

## Ash Lea School Governing Body

### Minutes of the summer term full governing body, pupil and teaching meeting held at the school on Monday 16<sup>th</sup> July 2018 at 5.30pm

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Membership		Dr A Macdonald, Chair
(A denoted absence)	A	Mr J Pickering, Vice Chair
		Ms S Gell
		Mrs M Nicholson
	A	Dr B Nowicki
	A	Mrs J Parry-Evans
	A	Mrs R Tyler
		Mr B Whitmarsh
		Mrs Y Wilson
		Mrs D Wigley, Headteacher
		CLLr S Gardener, Associate member

In Attendance Mrs R Harvey, Clerk to the Governors

**It was agreed at the start of the meeting to move agenda item External reports to follow the preliminaries.**

#### GBP&T/12/17-18 PRELIMINARIES

##### 12.1 Apologies for absence

Apologies for absence were received and approved from Dr Nowicki, Mrs Parry-Evans and Mrs Tyler and Mr Pickering

**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.

The clerk reported that Dr Nowicki had sent apologies for a number of meetings during the last six months. Governors take on this role with all the best intentions but due to circumstances beyond their control they may not be able to commit fully to the role, in these cases there may be merit in considering an associate member position. This will ensure the person has a continuing interest and commitment to the school. The Head and Chair agreed to contact Dr Nowicki to discuss options and whether he wished to remain.

**Head/  
Chair**

### Vacancy update

The clerk reported one co-opted vacancy.

The Head said she had been approached by Linda Lynn-Cook, School Improvement Advisor, who had expressed interest on joining the governing body. The Head summarised Mrs Lynn- Cook’s professional background in SEND and as an Ofsted inspector. The Head agreed to contact Mrs Lynn-Cook to invite her to the next meeting with a view to being co-opted to the governing body.

**Head**

### 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 Tuesday 15<sup>th</sup> May 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&M/13/17-18	Arrange for official presentation of new minibus with Chair of Lords Taverners	Chair	In hand, the Head reported on the presentation of the minibus event
	Quotation for transfer to e-documents	Mrs Fletcher	To be done in house
	Email govs to express an interest in joining working group	Chair	Ongoing
GBL&M/14/17-18	Draft Governors Impact Statement for consideration	Mrs Nicholson/Chair	Ongoing
GBL&M/15/17-18	Email new email addresses to governors and clerk	Head	Completed

### Matters arising

There are no matter arising from the minutes.

### 12.5 Chair or Vice Chair emergency action since last meeting

There were no emergency actions to report.

### 12.6 Correspondence items

#### From Chair

The Chair had no correspondence to report

#### From Headteacher

The Head read out three thank you letters following the official opening of the school from Councillor Sue Saddington, Councillor Kay Cutts, MBE, and Liz Lester, Cotgrave Fete Planning Group who also sent thanks for the art work display for the fete.

#### From Clerk

The clerk had no correspondence to report.

## 12.7 External reports – web site audit CODA

The Chair referred to the Ofsted letter following the recent Ofsted inspection on 15<sup>th</sup> May 2018. The letter has highlighted areas for improvement within governance, we need to acknowledge the comments, accept the criticism and take this as an opportunity to address areas of weakness. The underpinning and work in the school is excellent but there are few areas under leadership and management that we need to improve as there will be a full inspection of the school over the next year.

A governor expressed her disappointment about the comments on not having an understanding of the governor role. The Head said there were some discrepancies around the leadership and the management of the school that governors should have recognised. The Chair said there were also a number of out of date policies publicised on the website. The criticisms are minor and can be easily addressed but we all need to consider whether time constraints prevent us from taking on the governor role fully. It is not only attendance at meetings there is work to be done outside the meetings.

The Head referred to the Review of Governance completed in January 2018 and commented that the production of an action plan following the review remains outstanding. The Ofsted inspection referred to this in his letter, so a number of key areas were correct in the assessment. The Chair proposed the governing body continue with the two formal meetings per term but introduce a task and finish working group to:-

- Address the actions from the Ofsted inspection;
- Produce an impact statement;
- Produce an action plan.

The Head reiterated that there needs to be a balance, the role is not solely attendance at meetings and provided an example of effective governance following the recent safeguarding visit by Mrs Nicholson. The time commitment is not necessarily about visiting the school, some monitoring work could be done from home, for example, reviewing and approval of policies. The staff governor agreed and commented that governors can have a discrete responsibility and share their findings through reporting back at governors meetings. The Head said governors have been delegated roles and responsibilities but we need to have a clear understanding of what we do to challenge and suggested producing the end of year impact statement would be a good starting point. Governors agreed that a school based refresher training with a focus on roles and responsibilities would also be beneficial. The clerk agreed to arrange.

Clerk

Governors discussed the importance of having link governors assigned to specific areas and the Chair suggested staff with specific leads be invited to do a ten minute presentation to governors at the start of a meeting. Governors also discussed in detail the roles and responsibilities, how this could link with the impact statement and agreed to introduce a task and finish working group. The inaugural meeting will be held on Thursday the 6<sup>th</sup> September at 6.00pm, during which the governors impact statement and the action plan will be developed.

The clerk suggested that during the school holidays there may be an opportunity to start some of the suggested work, for example, ensuring all policies are updated and ready for approval. The Pupil Premium and Sports Premium reports should also be publicised on the website, these could also be reviewed. The Chair agreed to take on the role of Pupil Premium and Sports Premium governor and agreed to review the reports in preparation for the task and finish working group meeting in September.

Chair

The Head said a full website audit has been completed by CODA and the report had been made available in advance of the meeting. Most recommendations from the report are compliant but a small number of actions remain outstanding.

The next Ofsted visit will be for two days, the inspection will, therefore, be more thorough with more time spent in the classroom. A one-day audit on safeguarding has been booked for early next term for which the Local Authority have provided extra funding, this supports the post Ofsted action plan.

**A governor asked how the staff had received the Ofsted letter.** The Head said staff remain positive overall. We have asked more staff to complete the staff questionnaire prior to the two day visit. A governor commented that twenty one parents had completed the online questionnaire, Parent View, and seventeen completed the Ofsted free text service for parents. Governors questioned whether this is a fair representation of the school. The staff governor said we need to encourage parents to use the website as it is a source of information. A governor commented that parental engagement when using the website is an ongoing issue. All correspondence from the school signposts parents to the website. It is a useful support and information tool and we need more parents to be using this resource effectively.

**Action:** Oliver Douglas to write a parent guide for the web site – to be sent early in the new school year.

The Head confirmed that CODA will revisit the website to ensure its parent friendly and easy to navigate.

In closing the Chair reiterated the actions:-

- Task and finish working group meeting on 6th September at 6.00pm;
- Arrange a school-based training/refresher on roles and responsibilities;
- The Chair to review the pupil premium and sports premium information on the school website;
- The Head to upload onto Governorhub the spreadsheet of review of policies cycle;
- The Chair to meet with Mrs Nicholson to draft ideas for the impact statement

**Head  
Chair/MN**

## **GBP&T/13/17-18 PUPIL OUTCOMES**

### **13.1 Progress against school priorities**

The Head said the Ofsted inspector did not like the format of the school improvement plan so this has been revamped, we will use the new format and update on a termly basis. For this meeting SLT have added an evaluation / impact section to the SIP. Governors noted that Mrs Tyler had attended a meeting with senior leaders and the Head of Foxwood School and Pat Bullen (Education improvement Adviser) to consider the format of the school improvement plan. The Leadership and Management section has been completed and the rest will be completed by September.

### **13.2 Attainment and progress – IEP update**

The IEP's have been reviewed and discussed with parents. This data will be available to present to governors in the autumn term.

## **GBP&T/14/17-18 TEACHING, LEARNING AND ASSESSMENT**

### **14.1 Progress against school priorities**

This item has been discussed under agenda item 13.1.

### **14.2 Curriculum review update**

The Head said we have sought opinions from our stakeholders, a parent questionnaire evaluation has been completed, there have been meetings with staff and a pupil focused forum held.

The parent forum did not work as expected. The parent event evaluation had five responses to hold a forum, of which 2 out of 10 parents responded. Luke Skillington had met with one parent, the Head had met with the other parent. The 1:1's proved very useful. We will continue to move forward with the parent forum idea. The clerk suggested targeting some new parents to the school from September. The Head was proud to report that the pupil forum was brilliant. There will be a full report in the autumn term.

### **14.3 CPD (staff and governors) Report from Kate Davies**

The Head said that she had introduced a new style Head Teacher's report to governors. It would

be much more focused on data with the narrative linked by documents on the school web site. All reports for both meetings will be in one document.

Three staff members have undertaken leadership courses. Luke Skillington has recently completed the course NPQML. Sarah Cody and Vicky Skillington have completed “Leadership Now” course. The impact of the CPD will be reviewed and presented to governors

**Confidential item (see appendix)**

## **GBP&T/15/17-18 BEHAVIOUR, SAFETY AND PERSONAL WELFARE**

### **15.1 Progress against school priorities**

This had been discussed under agenda item 13.1

### **15.2 Safeguarding - confidential item (see appendix)**

### **15.3 Behaviour and attendance lead - new appointments**

The Head reported that two new leads for behaviour and attendance, Luke Skillington and Caroline Morrison, both temporary TLR3 posts have been appointed and will start their roles in September 2018. They will be undertaking the following roles:-

- Caroline Morrison, mental health and well-being and intervention support;
- Luke Skillington, analysing data and behaviour.

Lucie Dale continues with MAPA training and working with the teaching assistants. In terms of attendance, this will be divided between Luke Skillington and Caroline Morrison.

### **15.4 Equalities**

This had been presented in the school improvement plan.

### **15.5 SMSC and British values**

The Head reported Heather Keating, is coming to the end of her first year at Ash Lea and produced a report on things to celebrate. The Head summarised the key points and suggested that SMSC and British values could be a possible link governor role. Mrs Nicholson commented that she felt the role was in her remit and would like to attend the next arranged learning walk. The Head agreed to advice of the date.

**Head**

### **15.6 LAC Report**

Sandra Gell, staff governor, said that the detailed report including the role of the governing body in LAC had been presented at the last meeting. One of the key points is to include previous LAC pupils in reporting. The staff governor reported:-

- There are 7 LAC in school;
- There are 3 previous LAC in school;
- There are 2 post 18 previous LAC in school.

### **15.7 Pupil and staff well being**

The Head summarised the termly absence breakdown including reasons for absence. Governors noted there had been 361 days staff absence. The Head explained the referral process and said the high number of absences is not without challenges. A number of staff have things happening in their personal lives which we need to consider while ensuring the school remains a safe and happy environment for learning. There is a dedicated outdoor space for staff to meet and talk in a supportive group environment. The process for managing staff absence including organisation and admin support is on track and we are managing the time frames well.

**A governor asked if there was an outcome from the previous query raised with regard to staff not employed by the school working in school.** The Head said there has been no response to the emails sent to Human Resources, Local Authority. The Head agreed to contact Andy Wilson,

**Head**

Human Resources, Local Authority, directly

## **15.8 General Data Protection Regulation (GDPR) – confidential item (see appendix)**

### **15.9 Policy review**

The following policies had been presented to governors for review:-

- Behaviour Policy;
- Physical intervention Policy;
- Lettings Policy;
- Equalities Policy;
- Anti-bullying Policy.

The Head asked for governors email comments/recommendations by Monday 23<sup>rd</sup> July.

The Chair agreed to arrange a visit to school to sign off the policies.

### **GBP&T/16/17-18 CONCLUDING ITEMS**

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

The impact statement had been discussed at length. The Chair and Mrs Nicholson agreed to draft some ideas in preparation for the task and finish working group meeting on 6<sup>th</sup> September.

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

Councillor Gardner, Health and Safety governor, had been delegated to inspect the school records during his next Health and safety visit.

### **GBP&T17/17-18 CONFIRM DATES AND TIMES OF FUTURE MEETINGS**

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

Autumn term 2018;

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

FGB (pupil and teaching) Thursday 6<sup>th</sup> December 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 20<sup>th</sup> May at 5.30pm

FGB (pupil and teaching) Thursday 4<sup>th</sup> July at 5.30pm

**The Head invited governors to the leavers presentation and barbecue on Tuesday 24<sup>th</sup> July at 6.15pm**

### **GBP&T/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 7.40pm**

**Signed by the Chair:**

**Date:**

### ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
GBP&T/12/17-18	Contact Dr Nowicki to discuss his intentions Invite Mrs Lynn-Cook to the next meeting. Arrange a school based governor training. Review PP and SP report Upload onto Governorhub the spreadsheet of review of policies cycle Draft ideas for the impact statement	Chair/Head Head Clerk Chair Head Chair/MN	
GBP&T/14/17-18	Advise Mrs Nicholson of date of next learning walk	Head	
GBP&T/15/17-18	Review policies and email comments to Head Contact Andy Wilson, LA	Govs 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	Y
Mr J Pickering	Y	A	Y	A	Y	A
Cllr S Gardener*	A	Agreed AM	A	Y	A	Y
Ms S Gell	Y	Y	Y	Y	Y	Y
Mrs M Nicholson	Y	A	Y	A	Y	Y
Mr B Nowicki	Y	A	Y	A	A	A
Mrs J Parry-Evans	Y	Y	Y	Y	Y	A
Mrs R Tyler	Y	Y	Y	Y	Y	A
Mr B Whitmarsh	Y	Y	Y	Y	Y	Y
Mrs Y Wilson	A	A	Y	Y	Y	Y
Mrs D Wigley	Y	Y	Y	Y	Y	Y
*Associate member (AM)						

