

## Ash Lea School Governing Body

### Minutes of the summer term full governing body. Leadership and management meeting held at the school on Monday 21<sup>st</sup> May 2018 at 5.30pm

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

#### GBL&M/12/17-18 PRELIMINARIES

##### 12.1 Apologies for absence

Apologies for absence were received and approved from Mr Nowicki and Cllr. Gardner

**ACTION**

##### 12.2 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.

##### 12.3 Membership

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

##### Attendance requirements

It was noted that a governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school. (The School Governance (Constitution) (England) Regulations 2012). There were no attendance requirements to consider.

##### Vacancy update

The clerk reported one co-opted vacancy.

##### End of terms of office

There are no end of terms of office to consider.

##### 12.4 Minutes of the last full governing body meeting, review of actions and matters arising.

Minutes of the meeting held on Thursday 22nd March 2018, copies of which had been previously circulated, were taken as read, confirmed and signed by the Chair.

### Action points

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

### Matters arising

There are no matter arising from the minutes.

### 12.5 Minutes of governing body committees

The details and outcomes of the finance budget meeting on the 8th of May 2018 were discussed and approved.

### 12.6 Chair or Vice Chair emergency action since last meeting (confidential item)

See confidential appendix.

### 12.7 Correspondence items (confidential item - part)

#### From Chair

The Chair had no correspondence to report

#### From Headteacher

See confidential appendix.

#### From Clerk

The clerk had no correspondence to report.

## GBL&M/13/17-18 SCHOOL PROGRESS

### 13.1 Headteacher report (confidential item)

See confidential appendix.

### 13.2 Pupil premium: how funding is spent and its impact on the achievement of targeted children

Governors confirmed that the pupil premium impact report had been received in advance of the meeting. The report has also been publicised on the school website. Mrs Gell said 19 pupils were receiving pupil premium at this time and summarised the key points:-

- Teachers felt that the Achievement for All (AfA) meetings with parents to plan the IEP is had been beneficial in promoting a consistent approach, to identify priority learning areas and to work on EHCP outcomes. It was noted that 85% of parents had attended the IEP meetings.
- Teachers were already seeing an impact on emotional regulation through the focus on mental health and sensory processing.
- Impact in other areas was either more variable or could not yet be measured due to the intervention not having run for long enough or not yet taken place.
- Most impact forms stated that the interventions were working and should continue.
- Where pupils are not making progress with the interventions that are in place, it is more important that more individualised interventions are considered.

### 13.3 Update on approval of budget 2018-2019

Governors confirmed the following documents had been received in advance of the meeting:-

- Certified Summary of School Fund transactions, carried out by the School Business Manager at St' Giles School, Retford. This was discussed and approved by governors. The match funding contribution of £17,000.00 to Lords Taverners for a new tail lift minibus was also approved by governors. The Chair agreed to arrange with the Chair of Lords Taverners, a formal presentation of the minibus;
- Governors statement 2017/2018, this was presented by Mrs Fletcher and approved by governors;
- Year end financial statement 2017/2018 this shows a carry forward of £77,118.36, this includes:-
  - savings on utilities while at the West Bridgford site, cleaning equipment and teaching equipment.
  - Donations of £21,000.00.
  - Income from staff absence insurance.

Chair

Mrs Fletcher commented that should there be no charges for utilities while at the West Bridgford site, the carry forward amount will be transferred into the contingency fund.

#### The School Budget 2018/2019

- The funds available = £1,750,065.00, of which 85.3% is allocated to staffing costs.
- The projected balance for 2018/2019 is £3,760.00.
- Utilities (electricity) costs average = £1,600.00 per month. Staff have been made aware and been reminded to turn off lights and devices at the end of the day.

The Head said that a post for a School Business Manager/Office Manager has been included in the 2018/2019 budget. The school has employed an apprentice this year, which we want to continue in 2018/2019. We are developing a job description and there is money in the budget for a teaching assistant apprentice.

There is also an opportunity, following the resignation of the teaching staff member, to advertise a full-time teaching post. We are also able to build additional Senior Leadership Team capacity which will require moving Kate Davies out of the classroom and allow us to advertise for a further teaching post, this will improve capacity within the SLT and across the school. We will look to appoint a possible NQT and Kate Davies will mentor, as Mrs Gell has successfully done this year. This will need to be reviewed next year, depending on pupil numbers. There are currently 78 pupils on roll, 2 pupils have joined and funding has been agreed for this. There are 76 pupils confirmed on roll from September 2018, and, following the moderation in January 2019, we will have at least 2 more pupils. Our capacity is 90 pupils overall.

Following a brief discussion, governors approved the proposal to advertise for an NQT from September and for Kate Davies to have a non-teaching role.

The Chair read a letter from Class 7 requesting £300 funding for a "leaving their mark" project. The funding would cover the cost of:-

- An outdoor table;
- Tin of Cuprinol wood treatment;
- Spray paint
- The services of a graffiti artist.

The Chair tabled the artwork that Class 7 wished to display in the outdoor area of the classroom. Following a brief discussion, governors approved the request for the £300 funding.

### 13.4 Update on purchase of services for academic year 2018-2019

Mrs Fletcher presented the Value for Money Statement, and summarised the savings in:-

- Grounds maintenance;
- Fire and security;
- Moving and handling equipment services;
- Internet providers.

Governors thanked Mrs Fletcher and approved The Value for Money Statement.

### 13.5 Consider arrangements for Headteacher performance management for academic year 2018-2019

Governors approved the appointment of Pat Pullen, School Improvement Partner, for a further year to support the Headteacher performance management for 2018/2019. The Vice Chair and Mrs Parry – Evans were confirmed as performance management governors.

### 13.6 Policies for review/approval

The Head agreed to place on Governorhub the following policies for review and comments:-

- Anti-bullying policy
- Behaviour policy
- Equalities policy

The Head commented that the publication of policies on the website required addressing as noted by the Ofsted inspector. This will be updated in the next few weeks and we will also ensure the policy documents are presented in the same format.

The Head referred to GDPR and reported that a company specialising in services to manage the transfer of paperwork and files etcetera to electronic files had spoken to the School Business Managers to offer the provision to transfer all paperwork into e-documents ensuring GDPR compliance. The offer is for a three-year contract charged at £100 per month. The service providers are visiting the schools to provide a quotation for setup costs which are expected to be in the region of £5000.00.

Following a brief discussion, governors agreed it would be best practice to ensure all papers are electronic. The Head agreed to ask Mrs Fletcher to contact the service providers for a quotation.

**Mrs Fletcher**

## GBL&M/14/17-18 GOVERNORS REPORTS

### 14.1 Governor training and development

Governors reported the following training:-

- Marie Nicholson attended safer recruitment training on 10<sup>th</sup> May.
- Ben Whitmarsh attended a GDPR briefing on 3<sup>rd</sup> May

### 14.2 Reports from governor monitoring visits

Date	Focus	Who	Links to SIP
25/01/18	Interview panel for site manager	S Gardner	Leadership and Management - recruitment
26/01/18	Interview panel for TA	M Nicholson	Leadership and Management - recruitment
05/03/18	Attend staff meeting re: mental health	A Macdonald	Personal Development, Behaviour and Welfare with a focus on pupil's behaviour and mental health. Deeper understanding of the school's effectiveness
08/03/18	Class 5 visit	M Nicholson	Quality of Teaching, Learning and Assessment – class link
08/03/18	Learning walk	J Parry-Evans	Quality of Teaching, Learning and Assessment

			Outcomes for pupils
12/03/18	Health and Safety visit	S Gardner	Personal Development, Behaviour and Welfare
16/03/18	Health and Safety visit	S Gardner	Personal Development, Behaviour and Welfare
21/03/18	Meet with S Gell re mental health	M Nicholson S Gardner	Personal Development, Behaviour and Welfare with a focus on pupil's behaviour and mental health
21/03/18	Class 5 visit	M Nicholson	Quality of Teaching, Learning and Assessment – class link
29/03/18	Class 5 visit	M Nicholson	Quality of Teaching, Learning and Assessment – class link
19/04/18	School transport issues	S Gardner	Leadership and Management - complaints
21/04/18	Health and Safety	S Gardner	Quality of Teaching, Learning and Assessment
01/05/18	Class 7 visit	S Gardner	Quality of Teaching, Learning and Assessment – class link
03/05/18	Head Teacher meeting	A Macdonald	Leadership and Management
08/05/18	Budget meeting	B Nowicki S Gardner Y Wilson	Leadership and Management
11/05/18	HT appraisal	J Pickering J Parry-Evans	Leadership and Management
11/05/18	Safeguarding check	M Nicholson	Leadership and Management
14/05/18	Pre Ofsted meeting with the Head	A Macdonald	Leadership and Management
15/05/18	Ofsted	A Macdonald J Parry-Evans	Leadership and Management

The Head said there is a lot of time invested in attending governor monitoring visits, we therefore, need to ensure this is evidenced correctly and reports include actions and impact. Mrs Gell agreed to upload the monitoring visits onto Governorhub. The Head referred to the visit report done by Mrs Nicholson following her safer recruitment training and visit. Mrs Nicholson presented her recommendations from the visit for information. Recommendation will be implemented.

**Head**

### **14.3 LAC Report to Governors**

Mrs Gell reported on the LAC consultation which closed in November 2017 and the new guidance produced in February 2018, which included post looked after children. Mrs Gell said as the designated LAC teacher she could not be the LAC governor, a new link governor would need to be identified to oversee this role. Following a brief discussion, the Chair agreed to take on the role of LAC governor.

### **14.3 Communication with stakeholders (parental/pupil/staff/community)**

The Head said there had been twenty one responses on the DfE Parent View site, comments were positive. The school had also held two parent consultations on IEP's and the curriculum review, twenty responses had been received, the majority were very positive. A few parents felt the curriculum was suitable for some, not all pupils.

### **14.4 Website update**

Governors hold an important public office and their identity should be known to their school and

wider communities. In the interests of transparency, a governing body should publish on its website up-to-date details of its governance arrangements in a readily accessible form.

This should include:

- the structure and remit of the governing body and any committees, and the full names of the Chair of each;
- for each governor who has served during the last academic year:
  - their full names;
  - date of appointment;
  - term of office;
  - date they stepped down (where applicable);
  - who appointed them (in accordance with the governing body's instrument of government);
  - relevant business and pecuniary interests (as recorded in the register of interests) including:
    - governance roles in other educational institutions;
    - any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives);
- the attendance record at governing body and committee meetings during the last academic year.

Governing bodies should also publish this information for associate members, making clear whether they have voting rights on any of the committees to which they have been appointed.

Reference: 'The constitution of governing bodies of maintained schools – August 2017'.

The Head proposed that external agency, CODA, undertake a website audit for the school in order to ensure GDPR compliance.

Following a brief discussion, governors agreed that CODA undertake the website audit and the Head report the findings at the next meeting.

**Head**

#### **14.5 End of year impact statement**

The clerk informed the meeting of the need to produce an end year impact statement from governors and publicise on the school website. The clerk said that a template had been produced and agreed to email to the Chair.

Following a brief discussion it was agreed that Mrs Nicholson and the Chair would meet to draft an impact statement for governors to consider

**Mrs  
Nicholson  
/Chair**

#### **GBL&M/15/17-18 Education governance reports**

##### **15.1 Implementation of general data protection regulations (GDPR)**

On 25<sup>th</sup> May 2018 the Data Protection Act 1998 will be replaced and the formal implementation of GDPR will take place. The GDPR seeks to give people more control over how organisations use their data and introduced hefty penalties for organisations that fail to comply with the rules. The implementation of GDPR will have significant implications for schools.

Mrs Fletcher tabled the documents requiring approval from the governors before the 25<sup>th</sup> of May 2018 to ensure the school or GDP are compliant governors agreed to approve the following:-

- The role of the designated data protection officer is Kate Davies
- The role of The senior information risk owner is the Head
- The role of the IG link governor is Rachel Tyler

It was noted that the Head and School Business Manager had attended GDPR training on 7<sup>th</sup> and 19<sup>th</sup> March. Kate Davies will be attending DPO training in July. Staff had completed the online

GDPR training.

The following documents were approved:-

- The profile and role of the DPO
- The role and profile of the S I RO
- The role of the I G link governor
- The data flow mapping matrix
- The asset register
- The security measures policy
- The information governance strategy
- The privacy statement

The above documents were duly signed and dated by the Chair.

The Head informed governors that it is no longer acceptable to use personal emails, therefore school email accounts have been set up for all governors and full details will be emailed out to all governors and forward the information to the clerk.

**Head**

**A governor asked about compliance with third parties.** The Head said that the relevant documentation had been sent to all third-parties is to ensure fully compliant

A governor commented on the recent GDPR information session for governors and said it had been very informative.

Governors wished to thank Rachel Day, admin assistant, for her work on GDPR and ensuring the school has processes in place to be compliant by the 25th May.

## **GBL&M/16/17-18 CONCLUDING ITEMS**

### **16.1 Safeguarding and child protection**

The Head reported that:-

- Mrs Nicholson had attended safer recruitment training
- Mrs Davies and Mrs Gell had completed DSP training in April
- There will be a whole staff training on safeguarding and health and safety on 3<sup>rd</sup> and 4th September, to which governors are invited.

### **16.2 Health and safety**

The Head reported that she, the Site Manager, and Councillor Gardiner, health and safety governor had attended a health and safety meeting on the 26th of April. The Head said there had been a significant drop in incidents logged since the return to the Cotgrave site. The use of “safe space” and “red incidents” are minimal. There is no behaviour and attendance lead at present, this post has been re-advertised as a temporary TLR post. Two applications have been received, there will be an interview process including a case study.

### **16.3 Equality incidents reported since the last meeting**

There were no equality incidents to report

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

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

- Review of policies;
- Communication with parents;
- Introduction of post Ofsted action plan;
- Approval of proposals on staff recruitment; increasing capacity in SLT.

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

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

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

The Head said the official opening of the new site will be on 22<sup>nd</sup> June. New signage has been ordered instead of a school plaque.

Parents will be invited to visit the school during the Open gardens weekend on 23<sup>rd</sup> and 24<sup>th</sup> June between 2.00pm and 5.00pm

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

Summer term 2018;

FGB (pupil and teaching) Monday 16th July at 5.30pm

Autumn term 2018;

FGB (Leadership and management) Monday 8<sup>th</sup> October at 5.30pm

FGB (pupil and teaching) Thursday 29<sup>th</sup> November at 5.30pm

Spring term 2019;

FGB (Leadership and management) Monday 4<sup>th</sup> February at 5.30pm

FGB (pupil and teaching) Thursday 21<sup>st</sup> March at 5.30pm

Summer term 2019;

FGB (Leadership and management) Monday 20th May at 5.30pm

FGB (pupil and teaching) Thursday 4th July at 5.30pm

### GBL&M/18/17-18 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 7.50pm**

**Signed by the Chair:**

**Date:**

#### ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
GBL&M/13/17-18	Arrange for official presentation of new minibus with Chair of Lords Taverners	Chair	
	Quotation for transfer to e-documents	Mrs Fletcher	
	Email govs to express an interest in joining working group	Chair	
GBL&M/14/17-18	Draft Governors Impact Statement for consideration	Mrs Nicholson/Chair	
GBL&M/15/17-18	Email new email addresses to governors and clerk	Head	



### ATTENDANCE AT MEETINGS 2017/2018

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

