

Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Governing Body held on Tuesday 14th January 2020 at
Ashlands C of E First School at 17:20 (GB3)

In attendance: Eleanor Kading (Chair – EK), Nicola Ball (NB – *left meeting 18:55*), Liz Popham (LP), Elizabeth Clemow (EC), Kay Dawson (KD – *left meeting 18:55*), Niki Clarke (NC – *left meeting 18:55*), Abi Cox (AC)

Clerk: Leanne Haldane (LH)

Guests: None

No.	Procedural Matters	Action
1	<p><u>Apologies</u></p> <p>LG – currently on maternity leave</p> <p>The meeting was confirmed at quorate.</p>	
2	<p><u>Prayer</u></p> <p><i>Dear Lord, give me... The patience to listen, the courage to speak, the honour to follow, the wisdom to lead (Philippinns 4:13)</i></p> <p>EK will provide prayers for meetings going forwards. EK welcomed any of the GB contributing to this agenda item going forwards.</p>	
3	<p><u>Declaration of interests in any agenda item</u></p> <p>None declared</p> <p>Urgent matters added to Section 13 – SFV</p> <p>Confidential matters – Item 6 moved to end of meeting as a confidential matter and staff governors (KD, NC and NB) to leave the meeting for this discussion.</p>	
4	<p><u>Minutes of last meeting</u></p> <p>Minutes of GB2 meeting held on 26th November 2019 approved and signed. The GB confirmed the minutes were an accurate reflection of the meeting</p> <p>One amendment to minutes – Page 3 ‘this’ year changed to ‘last year’. Clerk to amend copy saved on Governing Body file.</p> <p>No confidential minutes from GB2 to approve.</p>	

	<p><u>Action Points from GB2:</u></p> <p>GB2, Item 1, Action 1: In hand, tour has been arranged</p> <p>GB2, Item 1, Action 2: LC is currently off work so this has not been completed. AC and EC to speak to Tracey Lawrence and arrange for enhanced DBS checks.</p> <p>GB2, Item 1, Action 3: EC and NC have completed, rest of GB to update email signatories ASAP.</p> <p>GB2, Item 2, Action 1: EK will take responsibility for this action and arrange to meet with AC.</p> <p>GB2, Item 2, Action 2: In hand for GB4</p> <p>GB2, Item 2, Action 3: Chair and Clerk still to meet</p> <p>GB2, Item 4, Action 1: PSHE policy sent by KD, Clerk to distribute for signing off at GB3 – <i>please see action in Item 8, KD to check if policy needs approval of staff and parents before bringing to GB.</i></p> <p>GB2, Item 8, Action 1: Dignity at Work Policy – AC advised it is whistleblowing that is missing from the discriminations listed in the policy, however if a separate whistleblowing policy is available, then a note of this can be added to the policy. Clerk to Action and re-print for HT and Chair to sign.</p> <p>GB2, Item 9, Action 1: Done</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p>
5	<p><u>Headteacher Report 1 reflecting the Autumn term:</u></p> <p>The HT Report was circulated prior to the meeting. A copy is filed in the GB file. (Supporting documents files alongside HT report include updates on FDPs, Sims reports for each year group and SEP report for a visit on 21.11.19)</p> <p>The Data Overview report was circulated to the GB prior to the meeting, a copy is held on the GB file.</p> <p>All confidential discussions relating to this report are minuted on the confidential minutes filed in the GB file.</p> <p>The GB asked NB to clarify what 'HNF' stands for.</p> <p>NB confirmed this is 'Higher Needs Funding'.</p> <p>NB presented the report to the GB. NB highlighted that Ofsted is due across both schools so to be prepared for this.</p> <p>The GB asked if the format of Ofsted inspections would be more like they used to be.</p> <p>NB replied yes.</p> <p>NB advised that Ofsted are not grading observations but the SLT will continue to do this at present.</p> <p>NB advised the website is currently very up to date and that the new Misterton secretary is responsible for overseeing this and that this is going</p>	

	<p>very well.</p> <p>The GB commented how easy everything was to find on the website now.</p> <p>NB advised that she had only listed areas on the HT report that were developing, but there were some good examples of success on the full Data Overview report.</p> <p>The GB asked NB to explain what the statement 'GD – focus child' meant.</p> <p>NB explained that there are children maintaining GD but this child is being focused on to attain GD this year.</p> <p>NB noted that the SIMS report pulled through incorrectly but that this would be sorted out soon.</p> <p>NB commented that staff awareness of their classes is being used successfully for overlearning.</p> <p>The GB asked if it is possible to see yet if overlearning is making a difference.</p> <p>NB replied not yet but they can see that teachers are using it effectively. NB advised that the teachers know their children well and are able to talk about all their children with great confidence. As such they are better at moving the whole class forward together.</p> <p>The GB asked if teachers were happy with overlearning.</p> <p>NB replied yes, both teachers and TAs. NB advised the individual strengths of TAs are being identified and these can be used effectively to support overlearning when needed.</p> <p>The GB commented it's very different for TAs to work with the whole class and small groups.</p> <p>NB advised the school was very clear with the parameters of what TAs take on and only HLTAs can take on a whole class.</p> <p>The GB asked if reception class does overlearning.</p> <p>NB replied that the reception class does not specifically undertake overlearning, however they work as a team to ensure children practice and repeat many of their activities to embed their new knowledge and extend their learning.</p> <p>The GB asked if the pupil visiting regularly from Fiveways is going into Holly class, not Hazel.</p> <p>NB replied yes and amended on the document.</p> <p>NB advised she will ask WP to forward the NQT review as not previously sent. WP is mentoring the new NQT teacher.</p>	<p>ACTION</p>
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	<p>NB advised the GB that the numbers of low level safeguarding reports that NB and the teachers need to complete are impacting on teacher's time.</p> <p>NB advised the Safeguarding audit opened in December and NB will be completing this. NB needs to update what safeguarding training all the GB have. Clerk to forward NB this information.</p> <p>NB advised that success has been seen in using focused, individualised educational plan outside of the classroom for children who are not meeting age related expectations. This is being used for Year 4, Year 3 and Year 1 children. Real progress is being seen and will continue to be used to encourage maths learning and maths vocabulary.</p> <p><u>Pupil premium strategy statement 2019-20</u></p> <p>NB has completed the pupil premium review and a copy of this was handed out to the GB at the meeting. A copy is held on the GB file. This report is confidential and confidential discussions are included on the confidential minutes filed in the GB file.</p> <p>Any further questions on the report to be emailed to NB.</p> <p>NB was thanked for the detailed reports and all her hard work.</p>	ACTION
7	<p><u>CISP development update</u></p> <p>Wadham has asked to meeting with HT and Chairs in the CISP to discuss changes to age ranges in the area. Wadham is still considering joining the Priory MAT.</p> <p>Confidential discussions concerning CISP development minuted on the confidential minutes, a copy is held in the GB file.</p>	
8	<p><u>Policies to be Agreed:</u></p> <p>There is new guidance on statutory policies on Gov.uk website for Governing bodies to ensure is in place within their schools. However the new guidance is not clear what is required and is not always practical. Governance services have produced guidance on their website on what boards need to have in place. Clerk to review and issue to GB.</p> <p>The pay policy was listed for approval on the agenda, but this was agreed at GB2 – this item was removed from the agenda.</p> <p>Health & Safety Policy – This policy needs to be reviewed – Clerk to add to agenda for GB4</p> <p>PSHE policy – Policy has been sent by KD to clerk to agenda for GB4 approval. KD will check if the policy also need approval from staff and parents.</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION (as above)</p>

	<p>RE policy - Policy has been sent by KD to clerk to agenda for GB4 approval.</p> <p>Dignity at Work Code of Practice Policy – Policy agreed by GB. Clerk to update amendment to discrimination section – Whistleblowing to be added and whistleblowing policy to be referred to. Clerk to add new header to policy and print for Head and Chair to sign.</p> <p>Compliments, Concern and Complaints Policy – agreed and signed by GB</p> <p>It was noted that it is now an expectation for signatures of Heads and Chairs to be on policies on the school website. It was agreed that the names of the Head and Chair would be added before they are uploaded and they would be PDF files.</p>	<p>ACTION</p> <p>ACTION (as above)</p>
9	<p><u>Governor visits</u></p> <p>All Governors to book some visits in.</p> <p>EC visited Kate Goodison at Misterton re: website, this visit has been shared with the GB, no further questions on this visit.</p> <p>LP has completed as visit to Ashlands on 19/11/19. NB to add comments and forward to clerk to send to GB. Clerk to add to Agenda for GB4.</p> <p>Clerk to check if EC visit at the end of summer term with WP has been shared.</p> <p>.</p>	<p>ACTION</p> <p>ACTION</p>
10	<p><u>Safeguarding</u></p> <p>The Safeguarding audit is now being completed.</p> <p>Other safeguarding conversations minuted on the confidential minutes, a copy is held in the GB file.</p>	
11	<p><u>Health & Safety</u></p> <p>Health & Safety Audit is approaching. The form is being sent to KD who will begin reviewing the file to ensure everything is in place. It has been identified the H&S policy needs reviewing.</p>	
12	<p><u>Church Distinctiveness</u></p> <p>Question for the GB:</p> <p><i>Is the positive impact of the RE/Church Distinctiveness evident when you visit the school and speaking to the Children? If no, what needs to be in place to ensure the church has a positive long term impact on the children's lives</i></p>	

	<p>The GB considered the answer to this to be yes. Children use the values in lessons, for example to describe explorers in the new term topic.</p> <p>The visions and values are displayed everywhere in the classrooms and throughout both schools.</p> <p>Star of the day is now linked to the Values. This will also be included on the certificates going forward, either with a statement or a #value</p> <p>Parents have been commenting on the values their children are bringing on.</p> <p>The Big Frieze is now in place around the school and has impacted with teachers and pupils.</p> <p>NB advised the way the values and visions have come together is helping to develop the curriculum and helping children embrace living in the wider world e.g aspiration can be linked to courage, to support a child to develop to be the best they can be.</p>	
13	<p><u>Urgent matters arising after agenda sent, to be added at the start of the meeting</u></p> <p>SFVS (Schools Financial Value Standard) -EK and LC attended a meeting that advised these need to be brought to the GB and new ones discussed. EK and Clerk will review the previous year's document and begin to review for this year.</p> <p>There is free webinar training sessions available for Governing Bodies for ICFP (Integrated Curriculum and Financial Planning) advising on the SFVS – these can be found on the DfE website. Clerk to forward the link once available from Governance Services.</p>	ACTION
14	<p><u>Discussion of effectiveness of meeting</u></p> <p>Governors to send in anecdotal evidence from their children re: Visions and Values for the GB file.</p>	ACTION
15	<p><u>Date, time and venue of next meeting</u></p> <p>w/c 24-28 Feb 2020 – this date is on hold until update on the Business Manager returning to work. GB will be sent the agreed date shortly.</p> <p>AC sends apologies for this week.</p>	
18	<p><u>Next meeting focus</u></p> <p>Finance Focus B – LC to attend meeting Month 9 Report Draft Budget SFV</p>	

6	<p><u>Review of Staff pay</u></p> <p>NB, NC and KD left meeting at 18:55 due to conflict of interests.</p> <p>Discussion on confidential minutes.</p>	
	<p style="text-align: center;">Meeting closed at 19:00</p>	

MATTERS ARISING FROM FULL GOVERNORS' MEETING HELD ON 14th January 2020

ITEM	ACTION	BY	TIMESCALE	COMPLETE
GB2, Item 2, Action 3	EK and Clerk still to meet and review the 'Governor Checklist' in the Finance Policy	EK and Clerk	By GB4	
GB2, Item 4, Action 1	Clerk to issue PSHE policy to GB to review and approve at GB4. KD to check if policy needs to be approved by Staff and Parents <i>prior to issuing to GB</i>	Clerk & KD	By GB4	
GB2, Item 8, Action 1	Dignity at work policy – Clerk to make amendments and print for Head and Chair to sign	Clerk	ASAP	
GB3, Item 5, Action 1	Clerk to forward confirmation of the safeguarding training each Governor has to NB	Clerk	ASAP	
GB3, Item 5, Action 2	Clerk to forward confirmation of the safeguarding training that the GB has undertaken to NB for the safeguarding audit	Clerk	ASAP	
GB3, Item 8, Action 1	Clerk to review guidance from Governance Services on the new policy requirements to be approved by the GB	Clerk	By GB4	
GB3, Item 8, Action 2	Clerk to agenda H&S policy for review at GB4	Clerk	By GB4	
GB3, Item 8, Action 3	RE Policy – Clerk to distribute to GB and agenda for approval at GB4	Clerk	By GB4	
GB3, Item 9, Action 1	Visits to Ashlands 19/11/19- NB to add comments and forward to Clerk to distribute and add to GB4 agenda	NB and Clerk	By GB4	
GB3, Item 9, Action 2	Clerk to check if EC visit to WP last summer term has been distributed	Clerk	By GB4	
GB3, Item 13, Action 1	Clerk and EK to begin to review SFV document	Clerk and EK	By GB4	
GB3, Item 14, Action 1	Governors to send in anecdotal evidence from their children re: Visions and Values for the GB file	All GB	By GB4	