

ASH GREEN COMMUNITY PRIMARY SCHOOL

Minutes of the Governing Board Meeting

27 April 2017, 6pm

Present: Barry Collins (BC), Jo Dye (JD), Steve Elliott (SE), Don Faulkner (DF), Jodie Fazackerley (JF), Bob Metcalfe (BM), Colin Reeves (CR), Mungo Sheppard (MS), Kelly Taylor (KT)

Apologies: Sarah Kay (SK), Heather Stout (HS), Robb Sutherland (RS),

In attendance: Steve Mayfield (SM), Karen Lovelady (KL) Clerk

1. Safeguarding governor training – H Monaghan (HM)

Annual bespoke safeguarding information session for governors delivered by Hugh Monaghan, Ash Green school based social worker; session included Prevent & CPOMS. Presentation in file.

Challenge

Q. Has new legislation brought a big improvement to safeguarding?

A. Yes in terms of information e.g. CSE, FGM, PREVENT. All teaching, teaching support & MDS staff attends annual safeguarding training. HM to widen the safeguarding training for 2017/18 to include admin & site staff. An information sheet of Designated Safeguards Leads (DSL) is on display in both site foyers & will now be displayed in all KS's, dining areas & staff rooms. 100% of class based staff use CPOMS; everything is recorded & therefore have evidence base.

Q. With reference to one of the slides on the presentation you use 'ASAP', this can mean a different timescale to different people; can you send a clearer statement?

A. Yes will change it to 'at the first possible juncture'.

Q. Monitoring & review of the continuum levels, how does that work?

A. Cases are reviewed & can be escalated or de-escalated as appropriate; all recorded on CPOMS.

Q. I have picked up that sometimes decisions in social care can be made based on staffing/funding, is this an accurate picture?

A. Yes this can happen & the processes can be deferred within social care but it is more the exception now. Governors can be certain that we as a school are very assertive on behalf of our pupils & if agreement with a case is proving difficult to attain our frustration/opinion are clearly recorded in minutes.

Q. Is the CPOMS software universal in all LA schools?

A. A lot of schools are now using CPOMS but schools do have to buy in the system. CPOMS can also be used to alert people within the LA; similarly information from the LA can go straight into our CPOMS.

Q. Can you use an historical case to flag up now current issues with specific families?

A. Yes we do use all experience/evidence/knowledge to flag issues with social care.

Q. What information follows a child from us to secondary provision?

A. All information is transferred electronically using the Schools 2 Schools (S2S) secure site also if the receiving school has CPOMS that is transferred electronically if not this information is passed on hard copy.

HM told governors that they are very welcome to visit school to see the CPOMS system.

HM thanked & left meeting 6.55pm

2. Welcome & apologies

Apologies as above consent given.

3. Declaration of interest

None.

4. Minutes of last meeting 06/02/17

Approved as an accurate record.

Proposed: DF Seconded: JD

Unanimously agreed

5. Matters arising

All actions closed/addressed on agenda.

Action

HM
KL

6. Committee minutes

- Resources Committee

Minibus drivers, LA Health & Safety Manager has carried out a review of policy and made revisions; this has been signed off a Director level. KL to arrange for younger drivers to complete driving assessment for minibus Lite. MS will circulate this new guidance at CPHA. Thank you to BM who has worked very hard on this issue & finally received a satisfactory outcome for maintained schools.

Calderdale Living Wage, FGB acknowledged the full scrutiny carried out by Resources Committee & agreed increase.

Safeguarding, concerns raised at committee have been expressed by MS/HM to social care via high level meeting.

Apprenticeship Levy, proactive approach praised.

PRU update, MS has passed on CPHA concerns to PRU Management Committee.

Easy Giving, MS will follow up with MA.

Mixenden Parents Centre, BC reported that school have been a great help to the centre who have secured National Lottery Funding. Going forward all community resources need to develop working together to secure good outcomes for our young people.

Boiler, 1st fit has started but asbestos removal needs to be carried out. Boiler installation still on track for August '17.

- Standards & Effectiveness Committee

Committee focused on SIP 2017/18 key issues, objectives, tasks & milestones.

7. Governor information

Two governor co-option applications received for 1 vacancy. Governors agreed both applications contained skills that would enhance FGB skills base. Governors asked KL for information on 2016/17 governor attendance. Governors agreed unanimously to approve application from K Robinson based on skills set & strong community links; KL to contact to start induction. Governors requested KL contact SK regarding ability to attend future meetings. If a vacancy occurs following conversation with SK governors agree to approve application from T Stout & request KL make contact & start induction.

8. Progress against 2016/17 SIP

Challenge

Key Issue 1

Q. The system to interrogate tracking to inform planning, is this effective?

A. All teachers have regular tracking meetings to address AON.

Q. How will you address 2% 'don't know' if they are well supported to improve practice in assessment?

A. As staff surveys are anonymous this issue will be addressed via staff meeting.

Q. What is AON?

A. Area of Need, a glossary has been attached to SIP 2017/18.

Q. Raise focus of resilience for 'vulnerable pupils', what does this mean?

A. This is about getting the balance right for rewards.

Q. Going forward into 17/18 exploring Traded Service and MAT routes to providing services, please expand.

A. This is about future proofing. Going forward we will have to explore further than the limited LA service.

Key Issue 2

Q. Increased emphasis on 'presentational writing', please explain.

A. In EY near the end of reception pupils are required to produce more formal writing. The impact of Just 3 provision will ensure pupils coming into reception are more ready for learning.

Q. Tight monitoring of external validator's plan in EY, how did this quality assurance visit go?

A. T Warden's report provided quality assurance on current workings & highlighted some areas for improvement. EY team have produced an action plan & are monitoring impact.

Q. What are 'typicality' observations?

KL

KL

A. Formal monitoring still takes place via work scrutiny and lessons observations. In addition leaders carry out targeted 'drop ins' to sign post best practice. Leaders utilise SM analysis to support this process.

Q. How do you get the balance right with staff?

A. We utilise specific personal attributes of a very experienced leader (KC) whose sensitive proactive approach provides effective guidance & support.

SIP Key Issue 3

Q. 85% of all Just 3 pupils making good progress with no adverse impact, please expand.

A. Implementation of Just 3 provision required taking 2 excellent practitioners out of nursery/reception.

Q. Is there a staffing issue?

A. No staffing ratios have been kept within EY. An adjustment has been made to effectively utilise current support staff skills level in reception. EY staff plan 2017/18 ensures continuity & effective deployment of all staff.

Q. 15 hours provision for Just 3 wasn't compulsory?

A. No not compulsory but the decision to provide provision was based on improving outcomes for pupils.

Q. What about the effect on budgets for AGCC?

A. I don't think it has created difficulty for AGCC but it has created a challenge that they need to address. The decision was based on improving outcomes for pupils.

9. SIP 2017/18

SIP based on 3 broad key issues: assessment; reading/writing; leadership. The outcomes will be set for July '18 based on attainment July '17. Red text highlights ongoing. SM reversed engineered July '16 attainment to inform planning throughout 2016/17. Teachers are held accountable every 6 weeks for every pupil via monitoring. The SIP will correlate to the SEF which will make it abundantly clear the progress through our tracking systems.

Governors are aware 2016/17 data makes school vulnerable but all indications from Ofsted are that they want projections for years R, 2 & 6 backed up by data, work scrutiny & quality of teaching.

Governor impact of scrutiny of SIP 2017/18 in committee has enabled a tighter format for tracking. Governors are confident this SIP will carry school improvement forward in 2017/18, SIP 2017/18 approved.

SM talked through online operational SIP which will enable continual monitoring by governors with specific responsibilities. SM will meet with RS to demonstrate & will then roll out via committee.

JD left meeting 8.30pm

10. Finance

- Budget 2017/18

Governors are fully aware of 3yr forecast, in-year deficits & have held back on certain areas to balance budget. Previous years we have successfully brought in additional funding.

It was recorded that on 27/04/2017, the FGB had met and resolved that the proposed budget for Ash Green Community Primary School recommended by the Head Teacher for 2017/18 be approved at £2,558,311 - 2 Million, Five Hundred & Fifty Eight Thousand, Three Hundred & Eleven pounds Total Expenditure, with a projected revenue balance to carry forward at the end of year 1 of 10.95%, decreasing to 0.01% at end of year 3. The GB members were satisfied that best practice had been achieved in setting this budget. The decision had been unanimous.

- Best Value Statement – approved.
- Notional SEN Spending Plan

Governors are fully aware of their accountability for SEN spend & requested clarification on EHC spend.

- Supply spend report

Governors agreed supply budget equates to spend & agree leadership staff management ensures best value.

SM/RS
Agenda

- Split site funding update

Letter received from LA. LA request for itemised additional cost will be submitted. The LA request for level of school balances is not appropriate under fair funding for schools. MA to request an invitation to the next schools forum meeting to provide representation for school.

MA

11. Pupil Premium termly evaluation

Governors agreed the report evidences measurable impact. In-school progress is based on end of key stage data. A lot of groups are making accelerated progress & closing gaps. Appointment of PP governor will be addressed July/Sep '17.

Agenda

12. Annual questionnaire analysis

Fantastic response due to effective timetabling circulation to parents during parents' evening.

Challenge

Governors agreed analysis is very positive but asked what action has been taken for negative responses. MS assured governors that all negative responses have been actioned with deeper age related analysis planned.

MS

13. Staffing update

Y3 I/s absence explained no further update.

14. Safeguarding FSW report

Future reports to include headings for statistics.

MS/HM

15. Academy/MAT

No new information.

16. Policy review/Approval

- M8i Term Dates
- M9 Admissions Policy – approved
- M63 Lockdown Policy - approved

17. Correspondence

DfE Primary progress measures – governors received summary document.

18. AOB

None.

19. DONM

18/07/17

Meeting closed 9.15pm

Signed: _____ Chair of Governors

Date: _____