

## Ash Lea School Governing Body

### Minutes of the summer term full governing body meeting held at the school on Monday 3<sup>rd</sup> July at 5.30pm

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

#### GB/24/16-17 PRELIMINARIES

##### 24.1 Apologies for Absence

The governing body approved apologies from Cllr Gardener and Mrs Nicholson.

**ACTION**

##### 24.2 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.

##### 24.3 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.

##### End of Terms of Office

The clerk informed the meeting staff governor; Ms Gell's term of office was due to expire on 31<sup>st</sup> August 2017. The **Headteacher confirmed** a staff election would take place to fill the staff governor position.

**HT**

The meeting noted Mrs Parry-Evans and Mr Pickering term of office as parent governors were due to expire during the autumn term, 20<sup>th</sup> October 2017.

##### 24.4 Minutes of the Last Meeting

Minutes of the full governing body meeting held on 15<sup>th</sup> May 2017, copies of which had been

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previously circulated, were taken as read, confirmed and signed by the Chair.

#### **Action Points**

GB/18.6/16-17 – Mrs Parry-Evans and Mrs Tyler confirmed the second letter to the LA was still being actioned, they **agreed** to draft a letter and email that through to the Chair and Headteacher for final confirmation before posting.

**JPE/RT**

GB/19.1/16-17 – the meeting noted the value statement was been agreed, Mrs Parry-Evans was working on getting together the vision statement and **she agreed** to email through the final version to the Headteacher.

**JPE**

GB/20.3/16-17 – governors confirmed they had completed the finance skills audit.

GB/23.3/16-17 – the **Chair agreed** to inspect the school records after the meeting.

#### **24.5 Chair's or Vice Chair's Emergency Action Since Last Meeting**

The meeting noted the Headteacher held a meeting with Mr Pickering and Mrs Parry-Evans to look at the budget 2017-2018, they had been made aware the advice given to them by the LA finance was incorrect. All three attended a meeting with the LA finance team and HR; they went through a revised 3 year financial plan.

An extraordinary governor meeting took place on 19<sup>th</sup> June 2017 to discuss and review the LA revised 3 year proposal, the meeting approved the proposal in principle. **Governors approved** the updated 3 year financial plan; the Headteacher informed the meeting the school had received a £45,000 loan from the LA.

The Headteacher informed the meeting staff were notified of the reduction and restricting of staffing structure on 3<sup>rd</sup> July 2017. The ten day consultation process has officially begun, meeting with Unions can take place and depending on outcomes and whether there are any voluntary redundancies, the school will go down skills audit route.

The meeting noted those members going through re-structure will have two year protected pay. Term time is starting autumn term 2017.

**Governors asked if there were any initial reactions to the notification**, the Headteacher said not currently, staff have only just received information and she is expecting feedback starting tomorrow.

The Headteacher informed the meeting she had received verbal communication a grade 3 staff member will go through voluntary redundancies, however she is waiting for letter confirmation.

**Governors asked if there had been any comments regarding the fact the school made an appointment of a teacher and the school having to go through redundancies**, the Headteacher explained that the school needs teacher and has been understaffed. The school will be making saving with Ms Gell reduction in hours and the appointment of the teacher is a NQT. The Headteacher informed the meeting four of the five grade 5's expressed a wish to reduce teaching hours.

**Governors asked if there was an issue with term-time contract**, the Headteacher said the issue is the term-time contracts are not Nottinghamshire County wide, advice and support was sought from HR, the school is the first in the County to implement term-time contracts for support staff.

**Governors sought clarification on pay protection and how that works for the school and staff**

**members involved**, the Headteacher confirmed the staff members salary is protected for two years and in the third year, the salary is reduced to term-time pay.

**Governors asked if the school will be placed under a recruitment freeze following redundancies**, the Headteacher confirmed a freeze will only apply to grade 4 and 5 staff members.

The Headteacher informed the meeting Kate Biddles has requested a reduction in working days from five to four, she informed the meeting HR advice was sought and based on the flexible working policy she recommended the governing body approved the requested, following a brief discussion the **governing body approved** the request.

The meeting noted SAAF audited the Trust fund.

## **24.6 Correspondence Items**

### **From Chair**

The Chair informed the meeting the school had membership to NGA service at £85 a year, governors said they very rarely used the service and they **agreed** to not re-new the membership.

### **From Headteacher**

The **Headteacher agreed** to draft a financial report for parents and circulate to Chair and Mrs Tyler to confirmation. **HT**

### **From Clerk**

The clerk had no correspondence to report.

## **GB/25/16-17 PUPIL OUTCOMES**

### **25.1 Attainment and Progress**

The meeting noted the attainment and progress report is still in development and will be reported on during the autumn term.

### **25.2 Progress Against School Priorities**

The meeting noted there was nothing to report.

## **GB/26/16-17 TEACHING, LEARNING AND ASSESSMENT**

### **26.1 Curriculum**

The meeting noted there was nothing to report.

### **26.2 Assessment**

The Headteacher explained the majority of staff have adapted well to the new assessment and evidence gathering system, however there are a couple of classes that require additional support, which the Headteacher and Ms Gell will provide.

**Governors asked why have some adapted better than others**, Ms Gell commented that some classes used the trial system and therefore have had previous experience. Other classes are using the system for the first time and it is important that across the school the system is used in a robust and standardised manner.

The Headteacher commented those classes than require additional support, do provide paper based evidence and work books are available.

The meeting noted the evidence gathering system is essential part of IEPs and measuring progress and attainment.

**Governors asked how will the Headteacher and Ms Gell support those classes**, the Headteacher said additional training has been timetabled, whole staff moderation meetings and during these meetings moderation exercises take place and this provide virtual knowledge sharing opportunities.

### **26.3 Quality of Teaching**

The Headteacher highlighted an external review undertaken by Headteachers of Teaching School partnership; they commented on how well the school settled into the temporary and met the needs of the pupils. The school have undertaken a review of teaching responsibilities and these have been adapted to match new curriculum. Both Headteachers commented positively on the new teaching responsibilities and on the schools drive on curriculum and assessment.

The Headteacher informed the meeting classroom observations have taken place and will form part of large piece of work to be completed during autumn term; the meeting noted level 5 TAs are doing class observations of TA's. **Governors asked if class observations are graded**, the Headteacher said they are not graded, outcome is provided via support and advice.

### **26.4 CPD (Staff and Governors)**

The meeting heard the schools CPD working group is made up of one member of each phase, staff members are required to complete essential training.

Three personal care assistants are currently completing TA qualifications. One TA is going through open university and middle leaders are accessing middle leader qualifications.

The Headteacher informed the meeting any money from facilitating aspiring leaders is ring-fenced for the CPD budget.

Governors discussed the importance of measuring impact of training; **they asked if the CPD working group gather feedback on training undertaken**.

**Governors asked on the application form, is there a section for expected outcomes of the training and this will inform a measurable impact**. The **Headteacher agreed** to feed this back to the CPD working group and she **agreed** to email the application form to Mrs Parry-Evans for amendments.

HT/  
JPE

## **GB/27/16-17 BEHAVIOUR, SAFETY AND PERSONAL WELFARE**

### **27.1 Safeguarding**

The meeting noted there was nothing to report.

### **27.2 Attendance**

The meeting noted the current school attendance was 91.05%.

The Headteacher informed the meeting the school had two pupils off with long term absence, one caused by issues with transport from the LA.

The Headteacher commented if a pupil does not attend in the morning, a text goes to parent, this is followed up with a phone call after lunch. If the school have not heard from parent within two days, the school phone again.

**Governors asked how much of an issue was this for the school**, the Headteacher said at least one text message a day goes out, she highlighted the difficulty this caused for the office staff.

**Governors asked what the penalty was for unauthorised absence;** the Headteacher said the school have never gone down the route of fines carried out by the courts. The Headteacher informed the meeting there is one pupil who is late every day, she is holding a meeting with the parents of the pupils.

**Governors asked if any home schooling takes place,** the Headteacher said it has happened in the past, however it is very resource intensive.

The Headteacher informed the meeting the school is struggling with support from Occupational health and the last two reports; she has refused to pay for as the reports are not worthwhile. The Chair commented that occupational health can be purchased by Nottingham University hospital, the **Headteacher agreed** to investigate.

HT

**Governors asked how many referrals have been made this year;** the Headteacher said three have been made this year.

The Headteacher the meeting the school had an issue with ventilation around the building; she tabled the health and safety audit. Governors noted a number of actions have been completed.

**Governors asked the Headteacher if benchmarking against other special school pupil and staff absence,** the **Headteacher agreed** action this.

HT

### **27.3 Behaviour**

The Headteacher tabled a behaviour report produced by the schools behaviour lead. The meeting noted the introduction of the 'RAG' rating system was a positive. Governors heard two 'red' letters have gone to parents.

The Headteacher said the school are developing a termly behaviour summary per class, open discussions are taking place with each class, identifying trigger points and reviews of action taken place.

Ms Gell commented the termly reviews are very thorough look at behaviour in each class, the meeting noted next academic year a focus for Ms Gell is to look at emotional support for pupils. The Headteacher highlighted the teaching school alliance and Flying High Trust have completed a big project on pupil wellbeing.

### **27.4 Equalities**

The meeting noted there was nothing to report.

### **27.5 SMSC and British Values**

The meeting noted there was nothing to report.

### **27.6 LAC Report**

Ms Gell informed the meeting a peer review of the virtual school has been completed and in the report it highlighted the improvements made on working with special schools and in particular using the schools IEPs.

The meeting noted the school has three LAC pupils, with more coming with the September cohort. **Governors asked if these pupils were fully looked after or those entitled to 70 days rest bite,** Ms Gell confirmed they are fully LAC pupils under the definition.

### **27.7 Pupil and Staff Wellbeing**

Governors asked if the school offer wellbeing packages, the Headteacher said the school

purchase into SAS that provide wellbeing packages and the school have a wellbeing group. The meeting noted staff utilise SAS.

The meeting heard the wellbeing group are looking at a safe space for staff at the new school site.

### 27.8 External Reports

The meeting noted there was nothing to report.

## GB/28/16-17 CONCLUDING ITEMS

### 28.1 Evidence of Governing Body Impact on School Improvement

- Questions throughout meeting;
- Finance meeting;
- Appraisal meeting.

### 28.2 Arrangements for Chair to Inspect School Records

The **Chair confirmed** he inspected the school records.

### 28.3 Confirm Dates of Future Meetings

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

Autumn Term 2017;

- Thursday 5<sup>th</sup> October at 5.00pm;
- Thursday 30<sup>th</sup> November at 5.00pm.

The **Headteacher agreed** to email through provisional dates for the spring term 2018 and summer term 2018.

**HT**

### 28.4 Determination of Confidentiality and Communication

It was **agreed** that item, GB/20.1/16-17 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 7.05pm**

**Signed by the Chair:**

**Date:**

### ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible
GB/24.3/16-17	Staff election to take place during autumn term.	Headteacher
GB/24.4/16-17	Write second letter to LA on concerns over pupil premium funding.	Mrs Parry-Evans and Mrs Tyler
	Email through vision statement to Headteacher.	Mrs Parry-Evans
GB/24.6/16-17	Draft financial report for parents and circulate to Chair and Mrs Tyler for confirmation.	Headteacher
GB/26.4/16-17	Feedback governor discussion to the CPD working group, email though CPD request application form to Mrs Parry-	Headteacher/Mrs Parry-Evans

	Evans for amendments.	
GB/27.2/16-17	Investigate occupational health services from Nottingham University hospital.	Headteacher
	Benchmark staff absence and pupil absence against other special schools.	Headteacher
GB/28.3/16-17	Email through provisional governing body dates for spring term 2018 and summer term 2018.	Headteacher