

ASHLEIGH PRIMARY SCHOOL & NURSERY

Minutes of the meeting of the Full Governing Board 28 September 2022 at 4.30 pm

Held at Ashleigh Primary School & Nursery

	Present: Gavin Tash (GT), Sam Greenhalgh (SG), Carolyn Ellis-Gage (CEG), Jennie Reavey (JR), Becs Dungay (BD), Lis Jennings (LJ), Hayley Dowling (HD), John McConnell (JMc), Sharon Hill (SH), Sarah Sprake (SS) and Danni Lacey (DL). Clerk: Johanne Bolver (JB)	ACTION
1. 1.1	Welcome and Apologies Apologies were received from David Woosley (DW).	
2. 2.1	Notification of any other urgent/confidential business None.	
3. 3.1 3.2	Minutes of the previous meeting The minutes were agreed as a true and accurate record of the meeting. Governors discussed the benefits of subscribing to The Key providing them with extra resource. Action: JMc to add governors to The Key subscription.	 JMc
4. 4.1	Matters Arising All actions complete.	
5. 5.1	Declaration of any Pecuniary interests None declared.	
6. 6.1 6.2	Election of Chair and Vice Chair SG confirmed he is happy to remain as Chair of Governors and all governors agreed. CEG confirmed she is happy to remain as Vice Chair and all governors agreed.	
7. 7.1 7.2 7.3	Membership of Governing Board 1 x vacancy exists for LA Governor. Governors discussed and a knowledge of Finance is required. Action: JMc to talk to LA re recruitment of LA governor. Action: GT to speak with JS and enquire if it is possible to share this request at Aviva. SG to send GT the wording used before. HD is to go on maternity leave in January 2023. Action: JMc to send note to staff requesting cover.	 JMc GT SG JMc
8. 8.1	Register of business interests The Clerk advised governors how to complete their declarations on Governorhub. Action: Governors to complete.	 All

<p>9.</p> <p>9.1</p> <p>9.2</p>	<p>Governing Board meetings</p> <p>Governors discussed the meeting structure, agreed to continue as we are (no committees) and to be mindful about succession planning.</p> <p>Terms of Reference – SG amended and circulated on Governorhub. Governors agreed.</p>	
<p>10.</p> <p>10.1</p>	<p>Review Statutory Requirements</p> <p>Governor roles were circulated to governors within the Governance Statement. GT informed the Governing Board this will be his last year as governor, therefore a Finance lead successor is required to shadow GT. Action: SG to email DW to see if he would be interested in this role.</p>	<p>SG</p>
<p>11.</p> <p>11.1</p>	<p>Review Code of Conduct</p> <p>Updated version circulated on Governorhub. Action: Governors to read and confirm via Governorhub.</p>	<p>All</p>
<p>12.</p> <p>12.1</p>	<p>Governance Statement</p> <p>Updated by SG and shared on Governorhub. Action: Governors to review and let SG know of any comments. Action: Once finalised DW will arrange for this to be uploaded on the website.</p>	<p>All</p> <p>DW</p>
<p>13.</p> <p>13.1</p> <p>13.2</p>	<p>Headteacher Performance Management</p> <p>JMc and staff governors left the meeting for this section.</p> <p>Headteacher performance management has been completed with external support from Sonia Innes of VNET. The targets arising from the meeting were shared.</p>	
<p>14.</p> <p>14.1</p> <p>14.2</p> <p>14.3</p> <p>14.4</p> <p>14.5</p> <p>14.6</p> <p>14.7</p> <p>14.8</p>	<p>Headteacher Report (Circulated on Governorhub)</p> <p>Governors had read the report ahead of the meeting. Highlights discussed.</p> <p>Site-manager post remains vacant. Closing date is Friday and JMc is hopeful of applicants. Support with compliance package to be provided.</p> <p>Thanks were passed to all staff attending the Year 6 residential which was very successful.</p> <p>We have a SCITT student from Inspirational Teaching Hub working with us, previously we have used students from the UEA.</p> <p>We have 9 children with an EHCP.</p> <p>Attendance is strong.</p> <p>The Phonics scheme is up and running with thanks passed to all staff involved.</p> <p>JMc explained data in detail with governors. JMc is attending a Data Workshop with the Cluster and will look at national data. Ashleigh came out top of the Cluster. JMc thanked the staff team for this achievement.</p>	

14.9	Whole school assemblies are taking place.	
14.10	Lucy Greenacre is coming into school to speak with DL and JMc regarding her return.	
14.11	A 65 th child has been placed in Year 3 as a result of the Virtual School being instructed by an Independent Review Officer, even though Wymondham schools are full. JMc has contacted the LA to inform them of our numbers. The child has an EHCP and JMc agreed that Ashleigh is the best resource to meet this child's needs.	
15.	Finance	
15.1	Budget Revision 2 and Finance Monitoring	
15.2	Review meeting to take place in November.	
15.3	No RAG report received – c/f to next meeting.	
16.	Premises, Health & Safety	
16.1	The school farm development now extends all the way around the school.	
16.2	Thrive room is now being used as the Nursery.	
16.3	Playground has been resurfaced and Staffroom is complete.	
16.4	1 incident on OSHENS. No prejudice related incidents.	
16.5	Tingle Tangle JMc shared the proposal with governors. The Tingle Tangle will replace the tyres. Jim Buchanan to build a climbing experience (£10k). Tree survey is complete. We need a further £5k for something bigger and better than the trim trail which has split and would cost £1k to be repaired. £5k would come from Capital, £15k in total plus VAT. Governors agreed.	
16.6	Monitoring report is on Governorhub.	
17.	School Improvement Development Plan	
17.1	Updated and shared on Governorhub. This year we will focus on English, teacher development and making sure our provision around mental health is met.	
17.2	Are there any themes from staff appraisals that raises concern? Challenge. No, so far it has been about school priorities being addressed.	
18.	Pupil Premium & Vulnerable Groups	
18.1	Nothing to report.	
19.	Sports Funding	
19.1	Details on website. We have purchased a number of bikes.	
20.	Safeguarding	
20.1	Action: All governors to complete Governor Safeguarding training via	All

	Governorhub and to let Amanda know when training is booked.	
20.2	Safeguarding annual report to be shared at next FGB and will be uploaded to Governorhub in November. Action: Clerk to add to agenda.	Clerk
20.3	7 policies re Safeguarding including Keeping Children Safe in Education to be circulated to governors. Action: Governors to be read before next meeting.	All
21.	Policy Review	
21.1	Communication and Policy around food allergies. Agreed by governors.	
22.	Governor Monitoring, Development and Training	
22.1	Safeguarding training discussed above.	
22.2	SG has completed GDPR training.	
22.3	New monitoring template form is available on Governorhub.	
23.	Wellbeing and Workload	
23.1	Is there a Union membership for striking in school? Challenge. No, we do not have a Union rep.	
24.	Confidential	
24.1	None.	
25.	Correspondence	
25.1	Positive emails received regarding the Year 6 residential. Action: DL to collate.	DL
26.	Dates and times of future meetings: <ul style="list-style-type: none"> · Wed 7th Dec @ 4:30pm · 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 	
27.	AOB None	

Meeting closed at 6.40.

Signed (Chair):

Date: