**Summer Term 2022**

**The Governing Board of Aston By Sutton Primary School**

**Minutes of the Full Governing Body Meeting**

**Held at the School on 14th July 2022 at 4pm**

**Composition of Governing Body:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Category of Governor | date of end of tenure | Designated Role | In  Attendance |
| Mr J Baldacchino | LA | 26/7/24 |  | ✓ |
| Mrs C Cavanagh | Co-Opted | 25/3/24 | Chair | ✓ |
| Mrs H Kershaw Jones | Associate | 12/9/21 |  | ✓ |
| Mrs A Plant | Headteacher |  | Headteacher | ✓ |
| Mrs S Williams | Co-Opted | 23/3/24 |  | ✓ |
| Ms K Wright | Co-Opted Staff | 19/6/23 |  | ✓ |
| Mrs K Davies | Parent | 11/2/23 |  |  |
| Mrs S Griffiths | Parent | 3/5/25 | Vice Chair | ✓ |
| Vacant | Staff |  |  |  |
| Vacant | Co-Opted |  |  |  |
| Vacant | Co-Opted |  |  |  |
| In Attendance |  |  |  |  |
| Mrs S Knight |  |  | Clerk | ✓ |

The Clerk advised that the meeting was quorate.

**1. Apologies**

Apologies for absence were received from Mrs Davies.

**2. Authorised/Unauthorised absence**

The absence was authorised.

**3. Declaration of pecuniary interests.**

To declare any potential pecuniary interest or conflict of interest between an individual and the governing body as a whole with the business to be discussed during the meeting.

**RESOLVED:**

There were no declarations made for the meeting.

**4. Governor Hub Presentation**

The Clerk provided an overview of Governor Hub to the Board.

**5. Membership/Constitution**

The term of office for Mrs Horsefield had expired. The Clerk advised that the school need to conduct a Staff Governor election.

**ACTION:** Headteacher to conduct a Staff Governor election in the Autumn term.

**RESOLVED:**  
There are vacancies for 2 Co-Opted Governors and 1 Staff Governor.

**RESOLVED:**The HTPM panel members are Mrs Cavanagh, Mrs Griffiths and Mrs Kershaw Jones.

**RESOLVED:**Governors approved the School Improvement Partner of Susan Walters; the ASIA is Sharon Dean.

The Headteacher explained that the ASIA is provided by the LA and is free for the school. The school purchases the services of a SIP and they are also used as part of the HTPM process.

*Q: A Governor asked if it is beneficial having an ASIA?  
A: The Headteacher replied that it is beneficial having an extra pair of eyes, they were very thorough and the process was helpful.*

**6. Minutes of Last Meeting**

Governors reviewed the minutes from the meeting held on the 31st March 2022.

**RESOLVED:**Governors approved the minutes as a true and accurate record of the meeting held on the 31st March 2022.

**7. Matters Arising**

Governors reviewed the actions from the previous meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item & point for action** | **Person Responsible** | **Date to be completed by:** | **Outcome** |
| 8. Headteacher/Chair to advertise the governor vacancies on Governors for School  8. Governors to complete a tour of the school at the next committee meetings  8. Governors to discuss transition at the next meeting  8. All Governors to complete the GDPR training before the end of term  8. Clerk to circulate the summer training schedule to Governors | **Headteacher/ Chair**  **Governors**  **Governors**  **Governors**  **Clerk** | **Jun 22**  **Jun 22**  **Next meeting**  **Next meeting**  **End of term** | **Complete**  **Complete**  **See below**  **Ongoing**  **Complete** |

The Headteacher told Governors that originally transition was going to be 3 weeks, this has been reduced to 2½.

*Q: A Governor asked how many pupils are joining in September?  
A: The Headteacher replied that there will be 16 due to a permitted acceptance, there had been one appeal that had been unsuccessful.*

Governors noted that due to the permitted acceptance the PAN has been breached and the class size next year will be over 30.

*Q: A Governor asked if you the school had received feedback from parents regarding transition?  
A: The Headteacher replied that she could circulate a survey to the Reception class from this year asking how they felt the process had gone. Induction letters for this year have been sent to parents.*

**ACTION:** Headteacher to complete a survey of Reception parents to gain an understanding of how they felt transition into the school had gone.

**8. Committee Meetings and/or Reports from Governors with Special Responsibilities**

Governors received the minutes from the following committee meetings:

* Resources Committee – 19th May 2022
* Curriculum Committee – 19th May 2022

There were no questions raised from the minutes.

**9. Headteachers Update**

The Headteacher shared her report with Governors prior to the meeting. The report followed the school on a page format and covered the following items:

* Pupil Numbers
* School Improvement Priorities
* Attendance
* Behaviour and Safeguarding
* Budget
* Staffing
* Performance Data

The Headteacher highlighted the following:

There are 103 pupils on roll, 31% of pupils are SEND.

The school development priorities will be confirmed when the final Ofsted report has been received.

The staff will be receiving training from Big Cat, the Headteacher highlighted that it is the first full year of teaching the scheme due to Covid.

*Q: A Governor asked how subjects can be further embedded?  
A: The Headteacher replied that from September to December the DHT will have an additional half day out of class so that the SLT can focus on subject deep dives, speak to children complete book reviews and do learning walks. The school has purchased The Host which supports staff in subject leadership and staff meetings will be held focusing on deep dives in all subjects.*

*Q: A Governor asked if the deep dives will be conducted by the Headteacher and DHT?  
A: The Headteacher replied that some will.*

There are 2 cases at Child Protection, there had been 1 reported racist incident and one incident of bullying.

The Headteacher told Governors that Ofsted had praised the behaviour of pupils in school, they had said that there is a calm and productive atmosphere where pupils learn without disruption.

The Headteacher told Governors that they are working with the families regarding the reported bullying incident.

*Q: A Governor asked if pupils are active on social media?  
A: The Headteacher replied that they are.*

Governors noted that the school is also working with parents and pupils regarding the racist comment and homophobic comment.

Governors were informed that a parent had been posting inappropriate comments about the Headteacher in social media, the Headteacher had sought legal advice and social services had been made aware.

Governors agreed that the Headteacher had safeguarding procedures to follow and these were adhered to.

Governors reviewed the predicted carry forwards:

2021/22 £79095.00

2022/23 £10208.00

2023/24 -£19541.00

The Headteacher reported that there are still some invoices that have not been posted to the new system.

The new Bursar is selling in well to the school.

Governors reviewed the end of year data for Phonics, KS1 and KS2.

Phonics 81.25% passed the screening test

KS1 at ARE Maths 75% and 33% GD

Reading 75% and 50% GD

Writing 50%

KS2 at ARE Maths 69% and 31% GD

Reading 75% and 25% GD

Writing 62.5%

SPAG 69% and 25% GD

RWM 56%

*Q: A Governor asked if the school achieved 81% in phonics would you say this is taught consistently?  
A: The Headteacher replied that the inspector had not commented on teachers delivery of phonics they had indicated that TA’s new to the school had not been trained to the same level. The phonics results are very pleasing.*

Governors thanked the Headteacher for her report.

**10. Safeguarding**

This was covered in the Headteacher’s Report.

**11. Finance Items**

This was covered in the Headteacher’s Report.

**12. GDPR**

There had been no data breaches reported.

**13. Policies**

There will be a number of policies requiring review or approval in the Autumn term.

The Clerk advised that not all policies need full Governing Board approval and she will share a list with the Headteacher and Chair of which policies need to be presented at the next FGB meeting.

**ACTION:** Clerk to share with the Headteacher and Chair a list of policies requiring full GB approval.

**14. Governor Training**

The Chair asked that Governors complete the training log on Governor Hub following any training they complete.

The Clerk had circulated links to the Schools for Governors Conference prior to the meeting.

**15. School Bulletin**

The Clerk had circulated the June bulletin to Governors prior to the meeting. The Clerk highlighted the following:

**Attendance**

The Department for Education has published [new guidance](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance) for schools, trusts, governing bodies and local authorities on the importance of working together to improve attendance.

* This new guidance is non-statutory. It applies from September 2022 and replaces all previous guidance on school attendance (except the existing guidance on parental responsibility measures)
* The Secretary of State is committed to this guidance becoming statutory in the future (this will be no sooner than September 2023)
* It outlines responsibilities in more detail for schools, boards, local authorities (LAs) and parents
* It introduces the new term ‘severe absence’. This is where a pupils’ attendance is below 50%
* Your school is expected to:
  + Develop and maintain a whole school culture that promotes the benefits of high attendance. This includes having a designated senior leader with overall responsibility for championing and improving attendance in school
  + Have a clear school attendance policy, understood by all leaders, staff, pupils and parents
  + Accurately complete admissions and attendance registers, and have effective processes to follow-up absence (see page 12)
  + Regularly analyse attendance and absence data to identify pupils/cohorts than need support
  + Support pupils and parents by working together to understand and address barriers to attendance (see pages 15 to 17)
* The guidance also goes into more detail on what legal interventions your school can take against parents after it has exhausted all other avenues.
* **National Tutoring Programme**

The Education Secretary had announced that parents in England will be given access to data revealing how their school is using the National Tutoring Programme. In a letter sent to all schools recently, the Education Secretary confirmed his intention to publish the data of each school’s involvement this autumn, helping parents to understand how their school is taking up the offer of Government-funded support to help pupils catch up on lost learning.

The data will also be shared with Ofsted. The DFE estimates that 40% of schools are yet to offer any tutoring sessions on the National Tutoring Programme this academic year. Schools who are yet to offer tutoring support will be contacted by the DfE to discuss their plans and offer further support to ensure they can offer tutoring to their pupils this term.

* **New Safeguarding Requirements for Governors**

From September, all governors and trustees will need to receive appropriate safeguarding and child protection training at induction. Their training will also need to be regularly updated. The requirements come in as the DfE published the latest iteration of Keeping children safe in education 2022 and are contained in paragraph 81. The statutory guidance is currently for information only but will come into force on 1 September 2022. The guidance sets out the legal duties schools and trusts must follow to safeguard and promote the welfare of pupils.

[Keeping children safe in education 2022 (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1080047/KCSIE_2022_revised.pdf)

**16.Correspondence to the Chair of Governors/Chairs Action**

The Chair had not taken any action on behalf of the Governing Board since the last meeting.

**17. Date and Time of Next Meeting**

Governors agreed the following meeting dates for the next academic year:

Autumn 6th Oct 2022 (committees) 8th Dec 2022 (FGB)

Spring 9th Feb 2023(committees) 30th Mar 2023 (FGB)

Summer 18th May 2023 (Committee) 13th July (FGB)

The Headteacher requested that alternative dates are found for the 9th February and the 8th December meetings.

**ACTION:** Clerk to look for alternative dates for 9th February and the 8th December.

Meeting closed at 6pm.

……………………………….. SIGNED

Chair of Governors

……………………………….. Date

**A C T I O N S S H E E T**

**Full Governing Board Meeting – Aston By Sutton Primary School**

**14th July 2022**

**The following actions were agreed at the above meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item & point for action** | **Person Responsible** | **Date to be completed by:** | **Outcome** |
| 5. Headteacher to conduct a Staff Governor election in the Autumn term  7. Headteacher to complete a survey of Reception parents to gain an understanding of how they felt transition into the school had gone  13. Clerk to share with the Headteacher and Chair a list of policies requiring full GB approval  17. Clerk to look for alternative dates for 9th February and the 8th December | **Headteacher**  **Headteacher**  **Clerk**  **Clerk** | **Next FGB meeting**  **Next FGB meeting**  **End of term**  **Autumn term** |  |