

ASHLEIGH PRIMARY SCHOOL & NURSERY

Minutes of the meeting of the Full Governing Board 7 December 2023 at 4.30 pm

Held at Ashleigh Primary School & Nursery

	<p>Present: Sam Greenhalgh (SG), Lizzie Landis (LL), John McConnell (JMc), Maria Cornish (MC), Lucy Gooda (LG) and Christine Lowen (CL).</p> <p>Clerk: Johanne Bolver (JB)</p>	ACTION
<p>1. 1.1 1.2</p>	<p>Welcome and Apologies Apologies were received from Carolyn Ellis-Gage (CEG), Becs Dungay (BD), Danni Lacey (DL), Sarah Sprake (SS), Jon Brophy (JonB), Sharon Hill (SH).</p> <p>Due to the number of apologies the meeting was deemed as not quorate, however as the apologies were received at late notice, governors agreed to continue with the FGB although no voting on proposals would take place. Any matters requiring agreement would be followed up by the clerk putting any proposals on Governorhub for action.</p>	
<p>2. 2.1</p>	<p>Notification of any other urgent/confidential business None.</p>	
<p>3. 3.1 3.2</p>	<p>Minutes of the previous meeting – 27.9.23 The minutes were agreed as a true and accurate record of the meeting.</p> <p>Christine Lowan requested that her maiden name is not used going forward. Clerk acknowledged.</p>	
<p>4. 4.1 4.2 4.3 4.4</p>	<p>Matters Arising Point 10.1 Pupil Premium and Vulnerable Groups analysis. c/f Action: CEG to provide next term.</p> <p>Point 12.3 Safeguarding report – c/f Action: to be provided at next meeting.</p> <p>Point 20.1 SG informed governors the Governing Board adopts all NCC policies and tailors them to Ashleigh’s requirements. Our Office Manager manages all policies and SH monitors the policies with changes and updates. Action: SH is currently reviewing all the policies and will notify governors on Governorhub once approved. c/f</p> <p>Point 24.1 SG received an enquiry from a local Charity that works with schools and the older generation. SG has met with the contact and discussed the possibility of Ashleigh children visiting the Hethersett Nursing Home with old newspapers dating back to the 1920’s with key events. Action: SG to bring the newspapers into school and JMc to talk to Vicky Stephens to lead. c/f</p>	<p>CEG</p> <p>JB / DL</p> <p>SH</p> <p>SG</p>
<p>5. 5.1</p>	<p>Declaration of any Pecuniary interests None declared.</p>	

<p>6.</p> <p>6.1</p> <p>6.2</p>	<p>Membership of Governing Board</p> <p>Due to David Wozzley leaving the Governing Board, MC agreed to look after Curriculum until a new governor is appointed and to take on the role of monitoring the school website. Action: Clerk to amend governor roles on Governorhub and to add to Governor statement.</p> <p>Action: Advert for new governor with interest in Curriculum to go out in newsletter.</p>	<p>Clerk</p> <p>SG / JMc</p>
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> <p>7.8</p> <p>7.9</p> <p>7.10</p> <p>7.11</p> <p>7.12</p>	<p>Headteacher Report (Circulated on Governorhub) – Highlights discussed.</p> <p>Mark Burns led our INSET day which was well received and successful. Focus was on improving the quality of teaching.</p> <p>Can you provide an example of his expertise/ethics? Challenge. LL provided governors with an insight to how Mark Burns works/plans. LL made governors aware she has noticed a big impact following the INSET day.</p> <p>We now have 2 students from the UEA and another joining from City College in January.</p> <p>Emma Adcock will be visiting next week to discuss how we improve English provision.</p> <p>Governors discussed bullying where JMc explained the process is used immediately when required. What happens if an incident is not worded as bullying but follows this behaviour? Challenge. JMc will treat it as bullying and begin the procedure. JMc confirmed the procedure is working well.</p> <p>Coloured caps are provided for pupils and School Council have a great involvement. Governors discussed the possibility of an Eco Council.</p> <p>Aims and values have been amended and governors had in in-depth discussion around confidence in children and how we can improve this.</p> <p>School Development Plan is on Governorhub.</p> <p>Governors discussed school dinners and asked what has changed? Challenge. We no longer provide packed lunches and we feel there is a drastic increase in the quality of the lunches. There were problems with quantity which has now been addressed.</p> <p>How is the dinner provision for Tea Timers? Challenge. There was an issue with overpromising and under delivering although this has now been addressed.</p> <p>Do the portions get bigger as children get older? Challenge. No, they only change from each Key Stage group. JMc is feeding back to Aspens and asking them to look at this. Governors agreed we are providing a value for money lunch. Support.</p> <p>Has there been an uptake in children having hot lunches? Challenge. It is too early to say, this is something we will look at his next term. There has been an</p>	

	uptake in staff lunches.	
7.13	Visit to Briar Hill Primary in Northampton (with Hannah Meek) took place to learn from their practice. All staff to visit throughout the year. JMc queried the mileage costs and suggested a flat rate is to be agreed.	
7.14	What is Briar Hill doing which is so good. Challenge. The school is located in a deprived area with results being very close to Ashleigh's, they are doing some amazing things including using the Talk 4 Writing approach.	
7.15	Reception open evenings took place. How do these compare to last year? Challenge. The evenings were very well attended like last year and JMc is confident that 2 classes will be filled. JMc feels there is a lot of comparison taking place with Wymondham College prep.	
8.	Finance	
8.1	Budget Revision 2 and Finance Monitoring Budget revision took place which provides a surplus for the next 3 years. Energy (electricity) was over budgeted.	
8.2	RAG Report (on Governorhub) Our Summer rag rating was A1. Action: JMc to organise an audit with Norfolk Audit Services as well as organise a Health Check.	JMc
8.3	SFVS Action: LG to include Finance training. SFVS to be brought to next FGB for submission by end Feb. Action: Clerk to add to agenda for next meeting.	LG Clerk
8.4	MI Sheet 173/23 Thematic Audit Payroll in Schools Discussed with governors and governors made aware of the content.	
9.	Premises, Health & Safety	
9.1	Premises meetings continue to take place.	
9.2	JMc discussed the proposal of a coffee machine to be situated in the Staff/Community Room. Cost will be £33 per week + supplies. JMc confirmed the cost will be neutral or will make money for the school and there will be a market for this. What is the current situation? Challenge. Staff use Costa at the Co-op. JMc suggested charging £1 per coffee. Action: Clerk to email proposal to governors.	Clerk
9.3	OSHENS. JMc made governors aware of a number of prejudice incidents. Are there any themes around these incidents? Challenge. Yes, the main theme is mentioning/noticing of same sex parents. Is anything being done in assemblies to discuss this? Challenge. Yes, frequently.	
9.4	JMc made governors aware of a pupil with a fixed term exclusion. How do we deal with this? Challenge. A social worker has been allocated, outside agencies are involved and discussions with an EHCP coordinator are taking place. Are we doing anything regarding remote learning etc? Challenge. Yes, we have sent	

	packs of schoolwork home, although not heard anything back, it is a very complicated situation. We are working with the agencies involved. This pupil's absence is unauthorised.	
9.5	School Broadband. JMc had circulated quotes for a new broadband contract. JMc has favoured Option 2. Action: Clerk to email proposal to governors for action.	Clerk
10. 10.1	Safeguarding Safeguarding Report to Governors is on Governorhub. To be discussed at next meeting. Action: Clerk to add to agenda.	Clerk
10.2	All existing governors have completed their annual governor safeguarding training and all new governors need to do both the safeguarding training and complete governor induction training. Clerk has added a	
11. 11.1	School Improvement Development Plan Discussed in HT report and on Governorhub.	
12. 12.1	Pupil Premium & Vulnerable Groups Pupil Premium strategy on Governorhub.	
12. 13.1	Sports Funding Report on Governorhub.	
14. 14.1	Policy Review c/f to next meeting.	
15. 15.1	Governor Monitoring, Development and Training Discussed above.	
16. 16.1	Wellbeing and Workload JMc made governors aware that all staff are working hard and smart. There is huge demand on teachers and all are working at it. Is there talk about using AI in the education sector? Challenge. JMc feels this is going to be very important going forward although is taking a step back from it for now.	
16.2	How do you gauge wellbeing? Challenge. JMc gets a sense of wellbeing from staff meetings and carries out a yearly survey which is normally positive.	
16.3	Is partnering helping with workload and time? Challenge. This is still a new approach and we are learning and adapting to this.	
17. 17.1	Confidential Staffing	
18. 18.1	Correspondence None.	

19.	Dates and times of future meetings: - Thurs 8th Feb @ 4.30 pm - Wed 20th March @ 4.30 pm - Wed 22 May @ 4.30 pm - Wed 3rd July – Deep Dive Day followed by FGB Meeting .	
20.	AOB Thanks were passed to LL as this is her last meeting as HD will be returning in the new year.	

Meeting closed at 7pm

Signed (Chair):

Date: