

## ASHLEIGH PRIMARY SCHOOL & NURSERY

### Minutes of the meeting of the Full Governing Board 10 May 2022 at 4.30 pm via Zoom

|            |   |               |
|------------|---|---------------|
|            | <p><b>Present:</b> Gavin Tash (GT), Sam Greenhalgh (SG), Jennie Reavey (JR), Becs Dungay (BD), Lis Jennings (LJ), Hayley Dowling, John McConnell (JMc), Jo Satterley (JS), Danni Lacey (DL), Carolyn Ellis-Gage (CEG), Sarah Sprake (SS) and) David Woozley (DW).</p> <p>In attendance: Johanne Bolver (JB), Clerk.</p>   | <b>ACTION</b> |
| <b>1.</b>  | <b>Welcome and Apologies</b>  |               |
| <b>1.1</b> | Sharon Hill Sharon Hill (SH) did not attend.  |               |
| <b>2.</b>  | <b>Notification of any other urgent/confidential business</b>   |               |
| <b>2.1</b> | SG wished to discuss the length of the school day. Discussed under Matters Arising.   |               |
| <b>3.</b>  | <b>Minutes of the previous meeting – 22.3.22</b>  |               |
| <b>3.1</b> | The minutes were agreed as a true and accurate record of the meeting. Clerk to amend typo. <b>Action.</b>   | <b>Clerk</b>  |
| <b>4.</b>  | <b>Matters Arising</b>  |               |
| <b>4.1</b> | 4.2 SS to attend new governor training in June. <b>Action.</b>  | <b>SS</b>     |
| <b>4.2</b> | 16. Behaviour Policy to be brought to next FGB to update consistency with Cyber Bullying Policy and Online Safety Policy. <b>Agenda. c/f</b>  | <b>Agenda</b> |
| <b>4.3</b> | <p><b>School Day</b></p> <p>a) JMc had shared documentation on Governorhub regarding the length of the school day. 3 options were presented to parents via the school newsletter; a) 8.30am-3.00pm, b) 8.45am -3.15pm and c) 9.00am - 3.30pm. A good response was received; 58 votes for option A, 59 votes for option B and 20 votes for option C.</p> <p>b) <b>Have we received a staff opinion? Challenge.</b> No, not yet although JMc will talk to staff with clarity.</p> <p>c) <b>Is this change implemented to help working parents? Challenge.</b> JMc feels there is an element of wisdom to this change.</p> <p>d) <b>What contractual issues will arise if we are open to 3.15pm? Challenge.</b> As during Covid, we consulted with staff and altered lunch times so no contractual changes were necessary</p> <p>e) We will consider any further Government guidance and we need to think about career progression for TA's and succession plans for HLTA's.</p> |               |
| <b>5.</b>  | <b>Declaration of Business Interests/Conflict of Interest.</b>  |               |
| <b>5.1</b> | None declared. As above.<br>LJ advised governors of her change of job which relates to no business interests. Clerk advised LJ to update her profile on Governorhub. <b>Action.</b>   | <b>LJ</b>     |
| <b>6.</b>  | <b>Membership of the Governing Board</b>  |               |
| <b>6.1</b> | GT's term of office is due to expire. GT is happy to be reappointed and governors agreed. Clerk to update Governorhub. <b>Action.</b>   | <b>Clerk</b>  |

|     |   |                 |
|-----|---|-----------------|
| 6.2 | HD's term off office is due to expire. HD is happy to be reappointed and governors agreed. Clerk to update Governorhub. <b>Action.</b>  | <b>Clerk</b>    |
| 6.3 | CEG's term of office expires on 17 July. SG to speak to CEG re continuing as governor. <b>Action.</b>   | <b>SG / CEG</b> |
| 6.4 | Governors highlighted the school's website is out of date and JMc confirmed this will be updated next month. <b>Action.</b>   | <b>JMc</b>      |
| 7.  | <b>HT Report inc Spring Term Achievement Data</b>   |                 |
| 7.1 | JMc had shared his Headteacher report on Governor hub which governors had read ahead of the meeting and they were asked if they would like to raise any questions.  |                 |
| 7.2 | The school's Site Manager is still off sick and has been signed off for a phased return to work with their hours reduced and duties looked at. JMc is awaiting a report from Occupational Health to structure his return. There are no ongoing concerns and we are ready to welcome him back.   |                 |
| 7.3 | Behaviour is good and this was discussed at the Senior Leadership meeting. We have 3 more TA's being trained in emotional literacy support.   |                 |
| 7.4 | <b>What is emotional literacy support? Challenge.</b> It is having the ability to help children recognise, understand, handle and appropriately express emotions. We currently have programmes running in school for the provision of social, emotional and mental health including Thrive and ELSA. We have a member of staff trained for problem solving through talk and to provide space to resolve it. |                 |
| 7.5 | <b>Are the instrument lessons organised through the Norfolk Music Hub? Challenge.</b> There are a variety of lessons provided depending on the instrument; the piano and guitar teachers are independent and we have safeguarding measures in place.  |                 |
| 7.6 | <b>As parents have looked at the RHSE materials, were the transgender materials also circulated? Challenge.</b> Yes, these were shared with parents. We have a strong EYFS approach to RHSE through PATHS. With KS2 we had a curriculum which was adjusted and turned into an excellent RHSE curriculum which was presented to parents and is on the website.   |                 |
| 7.7 | Tender for staff room to be refurbished into a staff and parent café providing an area for social relaxation to be opened to parents one morning a week for Maths and English cafes. JMc shared quotes for new kitchen in staff room.   |                 |
| 7.8 | <b>Have we gone through the benchmarking process with quotes? Challenge.</b> Yes, we have gone through various companies and buying the kitchen from Wren is representing best value. <b>Is there money earmarked in the budget for this? Challenge.</b> JMc confirmed there is.  |                 |
| 7.9 | <b>Are there any furniture costs? Challenge.</b> Tables and chairs have already been purchased with last year's surplus. Money is to be spent on decorating.  |                 |

|      |   |           |
|------|---|-----------|
| 7.10 | <b>Could this be counterproductive and will staff be reluctant to use it with parents using it? Challenge.</b> We will ensure parents have left the premises by 10am and will ensure there are clear boundaries in place.   |           |
| 7.11 | Governors agreed for the purchase of a kitchen in the staff room. <b>Support.</b>   |           |
| 7.12 | Prejudice related incidents - <b>Would it be possible to remind us of any additional incidents going forward and are any of these incidents carried out by the same children/repeat offenders? Challenge.</b> Yes, there are 1 or 2 repeated offenders and CPOMS can track the history and trends.  |           |
| 7.13 | JMc confirmed the number of risk assessments in place for harmful sexual behaviour will be reported going forward. There have been 3 risk assessments this year which have been led by DL. It is important for governors to be aware of these and JMc made governors aware that our approach is exemplary.  |           |
| 7.14 | <b>Is this something you are doing yourselves? Challenge.</b> Training was led by Kelly Walters last year which was passed down to staff. If a risk assessment is in place, we check and double check with parents for issues being reported at home. We follow procedures and guidance.  |           |
| 8.   | <b>Finance &amp; Personnel update</b><br>a) Spring Term RAG rating is Amber due to JMc being new in post.<br>b) Themed Audit re Asbestos - governors discussed and agreed we can make reference to this audit via the school's asbestos report and how it is managed. JMc confirmed the Asbestos Register is in place and we carry out an annual check.<br>c) Themed Audit - School Fund Audit - GT to speak to Finance officer. <b>Action.</b><br>d) Budget review to take place on 13 June. | <b>GT</b> |
| 8.1  | <b>Premises &amp; Safety update</b><br>Discussed above.   |           |
| 9.   | <b>Budget Plan 22/33 – Budget review 13 June.</b>   |           |
| 10.  | <b>Summer 2022 Transition</b>   |           |
| 10.1 | Transition week will take place on 4 <sup>th</sup> July with new Reception children in school for part of the week and Year 6 children at the High School. This has been discussed with the SLT this week.  |           |
| 10.2 | We are set on which year groups we are mixing up. We are not mixing up year 2 or year 4 but will mix all the other year groups.   |           |
| 10.3 | <b>Why is this? Challenge.</b> We always strive to have equal classes and we are identifying some imbalances in classes.  |           |
| 10.4 | <b>What is the rational for not mixing years 2 and 4? Challenge.</b> Year 2 was mixed last year and Year 4 will be getting the same teacher. We have allocated teachers to classes and JMc will be speaking to staff in their interim appraisals.<br><br><i><b>DL left the meeting at 6.30pm</b></i>  |           |
| 11.  | <b>Pupil Premium and Sports Funding</b>   |           |
| 11.1 | Updated at last meeting.  |           |

|                    |   |               |
|--------------------|---|---------------|
| <b>12.</b><br>12.1 | <b>Safeguarding</b><br>LJ completed the Safeguarding Report which was circulated on GH. Thanks were passed to JS and DL for support and handover. Governor Safeguarding training to be arranged. <b>Action.</b> | <b>LJ</b>     |
| <b>13.</b><br>13.1 | <b>Vulnerable Groups</b><br>Nothing to report. Full report provided at last meeting.  |               |
| <b>14.</b><br>14.1 | <b>School Policy review</b><br>Behaviour Policy c/f – JMc to review. <b>Action.</b>   | <b>JMc</b>    |
| <b>15.</b><br>15.1 | <b>Governor Monitoring and Training</b><br>SS to attend new governor training in June.  |               |
| <b>15.2</b>        | Safeguarding training above.  |               |
| <b>15.3</b>        | CEG attended GDPR training and suggested whole governor training. DW circulated information on GH and will be discussed at next FGB. <b>Agenda.</b>   | <b>Agenda</b> |
| <b>16.</b><br>16.1 | <b>Wellbeing and workload.</b><br>Staff meeting and staff survey taking place next half term and JMc will report back at next FGB. <b>Agenda.</b>   | <b>Agenda</b> |
| <b>16.2</b>        | JMc feels well supported by governors and leadership team. <b>Support.</b>  |               |
| <b>17.</b><br>17.1 | <b>Correspondence</b><br>None.  |               |
| <b>18.</b><br>18.1 | <b>Confidential matters.</b><br>Staffing.   |               |
| <b>19.</b><br>19.1 | <b>AOB</b><br>None.   |               |
| <b>20.</b><br>20.1 | <b>Date of next meeting</b><br><b>1 July</b> - Practice Ofsted inspection – Nick Butt. To meet with subject leaders.  |               |
| <b>20.2</b>        | <b>12 July</b> - Deep Dive Day inc FGB at <b>2.30pm</b> . JB is unable to clerk this meeting and CEG will ask her school clerk if she is able to clerk the meeting. <b>Action.</b>                              | <b>CEG</b>    |

Meeting closed at 6.30pm

Signed (Chair): .....

Date: