

ASHLEIGH PRIMARY SCHOOL & NURSERY

Minutes of the meeting of the Full Governing Board 7 December 2022 at 4.30 pm

Held at Ashleigh Primary School & Nursery

	<p>Present: Sam Greenhalgh (SG), Carolyn Ellis-Gage (CEG), Becs Dungay (BD), Lis Jennings (LJ), Hayley Dowling (HD), John McConnell (JMc), Sharon Hill (SH), Danni Lacey (DL) and David Woozley (DW).</p> <p>Clerk: Johanne Bolver (JB)</p>	ACTION
1.	Welcome and Apologies	
1.1	Apologies were received from Gavin Tash (GT), Sarah Sprake (SS) and Jennie Reavey.	
2.	Notification of any other urgent/confidential business	
2.1	None.	
3.	Minutes of the previous meeting	
3.1	The minutes were agreed as a true and accurate record of the meeting.	
4.	Matters Arising	
4.1	The Key subscription. Action: DW to follow up.	DW
4.2	LA governor vacancy. JMc has been in discussions with Pauline McMullan, Headteacher of Browick, who is retiring next year. Action: JMc to follow up.	JMc
4.3	Lizzie Landis has put forward her name for Associate Member to cover HD's maternity leave. All governors were in agreement.	
4.4	Governors agreed for the Instrument of Government to be updated. All governors have confirmed this on Governorhub. Action: Clerk to contact GS.	Clerk
4.5	Governors have completed their declarations of business interests on Governohub and DW gave a demonstration to governors on how to find this information.	
4.6	Finance lead governor. Action: JMc to ask Pauline McMullan.	JMc
4.7	Safeguarding training for governors. There is an option for booking training on Governorhub via watching a video. Next meeting to confirm who has booked and who has completed training. CEG has completed governor safeguarding training through Parkside school. Action: Clerk to put on agenda for next FGB.	Clerk
4.8	Keeping Children Safe in Education – read by all governors.	
5.	Declaration of any Pecuniary interests	
5.1	None declared.	

<p>6. 6.1</p>	<p>Membership of Governing Board Discussed above.</p>	
<p>7. 7.1 7.1 7.2 7.3 7.4 7.5 7.6 7.7 7.8 7.9 7.10 7.11 7.12 7.13 7.14</p>	<p>Headteacher Report (Circulated on Governorhub) Governors had read the report ahead of the meeting. Highlights are as follows:</p> <p>New site manager in place.</p> <p>Amy Webb, SENCO, leaves at Christmas. DL is taking over and Jack Walker is training in SEND.</p> <p>Kate Matless is joining as a full-time teacher. Half the week she will be HD's maternity cover.</p> <p>JMc informed governors that the Whitepaper has been abolished today, which means the new school day does not have to finish at 3.15pm as previously stated. This will be discussed and confirmed at the next FGB meeting. Action: Clerk to add to agenda.</p> <p>Lucy Greenacre returns from maternity leave on Monday.</p> <p>Training is taking place focusing on Safeguarding and the pastoral side of the school.</p> <p>Clubs are taking place with more new clubs being introduced after Christmas.</p> <p>Pupil numbers. JMc discussed the Fair access scheme where we have agreed to take 60 pupils but have taken 64. We have taken a 65th child through the Virtual School into Year 3 which has been complicated, but this is the right place for them. We lost an appeal to take a 65th child into Year 4 due to parental preference and convenience. JMc is having conversations about how we stop this happening. We want to be sure these appeal panels are trained by the LA.</p> <p>What happens if we say no? Challenge. Wymondham schools are full and the only option is Barnham Broom by bus. JMc has complained about these panels.</p> <p>We had a well-attended open day on 9 November. JMc feels we will be oversubscribed again</p> <p>Attendance – 9.78% which is slightly above national average.</p> <p>Are there any trends? Challenge. No. We run it half termly and through CPOMS on a daily basis. Fastrack processes are required for some children. JMc is hopeful it will improve.</p> <p>We have received a lot of interest from families and children from Wicklewood school.</p> <p>Quality of education</p> <p>We are working on a new framework and subject leaders to look at impact of changes through book study.</p>	<p>Clerk</p>

<p>7.15</p> <p>7.16</p> <p>7.17</p> <p>7.18</p> <p>7.19</p> <p>7.20</p> <p>7.21</p> <p>7.22</p> <p>7.23</p> <p>7.24</p> <p>7.25</p> <p>7.26</p>	<p>JMc is meeting with teachers re progress in class and pupil progress meetings. Emma Adcock, VNET will look at provision in Writing next term and we feel confident. Luke Wheeler will be supporting English in HD's absence. Thanks were passed to HD.</p> <p>Behaviour and attitudes</p> <p>Behaviour continues to be excellent and the outside space has helped which includes new playground zones and equipment.</p> <p>Good feedback received from the Pupil Survey. Results to be shared in next governors meeting. Action: Clerk to add to agenda.</p> <p>The Smart School Council is going well, children have a meaningful say in aspects of school life.</p> <p>Lots of schools in west Norfolk are coming to visit us to see what we do and how we can support them.</p> <p>Are we getting benefits from this? In terms of Ashleigh teaching, is this taking anything away? Challenge. It is constructive to keep an eye on where things are going wrong, where we are less strong and to get a reality check with other schools. We need to be outward facing all the time as the bar rises constantly.</p> <p>SEND</p> <p>CEG led a teachers meeting re autism and ADHD which received excellent feedback from staff and thanks were passed. JMc feels this will have a long-term impact on how the teachers will meet the children's needs.</p> <p>We have fortnightly meetings for spotlight safeguarding.</p> <p>Curriculum meetings, face to face parents' meetings and phonics meetings are taking place with good feedback received.</p> <p>The children will be singing at the Abbey on 9 December.</p> <p>Phase 4 of the outside development has been completed (year 1). Phase 5 began on Monday for the Tingle Tangle.</p> <p>Weekly premises meetings will move to fortnightly.</p>	<p>Clerk</p>
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>Finance</p> <p>Budget Revision 2 and Finance Monitoring Monitoring report was circulated on Governoruhub.</p> <p>Our budget is in a healthy position with a deficit in year 3 due to staffing/pay increase. Issues around energy costs are included in the budget. We have additional income coming in through Treehouse which is full and JMc confirmed we are in a strong position.</p>	

8.3	Governors agreed for Revision 2 to be signed off.	
8.4	SFVS to be completed in January for submission in February.	
8.5	We need to consider a summer term RAG report and asbestos themed audit.	
8.6	Our overall rating of A1 is due to having a new Headteacher.	
8.7	Cyber Security and Asbestos audit are overdue. Asbestos - All governors were made aware and have read the appropriate documentation.	
8.8	Cyber Security documentation to be shared with governors to read. Action: JMc to share.	JMc
9.	Premises, Health & Safety	
9.1	Monitoring form has been uploaded to Governorhub.	
9.2	The running track is being used and we do not feel it needs replacing or making new.	
9.3	Wasp repellent in place to keep wasps away	
10.	Safeguarding	
10.1	Training – discussed above.	
10.2	Annual safeguarding report uploaded to Governorhub.	
10.3	Evidence of training – half termly report to go to SG including all training details. Action: LJ to follow up.	LJ
10.4	Safer recruitment governor is required.	
11.	School Improvement Development Plan	
11.1	Discussed in HT report.	
12.	Pupil Premium & Vulnerable Groups	
12.1	Pupil premium report shared on Governorhub.	
12.2	CEG contacted relevant staff in school and agreed to follow up in January. Action.	CEG
12.	Sports Funding	
13.1	JMc, JR and Amy met to discuss the Sports Premium and reviewed last year's plan. Spend report is on the website.	
14.	Policy Review	
14.1	Safeguarding Policy. Agreed.	
14.2	Training & Development. Agreed.	

15. 15.1	Governor Monitoring, Development and Training Monitoring is being completed by governors.	
15.2	SG has separate meetings with DL and JMc when appropriate.	
15.3	SG has been asked by NCC to chair a disciplinary appeal meeting at a school in Norwich, which will form part of his governor development.	
16. 16.1	Wellbeing and Workload Good half term reported by staff.	
17. 17.1	Confidential Delegated authority for Disciplinary.	
18. 18.1	Correspondence None.	
19.	Dates and times of future meetings: <ul style="list-style-type: none"> · 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 	
20.	AOB Thanks to be passed to the PTA for all their work involved with the Christmas Fayre. Action.	JMc

Meeting closed at 6.30.

Signed (Chair):

Date: