

GOVERNING BODY OF ASHMOUNT PRIMARY SCHOOL

GOVERNING BODY MEETING

5th DECEMBER 2019

MINUTES - PART 1

MEMBERS:

CO-OPTED GOVERNORS

Dean James-Robbins (Chair)

David Barry

George Dimov

Gaelyn Fuhrmann

Kate Peers

LA GOVERNOR

Micheline Ngongo (Vice Chair)

PARENT GOVERNORS

Nazia Hussein

Ian Patterson

Jescinta James

STAFF GOVERNORS

Louise Smythe

ASSOCIATE MEMBERS

Ellie Howarth

Sharon Turney

Sean Gregory

HEADTEACHER

Tony Carmel

Also Attending

Lucy Walker- Collins (Deputy Headteacher)

Tony McNamara (Minute and Advisory Clerk)

Italics denotes absence

1. WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

The Chair thanked all for attending the meeting.

Apologies for absence were received from David Barry, George Dimov and Kate Peers.

RESOLVED to consent to these absences.

2. ELECTION OF CHAIR AND VICE CHAIR

(a) Chair

NOTED that the term of office of the Chair, Dean James- Robbins, was due to expire in February 2020.

The Chair had advised of his willingness to stand for both re-appointment as a co-opted governor for a further four years and as Chair for the next twelve months, subject to governors agreeing to re-appoint / re-elect him, respectively.

Following a vote by show of hands,

RESOLVED that the Chair be re-appointed for a further four- year period, from February 2020 – February 2024 as a co-opted governor and be re-elected as Chair until the date of the 2020 Autumn term Governing Body meeting.

(b) Vice Chair

NOTED that the twelve - month term of office for current Vice Chair, Micheline Ngongo, had expired and that Micheline had also expressed a willingness to stand for re-election as Vice Chair.

Following a vote by show of hands,

RESOLVED that Micheline Ngongo be re-elected as Vice Chair until the date of the Autumn 2020 Governing Body meeting.

3. DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE, IN RESPECT OF ITEMS ON THE AGENDA

Governors were reminded that they should declare any interest relating to items on this agenda. No declarations were noted.

PROCEDURAL ISSUES

3. COMPOSITION

(a) Governor hub details

NOTED that governors' details were available on governor hub and that the school had published relevant details on the Get Information About Schools (GIAS) national governor database (formerly Edu base)

(b) Membership updates

Parent Governor vacancies

NOTED that elections for the two parent governor vacancies would be carried out in January 2020.

(c) Committee Composition.

Governors were asked to consider whether they wished to change their membership of the sub-committees or serve on new committees.
Following discussion,

RESOLVED that Gaelyn be added as a member of the Children Families and Community committee and Micheline confirm whether she wishes to remain on Teaching and Learning committee at the next meeting in Spring term 2020.

NOTED the requirement to annually review the terms of reference for the committees.

(d) Link/Lead Governors

NOTED that in addition to the existing nominated link governors, governors agreed to appoint Lead Governors for different subject areas of the curriculum. Appointed lead subject governors would be responsible for undertaking visits and learning walks in their respective areas.

RESOLVED that the following governors be appointed as lead governors in the following subject areas –

- Art – Sean and Gaelyn;
- English- Kate;
- French- Dean;
- Humanities – Gaelyn;
- Maths- George;
- P.E.- Nazia;
- R.E./PHSE – Jescinta;
- Science- Nazia

Tony agreed to email governors suggested dates for visits for the Spring term.

ACTION: TONY

4. MINUTES

RECEIVED the Minutes of the meeting held on 10th July 2019. The Minutes were signed by the Chair as a correct record, subject to noting the following-

- the correct spelling of Micheline Ngongo, that she was present at the meeting and is the LA governor,

- to delete "...or Bowlers, but at another school" in reference to Gaelyn's children;

5. MATTERS ARISING FROM THE MINUTES

NOTED that there were no matters arising from the Minutes which were not included on the Agenda

CORE FUNCTION: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL, ITS PUPILS & PERFORMANCE MANAGEMENT OF STAFF

6. HEADTEACHER'S REPORT

RECEIVED a copy of the Headteacher's report, a copy of which is included in the Minute Book.

Tony provided governors with the main headlines from the report.

NOTED that

(a) Pupils on Roll

numbers were currently looking healthy and it was anticipated that more pupils would be admitted to the Nursery class in January 2020. An additional member of staff would need to be recruited for the morning class if the numbers increased and possibly to cover the afternoon session. There was still a slight dip in the year 2 cohort numbers as a result of the reduced take up in Reception two years ago which it was felt may not be made up as the cohort moved through the school;

(b) Attendance

attendance was currently 95.6% which was above some LBI schools but was felt could be better and would continue to be monitored. The lower than expected level was due to significant outbreaks of stomach bugs earlier in the Autumn term however, even Allowing for sickness levels across the school, the level of persistent absence was still felt to be high and there would be a further push on initiatives to improve attendance. These included the appointment of a new attendance officer and the involvement of the Home Support service and further incentives to reduce the 1% gap between Pupil Premium and non-Pupil Premium children going forward;

(c) Behaviour

behaviour continued to be very good. The introduction of Place2Be was making a positive impact on behaviour and helping to support children and patents with complex needs. Data and trends on behaviour were reported to and monitored by governors at Teaching and Learning meetings;

(d) Staffing changes

Governors noted the list of staff changes, including recently appointed staff and that Lucy was leaving at the end of the Autumn term.

Governors thanked Lucy for all her hard work and support for the school during her term as Deputy Head and wished her every success in her new post as Headteacher.

An interim staffing re-structure had been agreed with the Resources Committee which would involve the two current Assistant Headteachers acting to fill the Deputy Head role, starting in the Spring term 2020. In addition, the Team Leader roles would be replaced.

(e) Trips Autumn term

There had been a wide variety of trips during the Autumn term which provided extensive learning opportunities for pupils. Black History Month had been very successful and governors were invited to attend the Art Week event which was also very popular with parents;

(e) School Events

It was noted that the Healthy Living Event was a typographical error and should be ignored.

Reports following recent governor visits would be made available for governors next term.

Two Inset days had taken place which had been very successful.

(f) Resources / Site issues

Discussions to negotiate building defects resolutions were still ongoing with LBI re Wilmot Dixon.

Anti-social behaviour issues on site had been reduced and continued to be monitored in conjunction with the LBI Anti- Social Behaviour Team.

Governors were pleased to note that the water metering issues had been resolved.

(g) SEND Profile

there had been very little change in the numbers of SEND pupils since last reporting however there had been an increase in the number of pupils with EHCPs. Budget funding had been provided for the additional EHCPs.

In response to a question as to whether the numbers of registered SEND children were skewed toward KS2 children, Tony commented that numbers of children with SEND were cohort specific but that there were generic issues relevant to all SEND children. Bespoke support was also in place to meet the needs of specific pupils;

(h) SEF

Tony advised that the format of the SEF had changed to reflect the new OFSTED framework. An updated SEF would be available to governors at the end of January 2020.

To ensure consistency of format, the colour coded risk assessed categories in each area would be included in the new SEF.

It was noted that in the new inspection framework, less time would be spent in discussions with the Headteacher and more time would be allocated to discussions with subject leaders and classroom inspections. There would be less emphasis on data and instead, deep dives of subject areas would be carried out, to ensure that subject leaders were confident of their subject areas and that there was evidence to show prior learning development and capacity to develop future learning. Processes would be in place to ensure that staff were supported in the new process;

(i) Teaching and Learning

all areas of teaching and learning were noted as good or better. The key focus going forward would be on developing the curriculum and there would be clear progression paths linked to the revised SIP which would show how the new curriculum was being shaped in line with the new OFSTED framework;

(j) Fire Drill

A fire drill had been successfully completed in 3minutes 20 seconds. No issues had been noted;

(k) LA Categorisation Report

The Autumn term 2019 LA categorisation report had been carried out by the LA School Improvement Advisor, Gareth Williams. The report which had been circulated to governors, was a self -evaluation of how well Ashmount met the needs of individual pupils and helped them to progress and fulfil their potential.

The report gave a summary of the school's overall performance and provided a score as to the assessed status regarding support required to secure improvement. The assessment scores were 1, 2, and 3, with 3 representing the lowest risk assessed outcome score for schools. Governors were pleased to note that Ashmount had scored 3.

The report set out next steps for the school to improve pupil outcomes, including developing staff leadership potential and further analysis of data relating to prior attainment and performance of different disadvantaged pupil groups.

(l) School Closures

It was noted that there had been no school closures.

7. FINANCIAL MANAGEMENT / BUDGET

(a) Schools' Financial Value Standard 2019-20 (SFVS)

NOTED that governors had considered the responses to the completion of the 2019-20 SVS at Resources Committee and that going forward review of the SFVS would be a standing item on future Resources meetings.

RESOLVED that governors ratify the 2019-20 SFVS submission.

(b) Budget 20/21

NOTED that the budget was in a healthy position overall and that due to accounting adjustments an additional 30k had been released which would increase the projected carry forward surplus. It was anticipated that the final outturn could be higher than projected with the scope for further savings by year end. It was noted however that the longer- term funding position remained unclear and that the strategic financial position would continue to be closely monitored and reviewed by governors;

8. ANNUAL SAFEGUARDING REPORT

NOTED the new template for the annual safeguarding report which had been circulated to governors. The new format included consideration of the parents' charter, addition of the Deputy Heads and Louise as DSL.

The new safeguarding policy included front of house changes and a flow chart showing the SENCO role. It was noted that Tony had been added as Deputy DSL.

Governors also noted that the Chair had reviewed and signed off the CSR;

New lanyards had been issued to governors which were colour coded to show access agreed to the school site. It was agreed that Kate would have the final sign off of the new safeguarding report format.

ACTION: KATE

9. REPORT FROM THE EXTERNAL ADVISOR

Governors noted that the review and report had followed the format of the new OFSTED framework and the focus of the review had been on "deep dives" The report provided recommendations on various areas of the curriculum.

Key areas noted for development included phonics, science and maths- developing maths mastery. It was confirmed in response to governors' questions that the approach adopted by the LA advisors had reflected the new OFSTED inspection framework.

10. COMMITTEE REPORTS

(a) Children, Families and Community

RECEIVED the Minutes of the meeting held on 10th October 2019, a copy of which is included in the Minute Book.

Sean provided governors with a summary of the main issues discussed.

NOTED that

- attendance remained a key area for further improvement and monitoring. The lack of a Home Support worker had impacted on providing support on attendance;
- CPOMS would be updated in the Spring term 2020;
- there had been a few health and safety incidents in the playground and governors recognised the need to make the climbing wall a safer area to minimise the risk of serious falls;
- to support access to cultural capital, the school had introduced bursaries for disadvantaged families to subsidise the cost of after school clubs. The 11 by 11 project was also working well to provide access for disadvantaged families to attend trips and visits;
- laptops had been provided to classes to capture comments via Pupil Voice and the School Council;
- there had been fewer bullying incidents across the school;
- the Safeguarding Policy had been updated;
- it was agreed to add Good Citizenship to the Agenda of the next meeting.

(b) Resources

RECEIVED the Minutes of the meeting held on 16th October 2019, a copy of which is included in the Minute Book.

The Minutes were agreed as a correct record, subject to noting that Minute 8, (Premises- page 6) the sixth bullet point relating to fitting of reflexive filters should read Year 6, not Year 7.

Dean provided governors with feedback from the key issues discussed.

NOTED that

- the budget was the main area which was considered. Governors agreed the need to continue to closely monitor the budget, particularly given the re-structuring of SLT with Lucy leaving at the end of the Autumn term and the continuing pressures and uncertainty around school funding in the future;

- Tony assured governors that he was confident that the provision of the additional teacher to be employed from January 2020 til the end of August was justified and the costs were within budget but that the position would be reviewed and discussed with governors at the future Resources meetings;
- the SEND budget clawback was still in progress and under negotiation with the LA however there had been a small increase in the Pupil Premium budget for 2019-20;
- policies considered and approved included the school's financial procedures and Succession Policy.

RESOLVED that governors ratify the Financial Procedures and Succession Policy, subject to noting the agreed changes to the progression routes flow chart shown on the last page.

- the timeline for the 2020-21 budget planning process was discussed. Preliminary budget planning would start in January 2020 and the final budget approved by governors would be signed off in May 2020;
- governors noted that the annual Pupil Premium Strategy report would be considered at the next meeting in Spring 2020.

(c) Teaching and Learning

RECEIVED the Minutes of the meeting held on 5th November 2019, a copy of which is included in the Minute Book.

NOTED the following highlights from the Minutes.

- Jescinta and Sean had met Coelina to discuss SEND issues focusing on EHCPs and the SEND Register of Need. Coelina agreed to attend the next meeting to provide a presentation to governors on her role as SENCO and an update on SEND issues. Governors recognised Coelina's continuing hard work and support for SEND pupils;
- provision of a sensory space for SEND pupils and families was still under consideration and funding would possibly be available from the LA to finance this facility. Governors recognised that provision of such a space would have a positive impact on and provide good support to SEND pupils and families;
- there were currently 70 children on the SEND register. The school adopted an early intervention strategy and this worked well to ensure that appropriate support was in place to meet pupils' needs and relevant data was regularly provided to governors to allow effective monitoring;

- the Year 1 cohort was recognised as a key area of focus going forward. Areas of concern were known and plans were in place to ensure progress was made;
- outdoor learning was progressing well and having a positive impact and governors were pleased to hear that the Maths Mastery programme had also made a very good start and would be rolled out across the school going forward;
- musical instruments were to be provided for Year 4 in 2020 along with the potential to extend provision to include an out of school music centre;
- governors had considered the recommendations of the Durham Report which focused on the benefits of developing a culture of creative learning across the whole curriculum. It was felt that the school were well positioned to embrace this approach;
- analysis provided by the Educational Policy Institute report on reducing the gap between advantaged and disadvantaged pupils, had been considered by Dean and Tony.

(d) Pay Committee

NOTED that the pay committee had met and considered the Headteacher's recommendations for pay progression awards, which had been made in accordance with the council's performance management procedure. Pay awards made were based on the pay scale increases agreed and pay progression procedures.

11. ITEMS FOR ANNUAL REVIEW

(a) Code of Conduct

NOTED that governors were aware of the contents of the latest edition of the NGA Code of Conduct and that a copy of the code had been uploaded to the school's website. -

(b) Safeguarding Policy

NOTED that subject to minor nomenclature changes made to adapt the model LA Safeguarding policy to meet the school's setting,

RESOLVED to ratify the safeguarding policy.

12. CHAIR'S ACTION

NOTED that there were no items to report.

13. GOVERNOR VISITS

NOTED that Kate had visited to look at English. Her report would be circulated to governors and added to the Agenda of the next governing body meeting.
Tony agreed to circulate suggested dates for governor visits for Spring term 2020.

ACTION: TONY

14. GOVERNOR TRAINING AND DEVELOPMENT

NOTED that

- Gaelyn had attended governor induction and safeguarding training and also appraisal and pay review training. The training had been arranged via LBI and was felt to be very good;
- Governors were reminded that training available could be accessed on governor hub and booked via the school Business Manager.

15. DATES OF FUTURE MEETINGS

NOTED the following dates had been agreed for Governing Body meetings for the remainder of the academic year 2019-20-

- 26/03/20- Full Governing Body – 6pm
- 16/07/20 – Full Governing Body – 6pm

16. ITEMS TO REMAIN CONFIDENTIAL

RESOLVED that none of the above items remain confidential

Confirmed and signed at a
meeting of the Governing
Body held on the day
of 2019

Chair