



Aston By Sutton Primary School

Autumn Term 2018

The Governing Board of Aston By Sutton Primary School

Minutes of the Full Governing Body Meeting

Held on 22nd November 2018 at 4.30pm

Composition of Governing Body:

Name	Category of Governor	date of end of tenure	Designated Role	In Attendance
Mr J Baldacchino	Associate	18/3/20		✓
Mrs L Okell	Co-Opted	4/6/19		✓
Mrs C Cavanagh	Co-Opted	9/11/20		✓
Ms T Horsefield	Staff	19/6/22		
Mrs H Kershaw Jones	LA	12/9/20		✓
Mrs A Plant	Headteacher		Headteacher	✓
Mr A Shaw	Co-Opted	4/6/19		✓
Mrs S Williams	Co-Opted	20/6/20		✓
Ms K Wright	Co-Opted Staff	14/10/19		✓
Vacant	Parent			
Mrs L Charteris	Parent	18/3/22	Chair	✓
<u>In Attendance</u>				
Mrs S Knight			Clerk	✓

The Clerk checked the meeting was quorate.

The Clerk chaired items 1-4.

1. Apologies

Apologies were received from Ms T Horsefield.

2. Authorised/Unauthorised absence

Governors authorised the absence.

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.



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RESOLVED:

That no declarations of personal or pecuniary interest were made.
Governors completed the annual declaration forms, and these were retained by the school.

4. Election of Chair

Mrs Cavanagh told Governors that she did not wish to be elected as Chair.

Governors discussed what is involved with the role.

Mrs Charteris told Governors that she would be happy to be considered for the role.

No other nominations were received.

RESOLVED:

Mrs Charteris is appointed as Chair for a 1-year term.

The Headteacher thanked Mrs Cavanagh for her dedication to the role of Chair during the previous year.

Mrs Charteris chaired the meeting from item 5.

5. Election of Vice Chair

Mrs L Okell told Governors that she did not wish to be elected as Vice Chair.

Mr Baldacchino told Governors that he would be happy to be elected as Vice Chair.

The Clerk advised that this may not be possible as an Associate Member. The Clerk will check the regulations and let the Chair and Mr Baldacchino know.

ACTION: Clerk to check the regulations regarding an Associate Member being appointed as Vice Chair.

6. Membership/Constitution

The Headteacher told Governors that Mr P Kellet resigned from his role as a Parent Governor.

Governors thanked Mr Kellet for his time on the Governing Board.

RESOLVED:

The Governing Board have a vacancy for 1 Parent Governor.

7. Minutes of Last Meeting

RESOLVED: That the non-confidential minutes of the meeting held on 21st June 2018 be confirmed as an accurate record and be duly executed by the Chair.



8. Matters Arising

Governors reviewed the actions of the previous meeting.

<u>Agenda Item & point for action</u>	<u>Person Responsible</u>	<u>Date to be completed by:</u>	<u>Outcome</u>
5. Headteacher to investigate why the email accounts are not working	Headteacher	End of term	Complete
6. Chair to email the skills matrix to Governors	Chair	End of term	Clerk to send to Chair
6. Chair of Finance Committee to put residential trips on the agenda	Chair of Finance	Next meeting	See below
7. Chair to circulate the minutes from all the committee meetings	Chair	ASAP	Complete
8. Headteacher to email policies to Governors for the No Outsiders scheme of work	Headteacher	End of term	C/f to committee
8. Headteacher to arrange for the lift to be assessed for what repairs are needed	Headteacher	ASAP	See below
8. Headteacher to send a date for Safeguarding training to Governors.	Headteacher	ASAP	Complete
9. Clerk to ensure PP report and sports funding is on the Autumn term agenda.	Clerk	Next meeting	Complete
10. Clerk to ensure SSDP is on the Autumn term agenda	Clerk	Next meeting	Complete
13. Clerk to forward information of what must be published online regarding swimming	Clerk	ASAP	Complete
17. Clerk to include Governor action plan on the Autumn term agenda	Clerk	Next meeting	Complete

The Headteacher told Governors that she has spoken to staff regarding residential visits. Staff have suggested that parent meetings are had well in advance of any residential visit and that the school offer instalment payment options.

The Chair suggested hiring a mini bus to help reduce costs. The Headteacher told Governors that this may be an option for sporting events.

ACTION: Chair to investigate the cost of hiring mini buses.



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Policies relating to the No Outsiders will be shared at the next committee meetings.

Q: A Governor asked if there had been any parental objections?

A: The Headteacher told Governors that she had received one parental concern and it has been agreed that their child will not attend some of the lessons in the scheme.

ACTION: Headteacher to share policies relating to No Outsiders at next meeting.

The Headteacher reported that the school have had a ramp installed to support a pupil with mobility needs. The Headteacher told Governors that a leaf blower has also been purchased as the number of leaves on the playground causes issues with the pupils walking frame.

The Headteacher confirmed that all Governors except Mr Baldacchino have completed the Safeguarding training. The training was held with all school staff and Governors and the Headteacher declared that they felt this has strengthened safeguarding procedures in school. The training will be conducted in the same way next year.

The Clerk will forward a link to the Headteacher for online Safeguarding training.

ACTION: Clerk to forward link to the Headteacher for online Safeguarding training.

9. Code of Conduct

Governors had received a copy of the NGA Code of Conduct prior to the meeting.

RESOLVED:

Governors adopted the Code of Conduct.

10. Committees and Nominated Governors

Governors agreed that they will have a Resources Committee and a Curriculum Committee, every Governor will sit on each committee.

The HTPM panel will be Mrs L Okell, Mrs H Kershaw Jones and Mrs L Charteris. The HTPM will take place on the 6th December 2018.

Governors will set a separate pay panel in the summer term to discuss pay progression for staff.

ACTION: Clerk to ensure that a pay panel is set in the summer term with a TOR.

Governors agreed the following link Governor roles:

Mrs S Williams	Safeguarding, CIC, LAC, PP and SEN
Mr J Baldacchino	Maths
Mrs L Okell	EYFS
Mrs H Kershaw Jones	Literacy
Ms T Horsefield	Pupil Voice



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Mrs L Charteris Website

Mr Baldacchino suggested having a bingo card created for events to attend in school. He will issue this to Governors via email.

ACTION: Mr Baldacchino to issue a bingo card.

RESOLVED:

Governors approved the terms of reference for the committees.

11. Committee Meeting Reports

Governors had received copies of the minutes from the Curriculum Committee and the Resources Committee meetings that were held on the 8th November 2018.

There were no questions raised from the minutes and no recommendations that required approval were made.

12. Headteacher's Report and Safeguarding Report

The Headteacher's Report was distributed to Governors prior to the meeting. It contained the following items:

- Number of Roll
- Attendance and Exclusion
- SEND
- Free School Meals
- Pupil Premium
- Staffing
- Effectiveness and Outcomes
- Effectiveness of Leadership and Management
- Quality of Teaching and Learning and Assessment
- Personal Development, Behaviour and Welfare
- Outcomes for Pupils
- School Development Plan
- Additional School Activities/Extended Community

The Headteacher highlighted the following from her report:

There are 100 pupils on roll, with a predicted 103 pupils from Autumn 2019.

Ms Wright gave a presentation to Governors on Next Step Cards. The cards are used to support pupils with social, emotional, family and friend difficulties.

Q: A Governor asked if they will be used for all pupils?

A: Ms Wright told Governors that they will be used with children how have staff have identified with issues.



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Governors noted that the cards allow the pupils to self assess themselves and enables them to develop coping strategies.

Q: A Governor asked if the sessions with the pupils are recorded?

A: Ms Wright told Governors that each pupil has a progress chart this could be done online.

Governors thanked Ms Wright for the presentation.

Governors reviewed the data from Craig Richardson for FAVSP. Governors noted that the school out performed other schools in the cluster on progress scores in KS2. Governors reviewed the questions that could be asked regarding the FAVSP data.

RESOLVED:

Governors thanked the Headteacher for her report.

13. Pupil Premium Report and Sports Premium Report

ACTION: The Headteacher to email the reports to Governors by the 30th November 2018.

Q: A Governor asked if the new staff are settling into school?

A: The Headteacher reported that they are settling in, reviews are now conducted with new staff at 2 months, 4 months and 6 months.

Q: A Governor asked whether supervision can be monitored as a recent inspection at a nursery asked to see supervision records.

A: The Headteacher told Governors that she had not heard that this was the case.

14. School Improvement/Development Plan

This was shared and discussed at the Committee meetings.

15. Reporting and Recording of Racial Incidents (may include bullying, accidents, exclusions)

RESOLVED:

There have been no incidents reported or recorded.

16. Policies

The Headteacher will email the Safeguarding Policy and the Pay Policy to Governors by the 30th November for comment and approval. It will then be formally ratified at an extra ordinary FGB meeting on the 7th February 2019.

ACTION: Headteacher to email the Safeguarding Policy and Pay Policy to Governors



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ACTION: Governors to email the HT with any comments and their approval of the Safeguarding Policy and Pay Policy

ACTION: Governors to formally ratify the documents on the 7th February 2019.

ACTION: Mrs Williams and the Mrs Charteris agreed to meet prior to the next meeting to review policies.

17. School's Bulletin

Governors received a copy of the September and November bulletin prior to the meeting. The Clerk will email Governors the key highlights from the report.

ACTION: Clerk to email Governors key items of interest from the reports.

18. SIP Report

The Headteacher told Governors that there is no ASIA working with the school as it is outside the Ofsted window.

The Headteacher told Governors that the school will be working with 2 other schools to provide school to school support. The visits to schools will focus on teaching and learning and pupil outcomes, feedback will be given in a form of 3 positives about the school and something to work towards.

19. Finance Items

Governors had discussed finance at the Resources Committee meeting held on the 8th November 2018.

20. Governor Action Plan

The Headteacher will email the plan to Mr Baldacchino to review and present at the next meeting.

ACTION: Headteacher to email the Governor action plan to Mr Baldacchino.

ACTION: Mr Baldacchino to review the document and share with Governors at the next meeting.

21. Governor Training and Expectations

Governors have completed the sessions for the level 2 GAP training.

All Governors have read Keeping Children Safe in Education as part of the Safeguarding training.

Mrs Cavanagh has completed fraud awareness training.

Mr Shaw has completed health and safety training.

Mrs Williams has completed pupil premium training.

22. Correspondence to the Chair of Governors/Chairs Actions

This will be discussed in confidential items.



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23. Date and Time of Next Meeting

The next meeting will be held on the 14th March 2019 at 4.30pm.

24. Governor Impact

Training for Governors has taken place

Governors have set a committee meeting structure and the committees are used to scrutinise data and finances of the school and hold SLT to account.

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Chair of Governors

SIGNED

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Date



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Meeting closed 6.05 p.m.

..... SIGNED
Chair of Governors

..... Date

ACTIONS SHEET

**Full Governing Board Meeting – Aston By Sutton Primary School
23rd November 2018**

The following actions were agreed at the above meeting:

<u>Agenda Item & point for action</u>	<u>Person Responsible</u>	<u>Date to be completed by:</u>	<u>Outcome</u>
5. Clerk to check the regulations regarding an Associate Member being appointed as Vice Chair	Clerk	ASAP	
8. Chair to investigate the cost of hiring mini buses	Chair	By next committee meeting	
8. Headteacher to share policies relating to No Outsiders at next meeting	Headteacher	By next committee meeting	
8. Clerk to forward link to the Headteacher for online Safeguarding training	Clerk	ASAP	



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10. Clerk to ensure that a pay panel is set in the summer term with a TOR	Clerk	Summer term	
10. Mr Baldacchino to issue a bingo card	Mr Baldacchino	Next meeting	
13. The Headteacher to email the PP and Sport reports to Governors by the 30 th November 2018	Headteacher	30th Nov 18	
16. Headteacher to email the Safeguarding Policy and Pay Policy to Governors	Headteacher	30th Nov 18	
16. Governors to email the HT with any comments and their approval of the Safeguarding Policy and Pay Policy	Governors	ASAP	
16. Governors to formally ratify the documents on the 7 th February 2019	Governors	Next meeting	
16. Mrs Williams and the Mrs Charteris agreed to meet prior to the next meeting to review policies	Mrs Williams and Mrs Charteris	31st Jan 2019	
17. Clerk to email Governors key items of interest from the reports	Clerk	ASAP	
20. Headteacher to email the Governor action plan to Mr Baldacchino.	Headteacher	ASAP	
21. Mr Baldacchino to review the document and share with Governors at the next meeting	Mr Baldacchino	Next meeting	