

Meeting of the Ashlands and Misterton Federated Governing Body

Minutes of a meeting of the Governing Body held on Tuesday 12<sup>th</sup> July 2016 at Ashlands C of E First School (GB8)

In Attendance: Adrian Scott (AS), Richard Barratt (RB), Nicola Ball (NB), Adam Pilton (AP), Andy North (AN), Liz Clemow (EC), Anthony Mulligan (AM)

Diana Hunt Clerk (DH)

No.	Procedural Matters	Action
1	Apologies received and accepted for Jonathon Morris and Lisa Carter. No apologies received from Ellie Kading.	
2	DH asked those present any declaration of interests. None declared.	
3	Those present returned their completed annual declaration of interests. LC, JM and EK still to return completed forms.	<b>Action</b>
4	<p><u>Chairs Business</u></p> <ul style="list-style-type: none"> <li>• Handbook – Only changes to the Terms of Reference and the standing order. The Chair and Vice Chair will sit for two years. 2017 to re-elect.</li> <li>• Meetings - RB suggested as an idea that we reduce the number of meetings in the year, from 8 to 6. The meetings will have to be longer to make up the time. Better focused meetings with more Governor visits included. EC liked the idea of reducing the number of meetings but was concerned over the length. AM: little and often focuses the mind and we are technically trying to get ourselves in the right place. RB: We need to get the school calendar right and work around it, so not to duplicate work.</li> <li>• Data Training – this training needs to be rearranged.</li> <li>• RB proposed the changes to the Terms of Reference and the standing order. AM seconded. All the Governors agreed.</li> <li>• Link Roles – RB asked the Governors if they were all happy to stay in their current link roles or would they like to change. All the Governors present were happy to stay with their current link roles. RB will speak to the other Governors too.</li> </ul> <p>Lisa Carter has decided to step down from the Board of Governors. Thank you card. With AN leaving his teaching post we will need to now have to get a new staff Governor. Letter to go out to all staff to see if anyone is interested.</p> <ul style="list-style-type: none"> <li>• School Visit Protocol – RB asked the Governors if they were all happy with the current School Visit Protocol? All agreed.</li> </ul>	<p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p>
5	<p>The minutes of the previous meeting held on 9<sup>th</sup> June were circulated prior to the meeting. Agreed and signed.</p> <p>Point 7 – the policy named should read the Medical and Accessibility Policy not the SEN policy.</p> <p>Action Points from GB7:                      JM to give a copy of his Prevent Certificate to the Clerk.                      Premises Audit feedback – LC absent so still needs to be presented to the GB.                      Medical &amp; Accessibility Policy to be updated and agreed at GB1                      Evidence received for scrutiny by AP/AM/LC                      LC is concentrate more on Future planning and grant funding.                      Pay and Personnel committee to consider spot payments once an official request is</p>	<p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p>

	received.	
6	<u>Recruitment of new Governors</u> – Letters will go out to all staff before the end of term.	
7	<u>School Website</u> – On the Ashlands website under Literacy we are missing the letter ‘S’ on the word Ashlands.	Action
8	<p><u>Data</u> – NB: With the new curriculum and extra expectations we are up there with the other schools in the area. The end of year data will be by the end of the term. AM: Please can we have class sizes so we can work out the percentages. NB: Yes they are. Nikki showed a different document.</p> <p>RB: We need to know the targets. NB will secure this. NB: Some schools base this on the previous year as you don’t want to be lower than the previous year. We didn’t and we were above. RB: Do we have an overview of the Spag test, phonics etc? NB: Yes, copy of the calendar to be circulated to the GB.</p> <p>EC: Why is there a significant difference in reading, writing and Maths? NB: Historically reading is easier. EC: Does the curriculum allow for writing to be lower? NB: No, afraid not. Expectations will be exactly the same.</p> <p>AM: Is there an expectation for Mastery?</p> <p>NB: Nothing stipulated, we want to focus our children to be at age related expectations. Mastery is more about the child’s breath of knowledge.</p> <p>NB: Last year there was no benchmarks, now we have and we know exactly where the child is. Majority of the developing children, we will want them to be secure next year. Secure to develop to mastery and children who are mastery to maintain mastery.</p> <p><b>All the Governors would like a short data meeting at the beginning of term. Proposed date 27<sup>th</sup> September for core data and SDP meeting only and to hand out calendar of works</b></p>	Action
9	<p><u>Memorandum of Understanding</u> – Is a Strategic Partnership to explore a collective response to the options for future collaborative working.</p> <p>This is still linked with CISP and being lead by Wadham. It is a formal document with all the schools within CISP to work together to encourage children to stay in this system and make good schools. NB: We are basically signing up to a discussion for the best way forward for our schools. With the Government remit of all schools eventually becoming academies it’s a way of talking things through and a way to move the schools forward as a joint agreement. We can have conversations on budgets, staff training etc. If we dislike what we are hearing we can just stick to CISP but we could also hear things that will benefit our schools and bring it back to the GB.</p> <p>RB: We need to have a representative attending.</p> <p>NB: As a GB we need to decide if we are happy to be involved.</p> <p>AP: What are the negatives?</p> <p>NB: We don’t know what the downsides are. At the moment we don’t know enough about it. It’s trying to create a shared system.</p> <p>AM: What do we tangibly get back from this?</p> <p>NB: Spag documents, moderation sessions, Maths mastery for each year. CISP is leading in two bids for spelling. It brings a wealth of knowledge.</p> <p>RB proposed that we join the MOU. GB all agreed and document signed.</p>	
10 & 11	<p><u>SEP Report (School Educational Partner)</u> – Judith Barratt</p> <p><u>SIP Report (School Improvement Partner)</u> – Liz Strange</p> <p>The meeting was very discussion orientated. Judith visited all the classrooms and looked at books.</p> <p>NB: Any questions from either of the reports</p> <p>RB: We knew all the issues raised and they are all in hand.</p>	

	Further discussions were deemed confidential and will be reported as confidential minutes.	
<b>12</b>	<u>Governor Visits</u> – With EK absent, we will move her feedback on her visit to the next meeting. SEN feedback will move to the next meeting too. RB: All the children were engaged at Misterton. Alice Wines has really turned the class around with behaviour etc. Quality marking and progressing. Consistent marking. EC: I was very impressed with the children over at Misterton during the Headteacher interviews. The children were brilliant.	<b>Action</b>
<b>13</b>	<u>Chairs Report</u> – The Chairs report was circulated prior to the meeting. The word ‘Ofsted’ omitted from the report. Clerk to amend and re print for folder. Vision and Values to be a priority to move forward with.	<b>Action</b>
<b>14</b>	<u>AOB</u> – RB announced that Adrian Scott would be standing down as our Foundation Governor due to relocating to Oxford. It is the Diocese responsibility to find a replacement Foundation Governor. AS will stay in place until the Disocese have found his replacement. Probably within 3 months. We will need to elect a new Vice Chair and a Governor to link to Safeguarding.  <u>SDP</u> – A copy of the new SDP was circulated to the Governors prior to the meeting. The new SDP has 7 priorities instead of 3. Some are measurable. 1 and 3 link with CISP. We want to raise expectations in reading. RB: By separating the objectives its made them more measurable and its what Ofsted are looking for. A really progressive document. AM: Vision and Values should be at the top. AP: Does 7 seem a lot. NB: I’m hoping they should reduce next year. Priority 4 should be embedded and taken off next year. The same with Vision and Values. All the GB were happy with the new SDP.  AN left the meeting at 7.03pm	<b>Action</b>
<b>15</b>	<u>Feedback from the meeting</u> – All GB were happy with tonight’s meeting.  AP and EC left the meeting at 7.10pm	
<b>16</b>	The next meeting will be held on Tuesday 27th September and it will be a training session on data and SDP meeting only. The calendar of works will be handed out too.	
<b>17</b>	<u>Confidential Minutes and Staff Updates</u> – The confidential minutes of 9 <sup>th</sup> June were handed out to all those who attended the meeting. The GB agreed and signed the minutes.	
	Meeting closed at 7.15pm	

**ACTIONS ARISING FROM FULL GOVERNORS' MEETING HELD ON 12<sup>th</sup> July 2016**

MINUTE	ACTION	BY	TIMESCALE	COMPLETE
3	EK, JM and LC to complete and return Annual declaration of Business Interests.	Clerk	GB1	
4	Data Training to be arranged for Tuesday 27 <sup>th</sup> September.	NB	GB1	
4	Link Roles – to check with the Governors not present at GB8 that they are happy to continue with their link roles or if they would prefer to change.	RB	GB2	
4	Vacancy for a Staff Governor – Letter to go out to all staff by the end of term.	Clerk	July 2016	
4	Thank you for Lisa Carter for her role as Associate Governor.	Clerk	ASAP	
5	Amendment to the GB7 Minutes. Point 7 was referring to the Medical and Accessibility Policy not the SEN Policy.	Clerk	ASAP	
7	JM to give a copy of his Prevent Certificate to the Clerk.	JM	GB1	
7	Premises Audit feedback – LC absent so still needs to be presented to the GB		GB2	
7	Medical & Accessibility Policy to be updated and agreed.		GB2	
7	Pay and Personnel committee to consider spot payments once an official request is received.	Pay & Personnel Committee	As and when requested	
7	School website – Ashlands site – In the literacy section Ashlands is omitting the letter s.	Clerk	ASAP	
8	Copy of the calendar to be circulated to the GB with the dates of the spag tests, phonics etc.	NB		
12	Governor visits – to present at the next meeting.	EK & EC	GB2	
13	Chairs Report – the word 'Ofsted' is omitting from the report. To be added in.	Clerk		
14	We will need to elect a new Vice Chair and a Safeguarding governor role when Adrian Scott steps down from the GB.	Clerk/Chair	2016/2017	

