**Spring Term 2023**

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

**Minutes of the Full Governing Body Meeting**

**Held at the School on 30th March 2023 at 4.30pm**

**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 | ✓ |
| Ms K Wright | Co-Opted Staff | 19/6/23 |  | ✓ |
| Mrs K Davies |  | 11/2/27 |  | ✓ |
| Mrs S Griffiths | Parent | 3/5/25 |  | ✓ |
| Ms T Horsefield | Staff | 31/12/26 |  |  |
| Mrs D Faragher | Co-Opted | 29/03/27 |  |  |
| Mrs L Walker | Parent | 29/03/24 |  |  |
| 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 Ms Horsefield.

**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. Membership/Constitution**

Governors noted that there had been an application for the Parent Governor vacancy, as only one application had been received the school did not need to hold a ballot.

**RESOLVED:**

Mrs Laura Walker had been appointed as Parent Governor.

Governors agreed to re-appoint Mrs Kim Davies, she will be a Co-Opted Governor for a 4-year term.

Mr Baldacchino had spoken to parents and grandparents at a school event. Deborah Faragher expressed an interest and completed an application form. She has experience in governance and schools.

Jackie Rice had also expressed an interest; she runs her own business and has children in the school.

**RESOLVED:**  
Governors agreed to appoint Deborah Faragher as a Co-Opted Governor.

**ACTION:** Headteacher/Chair to contact Jackie Rice for the application form.

**ACTION:** School to conduct DBS checks on Deborah Faragher and Laura Walker.

Governors discussed obtaining references and social media searches for new governors as this is a requirement for staff in the Keeping Children Safe in Education document.

**ACTION:** Clerk to add new Governors to Governor Hub and send them a welcome email.

**5. Minutes of Last Meeting**

Governors reviewed the minutes from the meeting held on the 29th November 2022.

The HTPM panel is Mrs S Griffiths and Mrs H Kershaw Jones.

Mrs Davies is the link Governor for English.

Mrs Cavanagh is the link Governor for PE.

**RESOLVED:**Governors approved the minutes of the meeting held on the 29th November 2022 with the above changes.

**6. Matters Arising**

Governors reviewed the actions from the previous meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item & point for action** | **Person Responsible** | **Date to be completed by:** | **Outcome** |
| 5. Clerk forward election paperwork to the SBM.  5. School to conduct Parent Governor election in January.  16. Governors to review and approve the Pay Policy | **Clerk**  **Headteacher**  **Governors** | **End of term**  **January 2023**  **End of term** | **Complete**  **Complete**  **Item 14 on agenda** |

There were no matters arising from the minutes.

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

Governors received the minutes from the following committee meetings:

* Resources Committee – 26th January 2023
* Curriculum Committee – 26th January 2023

There were no questions raised from the minutes.

**8. Finance**

Governors received the following information regarding the 3-year plan and predicted carry forward figures:

2022-23 £21534.00

2023-24 £11097.00

2024-25 -£33140.00

*Q: What are the intake numbers like for September?  
A: We have 12 first choices, hopefully we will get a class of 15. The school total is 99 pupils, but we have received a request for an in-year transfer for a pupil into Year 3. There will be 14 pupils leaving Year 6 at the end of the year.*

The school had held a budget meeting with the LA to review the draft budget 2023-24. The next meeting with the budget officer will take place on the 19th May 2023 at 9.30am.

The Headteacher reported that the school had received the outstanding monies from Halton SEND. This was £30k.

*Q: Is this why the budget is in a more positive position?  
A: The funds had been accrued in the budget.*

The school had received 2 quotes to complete the work on the trees, one was for £4k this would just cover the red priorities. The other quote was for £5400.00 and they had agreed to cover all the priority areas and clear the waste.

Mr Baldacchino reported that he had checked the companies accreditation and risk assessment.

*Q: Why did we not get 3 quotes?  
A: We requested 3 quotes but only received 2.*

Governors agreed that the school should proceed with the work for the quote of £5400.00 as they can evidence that they requested for 3 quotes.

The school has £15449.00 of Sports Funding that needs to be spent by the 31st August. The Headteacher informed Governors that Pentagon will be used to create a play trail or active area. The remaining funds will be used on an orienteering package the cost for the first year is £1900.00.

*Q: How will future years be funded?  
A: We would use the Sports Funding; it is £700 after the first year.*

*Q: Could we consider looking at a climbing wall onto the school?  
A: This tends to scrape pupils’ skin and clothes; we could look at putting them onto a board then fixing it to the school.*

Governors had received and reviewed the draft budget.

**RESOVLED:**Governors approved the draft budget 2023-24.

*Q: Could we use the remaining funding to replenish the sports equipment?  
A: Yes, we could look into this.*

Governors had reviewed the SFVS during their committee meetings during the year. The Chair had circulated the completed SFVS to Governors in advance of the meeting.

Governors reviewed the benchmarking report.

*Q: Why are we above other schools for supply staff and other staff?  
A: This is because we put a robust plan in place for subject leaders to have the time to spend on their subject, their classes were covered by supply, we also used the supply cover to provide SENDCO time.*

Governors fully support the decision to use Nicola Rudd and that this is planned for in the budget and School Development Plan. It supports the recovery plan and outcomes for pupils and school improvement.

**ACTION:** Headteacher to look into which members of staff fall under other staff.

The current contract for electricity runs until 2027.

The Headteacher confirmed that there are no bad debts and there are no party related transactions.

**RESOLVED:**Governors approved the SFVS for submission to the LA.

Governors reviewed the MIFP and noted that there had been minor changes to the document to reflect staffing changes.

**RESOLVED:**Governors approved the MIFP.

**9. Headteachers Report**

The Headteacher had circulated her report in advance of the meeting. The report covered the following items:

* SEF information
* Contextual Data
* Leadership and Management
* Safeguarding
* Pupil Premium
* Health and Safety
* Governance
* School Development Plan Progress Against Objectives
* Staffing
* Behaviour and Attitudes
* Personal Development
* Quality of Education

The Headteacher report uses data that is in Arbor.

The contextual data compares the school to other similar schools in CWAC.

*Q: Could we receive comparative data against Halton schools?  
A: Would could ask for this.*

**ACTION:** Headteacher to see if comparative data from Halton can be used in the Headteacher Report.

*Q: How is the gender imbalance going in Year 3?  
A: We only have 2 girls in Year 3 but there are more girls than boys in Year 4. The girls are working well.*

The Headteacher highlighted that there had been 1 IRART referral.

The Fire Safety Audit had been shared with Governors. They reviewed the 4 red actions on page 15.

The Headteacher informed Governors that a company will be visiting the school on Friday to review the cables and look at adding additional electrical sockets.

*Q: How many additional sockets do we need?  
A: In total about 30, we would look for them also to have a direct source for a USB.*

Governors discussed whether there may be an option for commercial sockets.

Governors agreed that if KD can do the work, then this is agreed as they are known to the school and are always most cost effective, the school should contact two other companies for quotes.

**ACTION:** School to obtain an additional two quotes for the electrical work.

*Q: Has the school considered getting an IPAD trolly?  
A: We could investigate this, we need to be mindful of space though, the laptop trolley we had was too bulky.*

*Q: Have all staff received the phonics training?  
A: Yes, this was completed in the Autumn term they have also had Big Cat reading training and termly staff meetings are now held with all staff including TA’s.*

*Q: Are the gaps closing in reading?  
A: Pupils were reading at least 3 times a week; we have now increased this to 5 times in school. We have introduced hot chocolate Friday, and this has had a positive impact on reluctant readers. Year 2 are the class that have not engaged with this as much as other pupils, but all pupils are making positive progress.*

*Support staff are confident in assessing reading and the school has bought Beyond Line which is more structured textbooks for pupils to access if appropriate.*

The Headteacher informed Governors that the school had also invested in SEND reading books, this library has had to be supplemented by another scheme.

*Q: Are reading sessions held in school documented?  
A: Yes, staff fill out the ‘Strive for 5’ and teachers have records to show who has been heard reading in each group and on what day.*

Governors noted that grandparents have been into school to listen to pupils read.

*Q: How well received was the recent parents evening?  
A: It was well received, we offered parents a blended approach following feedback from parent voice. We will investigate why a few parents chose not to attend.*

*Q: What reviews are being considered for staff wellbeing?  
A: We completed the Ofsted questionnaire during the inspection.*

*The Headteacher had recently attended a CWAC conference, and this has provided some ideas moving forward. There is an open culture of support at the school, but leaders understand they can always do more.*

Governors noted that there are staff wellbeing tools on the NGA.

**RESOLVED:**Governors agreed to appoint Mrs Griffiths as the link governor for Staff Wellbeing.

The Headteacher informed Governors that FASVP are looking into doing collective activities to support wellbeing.

Governors agreed to download the Ofsted questions and use these together with the CWAC HR ones to collate a questionnaire for staff.

**ACTION:** Governors to compile a staff questionnaire and share with the Headteacher.

*Q: Does any of the staff absence indicate that they are welfare related?  
A: No, the absences relate to colds and flu.*

Governors discussed Employee Assistant Program and noted that this may be included as part of the staff absence insurance.

The Headteacher highlighted that she and the SMO had completed IOSH training.

*Q: How do you record staff training?  
A: We use Drop Box.*

*Q: What CPD do support staff receive?  
A: They are offered training pertinent to the area they are working.*

Overall attendance is 95.5%.

*Q: Are there any pupils that are repeatedly absent?  
A: Yes, the PA is 14.3%, parents are invited to attend a meeting. This has had a 50% success rate to date. One child has moved to another school due to location; this is impacting on our data as they are absent but will not leave until the end of term.*

Governors discussed the Behaviour Policy and when this should be reviewed.

**ACTION:** Governors to review the Behaviour Policy in the Summer term.

Governors noted that 64% of pupils have accessed an extra-curricular club.

*Q: Is there anyone that could support in music at lunchtimes, such as running a choir?  
A: This was better attended when it was run at lunchtimes, but we have staggered lunch breaks which would not work.*

*Q: Is there any opportunity for the school to direct parents to external tutors for reading clubs etc?  
A: We wouldn’t be comfortable signposting parents to paid sessions for curriculum subjects. We have used the recovery funding to support additional TA hours.*

The Headteacher highlighted that following the advice from the SIP the school is looking at schemes of work to support the development and delivery of PHSE across the school.

Governors noted the following predicted targets for the end of year:

GLD 81%

Phonics 93%

KS1 Maths 71% GD29%

KS1 Reading 78% GD36%

KS1 Writing 57% GD 7%

KS2 Maths 64% GD21%

KS2 Reading 86% GD29%

KS2 Writing 72% GD 7%

KS2 RWM 72% GD 7%

GPS 72% GD36%

Governors thanked the Headteacher for her comprehensive report.

**10. SIP/ASIA Report**

Governors had received the reports from Sharron Dean and Susan Walters.

*Q: Is there a different approach to handwriting?  
A: Reception were doing letter joins with flicks, the DfE guidance says no flicks, from September we will introduce no flicks, it would be too confusing for the pupils to change this now.*

*Q: Are there any follow up visits?  
A: Yes, the ASIA will visit termly until Ofsted have visited, their next visit will focus on subject leaders and mini deep dives, this will take place in the summer term.*

**11. Safeguarding**

This was included in the Headteacher’s Report.

The link Governor for safeguarding is Mrs Cavanagh.

*Q: Is there safeguarding training planned for September?  
 A: Yes, and all staff have received their training for this year.*

**12. School Improvement/Development Plan**

This was included in the Headteacher’s Report.

Governors also received a copy of the at a glance SDP.

Governors agreed that now the vacancies have been filled on the Board, their key priority is governor induction.

**13. GDPR**

There had been no data breaches reported.

**14. Policies**

Governors reviewed the following policies:

Pay Policy

Governor Allowances and Expenses Policy

Supporting Pupils with Medical Conditions

**RESOLVED:** Governors approved the policies listed above.

**RESOLVED:** Governors approved the payment of the LLW to eligible staff.

*Q: Who is the school nurse?  
 A: We don’t have a named contact we have a CWAC contact point.*

**15. Governor Training/Visits**

Mrs Griffiths had visited the school to look at pupil voice in computing.

She reported that the curriculum is embedded, and sticky knowledge is evident. The pupils work cross curricular with computing and use key vocabulary.

Each class has dedicated time with the IT equipment and the subject leader is looking at B’Bots for the Reception class.

A coding club had been run in the Autumn term.

The subject leader had completed assessment method training and the subject evaluation and action plan will be reviewed for the next academic year.

Governors had attended a meeting with Janet Myers as part of the Governance Review.

Mrs Davies reported that she will be going on a school trip to the Liverpool Museum.

Mr Baldacchino had attended a Mother’s Day event and spoken with parents and grandparents. He reported that parents had spoken very positively about the school.

Governors reviewed the responses from the transition questionnaire that had been circulated to the Reception class parents.

*Q: Was the questionnaire anonymous?  
A: No, we have done this previously, but it doesn’t enable us to reach out to parents that are having concerns or issues.*

*Q: How was it presented to parents?  
A: Via School Spider.*

*Q: Have we recognised the responses?  
A: We don’t believe there are any ongoing concerns, we have spoken with parents regarding SEND response.*

**16. Governance Review**

Governors had received the report from Janet Myers.

Governors were invited to attend the whole school staff meetings, this will support the writing and reviewing of the SDP and the Governor Action Plan.

**ACTION:** Governors to attend the whole school staff meeting.

**17. School Bulletin**

The Clerk had circulated the March bulletin to Governors prior to the meeting. The Clerk will post items of interest onto the noticeboard on Governor Hub.

**18. 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.

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

The next meeting will be held on the 13th July 2023 at 4.30pm.

Meeting closed at 7.05pm.

……………………………….. 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**

**30th March 2023**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item & point for action** | **Person Responsible** | **Date to be completed by:** | **Outcome** |
| 4. Headteacher/Chair to contact Jackie Rice for the application form  4. School to conduct DBS checks on Deborah Faragher and Laura Walker  4. Clerk to add new Governors to Governor Hub and send them a welcome email  8. Headteacher to look into which members of staff fall under other staff on the benchmarking report  9. Headteacher to see if comparative data from Halton can be used in the Headteacher Report  9. School to obtain an additional two quotes for the electrical work  9. Governors to compile a staff questionnaire and share with the Headteacher  9. Governors to review the Behaviour Policy in the Summer term  16. Governors to attend the whole school staff meeting | **Headteacher/ Chair**  **Headteacher**  **Clerk**  **Headteacher**  **Headteacher**  **Headteacher**  **Governors**  **Governors**  **Governors** | **ASAP**  **Within 21 days**  **ASAP**  **End of term**  **Next meeting**  **Next meeting**  **Next meeting**  **Next meeting**  **Next meeting** | **Complete** |