

## Ash Lea School Governing Body

### Minutes of the autumn term full governing body pupil and teaching meeting held at the school on Thursday 30<sup>th</sup> November 2017 at 5.30pm

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Membership		Dr A Macdonald, Chair
(A denoted absence)	A	Mr J Pickering, Vice Chair
	A	CLr S Gardener
		Ms S Gell
	A	Mrs M Nicholson
	A	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

#### GBP&T/01/17-18 PRELIMINARIES

##### 1.1 Apologies for absence

**ACTION**

Apologies for absence were received and approved from Councillor Gardner, Mrs Nicholson, Mr Nowicki and Mrs Wilson.

##### 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 Membership

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

#### Attendance requirements

The clerk reported that Councillor Gardner had been absent for three meetings. The Chair read a letter of resignation from Councillor Gardner explaining that due to other commitments he was unable to devote the time required. The Chair said the Headteacher had since spoken with Councillor Gardner to suggest that he consider an associate member role, which would enable him to continue his health and safety duties but not require the full commitment of the governor position. Councillor Gardner confirmed he was willing to become associate member should the governing body approve the change to membership.

Following a brief discussion, governors **agreed** that Councillor Gardner become associate member with immediate effect.

#### Vacancy update

The clerk informed the meeting that following the change of position for Councillor Gardner there was now one co-opted governor vacancy on the governing body. Following a brief

discussion, it was **agreed** to consider the outcome of the skills audit in order to identify an individual with the appropriate skills.

#### **End of terms of office**

There were no end of terms of office to consider.

#### **Ms Gell joined the meeting at 5.50pm**

#### **1.4 Minutes of the Last Meeting**

Minutes of the meeting held on Thursday 5<sup>th</sup> October 2017, copies of which had been previously circulated, were taken as read, confirmed and signed by the Chair.

The Chair circulated post notes and referring to item 5.1 evidence of governing body impact on school improvement asked governors to, during the meeting, note actions taken by governors that have had an impact on school improvement.

#### **Action points**

Reference	Action	Responsible	Outcome
GBL&M/01/17-18	Update the Instrument of Government and email to Head	Clerk	Completed
GBL&M/02/17-18	Arrange a Review of Governance and inform governors of the arrangements	Clerk	Completed
GBL&M/03/17-18	Review and update Finance Policy Appraisal/pay performance Finance strategic action plan	Mrs Fletcher Agenda item Agenda item	Completed Item 3.3 Spring term
GBL&M/04/17-18	Arrange for Site Manager post to be advertised	Head	In progress
GBL&M/05/17-18	Produce a reporting system and email to governors	Head	Completed

#### **1.5 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.

#### **1.6 Correspondence items**

##### **From Chair:**

The letter from Councillor Gardner had been discussed under agenda item 1.3.

##### **From Head:**

There were no items of correspondence.

##### **From Clerk:**

##### The Governors' Annual Conference and Awards 2018

John Edwards, Regional Schools Commissioner, has been confirmed as key note speaker at the School Governors' Annual Conference and Awards 2018 on Saturday 3rd March, 9.00am to 2.00pm at the De Vere Jubilee Conference Centre, Triumph Road, Nottingham.

Invites and workshop booking forms will be emailed to governors next week.

## GBP&T/02/17-18 PUPIL OUTCOMES

### 2.1 Attainment and progress

Ms Gell tabled and presented the Achievement and Progress Report 2016 – 2017.

The report identifies anonymised progress data of each individual. In terms of KS3 and KS4 the frameworks in terms of IEP are limited, we have, however, linked the context to the SIP.

The headlines are:-

- Pupils' achievement and progress is at least good;
- We have curriculum and accreditation pathways;
- A small group of pupils have been identified and have intervention in place to improve English, reading and maths. **A governor asked how this had been identified.** The Headteacher said strategies have been put in place. Staff have also attended "catch up" training which has enabled them to identify and fill the gaps. Ms Gell commented that we are one year in to the new curriculum and wanted to ensure that things did not slip;
- Outstanding progress has been made in IEP's, with 92% of pupils reaching targets;
- Pupil Premium pupils have made progress at least in line with the rest of the school in IEP's;
- We are supporting pupils with autism who have high levels of anxiety through piloting assessment and interventions and setting appropriate IEP targets. **The Chair questioned what an appropriate target would be.** Ms Gell said when anxiety levels are rising what calming strategies could be used. We are working closely with the Occupational Therapist and teachers who do not shy away from such targets. A governor expressed concern about the academic pressure on a child with autism being a priority over their wellbeing. Ms Gell said a child will not learn if in a state of anxiety, so wellbeing should be the priority. **The Chair asked if other schools were doing this.** The Headteacher said not, Ash Lea were the only school in the county to have introduced this strategy;

### Attendance

Ms Gell reported that attendance remains low, 90.6%. **The Chair asked how parents of absent children are challenged.** The Headteacher said we use a system of texting and phoning and try to establish the barriers to attending school. There are anxieties from parents and pupils about coming into school. We have also put in place systems and processes with health related teams for pupils in hospital schools. Every child's attendance will be recorded on the IEP. The Headteacher summarised the discrepancies in recording absences and lateness which can be detrimental to the attendance figures.

In closing, the Headteacher said all pupils are making good or outstanding progress and all pupils in Early Years are making outstanding progress.

### 2.2 Progress against school priorities

This had been discussed under agenda item 2.1

## GBP&T/03/17-18 TEACHING AND LEARNING AND ASSESSMENT

### 3.1 Curriculum

The Headteacher referred to the SIP and commented that it is a priority to look at the curriculum and capture what it means to individual learners and ensure the vision is working. The Chair congratulated the Headteacher on her published articles in the Inspiring Leaders magazine.

### 3.2 Quality of teaching

The Headteacher tabled the report on the Quality of Teaching of Grade 5, Summer 2017, which identifies the outcomes of teaching observations. The Chair suggested governors read the report

outside the meeting and email and questions or comments to the Headteacher.

The Headteacher commented that there is no longer grading of individual lessons but she was confident that all lessons are good or better. We have good practice across the school, there is a process of coaching and mentoring which is fed back into the SIP.

### 3.3 CPD (Staff and Governors)

The Chair tabled a report from Kate Davies and asked the governors to read at their leisure and it would be an **agenda item** on the next meeting

#### Appraisal

The Headteacher said that she had met with the Chair to review the appraisal procedure. It is a structural process with advice and support documents for the appraiser and appraisee. There are three targets in total (for full time teaching staff), the first target is set together, this focuses on pupil progress. The teacher will do a self-evaluation and consider areas of development and responsibilities and set two further targets. Interim review meetings are held which will also include pupil progress. Paired observations are undertaken and a final meeting will include a review of individual data. The system is robust and targets and objectives have been approved by Human Resources.

A schedule of training is being developed at pre-threshold and post threshold. **A governor asked is there is flexibility for staff to move down as well as up the threshold.** The Headteacher confirmed things are in place to enable this and potentially this is a question that you can ask. The Chair said we have an Ofsted ready box that includes detailed evidence of the appraisal process.

Teaching Staff Pay Progression 2016 – 2017 (confidential item)

## GBP&T/04/17-18 BEHAVIOUR, SAFETY AND PERSONAL WELFARE

### 4.1 Safeguarding

The Headteacher confirmed the safeguarding checklist had been completed and there are a few minor actions as a result. The audit was completed by the Head Teacher and two governors; Rachel Tyler and Dr. Macdonald. The Keeping Children Safe in Education document had been received and read by governors and the new Safeguarding Policy had been approved by governors and is available to view on the school website. The Headteacher would submit the completed checklist to the Local Authority before 22<sup>nd</sup> December 2017.

**Head**

Rachel Tyler suggested that it would be good to document that all governors had read the Keeping Children Safe in Education and the Child Protection policy. An **agenda item** for the next meeting is to have a signing sheet to confirm this.

**Agenda item**

The Headteacher referred to the checklist, the Single Central Record and the changes to data protection (GDPR) from May 2018, the importance in ensuring information is regularly updated and the school is fully compliant. It was agreed to discuss further in the Spring term.

### 4.2 Attendance

The Behaviour and Attendance 2016-2017 Report was tabled and presented by the Headteacher. A new RAG (red, amber, green) system has been introduced and a letter has been sent to parents to inform them. **A governor asked if the amber alert enables intervention before going to red.** The Headteacher said the system filters individuals and that she and Lucie Dale will review and complete actions. Ms Gell said termly behaviour meetings are held and strategies are put in place to avoid moving to red.

#### **4.3 Behaviour**

This has been discussed under agenda item 4.2

#### **4.4 Equalities**

There were no equality incidents to report.

#### **4.5 SMSC and British values**

There was nothing to report or consider.

#### **4.6 LAC Report**

The Looked after Children Report was tabled for information.

#### **4.7 Pupil and staff wellbeing**

There was nothing to report or consider.

#### **4.8 External reports**

The Headteacher appraisal had been discussed under agenda item 3.3.

The Review of Governance Report was tabled and the presentation of the report and governor training will be 15<sup>th</sup> January at 5.30pm at the school.

### **GBP&T/05/17-18 CONCLUDING ITEMS**

#### **5.1 Evidence of governing body impact on school improvement**

Governors agreed that the following had an impact on school improvement:-

- Achievement for all – parental engagement;
- Review of Governance – improve governing body effectiveness;
- Interventions around autism;
- Attendance strategies;
- Governor monitoring visits;
- Governor training in pairs;
- Headteacher appraisal.

In closing the Headteacher reported that there are a number of funding bids available around SEN and as members of the Candleby Lane Teaching School Alliance we can be part of SEN research facilitated by Derby University and Nottingham Trent University.

#### **5.2 Arrangements for Chair to inspect school records**

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

#### **5.3 Confirm dates and times of future meetings**

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

Spring term 2018: FGB (Leadership and management) Monday 5th Feb at 5.30pm.

FGB (pupil and teaching) Thursday 22nd March at 5.30pm

Summer tem 2018: FGB (Leadership and management) Monday 21st May at 5.30pm

FGB (pupil and teaching) Thursday 5th July at 5.30pm

#### **5.4 Confidentiality and communication**

It was agreed that one item 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
GBP&T/03/17-18	Write an article about the new build and work involved in the next newsletter CPD update	Chair  Agenda item
GBP&T/04/17-18	Submit completed safeguarding checklist to LA by 22/12 GDPR from May 2018	Head Agenda item

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