



Aston By Sutton Primary School

## Spring Term 2019

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

### Minutes of the Full Governing Body Meeting

Held on 27<sup>th</sup> March 2019 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	6/2/23		✓
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	6/2/23		
Mrs S Williams	Co-Opted	20/6/20		✓
Ms K Wright	Co-Opted Staff	14/10/19		✓
Mrs K Davies	Parent	11/2/23		✓
Mrs L Charteris	Parent	18/3/22	Chair	✓
<u>In Attendance</u>				
Mrs S Knight			Clerk	✓

The Clerk checked the meeting was quorate.

The Headteacher told Governors that she has requested quotes from companies for cleaning/caretaking. Two quotes have been received, one from Intrinsic FM and one from Edsential. Both companies were invited to the meeting, Edsential declined the offer. The school has also costed how much it would be to employ a cleaner and caretaker directly.

Governors received the quotes from Edsential and Intrinsic FM.

Governors welcomed 2 Directors from Intrinsic FM to the meeting. They provided a background of the company to Governors and explained the quote to them.

Governors asked the following questions:

*Q: A Governor asked if a member of staff from Intrinsic is ill who would cover the role?*



## Aston By Sutton Primary School

*A: Mr Hill replied that there are a team of 12 cleaners that could provide cover and they would also provide cover for the caretaking role.*

*Q: A Governor asked what insurance is in place?*

*A: Mr Hill told Governors that the company is fully insured up to 10 million pounds.*

*Q: A Governor asked who would produce risk assessments?*

*A: Mr Hill told Governors that they would provide all the necessary risk assessments and ensure that they are kept up to date. The company is NBOSH accredited.*

*Q: A Governor asked if the company would carry out the legionella duties?*

*A: Mr Hill told Governors that he would double check the level of training required, then they would be happy to complete weekly tests as part of the caretaker role.*

*Q: A Governor asked if they would complete regular audits?*

*A: Mr Hill told Governors that they would as part of the contract, every client has a monthly audit as the company is ISO accredited.*

*Q: A Governor asked what would happen if the school was not happy with the service?*

*A: Mr Hill told Governors that the company operates a liaison book for required actions, a problem would be escalated to Directors if the school was not happy with the service they were receiving.*

*Q: A Governor asked what is in place for staff coming into school regarding data protection and GDPR?*

*A: Mr Hill told Governors that as part of the induction process for new staff they are asked to sign a section on confidentiality.*

**ACTION:** *Mr Hill to check exactly what is in place and reported back to the Headteacher.*

*Q: A Governor asked how the company differentiates itself from Edsential?*

*A: Mr Hill told Governors that he has found that Edsential have not been providing a quality service. Intrinsic FM is a customer focused company.*

Governors thanked Mr Hill and Mr Queenie for attending the meeting.

Governors discussed the quotes and agreed that they would choose Option C from Intrinsic FM. Before entering into the contract, a clear job spec for the Caretaker role would be required and confirmation as to what is in place for the staff on confidentiality.

**RESOLVED:**

Governors approve Option C if the support information above is received and acceptable.

Option C: 22.5hrs a week for 44 weeks a year, £12,920.15. This is for cleaning and caretaking.



## Aston By Sutton Primary School

### 1. Apologies

Apologies were received from Mr A Shaw.

### 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.

#### **RESOLVED:**

That no declarations of personal or pecuniary interest were made.

**ACTION:** Mrs Davies to complete a declaration form.

### 4. Membership/Constitution

Governors welcomed Mrs Davies to the Governing Board, Mrs Davies joins as a Parent Governor.

#### **RESOLVED:**

There are no vacancies on the Governing Board.

### 5. Minutes of Last Meeting

**RESOLVED:** That the non-confidential minutes of the meeting held on 22<sup>nd</sup> November 2018 and 7<sup>th</sup> February 2019 be confirmed as an accurate record and be duly executed by the Chair.

### 6. Matters Arising

Governors reviewed the actions of the previous meeting.

<u>Agenda Item &amp; 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	Complete
8. Chair to investigate the cost of hiring mini buses	Chair	By next committee meeting	Discussed below
8. Headteacher to share policies relating to No Outsiders at next meeting	Headteacher	By next committee meeting	Complete



## Aston By Sutton Primary School

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

The Chair reported that she has asked the Admin team about the cost of coaches/mini buses. The school receives 3 estimates from companies ensuring best value.



## Aston By Sutton Primary School

The Chair suggested that parents could transport pupils to and from events in their own vehicles. The Headteacher told Governors that the school would have to check the licences of parents with the DVLA if this were to happen.

The Headteacher told Governors that a local school has purchased a mini bus and has said that the school would be able to borrow it.

Governors noted that staff would have to undergo training to be able to drive pupils in the mini bus.

The Chair told Governors that she has left the names of some new contacts for coach/bus hire with the school.

The Headteacher shared information from Insight to Impact Consulting Ltd with Governors. Su Turner presented at the Headteacher conference on Shaping Governance.

The Headteacher told Governors that Su Turner could deliver some bespoke training to Governors which would result in them creating an action plan. The cost would be £800 for 2 years.

Governors agreed that they would like to invite Su Turner to the next committee meetings to discuss how her training can compliment what has already been achieved.

**ACTION:** Headteacher to contact Su Turner and invite her to the next committee meeting.

Mrs Okell joined the meeting (5.20pm)

### 7. Committee Meeting Reports

Governors had received copies of the minutes from the Curriculum Committee and the Resources Committee meetings that were held on the 7<sup>th</sup> February 2019.

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

### 8. Headteacher's Report and Safeguarding Report

The Headteacher's Report was distributed to Governors at 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



## Aston By Sutton Primary School

- Quality of Teaching and Learning and Assessment
- Personal Development, Behaviour and Welfare
- Residentials
- Safeguarding
- 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 2020.

The school has received 10 applications for the September intake. Governors noted that Year 2 and Year 5 are not at 15 pupils and so the school could take additional pupils into these classes.

The Chair raised that she has compared the school website with that of others in the area and noted that Aston's needs to be updated.

The Headteacher informed Governors that the current company required 60 day's notice to leave, the school have given 54. The legal support from the LA are looking into whether the school must be tied into another contract for a year.

Mrs Davies told Governors that she would be willing to look at the website and update some sections.

**ACTION:** Clerk to send the website compliance checklist to the Chair, Headteacher and Mrs Davies.

**ACTION:** Headteacher to have some dedicated Headship time offsite.

Governors noted that the attendance is 96.01% to date for the academic year.

Ms Wright reported that there are 28 pupils on the SEND support register, the school has 2 pupils with EHCP's and 3 pupils have additional funding.

Governors noted that the IEP's for pupils will be written by the current class teacher before moving to their new class in September.

Governors reviewed the phonics data for pupils from Autumn term to Spring term. Governors noted that significant progress has been made by pupils.

*Q: A Governor asked if the Headteacher is concerned that some pupils might miss the pass mark?*

*A: The Headteacher told Governors that there is still half a term before the test is sat and pupils with current marks in the high 20's are expected to pass.*

*Q: A Governor asked if parents are aware of the data?*

*A: The Headteacher told Governors that the data presented to Governors is internal data. Parents will receive the reports towards the end of the year.*



## Aston By Sutton Primary School

Mrs Cavanagh left the meeting (5.55pm)

Governors reviewed the data from Times Tables Rockstar's, by year group. The data shows the average speed questions are answered and the level of accuracy.

The Headteacher informed Governors that she has found that there is company willing to pay £75 per month for the school to advertise banners on the railings. Governors agreed that this would be a good way in which to raise funds for the school.

The Headteacher highlighted that the residential to Waddow Hall for Year5/6 will take place on the 3-5 July. Risk assessments are completed using the Evolve system.

Ms Wright told Governors that letters have been sent out to the parents of next years 5/6 class informing them of the residential.

*Q: A Governor asked if the parents can pay in instalments?*

*A: The Headteacher told Governors that they are able to pay in instalments, the full payment is required at least a month before the trip so that the school can chase outstanding monies. The Headteacher told Governors that no pupils get left behind, should parents not pay, the pupil goes on the trip and the school pays.*

**RESOLVED:**

Governors approve the residential visit

The Headteacher highlighted that there have been incidents regarding Year 4 and the use of YouTube. Individual children had accounts on YouTube and were posting videos of themselves. Parents and pupils have been spoken to and links to online safety guides sent to parents.

Governors reviewed the predicted data for 2019 for EYFS, Phonics, KS1 and KS2.

GLD 66.6%

Phonics 87% (retakes 50%-100%)

KS1 Reading 83%

KS1 Writing 66.6%

KS1 Maths 83%

KS1 RWM 77.5%

KS2 Reading 65%

KS2 Writing 70%

KS2 Maths 85%

KS2 RWM 73.3%



## Aston By Sutton Primary School

The Chair provided an update on the work that has been done on the garden area. Governors were informed that a group of parents have been planting and transforming the garden into a practical usable space.

The Chair told Governors that the project has been based on recycling. A Governor raised that Wilko and B&Q offer money for community projects.

The Chair suggested that the press is informed of the work that has been done, this would raise the profile of the school in the local area.

**ACTION:** Headteacher to contact the local press ref the garden work

### **RESOLVED:**

Governors thanked the Headteacher for her report.

### **9. Residential Visits**

This was discussed in item 8.

### **10. Pupil Premium Report and Sports Premium Report**

Governors had reviewed the Sports Premium report at the Curriculum Committee meeting. Governors received a copy of the Pupil Premium report.

### **11. School Improvement/Development Plan**

This was shared and discussed at the Committee meetings.

### **12. Reporting and Recording of Racial Incidents (may include bullying, accidents, exclusions)**

#### **RESOLVED:**

There have been no incidents reported or recorded.

### **13. Policies**

There were no policies requiring approval.

### **14. School's Bulletin**

Governors received a copy of the January and February bulletin prior to the meeting.

The Clerk highlighted the following points from the reports:

- The Department for Education (DfE) launched a consultation on draft statutory guidance and regulations to make Relationships Education in primary schools, Relationships and Sex Education in secondary schools and the new element of Health Education compulsory in all schools
- Complaints – As a Governor you should be aware of your schools Complaints Procedure. The DfE published updated Best Practice guidance in Jan 19, the guidance gives clarity around *concerns* and *complaints*. A model policy has also been produced focusing on vexatious and malicious complaints that schools may wish to consider.



Aston By Sutton Primary School

<https://www.gov.uk/government/publications/school-complaints-procedures/best-practice-advice-for-school-complaints-procedures-2019>

- SFVS – to be completed annually by the 31<sup>st</sup> March each year. The SFVS will be revised for the 2019/20 submission.
- Tendering – School are reminded to ensure pension rights of any staff being transferred to a new employer under TUPE are protected. Schools should engage with the Cheshire Pension Fund before going to tender for services such as Catering, Cleaning, ICT. Failure to do this may result in the Pensions Regulator issuing a financial penalty notice.
- Staying Safe Online – NSPCC 4hr online training course CPD certified £30 for anyone who works with children. Will help you understand what children and young people do online

#### **15. SIP Report**

The Headteacher told Governors that no visits have taken place during the Spring term. Governors noted that they will need a SIP in order to conduct the HTPM in the Autumn term.

#### **16. Finance Items**

The Chair reported that she has updated the SFVS with Mr Baldacchino. A copy of the SFVS was available to Governors at the meeting.

The Chair reported that she has attended the LA budget meetings with Mr Baldacchino.

Mr Baldacchino reported that the budget for 2019/20 is positive.

#### **RESOLVED**

Governors approved the SFVS

Governors approved the budget 2019/20

#### **17. Governor Action Plan**

Governors have agreed that Su Turner will attend the next committee meetings to discuss bespoke training and the creation of a Governor action plan.

#### **18. Governor Training and Expectations**

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

The Chair has completed new Governor Induction training.

The Chair, Mr Baldacchino and Mrs Jones have attended the finance meeting at Russett Trust.

#### **19. Correspondence to the Chair of Governors/Chairs Actions**

The Chair has not taken any action on behalf of the Governing Board.



Aston By Sutton Primary School

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

The next meeting will be held on the 20<sup>th</sup> June 2019 at 4.30pm.

**21. Governor Impact**

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.

The SFVS has been completed and will be submitted to the LA prior to the deadline.

Governors have set a balanced budget.

Governors are developing the outside area as a workable space

**22. Any Confidential Business – Not for Publication**

There were no items discussed.

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Chair of Governors

SIGNED

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Date



Aston By Sutton Primary School

## ACTIONS SHEET

Full Governing Board Meeting – Aston By Sutton Primary School  
27<sup>th</sup> March 2019

The following actions were agreed at the above meeting:

<u>Agenda Item &amp; point for action</u>	<u>Person Responsible</u>	<u>Date to be completed by:</u>	<u>Outcome</u>
3. Mrs Davies to complete a declaration form	Mrs Davies	ASAP	
6. (10) Clerk to ensure that a pay panel is set in the summer term with a TOR	Clerk	Summer term	
6. (10) Mr Baldacchino to issue a bingo card	Mr Baldacchino	Next meeting	
6. Headteacher to contact Su Turner and invite her to the next committee meeting	Headteacher	Next meeting	
8. Clerk to send the website compliance checklist to the Chair, Headteacher and Mrs Davies.	Clerk	End of term	
8. Headteacher to have some dedicated Headship time offsite	Headteacher	On Going	
8. Headteacher to contact the local press ref the garden work	Headteacher	Next meeting	

27<sup>th</sup> March 2019  
Aston By Sutton Primary School Primary School

Page 11 of 11