

ASHLEIGH PRIMARY SCHOOL & NURSERY

Minutes of the meeting of the Full Governing Board 27 September 2023 at 4.30 pm

Held at Ashleigh Primary School & Nursery

	<p>Present: Sam Greenhalgh (SG), Carolyn Ellis-Gage (CEG), (JR), Beccs Dungay (BD), Lizzie Landis (LL), John McConnell (JMc), Sharon Hill (SH) and Sarah Sprake (SS).</p> <p>In attendance: Maria Cornish (MC), Jonathan Brophy (JB), Lucy Gooda (LG) and Christine Slaughter (CS).</p> <p>Clerk: Johanne Bolver (JB)</p>	ACTION
1.	Apologies	
1.1	Apologies were received from Danni Lacey (DL) and David Woosley (DW). MC requested to leave the meeting at 6pm and governors agreed.	
2.	Membership of Governing Board	
2.1	The Governing Board membership document has been circulated to governors ahead of the meeting.	
2.2	SG welcomed new governors to the meeting - Maria Cornish (MC), Jonathan Brophy (JB), Lucy Gooda (LG) and Christine Slaughter (CS) to the meeting.	
2.3	Introductions/backgrounds were shared then SG asked the new governors to leave the room whilst the Governing Board discussed the constitution. A unanimous vote was received to appoint the above as co-opted governors.	
3.	Notification of any other urgent/confidential business	
3.1	None.	
4.	Minutes of the previous meeting -12 July 2023	
4.1	The minutes were agreed as a true and accurate record of the meeting.	
4.	Matters Arising	
4.1	Point 5.1 Ofsted logo on letter head and websites. JMc had spoken to staff who confirmed the logo is not an issue at school level, therefore agreement was made to keep the logo on the school paperwork.	
4.2	Point 10.1 Pupil Premium and Vulnerable Groups analysis. c/f Action: CEG to provide next term.	CEG
4.3	Point 12.3 Safeguarding report – c/f Action to be provided at next meeting.	JB/DL
5.	Declaration of any Pecuniary interests	
5.1	None declared.	
6.	Election of Chair and Vice Chair	
6.1	SG agreed to stand as Chair for a further year. All governors were in favour.	

6.2	CEG agreed to stand as Vice Chair for another year. All governors were in favour.	
7. 7.1	Register of business interests The Clerk advised governors how to complete their declarations on Governorhub. Action: Governors to complete.	All
8. 8.1	Governing Board meetings Governors discussed the meeting structure, agreed to continue as we are (no committees).	
9. 9.1	Review Statutory Requirements Governors discussed and agreed their roles. Action: Clerk to update Governorhub.	Clerk
9.2	Safeguarding role. Action: SG to arrange an introduction meeting with JB and DL and to arrange for LJ to provide a handover this term. SG reminded governors that Safeguarding is a whole governing board responsibility.	SG
9.3	Terms of Reference. Action: SG to update	SG
10. 10.1	Review Code of Conduct Updated version circulated on Governorhub. Action: Governors to read and confirm via Governorhub.	All
11. 11.1	Governance Statement Action: SG to update and share with governors.	SG
12. 12.1	Headteacher Performance Management Headteacher performance management review took place on 18 September which was supported by VNET.	
12.2	SG asked JMc and LL to leave the meeting whilst discussions took place.	
12.3	Governors determined that all 3 of JMc's objectives had been met and although improvement is required in attainment for disadvantaged groups, there was sufficient structure in place for us to confirm attainment has been met.	
12.4	Headteacher Pay Award Governors agreed that JMc is to be awarded the next increment on the pay scale. SG invited new governors to get involved in HT performance management if this was an area of interest.	
13. 13.1	Headteacher Report (Circulated on Governorhub) JMc ran through his report with governors and highlights were discussed.	
13.2	Mark Burns training has taken place and formed the basis of CPD for teachers through the year.	

13.3	Enrichment – New lunch time clubs to start including Lego club and JMc has purchased a large box of Lego.	
13.4	Why have the tyres been removed from the outside area? Challenge. These have been replaced for better equipment – the Tingle Tangle. They caused a few injuries and tyres are no longer allowed in schools as they slowly decompose.	
13.5	What is happening with the SENCO role? Challenge. JW to take over this role and SEN will be the main focus of the SLT. JW will be leading and is aware who needs the most support.	
13.6	The school is being moderated for its provision under the INDES funding. Evidence is being provided.	
13.7	Outcomes at the end of KS2 for Pupil Premium children match the national averages for all children. Where can we find these progress measures? Challenge. Normally, these are found on the data dashboard, however SEN and Pupil Premium are not available at the moment. Progress is not great but not disastrous. Concerns are around the low starting points and not reaching exceptional progress.	
13.8	Discussions took place around the commitment that is put into children who are not going to achieve the expected standards.	
13.9	There were 4.5 days of fixed term exclusion since 1.9.23 (fixed term exclusion is now called Suspension). Have you got external support in place? Challenge. Yes, external support is in place to get a child to a special school and support is in place until they can be moved.	
14.	Finance	
14.1	Budget Revision 2 and Finance Monitoring	
14.2	Meeting to take place on 16 November at 9.30 am. Action: SG to put LG in touch with Gavin Tash. To be discussed at next meeting. Action: Clerk to add to agenda.	SG Clerk
15.	Premises, Health & Safety	
15.1	Report circulated on Governorhub. Highlights - no RAAC or paved concrete in the school, cat poo issues, Trim trail repairs and external door security work.	
16.	School Improvement Development Plan	
16.1	To be discussed at next meeting. Action: Clerk to add to agenda.	Clerk
17.	Pupil Premium & Vulnerable Groups	
17.1	CEG provided a brief update.	
18.	Sports Funding	
18.1	Last year's report is on the website. c/f to next meeting. Action: Add to agenda.	Clerk

19.	Safeguarding	
19.1	Safeguarding Report to Governors – Action: c/f to next meeting – agenda	Clerk
19.2	Safeguarding Governor Handover – Action: c/f to next meeting - agenda	Clerk
19.3	Who is the LADO? Challenge. We are provided a general number for the help desk; no individual name and Kelly Waters heads up the Safeguarding team.	
20.	Policy Review	
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.	SH
21.	Governor Monitoring, Development and Training	
21.1	New governors were made aware of new governor training, budget training etc on Govenrohub.	
21.2	SG made new governors aware of the monitoring process.	
21.3	Action: SG to arrange for Ashleigh passwords for new governors and inform the Clerk to allow access to Governorhub.	SG / Clerk
22.	Wellbeing and Workload	
22.1	Nothing to report.	
23.	Confidential	
23.1	None.	
24.	Correspondence	
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.	SG / JMc
25.	Dates and times of future meetings:	
	<ul style="list-style-type: none"> • Thurs 7th Dec @ 4.30pm • 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 	

26. 26.1	AOB Governor buddies were agreed as follows: <ul style="list-style-type: none"> • CEG to buddy MC • SS to buddy LG • SG to buddy JB • SH to buddy CS • 	
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Meeting closed at 6.30 pm

Signed (Chair):

Date: