**Spring Term 2022**

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

**Minutes of the Full Governing Body Meeting**

**Held at the School on 31st March 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 |  |
| Ms T Horsefield | Staff | 19/6/22 |  | ✓ |
| 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 | Co-Opted |  |  |  |
| Vacant | Co-Opted |  |  |  |
| In Attendance |  |  |  |  |
| Mrs S Knight |  |  | Clerk | ✓ |

The Clerk advised that the meeting was not quorate.

Governors agreed to hold the meeting but could not formally approve items, these will be carried over to an extra ordinary full governing board meeting on the 5th May.

In the absence of the Chair and Vice Chair the meeting was chaired by Mrs Davies.

The meeting began with a presentation from Miss Platt on Mastering Number.

* Mastering Number is a programme for pupils in Reception, Year 1 and Year 2, it ensures that these pupils have number sense embedded through their time in KS1.
* The school works with Maths Hubs which provide free training and resources.
* All pupils in Reception, Year 1 and Year 2 access the programme and it is used as an intervention in KS2.

Governors noted that it has a lot of repetition, and it links with Number Blocks. This helps ensure that it is embedded and enables knowledge to build year on year.

* The programme has a lot of practical work and there is not as much work in books, however staff do take pictures of what pupils are doing as a source of evidence.

*Q: A Governor asked how it goes from practical to recording?  
A: Miss Platt replied that pupils complete tables to record what they are doing and there are diagrams to colour in. Dojo is updated by staff and evidence increases in Year 2.*

Miss Platt told Governors that the programme has had a positive impact on all children, some in Year 1 are working at a Year 2 level because they have a strong sticky knowledge of number bonds.

The Headteacher reported that there is termly online training for teachers and TAs had also received the training.

Mrs Davies joined the meeting at 4.25pm.

Governors thanked Miss Platt for her presentation, and she left the meeting.

Governors welcomed Mrs Shorrock to the meeting, she gave a presentation on the new EYFS framework.

The EYFS reforms are designed to:

* improve outcomes at 5 years old
* improve language development for all children particularly disadvantaged pupils
* reduce workload for teachers and childcare practitioners. The teachers knowledge of the child is now seen as evidence enough without having to collate reams of evidence.

However, the school is continuing to record on Tapestry so that parents know what their child is doing and what they can do.

The 17 Early Learning Goals (ELG) are used at the end of the Reception year.

The EYFS curriculum is not set and there are no objectives like KS1 and KS2, but there is an education programme.

Governors reviewed the changes in the ELG’s from 2017 to 2021.

Governors reviewed the Early Years long term overview for Aston by Sutton for 2021-22. Mrs Shorrock also shared the medium-term plan for Spring 2022.

Governors noted that the stages of development have also changed:

* From Birth to 3, 3–4-year-olds and children in Reception.
* The exceeding statements have been removed from the end of year assessments to allow teachers to focus on bringing all children to the same level.

Mrs Shorrock told Governors that one of the biggest changes is the expectations in vocabulary. To help pupils with this the Reception class have Sid’s Web and a Daily Sentence, the Headteacher commented that these are proving very effective.

Governors thanked Mrs Shorrock for her presentation, and she left the meeting.

**1. Apologies**

Apologies for absence were received from Mrs Cavanagh, Mr Baldacchino, Mrs Williams, Ms Wright and Mrs Griffiths.

**2. Authorised/Unauthorised absence**

The absences were 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. Election of Chair**

This item will be covered at the meeting on the 5th May.

**5. EYFS Presentation**

This was covered at the start of the meeting.

**6. Membership/Constitution**

The Headteacher reported that she had contacted Martin Hill at Helsby High School. The school are appointing 2 members of SLT, once they have completed the recruitment process Mr Hill will share the vacancies with them.

The Clerk advised that the term of office for Ms Horsefield expires on the 19th June.

**RESOLVED:**  
There are vacancies for 2 Co-Opted Governors.

**7. Minutes of Last Meeting**

This item will be covered at the next meeting.

**8. Matters Arising**

Governors reviewed the actions from the previous meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item & point for action** | **Person Responsible** | **Date to be completed by:** | **Outcome** |
| 3. Governors to complete their annual declaration forms and return them to school  5. Headteacher/Chair to advertise the governor vacancies on Governors for School  7. Clerk to forward role descriptors for the link roles to the Chair  7. Governors to complete a tour of the school at the next committee meetings  12. Mrs Shorrock to attend the next committee meeting  12. Governors to discuss transition at the next meeting  17. All Governors to complete the GDPR training before the end of term  18. Governors to meet to review and approve policies on the 2nd December | **All Governors**  **Headteacher/ Chair**  **Clerk**  **Governors**  **Headteacher/ Chair**  **Governors**  **All Governors**  **All Governors** | **End of term**  **End of term**  **End of term**  **Next meeting**  **Next meeting**  **Next meeting**  **End of term**  **End of term** | **Complete**  **Carry forward**  **Complete**  **Next meeting**  **Complete**  **Carry forward**  **Carry forward**  **Complete** |

Governors had held an extra ordinary meeting on the 10th February to review and approve policies.

The Clerk will circulate the summer training schedule from Edsential to Governors.

**ACTION:** Clerk to circulate the summer training schedule to Governors.

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

Governors received the minutes from the following committee meetings:

* Resources Committee – 10th February 2022
* Curriculum Committee – 10th February 2022

There were no questions raised from the minutes.

**10. Headteachers Update**

The Headteacher shared her report with Governors prior to the meeting. The report covered the following items:

* Contextual Information
* Ofsted Overview
* Update on School Development Plan
* Pupil Data inc attendance
* SEND
* Pupil Outcomes
* Pupil Behaviour
* Spirit, moral, social, and cultural development
* Parental Engagement
* Pupil Voice
* Bullying
* Safeguarding
* Premises
* Site and online security
* Termly budget review
* Pupil Premium
* Sports Funding
* Catch Up Funding
* Next steps

The Headteacher highlighted the following:

There are 103 pupils on roll.

Overall attendance is 93.4% where pupils’ attendance is lower than the target the parents will be invited into school for meetings next term. Attendance is being impacted by some term time holidays.

The school is in the Ofsted inspection window. Subject leaders are working hard to ensure they know their subject and have a clear narrative relating to the curriculum content, including intent, implementation and impact. All subject leaders have attended training to develop their subject.

Governors noted that inspectors will complete ‘deep dives’ in reading, maths and probably history.

Governors received a copy of the subject action plans and a copy of the SIP report from the visit on the 21st March, the SIP agrees with the SEF that the school is Good.

There are 29 pupils with SEND, 3 pupils who receive additional funding will move to high school in September.

The Headteacher told Governors that she does not know the numbers for the intake in September as 80% of the pupils join from Halton and the school does not have access to their information.

Governors reviewed the predicted data for pupils achieving the expected standard and greater depth in reading, writing and maths. All pupils who are not working at the expected level or predicted not to make expected are being targeted with interventions. SATS meetings have been held for KS1 parents, the meeting for KS2 parents will take place on the 21st April.

The Headteacher reported that there had been one reported bullying incident, this had been dealt with following school policies and procedures.

A PE survey has been conducted as requested by the LA. The survey has highlighted that there are not many children accessing swimming outside of school. The school has found it incredibly difficult to obtain swimming sessions for pupils in local pools. The Headteacher told Governors that they may consider swimming for 2 terms next year.

There is one case of Child in Need and 1 at Child Protection.

Governors reviewed the 3-year budget plan with the following predicted carry forwards:

2021-22 £60,459.00 following LA meeting now currently showing £102k

2022-23 £13,076.00

2023-24 -£13,827.00

Governors acknowledge that the school does not currently have a Bursar. The accounts currently show a predicted carry forward for this year of £102k. This is due to a number of invoices not being processed. The LA budget officer has advised that the figure is adjusted by what is due to be paid and this will then be offset against when the invoices are posted.

*Q: A Governor asked why the carry forward drops significantly each year?  
A: The Headteacher replied that not all funding streams are known and therefore not included.*

The Headteacher suggested that the spending plans include new touchscreens for all classrooms.

*Q: A Governor asked what the progress on the Bursar role is?  
A: The Headteacher replied that they had advertised and appointed someone before the February half term. However, the person that was appointed pulled out after half term, the post had been re-advertised where they showed an interest again and then again pulled out.*

The school have been considering agency support and the Headteacher told Governors that they may need to consider increasing the pay grade to Grade 7 as the role has increasing accountability.

Local schools had been approached to support the school and Helsby Hillside did supply a member of their staff for a short period of time. There is a member of staff in school that is supporting the Headteacher with the role.

Governors thanked the Headteacher for her report.

**11. Safeguarding**

This was covered in the Headteacher’s Report.

**12. Residential Visits**

This item will be covered at the next meeting.

**13. School Improvement Plan**

This was received via the Headteacher’s Report.

**14. SEND**

This was covered in the Headteacher’s Report.

**15. Finance**

Governors had received a finance report as part of the Headteacher’s Report.

The 2022-23 budget and SFVS had been discussed in detail and approved by Governors at a meeting on the 17th March 2022.

There have been no changes to the Manual of Internal Financial Procedures.

**RESOLVED:**That the SFVS is approved.

The 2022-23 budget is approved.

**16. GDPR**

The Headteacher reported that there had been no data breaches.

**17. Policies**

There were no policies requiring review or approval.

**18. Governor Training**

There was no training to report.

**19. School Bulletin**

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

* Governor Hub
* Governments white paper
* Finalised individual school pricing is currently being prepared and will be communicated by West Mercia Energy. To enable schools to set budgets while final pricing is being prepared the following increases are recommended:

200% increase in the gas budget (triple current cost)

90% increase in electricity budget (nearly double current cost)

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

Due to the absence of the Chair this item was not covered at the meeting.

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

Governors agreed the next meeting will be held on the 14th July 2022 at 4pm.

Meeting closed at 6.30pm, Governors did not hold a Part 2 meeting.

……………………………….. 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**

**31st March 2022**

**The following actions were agreed at the above 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** |  |