



Aston By Sutton Primary School

Autumn Term 2019

The Governing Board of Aston By Sutton Primary School

Minutes of the Full Governing Body Meeting

Held on 28th November 2019 at 4pm

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.

The Headteacher shared with Governors a progress report from the new Bursar Michelle Foddy on how she has settled into the school.

Governors noted a number of training sessions have been attended and that Mrs Foddy is now completing day to day finance tasks.

Next steps are to be involved in the setting of the school budget, to review SLA's and to perform a benchmarking exercise to ensure that the school is getting value for money.

1. Apologies

Apologies were received from Mrs Okell and Ms Horsefield.

2. Authorised/Unauthorised absence

Governors authorised the absences.



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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.
Governors completed the annual declaration forms.

4. Election of Chair

The Clerk asked for nominations for the role of Chair. Governors agreed that they would elect Mrs Charteris for a 1-year term.

RESOLVED:

Governors elect Mrs Charteris as Chair for 1 year.

5. Membership/Constitution

There have been no changes to the membership of the Board since the last meeting. The Clerk explained the Instrument of Government. Governors agreed that no changes should be requested to the document.

RESOLVED:

There are no changes to be requested to the Instrument of Government.

6. Minutes of Last Meeting

RESOLVED: That the non-confidential minutes of the meeting held on 20th June 2019 be confirmed as an accurate record and be duly executed by the Chair.

7. Matters Arising

The Headteacher reported that a Teaching Assistant with 26 years' service has resigned from the school. The TA will visit the school in the new year to say goodbye to pupils, staff and governors.

Q: A Governor suggested having a plaque on the reading shelter in her name?

A: The Headteacher said that this was a lovely idea and will look into organising it.

Governors reviewed the actions of the previous meeting.



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

Mr Baldacchino joined the meeting.

The Headteacher requested that the summer term meeting next year is after the SATS results.

8. Code of Conduct

Governors received the NGA Code of Conduct for Governors prior to the meeting.

RESOLVED:

Governors approved the Code of Conduct.



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9. Committee Membership and Nominated Governors

Governors agreed the following link governor roles:

Safeguarding/SEND and LAC	Mrs Williams
Health and Safety	Mr Shaw
EYFS	Mrs Okell
Finance and Maths	Mr Baldacchino
English	Mrs Kershaw Jones and Mrs Cavanagh
Community	Mrs Kershaw Jones
Data Protection and Social Media	Mrs Davies
Science	Mrs Kershaw Jones

RESOLVED:

The HTPM is Mrs Charteris (COG), Mrs Kershaw Jones, Mrs Okell and Mrs Gill the School Improvement Advisor. The HTPM will be conducted on the 3rd December 2019.

The Pay Panel was appointed at the summer term meeting and the terms of reference were agreed.

Governors reviewed the committee membership and agreed that all Governors will sit on both committees.

RESOLVED:

Governors approved the terms of reference for the committees and the Disciplinary Committee, Appeals Committee and Exclusion Committee.

10. Committee Meeting Reports

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

Resources Committee – 3rd October 2019

Curriculum Committee – 3rd October 2019

The Headteacher said that banner text has been prepared and a voucher for £50 has been received to use against the cost.

The Headteacher reported that she has spoken to other Headteacher's regarding the length of the school day. Schools have about the same length of day as Aston, however Aston does have a longer lunchtime. The school will be trialling a reduced lunch break over the coming weeks.

Q: A Governor asked if the school would have extra time off for holidays if the length of the school day was changed?

A: The Headteacher said that no extra holidays would be given, another school does do this, but it is an academy.



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Q: A Governor asked if there will be any impact on staff?

A: The Headteacher said that there would not be an impact, Midday Assistants will still do their contracted hours.

11. 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
- Cleaning
- Residentials
- Outcomes for Pupils
- Training
- School Development Plan
- Additional School Activities/Extended Community

The Headteacher highlighted the following items from her report:

There are 94 pupils on roll. Block play has been well attended and there are a number of siblings due to join the school in September.

Governors noted that the overall attendance for the school is 96.1%, unauthorised absence is 1.4%, these are predominantly term time holidays. A new system has been introduced where the parents must attend a meeting with the Headteacher for holiday requests during term time, it is hoped that this will have an impact on future requests.

The report highlighted that there are 28% of pupils with SEND. Governors received a comprehensive report from Ms Wright on the SEND requirements across the school and what referrals have been made to external agencies since September.

Governors noted that there are 20 pupils who receive Pupil Premium. The Headteacher highlighted that this year the school will support families of PP children with the costs of trips and visits.



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Governors received a copy of the Pupil Premium Strategy Statement for 2019/20. The also received a breakdown of what the Sport Premium Grant has been used for during the academic year 2018/19.

The Headteacher gave a copy of the Sport Premium Action Plan 2019/20 to Governors.

Governors discussed the recent appointments of 2 TA's for a pupils requiring 1:1 support.

The Headteacher told Governors that the contract for cleaning has been received. There was a clause in it that stated invoices must be paid 30 days from date of invoice. The company have agreed to amend this to 60 days to allow time for payments to go to county and school holidays.

Governors reviewed the curriculum areas for staff and noted that each teacher has a responsibility for more than one area.

The Headteacher told Governors that the school has partnered with other schools to conduct Peer to Peer assessments. The Headteacher from each school will conduct a visit and have an area to focus on, a report is produced for the school following each visit.

Su Turner will be delivering a training session to Governors on the 9th January 2020, the session is Shaping Governance, it will audit where the school is now and what Governors need to focus on to help move the school forward. An action plan will be produced for Governors following the training.

Governors were informed that Times Table Rockstar's is fully embedded in school, pupils try to win rock star of the week. The school is currently 19th out of a local league of 28 schools.

The Headteacher highlighted that FAVSP have written a bid to CWACSIB and they have successfully secured £27000.00 to aid transition across schools. Three members of staff from Aston will be taking part in the project. Teachers from Year 7 will be visiting the school next year.

Q: A Governor asked how will the school cover the staff time out of school?

A: The Headteacher told Governors that the bid will cover supply costs.

The Headteacher also highlighted that FAVSP have obtained funding for My Happy Mind for 12 months, if successful the NHS may fund the program going forward.

Q: A Governor asked if it has had an impact?

A: Ms Wright told Governors that they are 3 weeks into the programme and will review the progress at the end of the year.



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The Headteacher told Governors that they are welcome to attend a session, they are held on Monday mornings.

RESOLVED:

Governors thanked the Headteacher for her report.

Governors reviewed the end of year data for CWAC and compared results against the school. Data was also received from FAVSP allowing Governors to compare their data against other schools within the partnership. Governors also received a copy of the schools IDSR.

Governors were presented with a subject overview road map. The maps are created by each subject leader and are used to ensure pupils have sticky knowledge of a subject.

Q: A Governor asked if they will be published on the school website?

A: The Headteacher replied that they will be going on the website but will be uploaded on what is being taught that term. A copy will also go in pupils' books.

12. Safeguarding Report

Governors had received a copy of the updated version of Keeping Children Safe in Education.

RESOLVED:

Governors have read KCSIE

The Clerk informed Governors that as part of the update to the document Governors are now required to have a S128 check, this can be conducted by the school and the result added to the SCR.

ACTION: Governors to have a S128 check.

13. SEND

This was included in the Headteacher's Report. The school offer and the local offer are on the school website.

14. Residential Visits

The following residentials are due to take place during the year:

Burwardsley for Year 2 11-13th November 2019

Castleton Year 3 and 4 11-13th March 2020

Waddow Hall Year 5 and 6 1-3rd July 2020

RESOLVED:

Governors approved the residential visits.

A Governor requested to see how the visits are risk assessed.



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ACTION: Headteacher to share a risk assessment with Governors at the next Committee meeting.

15. School Improvement/Development Plan

Governors received the School Development plan for 2019/20.

RESOLVED:

Governors approved the SSDP for 2019/20.

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

RESOLVED:

There have been no incidents reported or recorded.

17. Policies

Governors received a copy of the Pay Policy and Safeguarding Policy prior to the meeting.

RESOLVED:

Governors approved the Pay Policy and the Safeguarding Policy.

Governors noted that there are a number of policies requiring a review. Governors delegated the responsibility of approving the curriculum policies to the Headteacher.

18. Term Dates

The Headteacher told Governors that the dates have been set for 2020/21 apart from 2 INSET days that are to be confirmed.

ACTION: Headteacher to email Governors the term dates for 2020/21.

19. School's Bulletin

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

- Keeping Children Safe in Education
- Lord Agnew School Governance Updates
- Statutory Policy Updates
- Edsential Governor Training

ACTION: Clerk to forward the newsletter from Lord Agnew to Governors.

ACTION: Clerk to forward the list of new statutory policies to the Headteacher.

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.



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20. SIP Report

Governors have appointed Ann Gill as SIP to conduct the HTPM. No other SIP visits have been conducted.

21. Finance Items

Governors received the 3-year plan for the school. It shows a predicted carry forward for 2019/20 of £38145.00 and for 2020/21 £13443.00.

The Headteacher reported that the canopy has been replaced successfully and quotes have been received for the tyre play area, these are approx. £4800.00. Sports funding will be used for the work.

22. School Website

The Clerk advised that there is a check list available to see if the school website is compliant with what the DfE say must be published online.

ACTION: Clerk to forward the website compliance checklist to the Chair.

The Headteacher informed Governors that DB Primary will conduct a free check for the school.

ACTION: Headteacher to arrange DB Primary to check website compliance.

Q: A Governor asked when will the contract end with DB Primary?

A: The Headteacher said that the school will transfer to School Spider in May.

23. Governor Action Plan

This will be covered at the next meeting following the training from Su Turner in January.

24. Governor Training and Expectations

Governors have received their certificates for the GAP training level 2.

The Chair reported that she has completed the following training:

Fraud and Audit

Finance training

SFVS

Safety Control

The Chair and Headteacher attended the Governor conference.

Mrs Okell has visited the new Reception class.

Mrs Davies has attended a Block Play session and completed Safeguarding training.

25. Correspondence to the Chair of Governors/Chairs Actions

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



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26. Date and Time of Next Meeting

Governors agreed that the next meeting will be held on the 19th March 2020 at 4.30pm.

27. Governor Impact

Governors have agreed with the Headteacher that attendance meetings should be held for parents who request term time holidays.

Governors have challenged the Headteacher on the length of the school day and reviewed alternatives to extending it.

Governors have attended a number of training courses.

Governors approved recent renovation work to ensure that the school meets its obligations regarding Health and Safety.

Governors regularly attend the budget meetings with the LA finance officer.

28. Any Confidential Business – Not for Publication

There were no confidential items discussed.

Governors received a copy of the recent parent questionnaire. There had been 47 responses and the responses were very positive.

Ms Wright told Governors that the school are in the process of reviewing the Behaviour Policy, this will be brought to Governors at the next meeting.

Meeting closed at 6.25pm

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Chair of Governors

SIGNED

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Date



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ACTIONS SHEET

**Full Governing Board Meeting – Aston By Sutton Primary School
28th November 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>
12. Governors to have a S128 check	All Governors	End of term	
14. Headteacher to share a risk assessment with Governors at the next Committee meeting	Headteacher	Next meeting	
18. Headteacher to email Governors the term dates for 2020/21	Headteacher	ASAP	
19. Clerk to forward the newsletter from Lord Agnew to Governors	Clerk	End of term	
19. Clerk to forward the list of new statutory policies to the Headteacher	Clerk	End of term	
19. Headteacher to share Ofsted Framework training with Governors.	Headteacher	Next meeting	
22. Clerk to forward the website compliance checklist to the Chair	Clerk	End of term	
22. Headteacher to arrange DB Primary to check website compliance	Headteacher	Next meeting	