

## ASH GREEN COMMUNITY PRIMARY SCHOOL

### Minutes of the Governing Board Meeting

18 July 2017, 7pm

**Present:** Barry Collins (BC), Jo Dye (JD), Steve Elliott (SE), Don Faulkner (DF), Jodie Fazackerley (JF), Bob Metcalfe (BM), Colin Reeves (CR), Kim Robinson (KR), Mungo Sheppard (MS), Dave Stout (DS), Heather Stout (HS), Robb Sutherland (RS), Kelly Taylor (KT)

**Apologies:** None

**In attendance:** Tina Warden (TW) School Improvement Partner, Steve Mayfield (SM), Karen Lovelady (KL) Clerk

#### Action

#### 1. Welcome & apologies

GB meeting followed a wonderful prize giving event and this annual celebration of our pupil's achievements was, as always, very well supported by our families. New co-opted governors, KR & DS, will both bring a combination of skills & community links that will enhance the effectiveness of the GB; introductions made.

#### 2. Declaration of interest

None.

#### 3. School Improvement Partner Report

BC explained TW's role in school including the challenge to whole school improvement. TW expanded on her role covering the termly visits, HT & DHT appraisal, additional work this year in EY and TSA NQT/RQT training. TW praised the new SIP monitoring system, a live document, which enables continual monitoring/challenge for governors. Governors should always be asking how this has impacted on the development of our children.

##### **Challenge**

*Q. What is the difference between NQT & RQT?*

*A. Newly Qualified Teacher (NQT) has only just qualified & stays an NQT throughout the 1st year of teaching. Recently Qualified Teacher (RQT) will be in their 2<sup>nd</sup>/3<sup>rd</sup> year of teaching. Programmes of support are available for both.*

*Q. What are learning walks?*

*A. Learning walks are an opportunity for a focused enquiry by leaders, peers, consultants; less formal than an observation.*

*Q. Do staff returning to work from time off e.g. mat leave receive support?*

*A. If possible we provide an initial period of non-teaching time for staff returning to bring them up to date on any new tasks/systems. Staff returning from mat leave can access up to 5 keeping in touch days.*

*Q. Did we retain our Primary Quality Mark Award?*

*A. Yes, I (TW) had a wonderful unescorted day around school talking to various staff members & pupils; development points are included in my report.*

*Q. What is the TSA & what do we get out of it?*

*A. Teaching School Alliance (TSA) is under the Trinity Academy umbrella. It has strategic partners from the primary & secondary sector and delivers: Initial Teacher Training (ITT); Continued Professional Development (CPD); School to School Support; Research & Development. All these products are marketed to the wider educational community by the TSA. There are 2 other alliances in the LA but it is the TSA that is going from strength to strength. Ash Green is a strategic partner & we are the venue for the NQT programme.*

TW thanked & left meeting 7.25pm

#### 4. Minutes of last meeting 27/04/17

Approved as an accurate record.

Proposed: JD Seconded: MS

Unanimously agreed

## 5. Matters arising

All actions closed/addressed on agenda.

## 6. Committee minutes

- Resources Committee

Little change to budget this term. The committee will continue to monitor expenditure very closely through 2017/18 as we are still looking at a 3 yr deficit budget. The budget is managed very well; we are not in the position of having to re-evaluate staffing as some other schools have had to do.

The committee were extremely disappointed with the Schools Forum negative response regarding the request for realistic funding. MS has requested a meeting with Mark Woolley; scheduled for 06/09/17 at AG.

Upper site boiler installation still on track for August '17.

KR has 3 volunteers for fence painting; KR with liaison with site staff.

KL to follow up with MA on feedback request for site issues.

- Standards & Effectiveness Committee

Interactive SIP will enable governors to monitor school improvement effectively through 2017/18.

SM has early progress measure which backs up our data; unvalidated progress mirrors attainment this year. SM has put 4 pupils in for review. Reading is a strong focus 2017/18 with Sep TD's CPD on guided reading.

### **Challenge**

*Q. Does EY have open events for parents?*

*A. Yes EY has regular stay & play sessions and we hold whole school family learning events throughout the year. All staff plan parents afternoons which link to topics and staff blend in core subject information to these afternoons; every opportunity is utilised to engage our parents. If our pupils are unable to benefit from input at home we have got to do more in school. The Library Service came to assembly to launch the Summer Reading Challenge and school does use this local resource.*

A lengthy discussion took place around the local library and the need for general improvements to the environment. BC informed GB that the LA is working on that whole area hoping to develop a community hub, which will include a new library; this will make a massive difference to the whole community.

## 7. HT Report

BC emphasised 2016/17 has been a very difficult year for leadership. It has been a strain on leadership, working split sites, to have 2 assistant heads on mat leave at the same time. But taking the positive this has developed the extended leadership to a good level with staff rising to the challenge. Leadership have re-evaluated areas of responsibility for its team now everyone is back in post; impact of this will be seen over 2017/18. GB praised Head & Deputy for their dedication and commitment during 2016/17 and is relieved the leadership workload will now spread across a complete team.

Acronyms explained: ASD – Autism Spectrum Disorder; CPOMS – Child Protection Online Management System; EDUKEY – management system for intervention; provision mapping/tracking tool; GLD – Good Level of development; EY – Early Years.

Reception attainment is on an upward trend; changes to staffing has had impact. Just 3 cohort impact will be shown over time.

School participation in NHx sports events has brought success and the annual musical production was fabulous and very well supported. These extra-curricular activities enhance our pupil's wider education.

SIP 2016/17 tasks completed/incorporated into SIP 2017/18.

SIP 2017/18 future monitoring will be taken by governors on interactive SIP. Governors will track areas of responsibility online and bring necessary challenge to meetings. GB/committee minutes will record termly monitoring by governors.

KR/SE  
KL/MA

## 8. Pupil Premium end of year report

KL reminded governors about their accountability for PP spend/monitoring/impact & the need to publish impact and spend on the website.

Finance is clearly allocated providing transparency and impact is evidenced; explanation of funding given for new governors. MS explained plan to reformat future reports. Role of Reading Recovery Teacher discussed and future plan to maximise expertise for whole school impact. KR has 2 volunteer readers for Y1/Y2; to liaise with A Parr.

KR

## 9. Safeguarding

- Annual summary

Summary on Resources Committee agenda.

- SCR governor monitored

RS monitored & signed off 11/05/17; will carry out annual check.

KL to diary

## 10. Policy reviews

- M34 Policy for Staff and Governor Development
- M57i/M57ii Discipline and Grievance Policies
- M58 Medical Conditions Policy
- M64 Gifts and Hospitality Policy

GB approved all above.

## 11. Correspondence

DfE National pupil projections – future trends in pupil numbers: July 2017

DfE Defining and collecting metrics on the quality of school governance: a feasibility study

KL will email out to GB.

KL

## 12. AOB

M65 Document Retention Policy – will be brought to Sep GB for approval.

Staff leave of absence request – after due consideration GB approved 3 days leave without pay due to exceptional circumstances; KL to produce letter.

KL

KL

One Governor Training Programme 2017/18 – GB reinforced their commitment to training; agreed to buy in for 2017/18 & to include NGA membership. KL explained that governors can book directly or ask KL to book.

KL

Admin request for debt write off for 3 separate amounts totally in £153.50. The debt was incurred for after school clubs fees and all 3 pupils no longer attend AG. Admin have exhausted all avenues of recovery and are implementing a new pay in advance scheme for after school club. GB approved write off of £153.50.

## 13. DONM

Proposed dates for 2017/18 approved. RS gave apologies for FGB 25/09/17 (will meet with KL prior to holiday).

Meeting closed 9.15pm

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_