

ASHLEIGH PRIMARY SCHOOL & NURSERY
Minutes of the meeting of the Full Governing Board
25 January 2021 on Microsoft Teams at 4.30 pm

	<p>Present: 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), Lis Jennings (LJ), Jo Satterley (JS) and Lauren Ellero (LE).</p> <p>Invited: Kevin Finch</p> <p>Clerk: Johanne Bolver (JB).</p>	ACTION
1.	Welcome and Apologies	
1.1	Apologies were received from Lucy Greenacre (LG).	
1.2	Sharon Hill (SH) did not attend.	
2.	Notification of any other urgent/confidential business	
2.1	None.	
3.	Minutes of previous meeting– 27 November 2020.	
3.1	Following a few amendments, the minutes were agreed as a true and accurate record of the meeting.	
3.1	Clerk to remove RP from those present and to add JS to last two sets of minutes. Action.	Clerk
4.	Matters Arising	
4.1	Matters arising are discussed later in the minutes.	
4.2	Point 8.2 quotes for windows. DL has received quotes which will be discussed with new Head Teacher.	
4.3	Governance Statement – SG has uploaded onto Governorhub. Clerk to add governor attendance details and business interests. Action.	Clerk
5.	Declaration of any Pecuniary interests	
5.1	None declared.	
6.	Membership of Governing Board	
6.1	This is LB's last FGB meeting and handover with DW is complete. Governors thanked LB for all her support she has provided. Support.	
7.	HT Report (Circulated on Governorhub)	
7.1	SG thanked DL for the detailed report and thanks were also passed to KF in supporting this. Support.	
7.2	Year 5 Reading stood out as it showed much lower progress and attainment? What is the plan? Challenge. We need to separate what we can do now and what we can do when we return. The difficulty is what we are comparing against and we have tried to address these in two areas. Now: The Autumn term transition package was used in the Autumn term. Reading interventions are running every afternoon with a designated TA and are added in through guided reading practice to ensure they are prepared for writing tests and have made gains in speed. Work is in place to deal with this. There was a similar pattern with Year 5 Reading last year. Progress for Year 6 is excellent and has history of strong progress in all areas. We feel confident we can make up this progress. High quality teaching support will continue to be provided.	

7.2	<p>One of the Year 5 classes had a few periods of bubble breaking, is this related to progress and did this have an impact? Challenge. KF feels this did not have an impact. Our curriculums are parallel although there are additional challenges to home learning and this will be investigated going forward.</p>	
7.3	<p>Are you doing the same across the board re reading? Challenge. Year 2 missed out a lot on phonics and decoding so the curriculum has been pushed back.</p>	
7.4	<p>Reading lead was Hayley, what has happened re the transition? Challenge. Jen has been taken out of her teaching commitment to put a focus on Literacy Lead and H responsibilities.</p>	
7.5	<p>Governors agreed it was a fantastic set of results considering we have been in lockdown and home schooling is taking place. We were aware the impact was lower down in school so we improved our engagement, checking and how we can support children. Calls are being made daily and we are providing printing where required.</p>	
7.6	<p>A lot of the report mentions actions when children are in school, what allowance can be made for the late return to school? Challenge. We are part of the PiXL scheme, and as children move through remote learning, we are cherry picking particular weaknesses which lead into learning. Work is prepared to continuously address the gaps. Teachers see these tasks as important tasks and we have improved our technology since the last lock down which improves the teaching. Thanks were passed to DL and KF for explaining the above. Support.</p>	
7.7	<p>Can governors gain access to the Government PiXL assessments? Challenge. KF informed governors he would be happy to walk governors through this and this has previously taken place during a deep dive day.</p>	
7.8	<p>Could we have a virtual deep dive day? Challenge. Yes, this is something we can think about, maybe a model where we can split it into sections during the summer term. Ongoing agenda item.</p>	
7.9	<p>EYFS - Comprehensive Covid catch-up package, are there any elements of this going ahead with remote learning? Challenge. Assessments have started, word of the week is in place, speech and language development – focusing on questions to talk with their families to ensure they get the impact they need. We are focusing on PATHs and using these at home. Vulnerable children in school will have use of Talk Boost and videos are being used. We are aware we need to ensure we are on top of the trends.</p>	
8. 8.1 8.2 8.3	<p>Update on remote learning – Kevin Finch (report circulated on GH) KF praised staff in getting remote learning in place, which has required an upskilling of staff. Every year group is being showed pre-recorded content aligned to the school curriculum and matches with children in class. Children are continuing to learn at the same pace and this enables parents to manage their own timetable at home. There is no evidence in place to say live lessons are better than pre-recorded.</p>	

8.4	What we provided the first time round was very good so we have continued with this. The quality of what we are producing is very good and ties in with research.	
8.5	Evaluation forms have been circulated and we are continuing to develop it. We are happy with how it is going, advice received was to go with what works best for your school.	
8.6	We have introduced weekly ZOOM meetings providing social interaction and feedback was very positive.	
8.7	A small number of parents suggested direct engagement with pupils and teachers. This has been noted and we agreed the need for social connection for wellbeing, safeguarding etc.	
8.8	KF shared many examples of the preferred choice of pre-recorded lessons.	
8.9	Governors agreed and supported the school with the approach of pre-recorded lessons with the ZOOM meetings. The idea that children can have a break and go back to it when they are ready is well received.	
8.10	Pupil Premium children with low engagement. The Pupil Premium lead is making weekly phone calls and staff safeguarding training is taking place. We continue to offer verbal support, dropping work off and doorstep visits.	
8.11	Government guidelines in relation to home learning are being followed and monitored by the SLT.	
	<i>CEG left the meeting at 5.30 pm.</i>	
9.	Reports from Committees	
9.1	Finance & Personnel	
	a) SFVS <ul style="list-style-type: none"> • Dashboard shared on Governorhub with the checklist. GT explained the dashboard to governors. All indicators are green apart from 1 red – revenue reserves and 2 which are amber – percentage of change and pupil numbers and around staff spend costs. There were no major issues. • Checklist – questions based around our processes. GT confirmed we comply with all. • Thanks were passed to DL and JS for their input. • Governors agreed for SG to sign off and submit. SG to confirm with the Finance Officer. 	
	b) Finance Policy Agreed. Next budget review meeting is on 8 th February.	
9.2	Premises & Safety	
	a) Main details included in HT report. b) No virtual visits this term but some to be arranged for next term. c) Keeping Children Safe in Education document – new guidance received and updated.	
10.	Governor Recruitment	
10.1	One vacancy exists for a LA governor. GT had a meeting with a colleague regarding the role although they are considering another school.	
11.	LG/DL Pay Increase Award – CONFIDENTIAL	
12.	School Improvement Development Plan (Circulated on Governorhub -	

12.1	working document). Main details discussed in the HT report.	
12.2	Mental Health – LE is working on an action plan which runs parallel to the curriculum. Our wellbeing approach to staff and families is being managed.	
12.3	LE is working closely with the SEMH team, Hannah and DL.	
12.4	Intent statement produced looking at whole school approach. Work in progress.	
13.	Pupil Premium & Sports Funding	
13.1	Discussed above.	
13.2	Sports funding External sports coaches – unable to have them in school and Luke Wheeler is looking at different ways of using this money.	
14.	Agree Governance Statement	
14.1	Ongoing. Action.	SG
15.	Safeguarding (Circulated on Governorhub)	
15.1	Nothing to add.	
16.	Vulnerable groups	
16.1	LAC Update – c/f to next meeting. Agenda.	FGB agenda
16.2	Further LAC children joined this year.	
16.3	CEG and DL work closely to monitor this group. DL has submitted all required reports to CEG.	
16.4	No issues reported.	
17.	Policy Review	
17.1	Recruitment and Selection Policy – agreed.	
17.2	SG had a meeting with Sharon to handover the policies.	
17.3	DL to make AC aware of The Key policy tracker. Action.	DL
18.	Governor Monitoring, Development and Training	
18.1	JS – Safeguarding training postponed, to be rescheduled.	
19.	Nursery and Treehouse Fees	
19.1	Nursery Fees a) Fees reviewed and we are proposing to increase them slightly in comparison with other schools in the area. Proposed fee going from £4.50 an hour to £4.60. It is staffed with a 1:8 ratio and we do make a profit. Governors agreed. Support. b) Nursery funding – we have agreed with NCC that County funding will continue until February half term and we have issued claim forms which have been returned. There has only been one reduction in hours due to family using alternative provision.	
19.2	Treehouse fees a) 2 charges – from 3.15 pm to 5pm - £9 and until 6pm - £10 (with or without a meal). How many families accessing provision without a meal? Challenge. Majority were taking a meal. b) SG suggested that providing a meal at tea time is a good thing to do. Governors agreed this is a simpler model. Support. c) Breakfast club has increased from £3.00 to £3.50.	
20.	Furlough of Tree House Staff	
20.1	DL looked into the possibility of furloughing staff and this is possible. It was agreed the best model to follow would be for staff to receive 100% where we pay 20%. Support.	
20.2	Is there anything else they could do in the main school to help out?	

	Challenge. No, DL has looked at this already.	
21.	Wellbeing And Workload	
21.1	Discussed above.	
21.2	How are staff? There is a lot of emphasis in place ensuring our staff are ok. The Wellbeing team is in place, there are some staff with specialist mental health requirements and some with high end needs. This is an extension of our wellbeing team which includes KF who has looked at wellbeing before and he is working alongside LE. Workload is high but being managed well.	
21.3	KF and LE to discuss emails/timing/work times and setting expectations to parents and mainly with staff. Action.	KF/LE
22.	Confidential 11. LG/DL Pay Increase Award	
23.	Correspondence	
23.1	Wymondham College Prep School admissions. Circulated on Governorhub.	
24.	Dates and times of future meetings via ZOOM until further notice: <ul style="list-style-type: none"> • 25 March 2021 at 4.30 pm • May meeting to be discussed at next meeting. Agenda. • 15 July 2021at 4.30 pm 	FGB agenda
25.	AOB. None.	
26.	Reflect on Today's Meeting Governors agreed the three core functions of the Governing Board were discussed.	

Meeting closed at 6.45

Signed (Chair):

Date: