

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

	Present: Danni Lacey, Acting HT (DL), Gavin Tash (GT), Sam Greenhalgh (SG), Carolyn Ellis-Gage (CEG), Jennie Reavey (JR), David Woozley (DW), Becs Dungay (BD), Lis Jennings (LJ), Lauren Ellero (LE) and John McConnell (JMc).	ACTION
1.	Welcome and Apologies	
1.1	Apologies were received from Sharon Hill (SH), Johanne Bolver, Clerk (JB) and Jo Satterley (JS)	
1.2	As the Clerk was unable to attend the meeting, it was suggested the meeting is recorded with the consent of governors in order to record the minutes at a later date. Governors agreed to the recording of the meeting.	
2.	Notification of any other urgent/confidential business	
2.1	None.	
3.	Minutes of the previous meeting – 25 March 2021.	
3.1	The minutes were agreed as a true and accurate record of the meeting.	
4.	Matters Arising	Agenda Sept
4.1	8.1f) Feedback on food and reduced menu. c/f for meeting in September to review. JMc confirmed we have signed up with Edwards & Blake until April 2022.	
4.2	Premises & Safety – BD agreed to support JS. Support.	
4.3	16.3 Deep Dive Day – JMc is optimistic this can go ahead on 15 July followed by an FGB meeting at 4.30pm – time tbc. Governors to let SG know if they are uncomfortable regarding coming to school in order that remote log in can be arranged. SG to get together with DL and JMc to discuss timetable. JMc to look at Covid safety. Action.	All SG/JMc/DL JMc
5.	Declaration of any Pecuniary interests	
5.1	None declared.	
5.2	LJ to email SG regarding her role at work. Action.	LJ
6.	Membership of Governing Board	
6.1	No change.	
7.	HT Report (Circulated on Governorhub)	
7.1	Governors had read the report ahead of the meeting and they were asked if they would like to put forward any questions.	
7.2	Staffing a) JMc has had consultations with HR regarding decisions with temporary contracts. b) 1 x MSA staff member has resigned. c) 1 x HLTA is signed off. d) 4 x temporary teachers have been advised there will be no employment next year. e) 1 x part time request received from an HLTA, 2 requests from TA's and 1 request from a teacher. f) JMc has started to review job descriptions.	

7.3	<p>Staff development (list circulated on Governorhub)</p> <ul style="list-style-type: none"> a) No after school clubs are taking place apart from Tree House and Football in the Community which is funded out of the Sports Premium funding. JMc is hoping to get clubs back up and running soon. JMc will review DfE guidance re the opening up further clubs. Action. b) We have 1 x PGCE student training with us c) We have 519 pupils on role, 6 with an EHCP. d) Attendance is high - 98.2%. We are starting to receive a number of holiday requests. 	JMc
7.4	<p>Quality of Education</p> <ul style="list-style-type: none"> a) Lionwood Primary School visit planned, looking at their outdoor provision. b) Partnership in the pipeline with Wensum Literacy Hub. We have identified consistency of approach to phonics from Nursery and how this builds through the school. We will be working with them re phonics provision and need to ensure the system is compliant with the DfE. c) Accelerated Reader is the best solution to challenge the children to read widely at KS2. d) Maths resources to be purchased to ensure Maths No Problem can continue. e) Discussed reports which are staying the same but additional note will be included with reports explaining how we report against the National standards and the SLT will work on this. f) We have received some correspondence from a parent regarding the transphobic bullying element of the Y5 RSHE curriculum. g) Educational visit charging. Trip to Banham Zoo planned at £10 per child. JMc asked governors their views on cost? Challenge. Cost includes transport and entrance fee. Governors discussed the standard approach and agreed the cost was reasonable. h) DL and JMc are reviewing the Behaviour Policy and discussing this with staff. JMc reported behaviour is excellent at Ashleigh. No change to the inclusive ethos although we need to ensure everyone is on same page. Policy to provide clarity. We are aiming for a more joined up approach with everyone. 	
7.5	<p>Personal Development</p> <p>We are going ahead with the Year 6 Residential. Trip leaders have received advice. Our biggest challenge is the bubbles and we are waiting for any more updates from Public Health.</p>	
7.6	<p>Leadership and management</p> <ul style="list-style-type: none"> a) DL, LG and JMc had a productive meeting and discussed reviewing the leadership structure of the school. This will be presented at the Deep Dive Day. b) Trip to River Tiffey took place – need to ensure we communicate to NCC regarding all our trips. c) Appraisal reviews with support staff are ongoing. d) New Covid risk assessment. JMc to make sure we are unlocking in a compliant way. Action. e) Networks – JMc working with VNET as Curriculum leader from September. Leading 4 workshops. VNET are interested in working with Hannah Meek. Ashleigh interested in becoming a school VNET can use in a variety of ways and JMc to have a meeting to explore how Ashleigh can become a 	JMc

	hub/beacon school. Action.	JMc
7.7	<p>f) JMc joined the Cluster Heads and DL is joining the DSL Cluster network.</p> <p>SEND</p> <p>a) We have 2 children with EHCP's joining in Reception in September. Parents have been walked round Reception and have looked at accessibility routes. Various pieces of work will need adjusting. JMc to speak to NCC re Capital Funds to make these adjustments around the school. Toilet in Reception is not fit for purpose for this child.</p> <p>b) Accessibility work. JMc and SG have discussed issues around the premises, steps. JMc will think about how we can develop the whole area regarding safety. Action.</p>	JMc
7.8	<p>Pupil Premium</p> <p>a) Audit was excellent. Well supported by governors.</p> <p>b) Club graduation held.</p>	
7.9	<p>Safeguarding</p> <p>a) Filtering of staff internet. JMc to email SG. Action.</p> <p>b) Single Central Records checked by JMc and DL and reported impressive.</p> <p>c) Question of the week started for parents.</p> <p>d) Transition – Plan in place for admissions. Initial survey was circulated to parents. All paperwork updated, nurseries have been contacted. Information sent via Seesaw.</p> <p>e) Transition day - 15 children in the morning and 15 in afternoon will be visiting with parents. Summer holiday activities have been sent out. In September – first week will be staggered and part time, second week full time.</p> <p>f) What is the split the between Wymondham High, Wymondham College and Hethersett Academy? Challenge. This is the bulge year - 90 children. Nearly all are going to Wymondham High, 3 to Wymondham College and 3 to Hethersett.</p> <p>g) Transition arranged with Year 6 team and Wymondham High.</p>	JMc
7.10	<p>Premises</p> <p>a) Meetings have taken place with other cleaning companies as equipment continues to break down. Amanda is meeting with Spring Cleaners and CGM. JMc is not happy with service provided by Norse.</p> <p>b) Fall outside of staffroom. Signs now in place as we have followed the health and safety procedure.</p> <p>c) Fire drill took place on 13 May.</p> <p>d) JMc reported we have £130k in the Capital fund and would like to use this to ensure there is a secure fence that looks after the Nursery children and good accessibility is provided. We would like to make the Nursery feel part of the school. This would also be used for improving the outdoor area for EYFS and Yr 1.</p> <p>e) Wi-Fi – we are tied into our contract although JMc reported we need improvements.</p> <p>f) Is there a minimum level of service, can we challenge them? Challenge.</p>	

	JMc will raise this with the company. Action. g) There is a small amount of asbestos in the small hall flooring and JMc has asked for quote to get this covered. Quotes received so far are c£5k and c£7k from Bateman Flooring in Wymondham. Are we going to try another company to benchmark? Challenge. Yes, JMc to approach Broadland too. Action. h) LJ left at 4.50 pm	JMc JMc
8.	Finance	
8.1	Budget review took place and monitoring report has been uploaded to Governorhub.	
8.2	GT reported we are in a contradictory position, in the short term due to surplus and because of Covid, we have a large surplus we need to spend which is allocated to various pots and JMc is looking at the best way to spend. We need to make sure it is allocated so we do not lose any at the end of the financial year. Over the longer term as we look at the forecast for this year and the next 2 years, the surplus is decreasing due to loss of bulge year, staff readjustments and the changing profile of staff.	
8.3	JMc completed Finance training.	
8.4	JMc has identified various errors in the budget which will be addressed.	
8.5	In order to get back to a sustainable budget by year 3, we need to think about sustainable ideas that benefit our income and children.	
8.6	Termly RAG report with Amber and Red indicators – GT and JMc to pick up. Action.	GT/JMc
9.	Premises & Safety	
9.1	Discussed in HT report.	
10.	Summer Transition 2021	
10.1	Discussed in HT report.	
11.	Governor Recruitment	
11.1	No change.	
12.	School Improvement Development Plan (Circulated on Governorhub - working document).	
12.1	JMc is working on the SIDP with the SLT and will be shared with governors at the Deep Dive Day	
12.2	Phonics to be a single scheme across the school.	
12.3	Maths No Problem to continue.	
12.4	Use the surplus to secure this school's position for next 10 years with big spend on EYFS outdoor (investment for the future).	
12.5	The SLT is poised for any opportunity and JMc feels it is a privilege to work at the School. Our agenda for the Schools is we must be ready for anything, making sure we stay exceptionally strong over the next years and remain Ofsted outstanding.	
13.	Pupil Premium & Vulnerable Groups	
13.1	Nothing to report	
14.	Sports Funding	
14.1	Money has been used for Forest Schools, Norwich Community Sports Foundation, extra PE, CDP for staff and clubs.	
14.2	During lock down, all pupils received a skipping rope in their home learning pack.	
14.3	We have spent money on bikes, trikes the trim trail and sensory unit. It has	

14.4	been an opportunity to look at the money in a different way with a more creative flair. JR will meet face to face with Luke Wheeler when able to. Action.	JR
15.	Safeguarding	
15.1	Joining the network to share best practice.	
16.	Policy Review	
16.1	No policies to review.	
17.	Governor Monitoring, Development and Training	
17.1	Governors were reminded to look at training courses on Governorhub.	
18.	Wellbeing and Workload	
18.1	No further meetings had with LE since the last meeting.	
18.2	Continuing to look at ways to imbed the roles and audit has been completed.	
18.3	Checking our secure base which is largely secure, there are a few things to work on following the audit and making it part of what we are doing, bringing everything together. The audit was positive and clear of the direction we need to imbed.	
18.4	Focus on Wellbeing at the Deep Dive Day.	
19.	Confidential	
19.1	Staffing	
20.	Correspondence	
20.1	Parent correspondence above in HT report.	
21.	Dates and times of future meetings via ZOOM until further notice: <ul style="list-style-type: none"> • 15 July 2021 at 4.30 pm - SG and JMc to discuss timetable and confirm times. Action. 	JMc/SG
22.	AOB. None.	
23.	Reflect on Today's Meeting Governors agreed the three core functions of the Governing Board were discussed.	

Meeting closed at 6.50pm

Signed (Chair):

Date: