

Ash Lea School Governing Body

Minutes of the spring term full governing body pupil and teaching meeting held at the school on Thursday 22nd March 2018 at 5.30pm

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

GBP&T/06/17-18 PRELIMINARIES

6.1 Apologies for absence

ACTION

Apologies for absence were received and approved from the Vice Chair, Mrs Nicholson and Mr Nowicki.

6.2 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.

6.3 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.

6.4 Minutes of the Last Meeting

Minutes of the meeting held on Monday 5th February 2018, copies of which had been previously circulated, were taken as read, confirmed and signed by the Chair.

Action points

| Reference | Action | Responsible | Outcome |
|-----------------|---|--|--|
| 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 | Completed Done Completed |
| 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 | Done c/f to next mtg |
| 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 | Ongoing Completed Ongoing Completed |

Matters arising

The Head said the Open Day will be the weekend of 23rd and 24th June. The official opening of the new building planned for 22nd June. This needs to be confirmed by the LA. All contributors will be invited to attend.

The budget for 2018/2019 has been received, it is slightly higher than the previous year. Pupil numbers have increased from 72 to 76. The three year recovery plan is looking positive, we are able to set a budget and there is some surplus. **The Chair asked that if you think new pupils are incorrectly moderated is there a case to appeal.** The Head said not until the following year. **A governor sought clarification of numbers for next year.** The Head confirmed 76 pupils with a potential to increase further, our capacity is 90 but we will not go to the maximum. **A governor asked if new pupils move with their allocated funding.** The Head summarised, referred to individual cases and said we will not take on more pupils that will have an impact on those already here although we have had an increase in the number of enquiries.

The Head said Mrs Fletcher would email the date for the budget setting meeting once confirmed.

**Mrs
Fletcher**

6.5 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.

6.6 Correspondence items (confidential – part)

From Chair:

The Chair read a letter from the pupils in Class 5 requesting approval for the purchase of outdoor equipment totalling £253.78. Following a brief discussion, governor approved the purchase.

Confidential item

See confidential appendix.

From Head: There were no correspondence items to report

From Clerk: There were no correspondence items to report

GBL&FM/07/17-18 PUPIL OUTCOMES

7.1 Attainment and progress

Governors had received the interim report in advance of the meeting.

Ms Gell said the progress reviewed across the various groups, pupil premium, girls, boys and minority ethnic, is good. Girls are currently not achieving at the same level as boys. All pupil premium pupils and looked after children made good progress, minority ethnic groups made good or better progress but less pupils made outstanding progress.

In September we had a much larger cohort settling into a new environment. In many instances the IEP's were set by their previous teachers, this has proved problematic at times. From June 2018, IEP's will be set by both teachers to ensure consistency and smoother transition.

A new tracking system has been introduced, populating is a huge task, we have managed 33% baseline pupils so far, we should complete by the end of the Summer term. One of the areas we have identified is the cusp of pre-formal learners and semi-formal learners.

Our IEP process needs to be more robust to track pupils while the new system is embedded. The IEP process has not kept to the timeline, this is possibly due to the moving of sites. We want to tighten up this process with parents and external partners. The Head summarised the process; staff do initially and this is moderated by Ms Gell.

Ms Gell had a productive staff meeting earlier in the week where the idea of buddying was discussed and well received. The risk of not adhering to the tight timelines results working to the IEP for only six months of the year. The Head commented that engaging with parents also supports the SIP. **A governor asked if examples of good practice are shared with all staff.** Ms Gell confirmed this.

7.2 Progress against school priorities

This has been discussed in the attainment and progress report.

GBL&FM/08/17-18 TEACHING, LEARNING AND ASSESSMENT

8.1 Curriculum

The Head updated on the review of the curriculum. On Friday 9th March she had done a learning walk with Mrs Parry-Evans and commented that the school vision was apparent and working effectively. Mrs Parry-Evans said the impact the new space has made was noticeable and the building compliments the needs of the children, it works very well. Pupils have also adapted to the extra space well. The small break out areas are used effectively, the atmosphere is calming and the environment encourages and allows children to learn. Staff are delivering brilliant lessons and everyone is working to the same shared vision. The Chair said that a positive report had also been received by Pat Bullen, Education Improvement Adviser, the Head said she had commented on the outstanding practice in the classroom. **A governor asked what could be improved further.** Ms Gell said the Senior Leadership Team are aware that planning is inconsistent and teaching assistant's deployment.

8.2 CPD (Staff and Governors)

The CPD report was received in advance of the meeting written by Ms. Davies. The Head reported that the CPD Plan has been updated, it needs to link to the SIP. There is a focus on recruitment and retention and we will be doing coaching/mentoring. Two female teachers, through the teaching school, are doing "Leadership Now" a subsidised course that covers returners to work and access to leadership roles.

We continue to work with support staff doing Makaton. All teachers are receiving training on how to identify and write effective outcomes and preparing pupils in Year 10+ for adulthood, employability and transition. Ms Gell has undertaken courses on mental health, also safeguarding continues to be a priority across the school.

GBL&FM/09/17-18 BEHAVIOUR, SAFETY AND PERSONAL WELFARE

9.1 Safeguarding (confidential – part)

The Head reported that the safeguarding audit has been completed and shared with staff and governors. Sandra Gell and Kate Davies have done the DSL refresher. The Head has done “What’s new in Safeguarding”. Sadie Fletcher has attended a one day course on “Working Together” information sharing with other agencies, working together to ensure best practice.

Confidential item

See confidential appendix.

9.2 Attendance (confidential - part)

The Head said currently there is no designated lead for pupil attendance. Lucie Dale, lead teaching assistant, has been doing some work on it and the Head is overseeing for the interim and gave assurance that someone will be identified to take on the role from September. We currently have a teaching vacancy so the lead for pupil attendance could be linked to this position. Kate Davies has reviewed the staff attendance and included referrals and other support. The Head wished to thank the governors for supporting the staff wellbeing and attendance initiative. Staff now have a greater understanding of the process. **A governor asked how staff absence was calculated.** The Head said it is calculated on a rolling year.

Confidential item

See confidential appendix.

9.3 Behaviour

This had been presented in the interim report from Ms Gell.

9.4 Equalities

There were no equality issues to report.

9.5 SMSC and British Values

The Head said that Heather Keating had produced and emailed a report to governors. The report reflects the vision, values and ethos of the school which we need to capture and include in a celebratory document.

9.6 LAC Report

Ms Gell said the reports on Pupil Premium and LAC had been updated and publicised on the school website. The Special Schools Assessment Group had met and done a focus on the impact of pupil premium funding. Examples of best practice had been shared across the group and some changes have been implemented in school. The support and provision for Pupil Premium pupils and LAC has been reiterated to staff. **A governor asked if there was any discussion about funding for children in care.** Ms Gell said there was no discussion although we have two LAC not in receipt any funding. The Head said we have to ensure our LAC and children in care pupils receive every opportunity to access out of school activities.

9.7 Pupil and staff wellbeing

Governors received the Pupil and Staff wellbeing report in advance of the meeting. Mrs Nicholson and Cllr. Gardner met with Ms. Gell to discuss this area prior to the meeting. Mrs Nicholson wrote a governor visit report.

The Head reported that from September 2017 we have focused and tapped into support for

pupils with mental health. A focus on this work will continue next term and Ms Gell had attended two mental health conferences. Ms Gell is also doing a Level 2 qualification on mental health. Funding has been ring-fenced for a teaching assistant to attend an emotional care course. Strategies are being used more widely and a full staff meeting has been held to gain an understanding of where a “happy place” is for each child. All staff need levels of understanding and an inset day has been scheduled to provide further training. The Chair had also attended the meeting and wrote a governor visit report.

9.8 External reports

Governors had received a report from Pat Bullen, Education Improvement Adviser, in advance of the meeting.

9.9 General Data Protection Regulation (GDPR)

Head

The Head said that we have bought into the Local Authority training and toolkit. This is a huge task that will take careful management and oversight, Rachel Day is busy populating eight policies that governors will need to adopt. Sadie Fletcher is also doing a lot of work in preparation for 25th May 2018. The Head agreed to email the link to the free online training. Governors discussed minimising risk in terms of governance and sharing information and agreed that the use of Governorhub was GDPR compliant and the preferred communication route. The Head said the GDPR training had been added to the staff induction.

GBL&FM/10/17-18 CONCLUDING ITEMS

10.1 Evidence of governing body impact on school improvement

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

- Pupil and staff wellbeing
- Supporting staff CPD request
- Approval of outdoor equipment
- Review of policies (website audit)

10.2 Arrangements for Chair to inspect school records

Cllr Gardner, Health and Safety Governor, was delegated to inspect the school records and sign off.

10.3 Confirm dates of future meetings

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

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

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

GBL&FM/11/17-18 CONFIDENTIALITY AND COMMUNICATION

It was agreed that three 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 7.16pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

| Reference | Action | Responsible |
|----------------|---|-------------|
| GBP&T/06/17-18 | Email the confirmed budget setting meeting date and time to governors | SBM |
| GBP&T/09/17-18 | Email GDPR online training link to governors | Head |

| 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 | Y | | |
| Mr J Pickering | Y | A | Y | A | | |
| Cllr S Gardener* | A | Agreed AM | A | Y | | |
| Ms S Gell | Y | Y | Y | Y | | |
| Mrs M Nicholson | Y | A | Y | A | | |
| Mr B Nowicki | Y | A | Y | A | | |
| Mrs J Parry-Evans | Y | Y | Y | Y | | |
| Mrs R Tyler | Y | Y | Y | Y | | |
| Mr B Whitmarsh | Y | Y | Y | Y | | |
| Mrs Y Wilson | A | A | Y | Y | | |
| Mrs D Wigley | Y | Y | Y | Y | | |
| *Associate member (AM) | | | | | | |