



Aston By Sutton Primary School

Summer Term 2019

The Governing Board of Aston By Sutton Primary School

Minutes of the Full Governing Body Meeting

Held on 20th June 2019 at 5.10pm

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	19/6/23		
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.

1. Apologies

Apologies were received from Mr A Shaw, Mrs Okell and Ms Wright.

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.

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4. Membership/Constitution

Governors noted that the term of office expires for Ms Wright on the 14th October 2019.

Governors agreed that they would like to re-appoint Ms Wright for a further term of office.

RESOLVED:

Ms Wright is appointed as a Co-Opted Staff Governor from the 20/6/19 – 19/6/23.

5. Minutes of Last Meeting

RESOLVED: That the non-confidential minutes of the meeting held on 27th March 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 & 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	Complete
6. (10) Clerk to ensure that a pay panel is set in the summer term with a TOR	Clerk	Summer term	Complete
6. (10) Mr Baldacchino to issue a bingo card	Mr Baldacchino	Next meeting	Complete
6. Headteacher to contact Su Turner and invite her to the next committee meeting	Headteacher	Next meeting	Autumn term
8. Clerk to send the website compliance checklist to the Chair, Headteacher and Mrs Davies.	Clerk	End of term	Complete
8. Headteacher to have some dedicated Headship time offsite	Headteacher	On Going	Carry forward
8. Headteacher to contact the local press ref the garden work	Headteacher	Next meeting	Complete



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Mr Baldacchino shared an example of the bingo card with Governors. It is designed to be completed each time a Governor visits school or attends an event.

ACTON: Mr Baldacchino to email the bingo card to Governors.

7. Committee Membership

RESOLVED:

The HTPM is Mrs Charteris (COG), Mrs Kershaw Jones, Mrs Okell and Mrs Gill the School Improvement Advisor.

The Pay Panel is Mrs Charteris (COG), Mrs Kershaw Jones and Mrs Okell.

Governors reviewed the term of reference for the Pay Panel.

RESOLVED:

Governors approved the term of reference for the Pay Panel.

8. Committee Meeting Reports

Governors received the following committee meeting minutes prior to the meeting:

Resources Committee – 7th February 2019

Curriculum Committee - 7th February 2019

The Headteacher reported that the school is taking part in the times table trial for Year 4. There are 25 questions that pupils must answer, and they have 6 seconds to answer each question, it is unclear what feedback will be received from the trial.

9. 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
- Quality of Teaching and Learning and Assessment
- Personal Development, Behaviour and Welfare
- Residential
- Outcomes for Pupils
- School Development Plan
- Additional School Activities/Extended Community



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The Headteacher highlighted the following from her report:

There are 105 pupils on roll, with a predicted 96 pupils from Autumn 2019.

Governors noted that the overall attendance for the school is 95.4%, unauthorised absence is 0.84%, these are predominantly term time holidays. The Headteacher told Governors that there have been occasions where pupils have been absent for their birthday, this has been addressed with parents.

The report highlighted that there are 29 pupils on the SEND support register, the school has 2 pupils with EHCP's and 3 pupils have additional funding.

The Headteacher told Governors that the teaching slot phonics for Year 1/2 has been moved and lengthened and the pupils have been re-grouped. Governors were informed that the school has been using a resource called 'sing a song of sounds' and that it has impacted positively on the pupils, it will be rolled out to Reception class in September.

The Headteacher reported that Class 4 will be going to Waddow Hall on the 3rd-5th July. Governors were informed that parents have been given longer to pay for residential visits, this has led to less concerns being raised over being able to pay.

Q: A Governor asked if the school offers direct debit?

A: The Headteacher told Governors that they set up payment instalments on School Comms.

The Headteacher highlighted that the Sex, Health and Relationship SHRE unit of work will be taught before the end of term to Year 5/6, parents have all given their consent.

Governors reviewed 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, with the majority of materials being used have been free, donated, recycled or upcycled. Some money has been received from the PTA and B&Q for the garden area.

The Headteacher reported that the school has gained Plastic Free School status. Governors reviewed the pledges that the school has made and noted that they have been accepted by SAS. Governors received a copy of the school newsletter that will be sent to parents sharing the news and giving thanks to the parents that have supported the garden project.



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RESOLVED:

Governors thanked the Headteacher for her report.

10. Residential Visits

This was discussed in item 9 and approval was given at the meeting on the 27th March 2019.

11. Pupil Premium Report and Sports Premium Report

The Headteacher told Governors that she will forward the reports to them.

ACTION: Headteacher to forward the reports to Governors by the end term.

12. School Improvement/Development Plan

This is to be reviewed and a new plan produced at the INSET day in September. The Headteacher invited Governors to school to complete Safeguarding training and review the SDP.

ACTION: Headteacher to forward the dates to Governors.

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

RESOLVED:

There have been no incidents reported or recorded.

14. Policies

There were no policies requiring approval.

15. Term Dates

This item will be carried forward to the next meeting.

ACTION: Clerk to add term dates to the next FGB agenda.

16. School's Bulletin

Governors received a copy of the April and June bulletin prior to the meeting. The Clerk highlighted the following points from the reports:

- FFT Education Datalab – Schools like Yours has been launched by FFT to help schools find similar schools to them and compare data.
<https://schoolslikeyours.ffteducationdatalab.org.uk/>
- New Governance Handbook – key changes are an updated emphasis on parental engagement, new subsection on workload and a number of compliance updates including on the board's duties in relation to safeguarding, statutory careers guidance and clarification on dealing with complaints
- Succession Planning for Governing Boards – The NGA has produced free guidance on succession planning, the guide covers getting the basics in place, establishing a culture of succession, understanding the succession



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cycle, developing Governors and Trustees and ensuring leadership of the board.

- Edsential Governor training
- Ofsted Inspection Framework – Quality of Education, Behaviour and Attitudes, Personal Development and Leadership and Management.

The Headteacher told Governors that she will share a presentation with them in the Spring term on the new Ofsted Framework.

ACTION: Headteacher to share Ofsted Framework training with Governors.

17. SIP Report

The Chair reported that she has spoken to Ann Gill a School Improvement Partner and she would be happy to continue to work with the school next year.

RESOLVED:

Governors appoint Mrs Ann Gill as the SIP for the next academic year.

18. Finance Items

This was discussed at the Resources Committee meeting.

19. 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.

ACTION: Chair/Headteacher to contact Su Turner regarding attending a meeting.

20. Governor Training and Expectations

The Headteacher told Governors that the booklets for L2 GAP are awaiting marking. Mr Baldacchino has attended fraud and audit training.

The Clerk advised that the Safeguarding Governor completes a review of the SCR when the new Bursar has taken up her role.

ACTION: Safeguarding Governor to complete a check of the SCR.

21. Correspondence to the Chair of Governors/Chairs Actions

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

22. Date and Time of Next Meeting

Governors agreed the following meeting dates:

Autumn	Committees 3 rd October at 4.15pm	FGB 28 th November 4.30pm
Spring	Committees 30 th January at 4.15pm	FGB 19 th March 2020 4.30pm
Summer	Committees TBC	FGB TBC

ACTION: The Clerk will send some alternative dates to the Headteacher and Chair for the Summer term meetings.



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23. Governor Impact

Governors have assisted the Headteacher in the recruitment of a Bursar.
Governors regularly attend the budget meetings with the LA finance officer.
Governors have agreed to set up a number of alternative ways to engage with stakeholders.

Mrs Horsefield left the meeting.

..... SIGNED
Chair of Governors

..... Date



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ACTIONS SHEET

**Full Governing Board Meeting – Aston By Sutton Primary School
20th June 2019**

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>
6. Mr Baldacchino to email the bingo card to Governors	Mr Baldacchino	End of term	
11. Headteacher to forward the PP and Sports Premium reports to Governors by the end term	Headteacher	End of term	
12. Headteacher to forward the INSET dates to Governors	Headteacher	End of term	
15. Clerk to add term dates to the next FGB agenda.	Clerk	Autumn term	
16. Headteacher to share Ofsted Framework training with Governors	Headteacher	Next meeting	
19. Chair/Headteacher to contact Su Turner regarding attending a meeting	Chair/Headteacher	Next meeting	
20. Safeguarding Governor to complete a check of the SCR	Safeguarding Governor	Next meeting	
22. The Clerk will send some alternative dates to the Headteacher and Chair for the Summer term meetings	Clerk	ASAP	