

## Ash Lea School Governing Body

### Minutes of the spring term full governing body leadership and management meeting held at the school on Monday 5<sup>th</sup> February 2018 at 5.30pm

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

#### **GBL&FM/08/17-18 PRELIMINARIES**

##### **8.1 Apologies for absence**

**ACTION**

Apologies for absence were received and approved from the Chair. In the absence of the Chair the meeting was chaired by the Vice Chair.

##### **8.2 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.

##### **8.3 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 reported one co-opted vacancy.

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

There were no end of terms of office to consider.

##### **8.4 Minutes of the Last Meeting**

Minutes of the meeting held on Thursday 30<sup>th</sup> November 2017, copies of which had been previously circulated, were taken as read, confirmed and signed by the Vice Chair.

## Action points

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

## Matters arising

There were no matters arising to consider.

### 8.5 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.

### 8.6 Correspondence items

#### From Chair:

There were n correspondence items from the Vice Chair.

#### From Head:

The Headteacher confirmed the Nottinghamshire County Council Newsletter would be made available to all governors.

#### From Clerk:

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

The School Governors' Annual Conference and Awards 2017 is taking place on Saturday 3rd March at 9.30 to 2.00pm at the DeVere Conference Centre, Triumph Road, Nottingham. The Conference theme is "Celebrating Governance in Raising Aspirations".

The key note address will be delivered by John Edwards, Regional Schools Commissioner for the East Midland and Humber. There will be a choice of ten workshops, including;

- Staff wellbeing;
- Parental engagement;
- Creating a motivating learning environment for staff;
- RRSA - The Unicef Rights Respecting School – A new model for School Improvement;
- Challenging times, challenging numbers;
- The role of the Virtual School and the education of children in care;
- Understanding SIMS
- A review of the strategic process management systems within school
- Networking and sharing for governors from special schools
- The responsibility of governing bodies in the management of safeguarding

There will be presentation of 'Governor Awards', in recognition of the contribution made in the following categories;

- Service to School Governance;
- Effective Governance for the Whole Governing Body;

- Effective Governance for an Individual Governor.

Six governors confirmed that they would be attending.

### **GBL&FM/09/17-18 LEADERSHIP AND MANAGEMENT**

#### **9.1 School Improvement Plan (SIP), Self Evaluation Form (SEF), Quality assurance documents and Ofsted**

Governors confirmed the documents had been received in advance of the meeting.

Ms Gell, staff governor, reported that using the quality assurance documents as a benchmark, the SIP had been reviewed and updated. Governors are now linked to areas and will meet with Senior Leaders to undertake a termly review of their specific area. The Senior Leaders will contact governors directly to arrange a suitable meeting date and time. Governors will be asked to provide updates at meetings which will ensure relevant information is both shared and current.

There will be a focus on specific areas of the plan, for example, curriculum pathways and governor skills. The Head commented that using the quality assurance guidance we can clearly identify progress. The recent governance review paralleled this along with recognising governor impact on school improvement.

The Vice Chair thanked Ms Gell for presenting the update and reminded governors that Senior Leaders will be in contact to arrange meetings.

### **GBL&FM/09/17-18 FINANCIAL MANAGEMENT**

#### **9.1 Finance, budget and funding**

Mrs Fletcher, presented the Chart of Accounts Review which had been received by governors in advance of the meeting.

Mrs Fletcher provided an overview of the headings and highlighted the following:-

- All invoices are now being paid by BACS, this is a far more efficient system;
- £19,543.57 (commitment column) for the purchase of lighting for the main hall in the new build;
- £7,869.85 (remaining budget column) limited maintenance costs have been paid for the West Bridgford site;
- £12,875.15 (remaining budget column) underspend on energy bills. There have been no charges for electricity, water and heating. The energy costs on the Cotgrave site have been met by the contractors;
- -£9417.72 (remaining budget column) the deficit is due to an overspend in supply staff costs
- £331,248.10, equates to 19% of the budget remaining. There is no predicted deficit at Period 9.

The Vice Chair commented that governors had been encouraged to attend the budget planning meeting to gain an understanding of the current picture and three year plan and thanked governors for attending. The Head said that we are in line with the three year plan and expects the budget for next year to increase due to a rise in pupil numbers. We have insisted that any new pupils joining the school from April be moderated in January, this enables us to have the finances in place to meet the needs of individuals. The 2018/2019 budget will known by February half term.

The Vice Chair thanked Mrs Fletcher for presenting the Chart of Accounts and providing a positive overall picture.

#### **9.2 Schools Financial Value Standard (SFVS)**

Governors received the completed SFVS in advance of the meeting.

Mrs Fletcher confirmed that following recommendations, minor adjustments had been made. Governors approved the SFVS and this was signed off by the Vice Chair. The Head confirmed the

SFVS would be submitted to the Local Authority before the 29<sup>th</sup> March deadline date.

Head

### 9.3 Finance strategic action plan/governor finance skills audit

Governors confirmed this had been completed.

### 9.4 Finance Policy amendments

Governors confirmed the amended draft Finance Policy had been received in advance of the meeting. It was noted that incorporating BACS to make payments had also been included in the Finance Policy. Governors approved the Finance Policy.

The Vice Chair referred to the benefits of receiving draft amended model policies from the Local Authorities policy writers and the importance of ensuring compliance.

Mrs Fletcher updated on the General Data Protection Regulation (GDPR) which comes into effect from May 2018. A number of staff members have attended GDPR compliance training at a cost of £250.00 per person. The Head said this is a big piece of work to undertake and we need to ensure we have the resources to guarantee continuing compliance. Following a brief discussion, governors agreed to revisit at the next meeting to discuss further.

Agenda  
item

### 9.5 Use of My Donate and Trust Fund for building works at Cotgrave

Mrs Fletcher reported the following school fund balances:-

- £72,141.42 – Santander account
- £130,661.80 – TSB account

Total as at 31<sup>st</sup> December 2017 = £202,803.22

The Head reported that £170,00.00 had been accounted for, to be used in the new build, leaving an approximate balance of £32,803.00.

Mrs Fletcher reported the following donations had been received:-

- £4,000.00 from Tesco;
- £2,000.00 from the CO-OP;
- £1,600.00 from a local Public House;
- £40,543.00 from the Eileen Kemp Trust;
- £25,000.00 from Wolfsen.

Governors wished to record their thanks for all donations received. **A governor asked if there would be an Open Day for those who have donated.** The Head said there is an Open Garden weekend in June in the village and suggested the Open Day coincide with that weekend. Governors agreed this would be an opportune time to also invite the local community. The Vice Chair asked the Head to circulate the date of the Open Day once confirmed.

Mrs Fletcher wished to thank the Head for her efforts in ensuring donations were received. The Vice Chair also wished to thank the Fundraising team for their hard work and Mrs Fletcher for sending out thank you letters and regular updates including photographs.

Head

**Mrs Fletcher left the meeting at 6.14pm**

## GBL&FM/10/17-18 PERSONNEL MATTERS

### 10.1 Policy management

Governors confirmed the draft Safeguarding Policy and draft Health and Safety Policy had been received and reviewed in advance of the meeting.

The Head said that following the governance review she had actioned the recommendations of the reviewers regarding policy management. A governor asked if all staff had read the safeguarding policy. The Head said there are seven policies which are compulsory, staff read them and sign to confirm they have been read. The list of compulsory policies are attached to the induction policy for new staff. Mrs Tyler commented that she had noticed a discrepancy in one of the draft policies and agreed to forward to the Head.

Mrs  
Tyler

Governors approved the Safeguarding Policy and Health and Safety, subject to the discrepancy raised by Mrs Tyler.

## 10.2 Staffing update

The Head reported that there had been a high number of absences. Procedures are being followed to ensure individuals are supported including those who remain working. Extra resources have been provided to enable the staff absence process to be managed effectively. Timely reviews are taking place, written warnings have been issued and governors may be required to sit on disciplinary panels. The clerk informed the meeting that she had access to a pool of governors willing to sit on panels should this be required.

A Site Manager has been recruited and will commence after half term at the Cotgrave site. The successful appointment was the only candidate interviewed and will be employed through the Local Authority Caretaking Services, initially on a three month probation period.

Kerri Boaden has been appointed as Health Care Assistant from the start of term. The Head summarised Kerri Boaden's professional background in pharmaceuticals.

Chloe Smith has been appointed as Sports Apprentice and is working closely with the Occupational Therapist and a Sports Coach. She has made an excellent start and is thoroughly enjoying her role. The apprenticeship is for one year and is funded through Sports Premium funding and we have an option to build the position into the current staffing structure once the apprenticeship ceases. The Head said she would ask Chloe Smith to write a report to Governors on her role and future projects.

Head

Rebecca Walker has completed her NVQ Level 3 qualification and has been appointed to the Level 3 Teaching Assistant role from January.

**Confidential item (see confidential appendix)**

## GBL&FM/11/17-18 REPORTS

### 11.1 External reports;

Governors confirmed that the reports had been received in advance of the meeting

#### Pat Bullen's report (School Improvement Partner)

Mr Whitmarsh had attended the meeting with Pat Bullen and commented that the meeting had been very positive and Pat Bullen was very complimentary about the school.

#### Governors Code of Conduct

Governors adopted the Governors Code of Conduct. It was agreed to publicise on the school website. The Head agreed to send out and all governors to sign and bring to next meeting.

### Complaints Policy

Governors adopted the Complaints Policy.

Head/  
Govs

### 11.2 Website management

The Vice Chair asked for a volunteer to undertake a review of the school website to ensure compliance. The Head commented that the governance review highlighted that a website audit was recommended and a checklist is available to support this. Mrs Tyler agreed to do the audit and report her findings to governors.

Mrs  
Tyler

### 11.3 Partnership and collaborations

There was no update for governors to consider.

### 11.4 Governor monitoring and training reports

Ms Gell confirmed that the Governor visits form had been emailed to all governors for completion and return. The form includes columns to evidence actions and impact. Governors agreed to complete and return.

Govs

A governor commented on her recent visit to the new site and asked if the staff room internal structure was complete as there are metal bars which appear to be inappropriately placed. The Head said she raised this as a concern at the handover visit and this has been addressed. She had started as “snag list” which will be completed by the contractors.

A governor commented on the narrow space at the rear of the building, there being approximately a three foot gap to the perimeter fence. Following a brief discussion, the Vice Chair asked the Head to add to the “snag list” and approach the Flying High Trust, Candleby Lane to discuss moving the perimeter fence a further three metres to enable appropriate access to the rear of the building.

### **11.5 Governing body review and action plan**

The Head said the Review of Governance and feedback/training had been completed. Governors confirmed the report from the review had been received. The Head asked for volunteers to develop an action plan based on the report. Mrs Parry-Evans agreed to draft a plan and email to governors for comments.

A governor referred to producing an Annual Summary and publicising on the website. The clerk explained the purpose of the summary. Governors agreed that much of this is included in the newsletter to parents.

**Mrs  
Parry-  
Evans**

## **GBL&FM/12/17-18 CONCLUDING ITEMS**

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

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

- Staff recruitment – attendance at interviews
- SIP meeting
- Review of Governance
- Policy review
- Governor visits
- Website audit

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

The Chair would inspect the school records on his next visit. In the absence of the Chair, Cllr Gardner, Health and Safety Governors was delegated to inspect the school records and sign off.

### **12.3 Confirm dates of future meetings**

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

Spring term 2018: 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

## **GBL&FM/13/17-18 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 7.10pm**

**Signed by the Chair:**

**Date:**

**ACTION POINTS FROM THE MEETING:-**

Reference	Action	Responsible
GBL&FM/09/17-18	Submit approved SFVS to LA by 29/3 GDPR – agenda item at next meeting Email the confirmed Open day to governors	Head and SBM Clerk Head
GBL&FM/10/17-18	Email to the Head the query noted in the Policy Ask Chloe Smith to produce a report to Governors	Mrs Tyler Head
GBL&FM/11/17-18	Undertake a website audit Complete and return visits forms to Ms Gell Produce a draft action plan for governors Email CoC to governors to sign and bring to next meeting	Mrs Tyler All governors Mrs Parry-Evans Head and Govs

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