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**Ash Cartwright and Kelsey C of E Primary School**

**Minutes of the Full Governing Board Meeting**

**Held on Thursday 12th September 2019 commencing 6.00pm at the school.**

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| **Present:** | | Mr Nick Hassall (NH) (Chair), Mrs F Crascall (FC) (Headteacher), Mrs P Miller (PM), Mrs E Parker (EP), Dr W Vennart (BV), Mr T Wacher (TW), Mr C Watson (CW). | | |
| **Also present:** | | Grace Chatters (Science Lead – for the Science presentation only) | | |
| **Clerk:** Katie Evans | | |  | **Action** | |
|  | All present recited the school prayer. | | |  | |
| 1 | **Welcome and apologies for absence**  The Chair welcomed everyone to the meeting and introduced the new Clerk to the Governing Body, Katie Evans.  Apologies for absence were received from Nicky Loveless. Dr Vennart would be leaving at 7.30pm due to other commitments. All Governors accepted apologies received.  The meeting was confirmed to be quorate. | | |  | |
| 2 | **Declaration of Business Interests**  Governors were given the opportunity to declare any business or pecuniary interests.  Mr Watson declared an interest as Ash Cartwright and Kelsey’s School PTFA Treasurer.  No other declarations of business interest or conflicts of interest were made.  The Clerk advised the FGB that moving forward, Governors should be declaring any business interests via Governor Hub. New register of business interest forms were completed in the meeting to allow for the transition period for Governors to complete declarations online. | | |  | |
| 3 | **Election of Chair for 2019/2020**  All Governors present nominated Nick Hassall to be the Chair of Governors for Ash Cartwright and Kelsey Governing Body.  Nick Hassall agreed and accepted to be the Chair of Governors for 2019/2020. | | |  | |
| 4 | **Election of Vice Chair for 2019/2020**  All Governors present nominated William (Bill) Vennart to be the Vice Chair of Governors for Ash Cartwright and Kelsey Governing Body.  Bill Vennart agreed and accepted to be the Vice Chair of Governors for 2019/2020.  All Governors were also in agreement that succession planning for future Chair and Vice Chair of Governors needs to be considered. | | |  | |
| 5 | **Approval of Minutes of the meeting held on Wednesday 17th July 2019**  The minutes and confidential minutes of the meeting held on Wednesday 17th July 2019, which had been circulated to governors in advance, were received and accepted subject to the following amendment:   * Bullet point from section three of the minutes to be removed.   Agreed unanimously. Following the amendment, the minutes will be signed by the Chair of Governors.  **Matters Arising**  There were no matters arising from the previous minutes.  **Review of Action Points**  ***Action Point 1 –*** Completed  ***Action Point 2 –*** Headteacher to re-advertise the Parent Governor vacancy from September 2019. ***This is going on 13th September 2019 edition of the newsletter.***  ***Action Point 3 –*** Headteacher to check with Caretaker to see if additional finger guards on self-closing fire doors were permitted. ***This item is still outstanding. Headteacher to follow this up.***  ***Action Point 4 –*** Headteacher to arrange for scrutiny during the summer break of the school and GIAS websites to ensure details match fully. ***This item is still outstanding. Headteacher to follow this up.***  ***Action Point 5 –*** Governor to contact potential new Governors. ***This item is still on-going. Two Governors have options of potential new Governors however, contact over the summer break has been difficult. To be followed up.***  ***Action Point 6 –*** Completed. However, ‘Character Education follow up’ remains to be an item for the next meeting agenda.  ***Action Point 7 –*** Already addressed and/or completed.  ***Action Point 8*** *–* Completed  ***Action Point 9*** – Completed – The Headteacher now has clear guidance on managing staff training for pupils with medical conditions.  ***Action Point 10 –*** 20 questions for the Governing Body to be circulated. ***This item is still outstanding.***  ***Action Point 11 –*** Completed. | | | FC  FC  FC  CW & CoG  Clerk  TW | |
| 6 | **Administration – To review and approve the KCC Circle Model Terms of Reference and Standing Orders for Ash Cartwright and Kelsey for 2019/2020**  The Circe Model Terms of Reference was reviewed in the previous FGB meeting. Due to a new Clerk being appointed, the Circle Model Terms of Reference which was previously reviewed, was unavailable for the meeting. Clerk to liaise with the Headteacher and Chair of Governors (CoG) to compare the current model and updated 2019/2020 KCC version for any necessary amendments.  Approval of Circle Model Terms of Reference to be an agenda item for the next meeting. | | | Clerk/CoG  Clerk | |
| 7 | **Standing Committees**  The CoG informed the Governing Body there has not been any changes made to the existing standing committees.  Ash Cartwright and Kelsey (Ash C&K) have signed up to The Hub agreement for the Complaints Panel in which the school will have access to use Governors from other schools to support Ash C&K when and if necessary. | | |  | |
| 8 | **Link/Lead Governor**  A few changes have been made to the link Governors and Monitoring Pairs. PM has agreed to take responsibility for SEND and Safeguarding. TW has agreed to take responsibility for GDPR.  Any other changes, including those highlighted in the meeting will be approved in the next meeting.  Clerk to add as an agenda item. | | | Clerk | |
| 9 | **Governor Code of Conduct**  Governor Code of Conduct to be circulated to Governors to read. All Governors to read Code of Conduct and sign a printed copy in the next meeting. | | | Clerk and ALL Governors. | |
| 10 | **Schedule of Meetings**  The proposed schedule of meeting dates were circulated to Governors prior to the FGB meeting. All Governors agreed the meeting dates proposed. Dates are as follows:  Thursday 14th November 2019  Thursday 16th January 2020  Thursday 12th March 2020  Thursday 14th May 2020  Thursday 16th July 2020 | | |  | |
| 11 | **Governing Body Matters**  To receive an update on the current Parent Governor Vacancy and any potential new Governor recruits.  CW still needs to talk to a potential new Governor. CoG also has a potential new Governor in mind to approach. CW/CoG to feedback in the next meeting.  Staff Governor reminded the FGB her term of office is due to end next year. The Headteacher agreed she would mention the role of staff Governor at the teacher and TA staff meetings. | | | CW/CoG | |
| 12 | **Science Presentation**  The Science Lead gave a short presentation to Governors to give Governors an overview of Science in the last academic year and the action points for the year ahead.  **Summary of points from the presentation:**  Last year the aim was to:   * Raise the profile of Science in the school. * Ensure good coverage of the Science curriculum. * Improve assessment for learning. * Collate pupil voice to gain feedback for how pupils felt about their Science learning. * Ensure Science resources are well provided for. * Develop the outdoor area.   Highlights of achieving has been through:  ‘Science Week’ at school in March. A grant from British Science meant the school were able to have a company called Science Boffins visit the school to lead an assembly and fun, engaging workshops for all year groups. A workshop was run by the Cat Protection League and the school also had chicks in school; the children were able to see the chicks transform from eggs to chicks and follow their journey. Science based trips took place for classes; in particular Year Three went to the London Science Museum.  Tracking of assessment for learning and monitoring took place through book scrutiny and moderation in the Autumn and Summer terms. Learning Walks have taken place across EYFS (Early Years Foundation Stage), KS1 (Key Stage One) and KS2 (Key Stage Two).  Pupil voice gathered from each year group demonstrated pupils had a good understanding of why learn Science in school. Children love learning new things through ‘hands on’ experiences and working in groups. Pupil voice also identified pupils need to further develop their scientific skills.  A Governor asked if the scientific skills are within the syllabus of teaching Science. The Science Lead confirmed they are and they should be taught, built upon and embedded in each year group.  As the school are following the Andrew Berry scheme of work, the school have been using the assessment sheets which come with the scheme of work. This is a much better and more informative way of assessment than used previously for Science.  The development of the outdoor area has included works on the pond area, a newly installed bird hide will enable observation and classification of the wildlife through use of binoculars and other means.  All Science resources have been organised and centralised to one place. There are still a few resources to order for Science.  **Plan for the year ahead:**   * Continue to build upon all improvements from last year. * Build upon the Science assessments – make them tighter, with an easy to use colour coded system which will also support teacher workload. This will provide a clear system which can be used to analyse and interpret data. * Build on teaching and learning for working scientifically. The ‘Science toolkits’ are an easy to use visual resource which will raise awareness of working scientifically in class. * CPD for forest school practitioner training. * Lead Science Week in school again.   A Governor asked if Science assessments had been in place prior to GC leading Science. The level of assessments in place prior to the current practice was not suitable for the purpose required. | | |  | |
| 13 | **Character Education**  The Headteacher informed there will be an update on Character Education in the next meeting. Clerk to ensure it is added to the next meeting agenda. | | | Clerk | |
| 14 | **Report from the Headteacher**  The Headteacher informed the Governing Body, that after a successful two inset days, the school staff have settled in well and had a good start to the term.  The Headteacher will provide Governors with a report for the next meeting. The Headteacher’s report will follow a slightly different format to incorporate the new Ofsted framework headings.  Clerk to ensure Headteacher Report is an item on the next meeting agenda. | | | FC  Clerk | |
| 15 | **Special Education Needs (SEN)**  There are currently five EHCP applications being put through for children in the school. The level of complex needs at Ash C&K are changing; along with more children in Key Stage Two being identified as having SEN.  A Governor suggested the SENCO give the FGB an overview of the school profile for SEN and context of the needs now in school. The Headteacher agreed this would be beneficial for the Governing Body. SENCO to attend the meeting on Thursday 16th January 2020. | | |  | |
| 16 | **School Development Plan (SDP)**  The School Development Plan was distributed to Governors prior to the FGB meeting.  The Headteacher gave the FGB an overview of the new priorities for the year ahead. The front page outlining the priorities has been checked by Jenny Jones (Local Authority Improvement Advisor), therefore the Headteacher is comfortable the SDP format and priorities are appropriate for the school.  The Key Priorities are as set out below:  **Quality of Education – (50% weighting of the school judgement)**   * Raise attainment in reading for all groups across the school and further strengthen phonics teaching * Ensure pupils read widely and often, with fluency and comprehension * Provide an enquiry based broad and balanced curriculum that is ambitious for all children and deepens learning * Create an environment that allows learners to flourish and focus on learning – links with school vision * Further strengthen the quality of teaching across the whole curriculum * Ensure the curriculum is well sequenced with knowledge, skills and cultural capital at the heart   **Behaviour and Attitudes**   * To ensure pupils take a lead on the use Restorative Justice across the whole school to link in with our Christian ethos * Ensure pupils’ have more involvement in the curriculum planning to give all pupils, including the least and most able, ownership of learning * Use forest school area to develop resilience * Continue to develop and model emotional language for all pupils   **Personal Development**   * Use mental health first aiders to positively impact upon children’s mental health to raise awareness and provide timely support * Develop character education pulling threads through the curriculum (links with SIAMS) * Ensure pupils’ have the opportunity to develop their understanding of diversity * Embed pupils’ understanding of British Values   **Leadership and Management**   * Ensure leaders engage with staff and are realistic and constructive in the way they manage well-being and workload * Ensure leaders and governors have a clear and ambitious vision through strong shared values and practice * Ensure that practice and subject knowledge is built up and improved over time and continue to provide high quality CPD * Develop the subject leadership of music and art through coaching and mentoring   There is a robust action plan in place for Reading as the school did not reach their target last year.  The school will follow a broad and balanced enquiry based curriculum which will be unique to Ash C & K school. The development of the school environment links with the school vision which will develop to further strengthen good teaching to ensure it is the best that it can be.  Managing staff workload and well-being is important to the Headteacher. She plans to find out from staff what would better support their well-being and workload and work to improve this in a realistic manner.  The SDP demonstrates more staff members leading different areas of the SDP.  A Governor asked what the attendance target is for this year. The target is 98%. The target last year was 97%, the school achieved 96.5% but was still an improvement from the previous year. Chicken pox and the winter bug was the main cause of the dip in attendance for last year.  All Governors agreed and approved the School Development Plan. | | |  | |
| 17 | **Finance and Resources**  Three-month monitoring was completed in term 6. Six-month monitoring due to take place at the end of September. Finance monitoring pair to feedback in the next FGB.  The Headteacher alerted the Governing Body to some boiler issues and leaks the school has experienced. Even with support, this will have an impact on the school finances.  ***BV left at 7.28pm.*** | | | Finance Pair | |
| 18 | **Safeguarding**  All Governors are required to read Keeping Children Safe in Education Part 2. Clerk to circulate document to Governors. | | | Clerk  ALL Govs. | |
| 19 | **Health and Safety**  The Health and Safety Governor has been unable to book in a Health and Safety visit for the school. The Headteacher would like the school Caretaker present for the visit too. CoG requested a Health and Safety visit to be arranged urgently. Headteacher to email Health and Safety Governor with possible dates. | | | FC | |
| 20 | **Website/Sharepoint**  The school website has been updated with new class pages, Long Term Plan and curriculum experiences.  The CoG is going to ask NL if they would take responsibility for website compliance monitoring. | | | CoG | |
| 21 | **Monitoring Pair Visit Reports**  Protocol for sharing visit reports was confirmed that Governors should send the report to the Headteacher in the first instance. After feedback from the Headteacher, Governors to inform/send the report to the Clerk to Governors and ensure it is uploaded to KLZ.  Recent monitoring reports uploaded to KLZ are:   * Early Years – 24.08.19 * Behaviour and Attitudes – 7.04.19 * 2 x Pupil Premium Reports – 30.04.19 and 16.07.19 * Whole School Outcomes – 16.07.19 | | |  | |
| 22 | **Joint Panel Agreement**  As previously discussed, the school has subscribed the Hub agreement. | | |  | |
| 23 | **Policies**  The school Safeguarding Policy requires updating to reflect the changes identified in Keeping Children Safe in Education 2019. The Headteacher will update the policy, highlighting any changes in yellow.  Safeguarding policy to be formally agreed at the next meeting. | | | FC | |
| 24 | **Governor Training**  All Governors to complete the skills audit and send completed electronic version to the Training and Development Governor.  Clerk to send the skills audit matric to the Training and Development Governor. | | | All Govs.  Clerk | |
| 25 | **UPS Application**  The Headteacher made all Governors aware she had received an application from a teacher to move to the Upper Pay Scale.  The responsibility for the outcome of the application is the Headteacher’s. | | |  | |
| 26 | **Good News from the Community**   * Parent and staff sponsored sky dive has raised nearly £4,000 towards a new school minibus. * A local charity called the Jack Foat Trust has donated a cheque to the sum of £10,000 to the school for the minibus. * The school is also due to receive a cheque from the Co-op food store.   These funds mean the school now has enough money to purchase a minibus for the school. The Headteacher will be sourcing three quotes, as per the school Finance policy. A Governor asked if the money received will cover ongoing costs each year. The Headteacher will be asking the PTFA if they will support the cost of the insurance in future years to come. The financial implications outweigh the negatives, providing the school with many more positives through the purchase of a school minibus. The positive impact for swimming lessons will mean the school will not have to reply on parents and taxis to take children to swimming lessons. Instead, focussed swimming and PE lessons will be able to take place; half a class going swimming in alternate terms.  A Governor asked how the news will be shared with the parents/school community. The Headteacher is going to invite the parents who took part in the sponsored sky dive to worship in school to share the news. | | |  | |
| 27 | **Any other urgent Business** | | |  | |
| 28 | **Confidentiality**  All Governors agreed confidential items as per agenda items 15 and 27. | | |  | |
| 29 | **Date of Next Meeting**  The date of the next meeting is Thursday 14th November 2019 at which these minutes will be agreed and published. | | |  | |

Chair signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary of Action Points**

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| **Action** | **Item** | **Action By** |
| **1.** Headteacher to re-advertise the Parent Governor vacancy from September 2019 onwards. | **11** | FC |
| **2.** Headteacher to check with Caretaker to see if additional finger guards on self-closing fire doors were permitted. | **19** | FC |
| **3.** Headteacher to arrange for scrutiny during the summer break of the school and GIAS websites to ensure governor details match fully. | **-** | FC |
| **4.** Governors to contact potential new governors. | **11** | CW & CoG |
| **5.** Clerk to include ‘*Character Education follow up’* as an agenda item for the governor meeting to be held in September 2019. | **13** | Clerk – agenda item |
| **6.** 20 questions for the Governing Body to be circulated by the Chair of Governors and to be an agenda item for the September meeting. | **19** | TW |
| **7.** Clerk to liaise with Headteacher and Chair Governors to review the Circle Model Terms of Reference. | **6** | Clerk/FC/CoG |
| **8.**Approve Circle Model Terms of Reference to be added as an agenda item for the next meeting. | **6** | Clerk |
| **9.**Add Approval of Link/Lead Governors to the next meeting agenda. | **8** | Clerk |
| **10. Clerk to circulate Governor Code of Conduct to all Governors to read. Governors to sign a hard copy in the next meeting.** | **9** | Clerk & ALL Governors |
| 11. Include Character Education as an agenda item for the next meeting. | **13** | Clerk |
| 12. Headteacher Report to be included as an item on the next meeting agenda. | **14** | Clerk & FC |
| 13. SENCO to attend FGB meeting on Thursday 16th January 2020. | **15** | FC/SENCO |
| 14. Finance pair to feedback six month monitoring in the next FGB. | **17** | Finance Pair |
| 15. Clerk to circulate Keeping Children Safe in Education.  All Governors to read Keeping Children Safe in Education Part 2. | **18** | Clerk  All Governors |
| 16. Headteacher to email Health and Safety Governor to arrange Health and Safety visit. | **19** | FC |
| 17. CoG to ask NL if she will take responsibility for website compliance. | **20** | CoG |
| 18. Safeguarding policy to be updated.  Clerk to ensure safeguarding policy is added as an agenda item for the next meeting. | **23** | FC  Clerk |
| 19. All Governors to complete skills audit and send to Training and Development Governor.  Clerk to send skills audit matrix to Training and Development Governor. | **24** | ALL Governors  Clerk |
| 20. Review when the comparison of national data is released. |  | FC |