

ASH GREEN COMMUNITY PRIMARY SCHOOL

Minutes of the Governing Board Meeting

25 September 2018, 6.15pm

Present: Barry Collins (BC), Rachel Dodson (RD), Jo Dye (JD), Steve Elliott (SE), Don Faulkner (DF), Bob Metcalfe (BM), Jodie Parker (JP), Mungo Sheppard (MS), Kelly Taylor (KT), Adrian Wyatt (AW)

Apologies: Kim Robinson (KR), Robb Sutherland (RS)

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

1. Election of Chair & term of office

KL opened meeting.

BC elected as chair for 2018/19. BC thanked governors for their continued support but announced his intention to stand down possibly July 2019. BC is also retiring from the Council in May '19. GB to consider options through 2018/19 for succession.

2. Welcome & apologies

Apologies as above, consent given.

3. Declaration of interest

None.

4. Election of Vice Chair & term of office

RS elected as vice chair for 2018/19. KL to inform RS.

5. Governor meeting dates for 2018/19

One change to proposed dates, FGB November changed to 20th; approved timetable attached.

6. Annual Papers for Governors

- Register of Pecuniary Interest
- Annual Declaration
- Code of Conduct
- Keeping Children Safe in Education
- GDPR Governor Privacy Notice

All 5 documents above were signed/dated by governors present & returned to KL for record.

Governors with apologies to forward signed/dated documents to KL.

- Governor training programme 2018/19

We have bought in to the LA training package, included is The Key and NGA/Learning Link membership. Governors will continue to access relevant training if able; with induction training for new governors essential. Due to the range of professional commitments of the FGB governors agree to continue with bespoke FGB training for e.g. safeguarding KL to schedule within the governor timetable of meetings for 2018/19.

JD joined meeting.

7. Annual review of GB/Committee structure and TORs

- Full Governing Board
- Resources
- Standards & Effectiveness
- Pay/Personnel
- Complaints & Disciplinary
- Appeals

Governors agree FGB & current committee structure works effectively ensuring the governing board fulfil its core strategic functions:

- i. Ensuring clarity of vision, ethos and strategic direction.
- ii. Holding the headteacher to account for the educational performance of the school and its

Action

GB

KL/RS

KL

KR & RS

KL

<p>pupils.</p> <p>iii. Overseeing the financial performance of the school and making sure its money is well spent.</p> <p>TORs approved with one change to Resources Committee TOR: pg 2 Non-Delegated Functions 2. substantial removed from sentence.</p> <ul style="list-style-type: none"> Annual Planner <p>Governors agreed annual planner, all statutory requirements & monitoring scheduled. The planner shows the amount of work governors commit to annually to ensure continual school improvement.</p> <ul style="list-style-type: none"> Governor attendance 2017/18 <p>Governor commitment is strong with average attendance at 80%; KL to post anonymised list on the website.</p>	<p>KL</p>
<p>8. Review Committee Membership</p> <ul style="list-style-type: none"> Governors skills audit <p>Skills audit analysed: good expertise across the FGB; section 3 reflects the values & commitment to governance.</p> <ul style="list-style-type: none"> Committee membership 2018/19 <p>Governors agreed committee membership for 2018/19 based on skills, skill development & succession planning; see committee membership grid attached. MS requested CPD for senior leaders to include observation of governor meetings; request granted.</p> <ul style="list-style-type: none"> Link Governors – Statutory & SIP <p>Statutory link & SIP link governors for 2018/19 allocated based on skills & succession planning; see attached list. AW to refer to job description's before picking up link and requested standard to work to. KT happy to work with AW (ref governor visit proforma). KL to submit annual return of officers to LA. Governors reminded to access SIP online to monitor: http://bit.ly/2G6vrWH</p>	<p>KL</p> <p>KL</p> <p>AW/KT KL FGB</p>
<p>9. Minutes of last meeting 17/07/18</p> <p>Approved as an accurate record.</p> <p>Proposed: BM Seconded: KT</p> <p style="text-align: right;">Unanimously agreed</p>	
<p>10. Matters arising</p> <p>Item 1 - Governor vacancy, MS suggested contacting Liz Broadley, previous GB member, to see if she would consider GB membership again. GB agreed MS/KL to contact. The Mixenden Addy could be another avenue to explore. C Mann is doing well after her move and is keeping in contact with staff.</p> <p>Item 8 – leaders are driving through on SIP challenge.</p> <p>Item 14 – Pre Ofsted visit, MS will contact consultant this week.</p> <p>All actions closed/addressed on agenda.</p> <p>BC asked MS for an update: Very good start to year; staff team united and working well together; PPA very productive and good cross moderation; staff changes has been very successful; parity of education on both sites; challenges across sites highlighted; a small handful of challenging parents do take up a lot of leadership time to manage.</p> <p>We must celebrate the success of AG within the wider school community and LA as a beacon of excellence, good practice and extensive experience. This school is very influential across the LA. Just one week of emails to MS evidence (file with GB papers) the appreciation from the above for our school to school support. Today leaders from local Secondary provision spent time with our Family Support Worker with the aim to replicate this service. MS is able to support LA because of our strong leadership structure.</p> <p>MS is actively involved with 'Schools Against Cuts' and was interviewed by Sky News alongside local MP & Unions.</p> <p>BC referred to good 2017/18 results at Trinity Academy; these are our children.</p>	<p>MS/KL</p> <p>MS</p>

11. SEF

This document will be requested by Ofsted prior to visit.

Key to coloured text: Black – complete; Green – SM's changes; Red – for extension/attention.

SM suggested additional front page be inserted which will be a condensed SEF; GB agreed this would be a good addition and SM to produce. Leadership scheduled time during summer break to work together in preparation for 2018/19.

SM

12. Attainment & Progress

- A&P update

GB previously received 60-70% of this report July '18. Now includes some National data but we are still waiting for the release of disadvantaged data.

Pupil progress in all subjects is much improved on 2017 in all subjects and reflects accurate school projections. KS2 have made amazing progress, GB recognises the hard work from the KS2 team particularly Y6 staff. SM brought attention to pg 3-5 data and supporting text for where we go next. SM is targeting diminishing the difference in every year group and linking to staff appraisal for 2018/19. This initiative may be taken on-board by other LA schools.

National data makes clear that there is not another school in our circumstances getting these results. Advanced data analysis with staff ownership of data is successfully driving forward progress and ensuring good pupil outcomes in challenging circumstances.

- Targets

SM tabled document, meetings finalising targets were held the week prior to GB meeting therefore collated and tabled at meeting.

SM explained its very early days but predicted targets are for KS2 RWM are broadly in line with this year's LA average; R + W may come down slightly but M is sustainable. KS1 RWM targets are confident. EY GLD is not transferable to KS1 measures; target is realistic. Y1 phonics is on an upward trend. LA risk assessment has been received and is at A. (A = outstanding/good, B = requires improvement, C = in measures.)

13. Policy review

- M22 Safeguarding & M22i CP Procedures

RD, Safeguarding lead at AGCC, informed GB of recent information following a serious case review. RD to consult with FSW & EY Manager to revisit title of Accident at Home Form and Registration Contracts/Home Visit Procedure. GB satisfied that M22 & M22i, as adopted LA model policies, are fully compliant and approve both. But GB will review any changes advised by IPT following work with RD.

RD

14. AOB

- Council Highways Dept has been in contact with BC regarding the crossing at the upper site. The crossing has been approved but the position will need to be negotiated as there is an issue with proximity to the bus top and access to driveways. HT/Site Staff to liaise with LA to resolve and move forward.
- DF has been approached by parents regarding an incident during family lunch at the upper site last week. MS explained the situation and has already implemented change to ensure future success.
- Case review date set 17/10/18, governor panel agreed and HR Advisor.
- DK Cluster role and employment discussed. GB requested school bursar investigate and advise; information to be brought to Resources Committee; GB delegated responsibility for action.

MS/Site

MA/agenda

15. DONM

20/11/18

Meeting closed 9pm

Signed: _____ Chair of Governors

Date: _____