

MINUTES OF MEETING

School: Ash Lea School
Meeting title: Summer term meeting of the governing body
Date and time: Thursday 14th July 2022 at 5.30 pm
Location: At the School

Membership

'A' denotes absence

Mr G Baker
Mrs J Cooper
Dr M Bailey (Chair)
Mr C Hankinson
Miss H Maillet-Vioud – left at 7.03 pm
Mr G Monaghan
Mrs J Wood
Miss K Davies (Headteacher)

In attendance

Mr S Northedge (clerk to the governors)
Mr L Skillington (Assistant Headteacher)

GB/25/22 Apologies for absence

Action

There were no apologies for absence.

GB/26/22 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/27/22 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

2 x vacancies for Co-opted governors
1 vacancy for a Staff governor

The clerk brought to the attention of governors the following end of term of office:

Mrs J Cooper 05/12/22
Dr M Bailey 05/12/22 who announced her intention to step down at this point.

The instrument of governance has now been updated and changed to Nottinghamshire County Council. All governors agreed to this change.

Discussions also took place about the skills required on the governing body and the number of vacancies, with a need for HR and medical expertise noted.

There was also a discussion on increasing the number of co-opted governors to 7, but this was put on hold for now pending filling the current 2 vacancies.

GB/28/22 Approval of minutes of spring term meeting and any additional special governing body meetings

The minutes of the spring term meeting held on Thursday 17th March 2022 having been previously circulated were confirmed and signed by the chair.

Review of actions

FGB2/21-22/03 Liaise with staff about the staff governor vacancy

Ongoing – details to be circulated again at the start of the Autumn Term 2022

FGB2/21-22/04 Read and e-sign the Code of Conduct Update

Completed

FGB2/21-22/04 GIAS Review

Completed

FGB2/21-22/04 GDPR documents with Rachel Day

Completed

FGB2/21-22/04 Update Terms of Reference document

Completed

FGB2/21-22/04 Complete DBS check with SBM

Mr Monaghan to finalise and complete this process.

FGB2/21-22/07 Attend building project meetings on behalf of the GB

Completed

FGB2/21-22/07 Contact the LA about the building project to ensure compliance

Completed

FGB2/21-22/07 Update governors on the pupil receiving palliative care

Completed

FGB2/21-22/07 Share with governors, the job adverts for them to circulate via social media

Completed

FGB2/21-22/07 Budget setting 2022/2023

On agenda – to be addressed later in meeting

FGB2/21-22/07 Review CPOMs

Completed

FGB2/21-22/08 Covid catch up funding, pupil premium and sports funding update

On agenda, as separate item.

FGB2/21-22/12 Update the SFVS Sign off SFVS and submit to LA

Completed

FGB2/21-22/14 Read KCSIE document and complete safeguarding training

A reminder was given for any governors yet to do so, to complete the training through the National College.

FGB2/21-22/15 Produce action plan to present at the strategic committee meeting

Not yet completed – Mr Baker plans to do this over the Summer. Move to Autumn Term FGB agenda.

FGB2/21-22/16 Email completed governor training to Rachel Day

Completed

FGB2/21-22/17 Arrange for photograph to be taken in school

Some photographs still outstanding, to be completed at the end of the meeting.

Resend email

Completed

Complete health and well-being report

A report has been completed by Luke Skillington and presented to governors.

FGB2/21-22/22 Inspect and sign off school records during next Health & Safety Visit

Completed

GB/29/22 Update from Finance and Personnel Committee

The Finance and Personnel Committee had met on Thursday 19th May 2022.

Schools Financial Value Standard (SFVS) 2021-2022 (deadline 31.03.22)

Completed and signed off.

Approval of school budget (if not already agreed in actions from committees)

The budget has been approved by the Finance and Personnel Committee and this was also agreed by the Full Governing Body.

Governors consistent financial reporting out-turn statement including the intended use of balances (BO2) return

This was discussed in detail in the Finance Committee and agreed. Mr Monaghan gave a brief explanation of the large carry forward and the reasons behind this. He pointed the governors to the details of this carry forward that were discussed in the recent Finance Committee Meeting.

Mr Monaghan also highlighted that the committee had agreed to go forward with electric vehicle charging and had agreed to appoint Breedons to carry out this work. He also highlighted discussions about data protection, which will be covered later in this agenda.

GB/30/22 Update from Strategic Committee

The strategic committee had met on Tuesday 12th July 2022.

Mrs Cooper highlighted to governors that the main areas discussed were the School Improvement Plan and the Self Evaluation Form.

She explained for the benefit of governors what the SEF was and how this was a measurement by the school against the Ofsted inspection schedule.

The Headteacher judged that in 5 areas the school is good and in behaviour and personal development it is outstanding. The overall judgement for the school is good and this was a stronger good than 12 months ago.

Mrs Cooper then went on to highlight the two main priorities in the School Improvement Plan.

Priority 1 - To ensure that the school environment and digital communication are aligned with the school's values and vision to meet the needs of its pupils and families now, and in the future.

Priority 2 - That the curriculum and its leadership is structured to ensure that pupils have what they need to be their best for now and for life after Ash Lea.

Mrs Cooper explained some of the work that had taken place in the school and the progress made towards achieving these priorities. There is still ongoing work to be completed which will be held over into the next academic year.

Based on the SEF and review of the 2021-22 SIP, the new SIP for 2022-23 will now be written. **ACTION**

KD

GB/31/22 Summary of headteacher's report and governors' questions and challenge

The Headteachers report had been sent ahead of the meeting and governors were asked to make comments and ask questions.

Question – a governor asked for a brief overview of the extension process?

The school has landlord consent and tendering is now taking place. The Headteacher is now chasing further details on this process. Work on remodelling Cherry class and reception will start in October half term.

Question – a governor asked do we have building designs?

Yes – the architect and building manager have visited and amended the plans slightly, ahead of pursuing landlord consent.

Question – a governor asked if consideration to school operations during the building work have taken place yet?

No discussions or details have been shared yet around the work taking place when the school is operating.

Question – a governor asked about ongoing discussions about purchasing land from Candleby Lane Primary School?

This is still on going and the school is waiting for a response from the Headteacher at Candleby Lane Primary School over the cost of the land Ash Lea are proposing to purchase. The Headteacher then gave more details of the discussions between

the two schools, surrounding the land and potentially also using car parking spaces at Candleby Lane Primary School.

Question – a governor what is the latest on academies?

The Headteacher explained the latest government White Paper and the need to start considering this now and the fact that it was unclear what would be in place of the LA in the future. The Headteacher highlighted the need for Ash Lea to take control of this and knowing what is important to the school before deciding on suitable MATs to consider joining.

Question – a governor asked has the school been approached by MATs previously?

Yes. There has also been a meeting at County Hall with Nottinghamshire County Council, encouraging schools and governors to start actively looking into this area. The LA is also proposing a test and learn academy trust for primary and special schools and is asking for expressions of interests in this. A link to Marion Clay explaining this was emailed to governors just before this meeting which all governors were encouraged to watch. Initially this would only involve a maximum of 10 schools who are all graded good and outstanding in terms of Ofsted ratings.

All
governors

Question – a governor asked what are the benefits of moving early on academisation?

This led to a discussion around this point and a business model was highlighted where it was often better not to be the first mover and the importance of exploring this and getting enough details about the LA proposal and all the other MATs based in Nottinghamshire. The Headteacher also highlighted the importance of not being too late and ending up with reduced choices.

A governor highlighted the three key considerations of finding a suitable MAT, which he felt was geography, special school expertise and size. It was proposed a short list of approximately 3 to 5 MATs the school was interested in should be drawn up ahead of the next FGB in the Autumn Term.

Governors agreed to this proposal and the SLT were asked to draw up a short list of potential MATs ready for further discussions in the Autumn Term. **ACTION**

KD and
SLT

Other governors highlighted the importance of partnership and the importance of being able to make your own choice and not being pushed into something you are not comfortable with.

Question – a governor asked about the control of certain aspects being taken away from the school by a MAT?

In response, the Headteacher gave examples of how this was the case with the Local Authority anyway and examples of how this might work positively as part of a MAT such as centrally controlled Human Resources. A brief explanation was also given around budgets and how these might work as part of a MAT.

Question – a governor asked are first names now being implemented for staff and how is it going?

The Headteacher explained that a survey of parents' views on this had taken place, where of the parents who replied, 35 didn't mind, 30 preferred first names and 7 formal names. Pupils who had also been asked, were 70% in favour of the use of first names.

Question – a governor asked can you explain the numbers in the Ash Lea steps table?

The assistant headteacher explained the numbers related to the number of steps progress pupils had made within the levels.

Governors commented on how clear the presentation was of pupil progress and the positive picture.

Question – a governor asked was progress in line with expectations in terms of pupils exceeding?

The SLT explained they were in line with previous years and there was a high level of challenge for pupils in reaching exceeding.

A governor also highlighted the importance of participation in all elements of the curriculum, as well as progress and attainment. The Headteacher in response, pointed to the importance of developmental steps and how building these led for quicker progress further on in school.

Question – a governor asked what is classed as a large class?

The Headteacher replied that there is nothing formally written down, it is about knowing the children and what works and won't work. The dynamics and make up of pupil needs are important. However, over time class sizes had been creeping up. It was also about fitting the children physically into the rooms alongside the staff that are required to support them.

Question – a governor asked about the high number of non-teaching staff absences because of stress and depression?

The Headteacher explained that this related to 5 staff and the bulk of the absence was for 3 staff – 1 related to mental health, 1 for parental bereavement and 1 was also around family bereavement.

Question – a governor asked what support is given around staff returning to work?

A welfare meeting takes place if a staff member has been off school for 4 weeks and sets out what support can be provided and explains the options for return such as a phased return. The Headteacher then gave additional details of support being offered to staff to help them return to work and the procedures involved in this.

Governors noted the high levels of staff training taking place and listed under CPD for this term.

Question – a governor asked how can we collate health and safety issues from accidents/incidents into jobs that need doing for the premises team?

The Headteacher outlined the procedures and difference between staff incidents/actions and those for pupils and explained that currently you needed to check each of these and place them into categories. Governors felt it was important to have action points from any RIDDOR reportable incidents and to find out any trends. The Headteacher agreed to look at this with the possibility of also talking to Behaviour Watch about the functionality they might be able to offer. **ACTION.**

KD

Question – has the portacabin ramp been addressed?

The school is still waiting for a quote to make a judgement on the way forward. This has been an ongoing issue since March 2021 and governors asked the Headteacher to escalate this issue or to see if it can be done outside of Arc. Mr Hankinson will also send an email as well, giving this governor backing and highlighting health and safety concerns. **ACTION**

KD
CH and

GB/32/22 Safeguarding Update

This was provided with the Headteacher report.

GB/33/22 Health and Safety Update

This was covered as part of the Headteachers report, although a brief update was given on the Covid situation at the school and it was confirmed that staff were still isolating for 5 days and pupils for 3 days.

GB/34/22 Review and Approval of Policies

The following policies had been circulated ahead of the meeting and were agreed by governors.

- Policy for Managing Serial and Unreasonable Complaints
- Pupil Mental Health and Well Being Policy

GB/35/22 Update on appraisal process and wellbeing for headteacher and staff

Staff wellbeing was addressed in the Headteachers' Report.

The importance of wellbeing for the SLT team was also highlighted and details were given of the support for the leadership team and wider staff team in terms of coaching. Details were also shared about specific wellbeing support being currently undertaken by the Headteacher.

Appraisal is all running effectively and being addressed. The next Headteacher appraisal cycle will begin in December with the same external advisor. Teaching staff appraisal is being completed ahead of the end of the school year ready for a new cycle to start in September.

GB/36/22 Information from the Corporate Director for consideration and action**Promoting the Education of Children with a Social Worker**

In September 2021, the Department for Education (DfE) released non-statutory guidance to support Local Authorities and Virtual School Heads to take a strategic lead in promoting the education of the cohort of children aged 0 up to 18 who have,

or have previously had, a social worker. Local Authorities received a grant for two terms to carry out these duties and the grant has been extended for the academic year 2022-23. The DfE guidance, "Promoting the education of children with a social worker", was produced in collaboration with the National Association of Virtual School Head (NAVSH) and the Association of Directors of Children's Services (ADCS). Virtual School Heads (VSHs) will carry out the strategic role to promote the education for children with a social worker by enhancing partnerships with education settings; identifying the cohort's needs and addressing barriers to education; and offering advice and support to key professionals. (Virtual School Heads are employed by the Local Authority and are responsible for promoting the educational achievement of all the children looked after by the Local Authority they work for.) This guidance mirrors the role of the Designated Safeguarding Leads (DSL) as outlined in Keeping Children Safe in Education, 2021. Designated Safeguarding Leads should take lead responsibility for promoting the educational outcomes of children who are known to have experienced welfare, safeguarding and child protection issues, including children with a social worker. The role of the DSL might include monitoring, measuring impact and addressing barriers to children's attendance, engagement in learning and achievement. Action for governors Questions governors will want to ask:

1. Do leaders know which children in school have or have previously had a social worker?
2. What is the attendance, exclusion rate, academic progress and attainment for this cohort?
3. How are the school maintaining a culture of high aspirations for this cohort?
4. What provision is in place to support teaching staff to enable additional academic support or make reasonable adjustments to help children who have or have had a social worker reach their potential?
5. How effective is the school's use of the Pupil Premium, Recovery Premium and School Led Tutoring funding in accelerating the progress of these cohorts of children?

GB/37/22 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

Mr Monaghan had met with Rachel Day twice since the last FGB. There will be new documents to be approved at the next Finance and Personnel Committee meeting.

A table of what Mr Monaghan has approved will be shared with all governors via Governor Hub, but it was agreed that he could agree these documents on behalf of the governing body. **ACTION**

GM

Mr Monaghan had also checked the register of breeches and there was nothing significant to report or any patterns.

GB/38/22 Receive report from the Designated LAC teacher (to include an update on pupil premium and sports premium)

LAC Report

The LAC report had been shared prior to the meeting. The school currently has 6 LAC and 3 previously LAC. 6 of the 9 pupils have attendance above the school

average and Luke Skillington explained the situation around the lower attendance of 3 pupils and outlined the progress of these pupils as being good.

Pupil Premium Report

Teaching targets for CPD were all completed. Individual resources for pupils had been bought to allow pupils to get out of the school to learn and money had been spent on additional staff for English and Maths support. Money had also been spent on an occupational therapist for 3 hours a week who has supported 10 pupils this year. These hours will increase to 5 hours per week from next year.

Question – a governor asked are all pupils supported by Occupational Therapist in receipt of pupil premium?

No not all of them and some of this provision is being used to support pupils across the school as a whole.

16 Pupil Premium pupils have been on a residential visit and 11 are accessing the Summer Club through this funding. Money has also been used to support Arts Mark work which has helped all pupils.

Question – a governor asked why do pupil premium numbers differ across the report?

Luke Skillington confirmed there are 37 pupil premium pupils on roll.

Sports Premium Report

A sports specific teacher is employed to teach across 4 classes. Some money was used to support the development of outdoor play equipment. Money was also used to deliver additional sport across the school and to run the annual school sports day.

In terms of knowledge and skills, the school wanted to develop the structure of its swimming and 3 staff have undertaken training with Nottinghamshire County Council in this area. These staff have now set up a new swim programme based on this. 6 members of staff have also undertaken water safety training. £3k of funding also supported forest schools training.

Question – a governor asked do pupils get any awards from swimming?

No swimming awards programme was in place prior to this year but badges have now been reintroduced with the new assessment for this year.

The governors wished to minute their thanks to the Sports Team for their work this year.

GB/39/22 Communication

From chair

No new communication

From headteacher

No new communication

From clerk - Governor Newsletter

The clerk highlighted the recent governor conference and the materials available from this.

He also referred the governing body to articles within the April and June newsletters that covered the following areas:-

- Free School Meals
- School Admissions Arrangements
- School Closure Procedures – updated NCC guidance
- The Risk Protection Arrangement scheme
- How to access Heads and Chairs Briefings
- Managing Effective Meetings – the use of Any Other Business (AOBs)
- School Uniform
- Details and links to information on the new White Paper

GB/40/22 Approval of in-service training days (5) 2022-2023

Wednesday 31st August 2022

Thursday 1st September 2022

Friday 2nd September 2022

Wednesday 4th January 2023

Monday 5th June 2023

The governors also agreed to a further school closure on Wednesday 21st December 2022 due to the large amount of health and safety training that staff are required to undertake during their own time which is disproportionately high in a special school.

Governors asked the Headteacher to ensure parents were reminded of these dates and to return the INSET Day proforma to the Local Authority. **ACTION** **KD**

GB/41/22 Review of delegation and organisation of committees:

Agree committee structure and membership of committees

Governors agreed that the structure and membership of committees will remain as they are.

Approval of scheme of delegation 2022/23

This had been updated and put on Governor Hub by the Chair. It was approved by the governing body.

Note annual planner 2022/23 to support agenda setting

Governors noted the annual planner on Governor Hub.

Policy checklist 2022/23 – statutory policies for schools

Governors noted the annual policy checklist for 2022-23.
Review of and appointment to link governor roles

The review and appointment of most link governors will take place in the Autumn Term.

However, it was agreed that the SEND Link Governor role will sit alongside the Equality Governor Role which is currently Mrs Maillet-Vioud and Mrs Wood will take on responsibility for careers and Mr Monaghan for complaints. This will be updated on Governor Hub. **ACTION** **KD**

GB/42/22 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

The training record has been updated on Governor Hub. No report was presented at the meeting.

GB/43/22 Review of governor monitoring visit reports – key actions for governing body

Governors were reminded of the importance of ensuring documentation relating to governor visits being uploaded on to Governor Hub where template forms can also be found.

GB/44/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governor visits
 Being involved in whole school activities
 Challenge presented in FGB and committee meetings.
 Monitoring of areas such as safeguarding and health and safety
 Governor challenge on the School Improvement Plan and Self Evaluation Form

GB/45/22 Confirmation of dates for 2022/23 – to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn term 2022 – Thursday 1st December 2022 at 5.30 pm
 Spring term 2023 – Tuesday 28th March 2023 at 5.30 pm
 Summer term 2023 – Wednesday 12th July 2023 at 5.30 pm

GB/46/22 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 20.35 pm.



Signed

..... (chair)

Date28/03/23...

School Display