incident – a staff member slipped although no outcome. c) A child fractured their thumb playing basketball. d) Steve (Site Manager) to work with Chris May to look into quotes for windows in Year 1. We have made a request to NCC to part fund this. JS to report back. Action. | JS |
| 9. 9.1 9.2 | School Improvement Development Plan (Circulated on Governorhub - working document). SG explained the purpose of this document to new governors. Main content is discussed in the HT report. Reference was made to consistently high expectation of pupil's work which came out of the Ofsted inspection – this is on as a reference to Ofsted and is not a priority this year. | |
| 10. 10.1 | Agree Governance Statement Ongoing. Action. | SG |
| 11. 11.1 11.2 11.3 11.4 | Safeguarding (Circulated on Governorhub) Working with Safeguarding Governor training – DL and JS were unable to attend and this will be rolled over although they have reviewed and discussed the presentation training provided. Records of concern – 81 incidents across 44 pupils for this year and staff have been able to identify concerns. Operation Encompass notifications – 17 incidents (5 last year) which is an affect from lockdown. DL has received an increase in Operation Encompass calls. External view from Safeguarding Office at NCC – on hold until we appoint new | |

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| <p>11.5</p> <p>11.6</p> | <p>HT.</p> <p>We always seek feedback from social workers and CADS have improved dramatically, they always gave us positive feedback. DL is very confident in our safeguarding practices.</p> <p>How do you record concerns? Challenge. We use CPOMS (Child Protection Online Management System). DL is very impressed with the procedures CPOMS offer us and is much better than paper based systems.</p> | |
| <p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p> | <p>Vulnerable groups</p> <p>Details are in the HT report.</p> <p>Lock down enabled us to make a more personalised response around needs and interests and provided us with an opportunity to build relationships with families. A three year rolling plan has been put into place.</p> <p>Art Teacher post – we have appointed a highly skilled staff member who links in with our ethos. They are on a one-year contract and will be starting in January 2021.</p> <p>SEN – very personalised. Three key priorities - successful transition into education, monitoring of SEN across the whole school and to be successful with funding.</p> <p>LAC – it is clear the school know their vulnerable children really well. CEG will report on data at the next meeting. Agenda/Action</p> | <p>CEG/agenda</p> |
| <p>13.</p> <p>13.1</p> | <p>Policy Review</p> <p>It was agreed that SH will take on the role of Policies' co-ordinator. SG to meet with SH and Amanda (office) to review and recap on policies. Action.</p> | <p>SG/SH</p> |
| <p>14.</p> <p>14.1</p> <p>14.2</p> <p>14.3</p> | <p>Governor Monitoring, Development and Training</p> <p>SG explained to new governors what training is available.</p> <p>JR reported on a phone call she had with Luke Wheeler re the PE and Sports Premium funding. JR to complete monitoring form. Action.</p> <p>SG continues to speak/meet with DL and LG regularly.</p> | <p>JR</p> |
| <p>15.</p> <p>15.1</p> | <p>Headteacher Recruitment Update</p> <p>We received eight applicants in total and three were shortlisted. Two are currently experienced Headteachers from Norfolk, the other is from Essex. All are strong candidates. Interviews are taking place on 7 and 8 December, an Extra-ord meeting to discuss these will take place at 5pm on 8 December via Zoom. The timetable is finalised and procedures are Covid-secure with assessments to be completed via Zoom at school. SG is waiting for quotes for venues in case there is the need to hold the interviews offsite, therefore there may be some expenditure if this is required. Governors agreed. Support.</p> | |
| <p>16.</p> <p>16.1</p> <p>16.2</p> <p>16.3</p> <p>16.4</p> | <p>Wellbeing And Workload</p> <p>Details are in the HT report. LG/DL reported it is a difficult time for everyone at school.</p> <p>Peer to peer lesson observations using the new template to be used which provides an opportunity for the staff workforce to look at how we carry out observations and ensure there is no additional pressure put on staff.</p> <p>DL/LG reported the Wellbeing team are doing a great job.</p> <p>During lock down, LE produced a weekly email to staff and this will continue. LE has completed the relevant training and has collated thoughts from staff as part of an anonymous survey. It is very clear from the survey that all pressures and concerns from staff are Covid-related. LE to meet with JR and LJ to discuss. Action. Support.</p> | <p>LE/JR</p> |

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| 17. 17.1 | Confidential None. | |
| 18. 18.1 18.2 | Correspondence None. LB to arrange for new governor photos. Action. | LB |
| 19. | Dates and times of future meetings via ZOOM until further notice: <ul style="list-style-type: none"> • 8 December – Extra-Ord 5pm • 25 January 20201 at 4.30 pm • 25 March 2021 at 4.30 pm • 15 July 2021at 4.30 pm | |
| 20. 20.1 | Reflect on Today's Meeting Governors agreed the three core functions of the Governing Board were discussed. | |

Meeting closed at 7.30pm

Signed (Chair):

Date: