

## ASHLEIGH PRIMARY SCHOOL & NURSERY

### Minutes of the meeting of the Full Governing Board 8 February 2024 at 4.30 pm

#### Held at Ashleigh Primary School & Nursery

	<p><b>Present:</b> Sam Greenhalgh (SG), John McConnell (JMc), Maria Cornish (MC), Lucy Gooda (LG), Christine Lowen (CL), Carolyn Ellis-Gage (CEG) and Jon Brophy (JonB).</p> <p>Clerk: Johanne Bolver (JB)</p>	<b>ACTION</b>
<p><b>1.</b> <b>1.1</b>  <b>1.2</b></p>	<p><b>Welcome and Apologies</b> Apologies were received from Hayley Downing (HD), Danni Lacey (DL), Sharon Hill (SH) and Sarah Sprake (SS).</p> <p>Sarah Lynch (SL), new Co-opted governor sent apologies.</p>	
<p><b>2.</b> <b>2.1</b></p>	<p><b>Notification of any other urgent/confidential business</b> None.</p>	
<p><b>3.</b> <b>3.1</b></p>	<p><b>Minutes of the previous meeting – 7.12.23</b> The minutes were agreed as a true and accurate record of the meeting.</p>	
<p><b>4.</b> <b>4.1</b>  <b>4.2</b>  <b>4.3</b></p>	<p><b>Matters Arising</b> RAG report recommended a Health Check audit is completed. JMc confirmed this is to be booked in. <b>Action: JMc to follow up.</b></p> <p>Following approval from governors by email, JMc confirmed the coffee machine has been purchased although plumbing in staffroom is required for installation. Ongoing.</p> <p>New school broadband was approved by governors by email following discussion at the previous FGB meeting.</p>	<b>JMc</b>
<p><b>5.</b> <b>5.1</b></p>	<p><b>Declaration of any Pecuniary interests</b> None declared.</p>	
<p><b>6.</b> <b>6.1</b></p>	<p><b>Membership of Governing Board</b> A unanimous vote was received from governors to formally appoint Sarah Lynch as Co-opted governor to lead on Curriculum. MC agreed to buddy Sarah and stay on Curriculum/SEN. Sarah will attend the next meeting.</p>	
<p><b>7.</b> <b>7.1</b></p>	<p><b>Headteacher Report (Circulated on Governorhub) – Highlights discussed.</b> Mark Burns lead our review of this year’s training after school on Wednesday 7th February. Governor’s feedback was very positive and it reflected the amount of commitment received from teachers.</p>	

7.2	Emma Adcock joined us on February 5th to conduct 'Deep Dives' into 4 subjects: Geography, History, Art and Science. <b>Action/Agenda: JMc to bring report to next meeting.</b>	<b>JMc / Clerk</b>
7.3	Parents Survey – discussed below.	
7.4	The school day needs to change so we are offering 32.5 hours a week. This is 6.5 hours per day. Option 1 - 8.30am-3pm and Option 2 - 8.45am-3.15pm. To be discussed at next FGB. <b>Action: Clerk to add to agenda.</b>	<b>Clerk</b>
7.5	One parent is refusing to bring their child to school following unsuccessful reintegrations. Discussions are ongoing with the local authority. We are ensuring the right provision is in place which meets their needs. We have secured home tutoring in the meantime. A complex-needs school is required which is not a straightforward process.	
<b>8.</b>	<b>Finance</b>	
8.1	<b>SFVS submission</b> – LG to finalise with JMc tomorrow. <b>Action: SS to circulate to governors when complete.</b>	<b>LG</b>
8.2	<b>Autumn RAG Report</b> NAS Audits & Health Checks - School has not had a formal audit and a health check within the last 5 years. <b>Action: JMc to contact the Norfolk Audit Services and arrange an audit, as well as organise a Health Check.</b>	<b>JMc</b>
8.3	<b>Budget Plan Revision 3 – Budget to be uploaded to GH.</b> a) Budget Setting to take place on 2024-03-26 at 09:30. b) Budget Review 1 to take place on 2024-06-28 at 09:30. c) The expected surplus for 2023-24 increased from 11.35% to 13.1%, broadly due to the following: · Increase in early years and SEN funding · Higher than expected income from solar panels · Conservative budgeting on energy costs (maintained for future years due to continued uncertainty) . d) The budget revision shows a predicted bottom line figure for 23 -24 of approx. £100K (previous revision showed £54K). e) JMc confirmed TA's who have left or will leave will not be replaced. Will you be recruiting more Midday Supervisors? Challenge. No, we have recruited well and are well staffed. We have started lunch time clubs. f) Caretaker advertisements have gone out and some good candidates received. g) There has been an uptake in school meals and a survey has taken place. h) School packed lunches have been taken off the menu by Aspens, they will offer it in the summer. JMc has met with Aspens to review the new menu.	
8.4	<b>Statement of Internal Controls</b> This was shared on Governorhub and discussed at the meeting. <b>Action: SG to sign.</b>	<b>SG</b>
<b>9.</b>	<b>Premises, Health &amp; Safety</b>	
9.1	Health and safety report to governors was circulated on Governorhub.	
9.2	Premises Development Plan. <b>Action: JMc to upload the most recent report to Governorhub.</b>	<b>JMc</b>

9.3	Premises Monitoring Report. SS completed and has uploaded to Governorhub.	
9.4	The new Music Room was discussed. JMc will be discussing the details, obtaining quotes and finding out all the options.	
10. 10.1	<b>Safeguarding</b> Safeguarding Report – awaiting assessment and report.	
11. 11.1	<b>School Improvement Development Plan</b> Discussed in HT report and is on Governorhub.	
12. 12.1	<b>Pupil Premium &amp; Vulnerable Groups</b> Report is on Governorhub.	
12. 13.1	<b>Sports Funding</b> Sports premium monitoring report uploaded to Governorhub.	
14.          14.1	<b>Policy Review</b> <ul style="list-style-type: none"> <li>• Disciplinary Policy</li> <li>• DPE Model Data Privacy Notice</li> <li>• DPE Model Data Protection Policy</li> <li>• Admissions Policy</li> <li>• Bullying Policy</li> <li>• Disciplinary Policy</li> <li>• Health &amp; Safety Policy</li> <li>• Online Safety Policy</li> </ul> <p>Governors discussed and agreed to the above policies.</p>	
15. 15.1  15.2  15.3  15.4	<b>Themed Audits/MI Sheets – circulated on Governorhub.</b> <b>MI Sheet 17/24 – DBS Checks (For Information only)</b>  <b>MI Sheet 16/24 - Schools Forum briefing from the last Norfolk Schools Forum meeting (23 November) (For information/feedback).</b>  Governors were made aware of the above.  The Clerk signposted LG to Ecourier to receive future MI sheets.	
16. 16.1  16.2	<b>Parent Survey Analysis</b> 136 out of 200 response rate received which was anonymous. Behaviour at the school is amazing although from a parents' perception, it could be better. <b>What is the perception from staff? Challenge.</b> It is very strong.  <b>Are there any analysis or trends from previous surveys? Challenge.</b> These are available to view on the school website. They have been consistently quite high in the past.	

<b>17.</b> <b>17.1</b>	<b>Governor Monitoring, Development and Training</b> Governor Skills Matrix. <b>Action: Clerk to circulate and add to agenda for discussion at next meeting.</b>	<b>Clerk</b>
<b>18.</b> <b>18.1</b>	<b>Wellbeing and Workload</b> JMc is developing a report for the next FGB meeting: the Ashleigh wellbeing and workload promise. <b>Action: Clerk to add to agenda.</b>	<b>Clerk</b>
<b>19.</b> <b>19.1</b>	<b>Confidential - Minutes of the previous meeting.</b> These were agreed as an accurate record of the meeting.	
<b>20.</b> <b>20.1</b>	<b>Correspondence</b> Clarion Corvus Trust sent a letter to SG regarding joining their trust. SG shared this with governors, no action required.	
<b>20.2</b>	SG made governors aware that NR Health and fitness are going round to schools to talk about becoming interested in the fitness industry.	
<b>21.</b>	<b>Dates and times of future meetings:</b> <ul style="list-style-type: none"> <li>• Wed 20th March @ 4.30 pm</li> <li>• Wed 22 May @ 4.30 pm</li> <li>• Wed 3rd July – Deep Dive Day followed by FGB Meeting</li> </ul>	
<b>22.</b> <b>22.1</b>	<b>AOB</b> Juniper Data (circulated on Governorhub). Ashleigh was benchmarked against LA and other primary schools. Governors looked at the report and discussed in detail. Pupil Premium provision and paperwork is outstanding but we need to look at the results.	
<b>22.2</b>	Quiz & Chips night 1.3.24. 7pm. <b>Action: Governors to email SG to confirm their attendance. SG to email governors the details.</b>	<b>All SG</b>

Meeting closed at 6.45pm

Signed (Chair): .....

Date: