



Minutes from the Full Governing Body Meeting

Date: Tuesday 12th July 2022

Present: Sam Greenhalgh (SG) - Chair of Governors
Carolyn Ellis-Gage (CEG) - Vice Chair of Governors
John McConnell (JM) - Head Teacher
Danni Lacey (DL)
Jo Satterly (JS)
David Woozley (DW)
Sarah Sprake (SS)
Rebecca Fletcher - Dungay (RFD)
Gavin Tash (GT)

Guest Clerk: Hayley Rose (HR)

Venue: The Ashleigh Primary School & Nursery - FGB Meeting held in person following Deep Dive Day

Signed By :Date:

FGB Meeting 12th July 2022

Signed:

Question – Green

Answer – Blue

Action - Red

Item No	Item and Discussion	Owner	Target Date
1	<p>Apologies and welcome. Apologies received from : Liz Jennings(LJ) Sharon Hill (SH) Hayley Dowling (HD) Jenny Reavey (JR)</p> <p>The meeting was noted to be quorate.</p> <p>SG took the opportunity to welcome everyone and pass thanks to JM and DL for the informative Deep Dive Day.</p>		
2	<p>Notification of any other urgent business GT raised two financial items, SG suggested for these to be discussed in the finance section, agenda item number seven.</p>		
3	<p>Minutes of the previous meeting - Wednesday Friday 20th May 2022 and arising matters JS commented how the wrong set of minutes had been placed in the Governor Hub folder, and how she had to locate the correct minutes by looking back and using the noticeboard link. To ensure everyone had reviewed the correct set of minutes SG went through the minutes page by page. All governors were in agreement, the minutes were approved as an accurate reflection.</p>		
4	<p>Declarations of Business interests/conflict of interest None</p>		
5	<p>Membership of the Governing Board SG spoke of CEG's end of term approaching, SG said how this had previously been discussed and noted, CEG is happy to renew her term. CEG'S Term dates to be amended on Governor Hub.</p> <p>It was acknowledged JS had decided to step down from her role as Safeguarding and premises Governor. A gift and flowers were presented to JS as a thank you from the Governing board for her years of commitment to the role. JS spoke a few words expressing how proud she has been to watch the school grow.</p>	Resident Clerk	17/7/22
6	<p>Head Teachers Report Due to the Deep Dive Day, a lot of the information from within JM's Head Teachers report had already been delivered and discussed throughout the day.</p>		

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Question – Green

Answer – Blue

Action - Red

1. Staffing

- There have been numerous consultations with HR Consultants.
- Steve Howard, site manager, is likely to resign this summer.
- JMc has met with a group of TAs regarding a possible reorganisation of TA roles, responsibilities and contracts.
- Two M6 (1 FTE and 0.6 FTE) teachers have resigned to take up roles outside of teaching.
- One teacher (1 FTE) has reduced his contract to 0.2 FTE
- One teacher has moved from a temporary to a permanent contract
- One teacher (ECT) has been appointed to cover maternity Sep-August
- Two teachers (ECT) have been appointed on temporary contacts
- One TA has resigned, one has been appointed permanently
- Chris Leonard (ICT) has changed contact to 0.4 from 0.5 FTE in negotiation with RKPS

2a Staff Development since May 10th

Date	First Name	Surname	Course	Cost
12/05/22	Danni	Lacey	Working with CADS to Manage Risk	£0.00
12/05/22	Stacey	Bramley	Norfolk Family Support Network	£8.33
13/05/22	Stacey	Bramley	Attendance Network Meeting	£50.00
16/05/22	Amy	Webb	SEND Forum	£0.00
16/05/22	Danni	Lacey	Thrive Training	£75.00

17/05/22	Stacey	Bramley	Norfolk Family Support Network	£8.33
18/05/22	Pete	Scott	Thrive Training	£67.00
18/05/22	Staff	Group 1	Attachment Training	£1,058.00
18/05/22	Staff	Group 2	Safeguarding Training	£0.00
18/05/22	Jen	Miller	EYFS Statutory Network Assessment	£0.00
18/05/22	Lauren	Ellero	EYFS Statutory Network Assessment	£0.00
19/05/22	Danni	Lacey	LAC Virtual School Training	£0.00
23/05/22	Pete	Scott	Thrive Training	£67.00
24/05/22	MSAs		Safeguarding Training with Danni Lacey	£0.00
06/06/22	John	McConnell	Safeguarding Children with Disabilities/Complex Needs	£170.00
13/06/22	Amy	Webb	E3 Funding Workshop	£0.00
15/06/22	Stacey	Bramley	ELSA Training	
15/06/22	Carolyn	Stratton	ELSA Training	

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15/06/22	Lynne	Laws	ELSA Training	
15/06/22	Vikki	Eggett	ELSA Training	
15/06/22	Amy	Webb	Access Through Technology	£0.00
16/06/22	Stacey	Bramley	Norfolk Family Support Network	£8.33
17/06/22	Stacey	Bramley	ELSA Training	
17/06/22	Carolyn	Stratton	ELSA Training	
17/06/22	Lynne	Laws	ELSA Training	
17/06/22	Vikki	Eggett	ELSA Training	
20/06/22	Danni	Lacey	Safeguarding Webinar	£0.00
29/06/22	Jen	Miller	Glue Ear Training	£0.00
29/06/22	Jenny	Lynch	Glue Ear Training	£0.00
30/06/22	Danni	Lacey	Mental Health & Wellbeing Network	£0.00
01/07/22	Danni	Lacey	Operation Encompass Safeguarding	£0.00
01/07/22	Stacey	Bramley	Safeguarding Webinar - Honour Based Abuse	£0.00

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05/07/22	Stacey	Bramley	Norfolk Family Support Network	£8.33
06/07/22	Danni	Lacey	Step-Up Training	£0.00
06/07/22	Stacey	Bramley	Designated Teacher Networks LAC	£50.00
06/07/22	Danni	Lacey	Changes to KCSIE 2022	£0.00
06/07/22	Stacey	Bramley	Changes to KCSIE 2022	£0.00
07/07/22	Danni	Lacey	1825 Days	
07/07/22	John	McConnell	Planning a Strong Primary Geography Curriculum	£125.00

2b Enrichment update

- We currently offer 10 after school clubs, 1 lunchtime club, and have 32 pupils doing peripatetic music lessons.
- Ashleigh's Got Talent included 33 children and was attended by 50 family members
- Sports Day was a huge success and was attended by 100s Of family members.
- Parents were also invited in to see a performance by the Ukulele Club.

3. Initial Teacher Training

- We have 1 PGCE student training with us.
- We have agreed to take a SCITT student from the Inspiration Trust next year.

4. Pupil Numbers

- At present we have 440 pupils on roll in the school and 48 in Nursery. 10 have an EHCP.

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	<p>5. Attendance</p> <ul style="list-style-type: none"> • Attendance overall is 95.97% this term and 94.47% year to date. • Authorised absence is 3.21% and unauthorised absence is 0.83% • The percentage of children who have been persistently absent this year is 9.7% this is 43 children. National is around 12% <p>6. Quality of Education</p> <ul style="list-style-type: none"> • See separate report for achievement this year. • Y5 visited Harry Potter World, Y4 visited the Norfolk Show, Year 1 visited Banham Zoo • Forest School for Year 2 and Y3 continues led by 'Out There Forest School'. • Phonics Scheme 'Read, Write Inc.' Data check 13.7.22 • Reports sent out 8th July • Teacher observations by Kevin Finch and Hannah Meek revealed strong teaching across the school and good evidence of the impact of the new curriculum. • Nick Butt conducted his Quality of Education Review 1.7.22 (see separate report) <p>7. Behaviour and Attitudes</p> <ul style="list-style-type: none"> • The children's conduct on the field at break times continues to be excellent. • Conduct at sports day, on all of the trips and at Ashleigh's Got Talent was excellent. <p>8. Personal Development</p> <ul style="list-style-type: none"> • The Guiding Stars are in this year's report. • The Carer-saurus is on display in Chapelfield. <p>9. Leadership and Management</p> <ul style="list-style-type: none"> • Off-site meetings continued on alternate Mondays at Hethel. • Staff Wellbeing Survey Completed 17.22 (see separate report) • The Premises Development Plan has been updated to reflect the scale of the changes underway over the summer. 		
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	<ul style="list-style-type: none"> ● JMc and DLa are continuing to access supervision next year. ● Revision 1 of the budget was highly successful and has given the school a secure start to a period of global economic uncertainty. ● We have a new website ready to go. ● JMc was introduced to the catering manager at Robert Kett Primary School. ● JMc has applied to take a National Qualification in Early Years Leadership. <p>10. Networks</p> <ul style="list-style-type: none"> ● JMc, DLa, JMi and LWh visited Mile Cross Primary School to look at their practice in EYFS and transition into Y1. ● JMc and Cara Fahy did a reciprocal learning walk of Ashleigh and Robert Kett Primary in June. ● 7th July Cluster Heads Day at Barnham Broom <p>11. SEND</p> <ul style="list-style-type: none"> ● We will have a sensory room ready for September. <p>12. Pupil Premium Impact.</p> <ul style="list-style-type: none"> ● Spring Term data in separate report <p>13. Safeguarding</p> <ul style="list-style-type: none"> ● Single Central Record Check 12.7.22 ● Spotlight Meetings continued with SBr, JMc, DLa and HMe <p>14. Working with Parents</p> <ul style="list-style-type: none"> ● The PTA have been organising a number of fundraising events and are keen to support the school with lots of ideas. ● We are tendering for the transformation of the staffroom into a 'Café' which can be used for staff relaxation and Parent Cafés. <p>15. Transition</p> <ul style="list-style-type: none"> ● JMi has contacted all of the external nurseries sending children to our reception as well as the parents. ● Move Up day 6.7.22 ● YR, Y1 and Y5 being mixed into Y1, Y2 and Y6. 		
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- Wymondham High Transition 5th, 6th and 7th July
- New Reception meeting 1.7.22 well attended
- Y6 Leavers Assemblies 20th and 21st of July

16. Premises

- Phase 2 of the Farm Development completed 5th June.
- Phase 3 begins in August
- Thrive Room is being redeveloped into a Nursery
- The playground resurfacing will take place late July and early August in the holidays.
- The redevelopment of the staff room starts at the end of July.
- Sense Sensory are installing the sensory room August 22.

17. Health and Safety

- We have logged 6 incidents on OSHENS since September 1st.

18. Prejudice Related Incidents and Exclusions

- There were 8 reported prejudice related incidents since 1.9.21
- There were 2 days of fixed term exclusion since 1.9.21

JM wanted to discuss with the Governing board the resignation of the Site Manager and his decision to move to Taverham Junior School.

JM raised his concerns around trying to recruit a replacement, mainly because currently the site manager's role is a pay scale E and **proposed it moves to a pay scale F** - hopefully ensuring the role would then become more appealing to the right candidate who comes with the experience required.

Governors provided discussion and challenge around the amount of money involved in the suggested wage increase - to be informed, the proposed would be an increase of around £2,000-5,000 at the most.

GT (Finance Governor) confirmed this increase shouldn't be an issue.

JM re-laid how if the site managers wage were to be increased this would allow for the site manager duties to go higher and have more management over the caretaker,

	<p>helping to ensure the sites standards are raised and maintained. SG questioned if there is a good understanding of the duties currently covered by the Ashleigh's site manager, of which a comparison can then be made with the new expectations, Yes.</p> <p>There was discussion between the board members based on if there could be a job share opportunity with surrounding schools, JM didn't feel this would be the best approach given the size of Ashleigh's site.</p> <p>SS raised her concerns, if the Site Manager is due to leave his employment at the end of the academic year, this doesn't leave much time to advertise and recruit a new site manager. What will be put in place whilst this process is being completed? DL confirmed the Caretaker and Farmer would be able to step up and cover duties until a replacement is found as they have before during Covid19 and lockdown.</p> <p>All were in agreement with the proposal from JM, for increasing the Site Managers wage up to a pay scale F.</p> <p>GT raised his concerns and questioned the high amount of consultations with HR, and challenged why? JM and DL confirmed this was purely due to management wanting to confirm what they were proposing to do would be the correct way and following protocols.</p> <p>A hard copy of the staff wellbeing surveys were handed to the Governors to review. The survey was completed by all school staff.</p> <p>Discussions took place covering the positives and a negative, including inclusive behaviour but overall JM was pleased with the outcome of the survey. Resulting in Ashleigh proving to be a happy place to work, backed up with two teachers leaving but neither of them are going to another school setting, but leaving their teaching role completely.</p> <p>SG added how he would like to see the survey repeated again in 6 months' time to see how outcomes compare against each other.</p> <p>SG also questioned JM if Nick Butt's report had been shared with staff, JM replied, teachers have only seen the back page. SG asked why not the full report. JM answered, he feels due to Ashleigh being so successful in a lot of areas Nick may have been taken back by the quality of work. Therefore the area's he questioned weren't of a level JM felt needed to be passed on for example - Queen Victoria's timeline, where had the information been sourced from and</p>	Resident Clerk/JM	Dec 2022
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	<p>questioned if they were correct. CEG asked if JM had passed on feedback on Nick's report, JM –No.</p>		
7	<p>Finance and Personnel update Budget revision One - report has been uploaded and requires signing off. GT added the budget is where it needs to be, leaving Ashleigh in a good position to deal with inflation.</p> <p>SG raised his finding of being £7,000 down, his understanding to be because of fewer students on role for next year? JM agreed and said it was because of a lower number signed up for nursery next year. SG questioned why. JS suggested this could be because parents/carers are now working from home and don't require childcare in the same way as before Covid19. The nursery is a term time setting and doesn't offer holiday cover. JS added how this is something to keep an eye on as the nursery and outdoor space is Ashleigh's point of difference. SG asked how many placements we are down this year compared to last year - 70 this year 47 next year. However SS pointed out the nursery runs on hours not by how many children. It was questioned if any advertising had been done - no. SS added there are enough placements especially with the building move, we don't want to overwhelm.</p> <p>JM commented how the number of supply staff has raised from four to twelve and spoke of other staff arrangements that have had an impact within the budget. Keeping on a Year 3 Teacher until Christmas and a Year 1 Teacher for next year with a timetable release of 10%.</p> <p>Governors were all in agreement to sign off budget revision one.</p>		
8	<p>Premises, Health and Safety update Monitoring report has been done - any question - no. Concerns were raised again with the Site Manager leaving how much work there will be over the summer to pick up. Sensory Room - Support is going to be sourced to find out how best to use this space, CEG agreed this would be beneficial.</p>		
9	<p>Safeguarding Monitoring report has been done - any questions – no. Governor LJ, sent information regarding the new KCSIE 2022.</p>		

	<p>Suggested updated training will be required.</p> <p>Governing board safeguarding training was discussed; this should be included within the Governor inductions but was questioned to what level this training included.</p> <p>Resident Clerk to enquire with Educator Solutions what training dates are available for the next academic year.</p>	Resident Clerk	ASAP
10	<p>Wellbeing and Workload</p> <p>This agenda item was discussed within JM'S Head Teachers Report.</p>		
11	<p>School Policy Review</p>		
11.1	<p>Behaviour Policy - brought to FGB to update consistency with Cyberbullying Policy and Online Safety Policy</p> <p>It was commented how in the policy it states SLT would become involved if Teachers felt there was reason to. SG questioned if this has been seen in practice?</p> <p>JM replied it has been but in good balance, Teachers have dealt with issues accordingly. There is still room for improvement as some are using the third option - ignoring a situation and not acting when needed.</p> <p>Cpoms is being used to monitor, the use of Cpoms needs to be maintained. Lunchtime issues don't seem to be logged - this is where improvement can happen.</p> <p>JM also added how the in and out observation method is being implemented in classrooms to help with name calling, bullying etc.</p>		
11.2	<p>Communication and Policy around food allergies</p> <p>DW asked if this agenda item could be reviewed at the next meeting due to him requiring to leave the meeting due to personal commitments. DW left the FGB Meeting at 4:20pm</p> <p>Communication and Policy around food allergies - review to be move to Septembers Meeting</p>	Resident Clerk	28th Sept 2022
12	<p>Governors monitoring, development and training</p> <p>GDPR Whole Governor Training - DW</p> <p>It was discussed how there had been a mix in communication and DW was not the responsible Governor for GDPR.</p> <p>GDPR Training, including the DPE module from educator solutions - but how can this be logged/recorded.</p> <p>SG/ resident clerk to investigate which Governor is allocated</p>	SG/	28th

	to GDPR, looking into training and logging, report back at the next FGB Meeting.	resident clerk	Sept 2022
13	Correspondence None		
14	Date/Times of future FGB meetings All Governors were in agreement to hold all future meetings in person at The Ashleigh Primary School & Nursery. 2022 - Wed 28th Sept @4:30pm Wed 7th Dec @4:30pm 2023 - Wed 8th Feb @4:30pm Wed 29th March @4:30pm Wed 24th May @4:30pm Wed 12th July Deep Dive Day followed by FGB Meeting FGB Meeting dates to be shared on Governor Hub	Resident Clerk	ASAP
15	Confidential Matters None		
16	Any Other Business GT informed the Governors the asbestos audit has been completed and can now be signed off. CEG raised the Cyber security audit, and the requirements for this to be completed very soon. SG asked for this to be added as an action point for the next FGB Meeting.	Resident Clerk	Wed 28/9/22 FGB Meeting

Meeting terminated at 4:30PM

Item No	Action Description	Owner	Target Date
5	Membership of the Governing Board CEG'S Term dates to be amended on Governor Hub.	Resident Clerk	17/7/22
6	Head Teachers Report SG added how he would like to see the survey repeated again in 6 months' time to see how outcomes compare against each other.	Resident Clerk/JM	Dec 2022
9	Safeguarding Resident Clerk to enquire with Educator Solutions what training dates are available for the next academic year.	Resident Clerk	ASAP

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Question – Green

Answer – Blue

Action - Red

11.2	<p>Communication and Policy around food allergies DW asked if this agenda item could be reviewed at the next meeting due to him requiring to leave the meeting due to personal commitments. DW left the FGB Meeting at 4:20pm Communication and Policy around food allergies - review to be move to Septembers Meeting</p>	Resident Clerk	28th Sept 2022
12	<p>Governors monitoring, development and training GDPR Whole Governor Training - DW It was discussed how there had been a mixed up in communication and DW was not responsible for GDPR. GDPR Training - including the DPE module from educator solutions - but how can this be logged/recorded. SG/ resident clerk to investigate which Governor is allocated to GDPR, looking into training and logging, and report back at the next FGB Meeting.</p>	SG/ resident clerk	28th Sept 2022
14	<p>Date/Times of future FGB meetings All Governors were in agreement to hold all future meetings in person at The Ashleigh Primary School & Nursery.</p> <p>2022 - Wed 28th Sept @4:30pm Wed 7th Dec @4:30pm 2023 - Wed 8th Feb @4:30pm Wed 29th March @4:30pm Wed 24th May @4:30pm Wed 12th July Deep Dive Day followed by FGB Meeting</p> <p>FGB Meeting dates to be shared to Governor Hub</p>	Resident Clerk	ASAP
16	<p>Any Other Business Cyber security audit, requirements for this to be completed very soon. SG asked for this to be added as an action point for the next FGB Meeting.</p>	Resident Clerk	Wed 28/9/22 FGB Meeting