

## Ash Lea School Governing Body

### Minutes of the autumn term full governing body leadership and management meeting held at the school on Thursday 5<sup>th</sup> October 2017 at 5.30pm

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Membership		Dr A Macdonald, Chair
(A denoted absence)		Mr J Pickering, Vice Chair
	A	Cllr S Gardener
		Ms S Gell
		Mrs M Nicholson
		Mr B Nowicki
		Mrs J Parry-Evans
		Mrs R Tyler
		Mr B Whitmarsh
	A	Mrs Y Wilson
		Mrs D Wigley, Headteacher
In Attendance		Mrs R Harvey, Clerk to the Governors
		Mrs S Fletcher, Associate Governor

#### GBL&FM/01/17-18 PRELIMINARIES

##### 1.1 Apologies for absence

Apologies for absence were received and approved from Councillor Gardner and Mrs Wilson.

**ACTION**

##### 1.2 Declaration of interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

It was confirmed governors renewed their register of pecuniary interest forms.

##### 1.3 Election of Chair and Vice Chair

It was **agreed** that the term of office for the Chair and Vice-Chair be one year.

The clerk invited nominations and self-nominations for the post of Chair. Dr Macdonald was nominated for the post of Chair and accepted the nomination. There were no other nominations.

Dr Macdonald was elected Chair for one year.

Mr Pickering was nominated for the post of Vice-Chair and accepted the nomination.

Mr Pickering was elected Vice-Chair for one year.

##### 1.4 Membership

A document listing current membership of the governing body, copies of which had been circulated previously, was received and noted.

#### Attendance requirements

There were no attendance requirements

### Vacancy update

The clerk informed the meeting the governing body had no vacancies. There were no staff members wishing to join the governing body other than Mrs Gell. The governing body duly appointed Mrs Gell as staff governor for a further four year term

### End of terms of office

The clerk reported that the terms of office for parent governors Mr Pickering and Mrs Parry-Evans were due to cease on 20<sup>th</sup> October 2017. Following a brief discussion the governing body agreed to reconstitute the governing body membership to:-

- Three parent governors
- Five co-opted governors
- One Local Authority governor
- One staff governor
- One Headteacher
- Two associate governors

The clerk agreed to update the Instrument of Government.

Mr Pickering and Mrs Parry-Evans were duly co-opted to the governing body with immediate effect.

Clerk

### 1.5 Minutes of the Last Meeting

Minutes of the meeting held on Monday 3<sup>rd</sup> July 2017, copies of which had been previously circulated, were taken as read, confirmed and signed by the Chair.

### Action points

Reference	Action	Responsible	Outcome
GB/24.3/16-17	Staff election to take place during autumn term.	Headteacher	Completed
GB/24.4/16-17	Write second letter to LA on concerns over pupil premium funding.	Mrs Parry-Evans and Mrs Tyler	Completed (see matters arising)
	Email through vision statement to Headteacher.	Mrs Parry-Evans	In process (see matters arising)
GB/24.6/16-17	Draft financial report for parents and circulate to Chair and Mrs Tyler for confirmation.	Headteacher	In process
GB/26.4/16-17	Feedback governor discussion to the CPD working group, email though CPD request application form to Mrs Parry-Evans for amendments.	Headteacher/Mrs Parry-Evans	Head to email dates of CPD
GB/27.2/16-17	Investigate occupational health services from Nottingham University hospital.	Headteacher	No further investigation
	Benchmark staff absence	Headteacher	In process

	and pupil absence against other special schools.		
GB/28.3/16-17	Email through provisional governing body dates for spring term 2018 and summer term 2018.	Headteacher	Completed

### Matters arising

Mrs Tyler updated on her findings on the issue raised about pupils in respite not being able to access Pupil Premium funding and discrepancies in the process. With reference to the Children’s Act, pupils eligible for Pupil Premium (PP) funding are able to access up to seventy five nights respite. Pupils accessing seventy five nights and above respite are a different status and excluded from PP funding. The Headteacher commented that regardless, the school provides support for those pupils who are excluded from PP funding. **A governor asked how many children are affected.** The Headteacher confirmed five or six pupils and while we have no legal case, Mrs Gell will continue to raise this as an issue in her position as a board member of the Virtual Schools LAC Board.

### 1.6 Chair’s or Vice Chair’s emergency action since last meeting

Neither the Chair nor the Vice Chair reported any actions or decisions undertaken using emergency authority.

### 1.7 Correspondence items

#### From Chair:

The Chair had received the following correspondence:-

- “Your Notts, your future” plan from Marion Clay, Director of Education. A copy of the plan was made available for governors to read following the meeting;
- The Teachers Pay Award Policy;
- Fire safety checklist for completion and return to the Local Authority.

#### From Head:

The Headteacher had received the original Instrument of Government from the Local Authority. The clerk informed the meeting that, following the reconstitution, an updated Instrument of Government will be forwarded to the Headteacher.

The Headteacher informed governors that all policies and meeting papers had been uploaded to Governorhub.

#### From Clerk:

School Governors’ Annual Conference and Awards 2018

The School Governors’ Annual Conference and Awards 2018 is taking place on Saturday 3rd March, 9.00am to 2.00pm at the De Vere Jubilee Conference Centre, Triumph Road.

Complimentary places are available to governors of schools purchasing the governor training package.

## GBL&FM/02/17-18 LEADERSHIP AND MANAGEMENT

### 2.1 Vision and Ethos

Mrs Parry-Evans had visited the school to talk to pupils and staff about the new vision and ethos for the school. Photographs of pupils’ work were tabled, these included bunting, star charts and photographs of themselves doing positive things to support the new vision and ethos initiative. All pupils are very enthusiastic about the positive visioning, Class 8 had used their i-tobies to sign up to fulfilling the ethos of the “Five Be’s.”

The Headteacher said all classes would receive a prize in recognition of their involvement.

**A governor asked if the school continues to do weekly prize giving.** The Headteacher said the school does assemblies that recognise achievement and the school keeps a record. A governor commented that it would be very positive if all pupils sign up to the visions, values and ethos. The Headteacher said staff will be meeting in November to discuss.

## 2.2 School Improvement Plan (SIP), Self Evaluation Form (SEF) and Ofsted

The Headteacher wished to thank Mrs Nicholson and Dr Nowicki for attending the recent school improvement planning day. The School Improvement Plan, currently in draft, has been shared with staff who have also had input into the plan. We would like to make the plan a “live” document that is reviewed on a rolling programme. The priorities are:-

- Pupil health and well-being;
- Raising parent awareness;
- The impact of the new curriculum;
- Roles and responsibilities of all staff, in particular support staff;
- Engagement with parents. The clerk suggested considering setting up a parent council and provided an overview of how it works.

The Headteacher suggested the governor link roles accompany the School Improvement Plan. The clerk suggested the governing body undertake a review of governance, explained the process and the follow up support including an action plan, training and further review. Following a brief discussion, governors agreed to a review of governance before the end of term. The clerk agreed to arrange.

Clerk

## GBL&FM/03/17-18 FINANCIAL MANAGEMENT

### 3.1 Finance, budget and funding (Confidential – part)

Mrs Fletcher reported that the school budget was on track. Two pupils had recently joined the school and extra funding has been received to support this.

A finance officer from Schools and Academies Finance (SAAF) had visited the school to review the budget plan and set the deficit recovery plan. The Local Authority has put £45,000.00 to help support the budget, this will be recovered over the next three years and is written into the deficit recovery plan.

The school are set to move to the Barclays online BACS system which will improve efficiencies in making and receiving payments. Following a brief discussion, during which governors considered the benefits of moving to the new system, governors approved the implementation of Barclays online BACS system. The Headteacher said the Finance Policy will require updating to reflect the change. Mrs Fletcher agreed to review.

Mrs  
Fletcher

Mrs Fletcher updated on the school fund balances:-

- Current account = £70,000.00
- Savings account = £130,000.00

### Virements

Mrs Fletcher reported the following virements to the school fund:-

- Parental contribution of £16,659.00
- Donation of £2979.00

Governors approved the virements.

The fundraising team who are responsible for raising funds, investigating funding streams and preparing bids have secured a successful bid of £500.00 from ASDA. The governors wished to record their thanks to ASDA and the fundraising team. There is also an opportunity to do a match funding bid in partnership with the Lords Taverners for a new wheelchair accessible minibus. We will need to commit to put forward £13,000.00 in order to be considered. The current spend on maintaining the minibus we have now is £2,000.00. **The Chair asked the value of the minibuses**

**currently in use.** Mrs Fletcher said she was unsure but the cost of ensuring they are road worthy is increasing. Following a brief discussion, governors approved to the match funding of £13,000.00. The Headteacher said the school had also applied to the Dennis Wise trust for funding to purchase a normal minibus.

The Headteacher updated on the “My Donate” site; contributions of almost £70,000.00 have been ring-fenced to the refurbish the new building, the cost is expected to be in the region of £73,000.00. There are new doors on a “wish list” the cost for replacing the doors is £20,000.00. The cost of replacing the flooring has increased slightly, this is due to the removal of asbestos, which is an ongoing problem. There is grant funding available for the electrics work which will involve clearing ceiling debris, including asbestos. Three quotes have been sought and received for this work. Additional work will include:-

- Creating a new bathroom;
- Creating a new multi-sensory room;
- An additional door in the Headteacher’s and SLT offices area.

We have separate pots of money for various projects and an application has been made to a charity for further funding.

#### Inventory report

Mrs Fletcher reported that a toaster and a standing water fountain had been written off and disposed of appropriately.

### **3.2 Appraisal/pay performance**

The Headteacher informed governors that an interim meeting had taken place for her appraisal and a date would be set for a further meeting. Staff appraisal meetings are in the final stages and a report will be presented at the next governors meeting.

The appraisal policy and pay policy had been emailed to governors to consider in advance of the meeting. The Headteacher highlighted the updates and confirmed that the budget forecast includes the outcome of the pay policy. Following a brief discussion, governors approved the appraisal policy and pay policy and with reference to the pay award, approved the recommendation of options A and C.

**Agenda  
item**

### **3.3 Finance strategic action plan/governor finance skills audit**

The Headteacher said the action plan was still to be completed. It was agreed to defer to the next meeting.

**Agenda  
item**

The Chair thanked Mrs Fletcher for reporting the budget to governors.

### **Mrs Fletcher left the meeting at 6.53pm**

## **GBL&FM/04/17-18 PERSONNEL MATTERS**

### **4.1 Policy management**

The Headteacher reported that all policies had been uploaded to Governorhub and, once completed, the review cycle document will be added to the policies folder. The Headteacher suggested that, for review and monitoring purposes, the policies be linked to the governor link roles.

### **4.2 Staffing update (Confidential item)**

## **GBL&FM/05/17-18 REPORTS**

### **5.1 External reports**

There were no external reports to consider.

### 5.2 Governor monitoring and training reports

The Headteacher said there had been a number of governor visits and urged all governors to complete the monitoring visits forms. Mr Whitmarsh and the Headteacher are attending the Ofsted training on Tuesday 10<sup>th</sup> October. Several governors agreed to attend the Governors Annual Conference on Saturday 3<sup>rd</sup> March.

### 5.3 Roles and responsibilities

The Headteacher suggested the governor roles and responsibilities reflect the four areas of the Ofsted framework. The Senior Leadership team will also be invited to present reports at governor meetings, this will allow different people to have specialisms and share responsibility. Following a discussion governors agreed to link roles and responsibilities to the Ofsted framework. The Headteacher agreed to produce a system of reporting.

Head

**5.4 Evidence of governing body impact on school improvement** Governors noted the actions and involvement, including discussions and resolutions which had an impact on school improvement:-

- Review of policies;
- Review of SIP;
- Review the schools vision, value and ethos;
- Staffing structure.

### 5.5 Arrangements for Chair to inspect school records

The Chair agreed to inspect the school records on his next visit.

### GBL&FM/06/17-18 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

It was agreed that meetings of the full governing body be held on:-

Autumn term 2017: Full governing body (pupil and teaching) Thursday 30th November at 5.30pm

Spring term 2018: tbc

Summer term 2018: tbc

### GBL&FM/07/17-18 CONFIDENTIALITY AND COMMUNICATION

It was agreed that two items be deemed confidential for the purpose of the minutes,

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

**The meeting closed at 7.30pm**

**Signed by the Chair:**

**Date:**

### ACTION POINTS FROM THE MEETING:-



Reference	Action	Responsible
GB/01/17-18	Update the Instrument of Government and email to Head	Clerk
GB/02/17-18	Arrange a Review of Governance and inform governors of the arrangements	Clerk
GB/03/17-18	Review and update Finance Policy Appraisal/pay performance Finance strategic action plan	Mrs Fletcher Agenda item Agenda item
GB/04/17-18	Arrange for Site Manager post to be advertised	Head
GB/05/17-18	Produce a reporting system and email to governors	Head

Academic Year 2017-2018												
Governor Name	Autumn 2017				Spring 2018				Summer 2018			
	FGBL&FM				FGB				FGB			
Dr A Macdonald	Y											
Mr J Pickering	Y											
Cllr S Gardener	A											
Ms S Gell	Y											
Mrs M Nicholson	Y											
Mr B Nowicki	Y											
Mrs J Parry-Evans	Y											
Mrs R Tyler	Y											
Mr B Whitmarsh	Y											
Mrs Y Wilson	A											
Mrs D Wigley	Y											