

ASHLEIGH PRIMARY SCHOOL & NURSERY

Minutes of the meeting of the Full Governing Board 25th November 2021 at 4.30 pm

Held at Ashleigh Primary School & Nursery

	Present: Gavin Tash (GT), Sam Greenhalgh (SG), Jennie Reavey (JR), David Woozley (DW), Beccs Dungay (BD), Lis Jennings (LJ), Hayley Dowling, John McConnell (JMc), Sharon Hill (SH), Jo Satterley (JS) and Danni Lacey (DL).	ACTION
1.	Welcome and Apologies	
1.1	Apologies received from Carolyn Ellis-Gage (CEG) and Johanne Bolver (JB), Clerk.	
1.2	Minutes taken by DL.	
2.	Notification of any other urgent/confidential business	
2.1	None.	
3.	Minutes of the previous meeting – 15 July 2021	
3.1	The minutes were agreed as a true and accurate record of the meeting.	
4.	Matters Arising	
4.1	Point 7.1 There has been some interest in the Parent Governor appointment (closing date 26.11.21). c/f Agenda	Agenda
4.2	Point 7.3 JMc previously put forward a suggested LA Governor.	
4.3	GT explained that next year we are able to sign Code of Conduct differently on Governorhub but all have signed 21-22.	
4.4	Point 12.1 Governance Statement to be uploaded to website, DW has revised.	
4.5	Terms of Reference are in place and need review. SG to send Governance statements to clerk. Action.	SG
4.6	Point 13.1 HT performance management to take place on 15.12.21.	
4.7	Point 15.3 Outdoor area - SG met Jim Buchanan and reviewed potential plans with JMc/DL.	SG/JB
4.8	Point 14.4 Curriculum is ongoing and is not on the website yet. There is however a SIDP summary on the school website.	
4.9	Point 15. Finance – GT to share the SFVS. Action.	GT
4.10	CEG was going to upload a report to Governor Hub. c/f Action.	CEG
4.11	Point 20. Safeguarding training - DL is running training on 9.12.21 at 4.30pm. There are bite sized Governor Service modules available if governors cannot attend.	
5.	Declaration of Business Interests/Conflict of Interest.	
5.1	None declared.	
6.	Membership of the Governing Board	
6.1	See above.	
7.	HT Report	
7.1	The Headteacher's report was circulated to governors on Governorhub.	
7.2	JMc thanked JR for supporting the Nursery interview where Jenny Lynch was appointed. Support.	
7.3	JMc is looking to appoint a temporary teacher tomorrow for 2 terms, this links to Lucy Greenacre's maternity leave.	

7.4	<p>Attendance</p> <p>JMc confirmed that we have the highest percentage across the cluster. See HT report.</p>	
7.5	<p>Outdoor development</p> <p>a) Three quotes have been received (one company would not quote). These have been shared on Governor Hub.</p> <p>b) Jim Buchanan quoted above the initial plan but with £10k available from the PTA donation, the overspend would be £3,600 over. JMc recommended that the governing board accept Jim's quote. JMc explained that the spend needs to get NCC approval due to the amount although the project would offer the best value for money.</p> <p>c) SG met Jim last Friday and his plans have been uploaded onto Governorhub. SG directed governors to look at these. Action. SG invited governors to talk to him, JMc or DL to explore the vision further. SG advised governors that due to the scale of the decision, it could be paused for this meeting and governors could make this before the end of term.</p> <p>d) SG queried the lead time from signing to NCC approval to breaking ground and JMc confirmed that Jim could start as soon as February 2022. JMc needs to contact Alison Randal and will need to get approval to spend over 50k. JMc will start this straight away. Action.</p> <p>e) GT added that from a finance situation, we are in an unusual position with finances and stated that we should make the most of this opportunity. We should take the opportunity and support it if we think it is the best option.</p> <p>f) SG had looked at the quotes and looked at value for spend which was above the initial intention, however it is grounded in typical Ashleigh and Wymondham.</p> <p>g) All were happy with the proposal that JMc approaches NCC and governors to review the quotes/plans. Action. Governors may come into school to be shown the site/plans and to email JMc if interested.</p>	<p>All</p> <p>JMc</p> <p>All</p>
7.6	<p>Nursery admissions</p> <p>a) JMc explained that he received a request from a parent that their child defer admission to Reception in 2022. JMc initially agreed without knowledge they are already in Nursery and this created a problem.</p> <p>b) JMc to meet parents on 25.11.21. NCC states that the child needs to stay in Nursery now for 2 years. This is unusual and JMc explained that the child was ready to start Nursery in 2021, although not ready for YR in 2022.</p> <p>c) JMc has updated the Nursery policy from - <i>Nursery will admit from the September after 3rd birthday</i> to, <i>Nursery will admit pupils in the September after the 3rd birthday for the remainder of the academic year. We will offer place but won't always get exact place you want.</i> This stops children coming to our Nursery for 2 consecutive years. Governors agreed. Support.</p> <p>d) Children can defer but we do not support repeating Nursery twice.</p> <p>e) SG stated that this is disadvantageous for the child as they repeat the experience and is affecting the quality of learning.</p> <p>f) JMc informed governors our Nursery is full and would be also turning someone else away.</p> <p>g) JMc stated that advice has been taken from NCC/Admissions/EY Team.</p> <p>h) SG's decision of deferring is on the discretion of the Headteacher being in agreement with NCC and parents. JMc would only look at strong cases for</p>	

this in future.

- i) SG feels from a finance point of view, it makes no difference but from a community perspective, they are keeping the place for an extra year, so there are less places for other families.
- j) SG noted that there may be up to six other people that may also then want to do this. JMc stated that lots of children in our Nursery are summer born, therefore this may open the floodgates. JMc stated the need to be equitable.

7.7 Pupil Premium

The new Pupil Premium plan is complete and on the website.

7.8 Staff Appraisal

- a) Appraisal results are on Governorhub. There is one more teacher than expected to UPS.
- b) JMc wanted to minute his thanks to staff who stayed on for the open evening last night. This was a huge success with very positive feedback today.

7.9 Open Classrooms

- a) Next week there are open classrooms for a book-look with the intention to open up to parents as much as we can.
- b) GT was pleased to see the open classrooms and as a parent, found that parent evening consultations over the phone has lost some value, as you cannot see the work beforehand which would prompt questions. **GT requested a mechanism to review work prior to the consultations, e.g. by Zoom. Challenge.** JMc mentioned that he would like to leave the second set of consultations as late as possible, as there may be more confidence in March. If there are no face-to-face consultations in the future, the school would do open classrooms first and follow up with something remote.
- c) **SG queried that with open classrooms, are we not getting 30 parents in? Challenge.** JMc stated that there is no expectation for teachers to be present as it will be child led whilst being a considerate employer.
- d) **SG questioned protecting the community as a whole as it is more difficult to maintain mask wearing when there are potentially 60 visitors to the classroom. Challenge.** JMc confirmed that it would be spread over 5 days and that the school are doing more than everyone else.
- e) **SG challenged that we should manage contact if we are limiting parent consultations, although recognised that teachers will not be asked to be present and parents can make separate calls if needed. Challenge.**

7.10 Open Day

- a) JMc confirmed that 157 people attended.
- b) **LJ asked how this compared to last year. Challenge.** DL confirmed it did not take place last year.
- c) JMc stated that EYFS staff confirmed that this was a large turnout.
- d) JMc thought that maybe people were being less certain than usual. Questions were around 'how big is the waiting list and 'what are my chances of getting in?'
- e) JMc noted the enthusiasm for Ashleigh although we are now in competition from e.g. Wymondham College Prep.
- f) **LG asked when the consultation regarding the school at Silfield was taking place. Challenge.** JMc confirmed he and SG attended and that it is

	<p>going ahead. SG confirmed this would grow year on year, from Reception and one form entry. They would further extend to two form entry by 'consultation', but we are unsure when. Our strategy ties into the outdoor learning area and keeping the sense of the community going.</p> <p>g) We would not lose our older siblings as modelling shows that this does not happen and there would be no Y4 until 2027. JMc stated that there will be no Nursery.</p> <p>h) The Wymondham College Prep school is currently open to bids from Multi-academy trusts.</p> <p>i) SG voiced whether we should academise and bid? Challenge. JMc advised we would have to take over a multi-academy trust first in order to do so.</p> <p>7.11 Other</p> <p>a) DB requested access to the recent external maths report. JMc has not yet shared this with staff. Alison Bothwick is a purist, and we need to ensure lots of things are in place before we change Maths around.</p> <p>b) JMc stated that a piece of work with English is needed.</p> <p>c) JMc shared the school prediction that we will have high level results with Maths and English this year.</p> <p>d) We need to step carefully not to overload teachers.</p> <p>e) JMc explained that there is lots of absence, especially in Wymondham for teaching staff.</p> <p>f) Maths requires some work but this is to be scheduled in the summer.</p> <p>g) DB wishes to talk to Jack Walker, Maths lead. Action.</p> <p>h) JMc is happy to share the report.</p> <p>i) DB asked who to approach for an English review. Challenge. JMc stated HD is our English Lead. JMc oversees foundation subjects and Lucy Greenacre the core. When Lucy goes on maternity leave, JMc will take all curriculum subjects.</p> <p>j) GT stated that we have high results and have MNP however, the report seems to suggest a discrepancy. JMc stated that some of the strategies and practices have been lost due to Covid.</p> <p>k) Jack Walker is leading staff meetings, adding to MNP to develop the resource utilising staff skill.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p>	<p>Finance and Personnel updates.</p> <p>GT attended a Budget Revision 2 meeting last week.</p> <p>GT uploaded the monitoring report alongside summary and detailed budget. The School is in a good financial position but does have a high surplus to be allocated and spent in this academic year, otherwise we would have to have some taken back (+8%).</p> <p>10% to 8.12% surplus this year if we spend on the outdoor area/MUGGA (90k). Need oversight as governors.</p> <p>Y2/Y3 surplus where it needs to be but is decreasing year on year to 2.67 in Y3. Not sustainable in long term. GT is confident there are options to the SLT to address this to ensure a stable financial position.</p> <p>JMc explained the timescale for investment in the MUGA.</p> <p>JMc explained the speed of growth from Infant to Primary and that there is not enough outdoor space for this time of year. We need an outdoor all-weather area.</p> <p>JMc stated that there is £123k available in capital if the mobile is ever removed,</p>	<p>DB</p>

8.8	in this case we would join existing playgrounds. £90k is required for proposed area. We should aim for a summer build to be in place for Autumn 22.	
8.8	GT suggested raising this with NCC now. Challenge.	
8.9	JMc stated that the MUGA could be a money generator by hiring out to the community.	
8.10	Budget was signed off. SG to confirm as chair via a request by Ali. Action.	SG
8.11	School Finance and Value Statement to be submitted by end of February. GT has started to draft a response for comment. GT to bring back to next meeting for sign off. Action.	GT/Agenda
8.12	Annual Skills Matrix needs to be completed, GT to complete and to confirm that this has been completed. Action.	GT
8.13	Register of Business Interests needs to be updated on website DW to update. Action.	DW
9.	Premises	
9.1	JMc has covered details in the HT report.	
9.1	BD is meeting with JS tomorrow to discuss handover.	
9.2	JS stated that the committee is not as busy as when there was a build taking place.	
9.3	JMc has fortnightly premises meetings, BD to attend the meeting before the next FGB. Action.	DB
10.	Health and Safety	
10.1	Details in HT report.	
10.2	SH leads on H&S.	
10.3	DL suggested a quarterly review as a 'check the checker'. JMc stated to complete this on w.c 10.1.22. SH to liaise with DL. Action	SH/DL
11.	Safeguarding	
11.1	LD has completed Safeguarding training and handover underway.	
11.2	Monitoring took place with DL last Friday. New template, e.g. premises is now included.	
11.3	All staff completed Safeguarding training and date for governors is in the diary.	
11.4	SCR checked recently on 4.10.21, November date is in the diary.	
11.5	Some policies to review for next meeting. Action.	LD
11.6	Educational Visits, First Aid/Whistle blowing – all completed by JMc. Initially 898 were reported but this has been reviewed as this included all actions too.	
11.7	JMc stated that the level of reporting is good.	
11.8	DL to forward amended report to JS. Action.	
11.9	Actions discussed.	
	a) DL to complete an online risk assessment. Action.	DL
	b) Pupil/staff and parent perceptions of safety. Parent's survey is planned for December. Action.	DL
	c) Governors to read KCSiE – part 1 in Governor Hub. Action.	All
	d) DL to complete governor Safeguarding training on 9.12.21 - training in school. Action.	DL
	e) JS to confirm to the governing board that all governors have read and understood. Action	JS
	f) LD wished to remind all governors that they should know that Safeguarding is all governor's responsibility.	
12.	Governance Conversation with SG and NCC	
12.1	SG had an in-depth conversation with Governor Services, NCC regarding their	

12.2	<p>role to support governing boards. SG registered frustration at the roles in the pandemic. Details had been uploaded to Governorhub.</p> <p>A mapping tool to track where we are on our governor journey was shared and governors to be more proactive more than reactive. A conversation will take place each year to see how they can support governors.</p>	
<p>13.</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p> <p>13.6</p> <p>13.7</p> <p>13.8</p> <p>13.9</p>	<p>Wellbeing and workload.</p> <p>SG has uploaded two monitoring reports on Governor Hub, checking in on moral and internal operational issues. There will be issues from time to time. It was not appropriate for SG to share the details of the conversation due to the sensitivity of information. Governor Services said to report the meeting happened, without detail.</p> <p>JMc thanked support of Governors with this.</p> <p>JMC stated that as a profession, it is recognised things are difficult, isolating, absence, coughs, colds etc. The real world is also back so it's been a difficult term. Inspections starting up impacting upon the profession.</p> <p>Absence, strain and stress is high across the profession. Things are ok here.</p> <p>We are supporting staff, but we also must challenge e.g. insisting more for the children.</p> <p>LD noted that the monitoring of SG was great but noted check in should happen in January to ensure that monitoring does not slip, with a view to HT/DH wellbeing. Action.</p> <p>JMc confirmed a monthly check in with SG.</p> <p>JMC was grateful of the comments in the governor review meeting. SG pointed out how high the morale is generally but where it is not, we are aware.</p> <p>SG left and GT took over as Chair at 6pm.</p>	SG
<p>14.</p> <p>14.1</p> <p>14.2</p>	<p>School Policy review</p> <p>Uploaded as part of HT report.</p> <ul style="list-style-type: none"> • Allergy – new • Nursery admission • Anti-bullying <p>NCC</p> <ul style="list-style-type: none"> • Staff Code of Conduct (Guidance for Safer Working Practices) • Cyber bullying • First aid and intimate care • Safeguarding • Whistleblowing <p>(Anti-bullying with forms/flowcharts/processes so increased robustness). GT gave option to give further time to review policies.</p> <p>All policies agreed.</p>	
<p>15.</p> <p>15.1</p> <p>15.2</p> <p>15.3</p> <p>15.4</p> <p>15.5</p>	<p>Governor Monitoring and Training</p> <p>DB attended a Curriculum training course.</p> <p>LD attended Safeguarding training/Governor Safeguarding training</p> <p>GT attended training on Ofsted Inspections for governors.</p> <p>GT is attending Finance training in January.</p> <p>JS asked when an inspection may happen. Challenge. JMc suggested Summer 2023 for a Section 8 inspection. There is the chance for a longer inspection in 18 months' if not at best.</p>	

15.6	Ofsted Chief Inspector is looking to half the number of outstanding schools from 20% to 10%.	
15.7	GT informed governors that Ofsted is to inspect all schools by 2025.	
16.	Annual Governance Statement	
16.1	Covered.	
17.	Correspondence	
17.1	None.	
18.	Confidential matters.	
18.1	None.	
19.	AOB	
19.1	DW discussed School Cyber Security. A staff conversation and system security review to take place next year. Action.	DW
20.	Date of next meeting	
	27.1.22 at 4.30pm face to face.	

Meeting closed at 6.30 pm

Signed (Chair):

Date: