

Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Governing Body held on Tuesday 22nd November 2016 at
Ashlands C of E First School (GB2)

In attendance: Richard Barratt (RB), Andy North (AN), Ellie Kading (EK), Liz Clemow (EC), Anthony Mulligan (AM), Jonathan Morris (JM), Nicola Ball (NB)

Lisa Carter (LC) Business Manager

Diana Hunt (DH) Clerk

No.	Procedural Matters	Action
1	Apologies received and accepted from Adam Pilton	
2	Declaration of interests – None declared.	
3	<p>Critical Incident Plan Copies of the updated Critical Incident plans were circulated to all Governors prior to the meeting. The Critical Incident Plan outlines what will happen in the case of the school closing due to the weather, evacuation, bomb scare etc. It contains all staff, pupil contacts and what to do. It explains everyone's roles and responsibilities. Each school has a copy of the other schools plans. We have diaried in a practice. It is a standard plan from SSDC. NB: We have made a decision not to have a copy of the plan at home but to keep each copy at each alternate school to lower risk to access sensitive data (data protection). I am confident that both schools can deal with locking down and staying secure. RB and AM to email copy of their locking down policy. Appendix 4 regarding Swine Flu needs addressing internally and amend – operational.</p>	Action Action
4	<p>Month 6 Report Copies of the Month 6 report for Ashlands and Misterton were circulated prior to the meeting. No queries have been raised. Starting with Misterton LC addressed the content of the report in brief. No further questions were raised. The GB were asked to agree a charge of £1800 to Ashlands, therefore adjusting the year end balance to increase. GB all agreed. Breakfast Club is thriving at Misterton, so we will need to look at revising the cost as we promised. Ashlands – LC addressed the content of the report in brief. LC identified some areas requiring fund virements between cost centres which need GB approval. The GB agreed movement of funds. LC wanted minuted that Ashlands had purchased a Promethean Interactive Board (part of the 2016/2017 Budget Plan) – item was over £1500 so requires additional approval from GB. LC had emailed RB and he had agreed in principal by email. The board was purchased a month ago. Planned Expenditure – Ashlands would like to purchase iPads for Pupil Premium children and we require the GB's authorisation. The idea is to be in a position that we can provide children who are Pupil Premium with Ipads which they can take home to do additional learning and close the gap. NB: I have been in contact with St Bartholomew's School who have already</p>	Action

	<p>done this and it works really well. RB: Is there a cheaper alternative to I pads, so we can stretch the budget. In principal a really good idea. LC: We haven't looked into all the options yet. AM: Can they be used by parents and older children? NB: Yes, we set the parental controls, but it will be age appropriate set up. LC: In principal are the GB in favour? AM: Can the educational benefit be assessed? NB: There will be teacher follow up and the progress that is being made will be monitored. Targets can be set on the program. RB: Please can we have more details presented at GB3? RB raised the cost in DFCG at Ashlands of £3000 for decorating entrance! LC: The cost of this was high due to the height of the ceiling in the main entrance hall and included the cost of scaffolding.</p>	Action
5	<p><u>The Unofficial Funds Report</u> – the reports were circulated prior to the meeting. The Unofficial Fund Audits for both schools were completed by a Chartered Accountant. It was commented that both were very well managed.</p>	
6	<p><u>Premises Audit</u> – Ashlands – see attached notes from LC. Presented by LC. The overall outcome of the audit was graded 'Reasonable'. LC was disappointed with the outcome and addressed it with our H&S department Officer who was not at all concerned about our Management practice and to remember that our SCC H&S Audit presented a 100% compliant result. A number of areas of good practice were identified and also areas to improve.</p> <ul style="list-style-type: none"> • Premises Management Training to be completed by the H&S Governors as well as the Headteacher. • Governor H&S site visits. Annual visits to be formally recorded. • Headteacher Reports must include H&S report. H&S to feature on every GB agenda. <p><u>Health & Safety</u> Currently when the intruder alarm goes off, it is NB or the caretaker going into the schools on their own at any time of night. We are looking into the cost of linking the alarms to the emergency services. Ashlands To link the existing Fire Panel to the Intruder Alarm System and link with transmission equipment: £225 + £95 annual cost. Misterton Intruder Alarm System: Replace the existing and link to Police £352. Fire Alarm System: to fit alarm transmission equipment to existing system £248, The CCTV system at Ashlands needs updating – quote £1080. LC: I propose that we use Misterton DFCG funds so that we can move forward quickly with this. Ashlands to reimburse Misterton next year. When all the quotes come in, I will email the two H&S Governors and RB for authorisation. JM: Will the Police charge for a call out? AM: There is an Industrial Security which may be a possible link, worth investigating. EC: Could this bring the insurance costs down? LC: I haven't addressed that yet, but will look into it.</p>	<p>Action</p> <p>Action</p> <p>Action</p>

7	<p><u>Moving to a single budget</u> A report was circulated to the GB prior to the meeting. LC and NB attended a presentation about the amalgamation of budgets. It is an effective and positive move forward. We do need however the agreement from the GB. Ashlands would be the host school for Management and Finance. AN: Does it matter if sport funding goes into one? Would we still get the two sets of funding? LC: Yes definitely and for auditing I would identify how the money has been spent. A for Ashlands and M for Misterton against funds. EC: Would it be massively detrimental to one school? NB: No, it will benefit each school differently. JM: Brilliant report. AM: Amazing sense. Does the combined funding impact any delegated funding/grants if classed as one? LC: No, very positive it won't. The Government will see as a single schools but just managed as one. NB: I can only see as a positive move. LC: I need to give notice by 1st December to the trade services if we agree today to move forward with the single budget as they require a terms notice. RB: I propose we accept this. All 6 Governors raised their hand to vote in favour of it.</p> <p>LC leaves at 6.15pm</p>	
8	<p><u>Election of a Vice Chair</u> No nominations received for the position of Vice Chair.</p>	
9	<p><u>Minutes of the last Meeting</u> The minutes of the last meeting held on 4th October were circulated prior to the meeting. They were agreed and signed by RB.</p> <p>Action Points from GB1 JM to give copy of the Prevent Certificate to Clerk – DH to contact Wadham for a copy. Medical and Accessibility Policies to be presented at GB3 Governor visits to be presented at GB3</p>	<p>Action</p> <p>Action</p> <p>Action</p>
10	<p><u>Declaration of Interests/Review of Skills Audit/Code of Conduct</u> Signed and returned. AP to complete.</p>	Action
11	<p><u>Edubase2 Website Consent</u> Signed and Returned – Follow up with AP</p>	Action
12	<p><u>Safeguarding – Keeping Children Safe in Education part 2</u> All Governors signed to say that they have read the document. To follow up with AP.</p>	Action
13	<p><u>School Website</u> Admission Policy was identified as missing from the website. Data needs updating along with the Governor Pen Portraits.</p>	Action
14	<p><u>Headteacher Report</u> The Headteacher Report was circulated to the GB prior to the meeting. NB started by asking the Governors if they had any questions. NB: I have written the report in a style that I was talking to you about the</p>	

	<p>school and the staff development. I apologise for the data – I still need to break down into boys / girls. This information will be in there next time.</p> <p>JM: Very good report, I enjoyed reading it. Worth including goals from the SDP, linked into the report.</p> <p>RB: I would like to see the non-negotiables included – what are they and how they link into the SDP and for our Governor visits,</p> <p>AN: commented on how professional the school looked since his last visit.</p> <p>EC: Can you explain some of the acronyms?</p> <p>NB: CP=Child Protection, TAC=Team around the child, which is working with the families, regular meetings. PFSA= Parent and Family Support Advisor. Core Groups=off the back of case conference</p> <p>RB: Referring to attendance is it possible to have benchmarking.</p> <p>Percentage of unauthorised/authorised plus notes from attendance welfare officer.</p>	
15	<p><u>Pupil Premium Review</u></p> <p>The reports for Misterton and Ashlands were circulated prior to the meeting. The report has been shared with staff, raising awareness with them more.</p> <p>NB: A letter has gone out to all families to raise awareness of Pupil Premium funding. A copy is also on the website. PP children are identified first in planning and Pupil Progress Meetings.</p> <p>RB: Very good reports</p> <p>NB: Any questions?</p> <p>What's your way forward to stop the gap widening.</p> <p>NB: The report clearly outlines the barriers identified to progress being made in 2015/16. In addition; Increased staff awareness of PP children and the importance of closing the gap</p> <p>Dedicated PP intervention support in the afternoons</p> <p>Looking into a PP teacher for one day a week</p> <p>Increased parental awareness in both schools of the opportunities for support</p> <p>EC left the meeting at 7.09pm</p>	
16	<p><u>Appraisal Update</u></p> <p>Document handed out to the Governors.</p> <p>The minutes of this item were deemed confidential.</p>	
17	<p><u>Safeguarding Audits</u></p> <p>RB signed copies of the Misterton and Ashlands Safeguarding Audits.</p>	
18	<p><u>Policies</u></p> <p>The following policies were circulated to the Governors prior to the meeting:</p> <p>Safeguarding Policy</p> <p>Whistleblowing Policy</p> <p>Health & Safety Policy</p> <p>Security Policy and Procedures</p> <p>Ashlands CCTV Policy</p> <p>All the above polices were approved and signed by RB and NB.</p>	
19	<p><u>AOB</u></p> <p>The annual delegation of responsibility for approving Category 'A' external visits/activities to the Headteacher, as recorded in the school's Standing Orders for Misterton and Ashlands First Schools. RB agreed and signed the above form.</p>	
20	<p>The date of the next GB meeting will be held on Tuesday 17th January 2017 at Misterton from 5pm to 7pm.</p>	

MATTERS ARISING FROM FULL GOVERNORS' MEETING HELD ON 22nd November 2016.

ITEM	ACTION	BY	TIMESCALE	COMPLETE
GB2 – item 3	RB and AM to email copy of their locking down policy.	RB & AM		
GB2 – item 3	Critical Incident Report - Appendix 4 regarding Swine Flu needs addressing internally and amend – operational.	NB		
GB2 - item 4	Breakfast Club is thriving at Misterton, so we will need to look at revising the cost as we promised.	LC		
GB2 – item 6	<ul style="list-style-type: none"> Premises Management Training to be completed by the H&S Governors as well as the Headteacher. Governor H&S site visits. Annual visits to be formally recorded. Headteacher Reports must include H&S report. H&S to feature on every GB agenda. 	AM & AP NB		
GB2 – Point 9	JM to give copy of the Prevent Certificate to Clerk – DH to contact Wadham for a copy.	DH	GB3	
GB2 – Point 9	Medical and Accessibility Policies to be presented at GB3	NB	GB3	
GB2 – Point 9	Governor visits to be presented at GB3		GB3	
GB2 – Point 10	<u>Declaration of Interests/Review of Skills Audit/Code of Conduct</u> AP to complete.	DH	GB3	
GB2 – Point 11	<u>Edubase2 Website Consent</u> AP to complete	DH	GB3	
GB2 – Point 12	<u>Safeguarding – Keeping Children Safe in Education part 2</u> AP to complete	DH	GB3	
GB2 – Point 13	<u>School Website</u> Admission Policy to go on website. Data needs updating along with the Governor Pen Portraits.	DH/NB	ASAP	

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