

## Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Governing Body held on Thursday 19<sup>th</sup> July 2018 at  
Ashlands C of E First School at 5:40pm (GB7)

In attendance: Eleanor Kading (Chair – EK), Liz Clemow (EC), Nicola Ball (NB), Anthony Mulligan (AM), Liz Popham (LP)

Leanne Haldane (LH) Clerk

No.	Procedural Matters	Action
1	<b><u>Apologies</u></b> received and accepted from Kay Dawson, Lucy Gosden and Richard Barrett	
2	<b><u>Declaration of interests</u></b> – None declared.	
3	<p><b><u>Minutes of last meeting</u></b> 13<sup>th</sup> June 2018 were circulated prior to the meeting.</p> <p>Minutes were agreed and signed.</p> <p>'Been Seconded to' was removed from Agenda Item 1 as this was a typing error.</p> <p><b><u>Action Points</u></b></p> <p>GB1 -Point 13 – Early Years visit arranged for beginning of September 2018</p> <p>GB5 – Point 4 – Budget meeting held in April – EK will forward minutes to clerk</p> <p>GB5 – Point 9 – Done</p> <p>GB5 – Point 10 – Pay Policy – review will be held beginning of next school year</p> <p>GB6 – Point 4 – Visions &amp; Values meeting – update to be given at this meeting</p> <p>GB6 – Point 5 – Done</p> <p>GB6 – Point 6 – Done</p> <p>GB6 – Point 9 – To be done at this meeting</p> <p>GB6 – Point 10 – Done</p>	

### Headteacher Report 3

Document circulated prior to the meeting. NB discussed this report in detail and answered questions from the GB. The following was noted:

#### Christian Life of the School

- Report from Judith Barrett (SEP) not received yet, but to update, the school is not yet using the SIMS software. This is being installed shortly and should enable improvements in the way data is displayed e.g. graphically. Currently it can take longer to work out the statistics but NB is able to look at each child and target effectively at the moment.
- New intake 29 at Ashlands and 9 at Misterton. Having a space at Ashlands will mean a new family moving to the area in the school year could be accommodated.
- Interim SIAMS Health Check at Ashlands will be held first week of September. NB will confirm the date and email everyone who needs to attend.
- Roots and Fruits Praise award system will begin in the Autumn term.
- Lisa Carter will be more involved in fundraising next year to help raise even more money.

#### Staff

- Will Hopkinson has had a fantastic year and is a wonderful asset to the school
- Kay Dawson will be mentoring new NQT Sara Bailey across the federation.
- Lisa Carter is enjoying her Safeguarding Deputy role and has built excellent relationships with parents. GB questioned if Lisa will have time for this alongside her exiting role and taking on data protection. NB confirmed this will be fine as she will keep the main part of the data protection role and Lisa will pick up where necessary. NB advised they will monitor Lisa's workload and KD will complete her Level 2 Safeguarding training this year so can pick up this role if necessary.
- Staff feedback from TAs requesting more training. What training is arranged comes through the SDP and what the school is focused on due to budget constraints. There have been training days for Math and English and ELSA needs to be reviewed regularly to stay current.

#### Leadership and Management Structure

GB questioned the subjects under 'Whole School Responsibility' namely History, MfL, Art, DT and Music, and who this is falling to. NB replied that historically SLTAs have been used but as there are more children with additional needs now there is less time for them to pick these up. NB confirmed that she does the music; singing, choir and Ocarina. Jane Grasby leads on MfL. Another TA has an interest in History and re-enactments so is proving a useful resource. There was a large Art project

this year for the 100<sup>th</sup> birthday of the end of WW1 and a river of flowing poppies was made by the whole school. NB advised that when Sara Bailey has completed her first year with the school, it is hoped she will pick one of these up. EC advised that she is happy to support with MfL if it helps.

#### SIP and SEP Visit

- The report will be available soon. The report will be scrutinised to ensure it is useful to help move the school forward. A fresh new approach will be considered if it is not.
- GB questioned SEP recommendation number 2 – NB confirmed that SLT are happy with the progress being made and that this was due to the assessment sheets being done in B&W rather than Colour (this has now been updated). Included here in case it comes up on the report. Spelling mistake noted 'due' instead of 'die'.
- GB asked about the SIP recommendation 'Address the imbalance between sustained independent writing and that which is highly supported for pupils in Years 2, 3 and 4', and questioned what the imbalance was and how the summer term book scrutiny addressed this. NB advised that this target was set by Liz Strange at the end of July 2017 as she concerned that there wasn't enough writing in Year 4 books. Mel Hooper and Will Pearse carried out a whole day book scrutiny, using 3 random books. The books were all at the right level and it was a very positive exercise. It has been very useful to tweak ways of working for next year.

#### Safeguarding

- NB feeling confident in her safeguarding role now.
- Discussion around the expanding role of teachers in safeguarding and how teachers may be being involved in situations that social workers should be handling but do not have the time. LP advised to be mindful of this and insist on social workers being involved if necessary.
- Safeguarding Training completed by EK and LP. LP has also attended the Governor Safeguarding course. Depth of knowledge for all Governors is increased by email sharing. Both school secretaries have recently completed online safeguarding training. AM attended the Safeguarding Governor course on 21<sup>st</sup> June.
- Area Safeguarding Termly Meetings – recent meetings have not been held as there has been confusion around who is organising this at Wadham. It has now been agreed to hold one meeting per term at a cost of £10 per school to attend (HT, Senior Leads and Safeguarding Governor). Lisa Carter has expressed an interest in these meetings to cement her knowledge.

#### Health & Safety

- Thanks were passed to Lisa Carter for 100% compliancy at the recent H&S Audit at Ashlands.

### Quality of Teaching, Learning and Assessment

- Teachers have 3 observations per year as well as drop-ins. Observations have been really positive this year and the culture is all about improvement
- TAs are observed when Teachers are observed. NB holds a singing worship for half an hour to allow teams to meet and have better communication about what doing well and how to develop. TAs are also meeting once a week to share knowledge and good practice.
- The visits to Huish Primary have been very positive. Preston Primary will be visited next year.
- NB has been asked to mentor the new head at Merriott First School.

### Additional activities across the school

- The PTSA recently organised for the circus to visit and teach circus skills
- Transitions to new classes have been held over 3 days this year and this has had a very positive impact for pupils and staff
- Welly walks in the community will continue for Ashlands next year, KD will implement this at Misterton next year.

### Data overview Summer 2017/18

#### Amendments:

- EYFS Misterton is not 44% but is 36%
- Ashlands Year 2 Greater Depth for reading is 5 not 4. This is still 19%
- Ashlands Year 1 Writing, add in 17% and 4

NB presented the report and advised that there are reasons for any children who haven't made expected progress or accelerated progress and all the teachers have done everything possible.

It was noted that Miss Knight had not taught Early Years before so has done incredibly well. Will Pearse has been supporting her in her role at Misterton.

NB advised that the current Ashlands Year one cohort has been disrupted due to changes in teachers but has had better security with KD in the last few weeks. Mel Hooper is going to check the maths book to ensure the statistics are correct for going into Year two. LG to continue to provide security for this cohort in the upcoming year.

NB advised the Year 2 stats results are not back yet. LG has worked incredibly hard this year but due to movement of children in her class the stats may not be a true representation of her starting and end point.

NB advised the Year 3 stats at Ashlands are very positive.

	<p>NB advised that excellent progress has been made with the Year 4 Ashlands cohort even though not all targets have been met. Mel Hooper will explain the situation in more detail in her review.</p> <p>GB questioned why Greater Depth numbers were generally decreasing term to term at Misterton. NB advised this is due to individual circumstances and how the smaller numbers of pupils can have this effect on these statistics. Lots of ideas and interventions are in place for next year.</p> <p>NB was thanked for both these reports and the GB commented how positive this year has been across both schools.</p>	
5	<p><b><u>Policies Review and Update from the Headteacher</u></b></p> <p>Pupil Premium Policy – Agreed and signed off</p> <p>Bereavement &amp; Loss Policy – Agreed and signed off</p> <p>Gifts and Hospitality Policy – Agreed and signed off</p> <p>Policy for Collective Worship – There is still more to add to this policy, so NB will make some updates and send out again to be agreed/signed off at GB1 next year.</p> <p>Website Privacy Policy – Clerk to re-print the policy as all pages did not print out. Policy was agreed, will be signed off by EK and NB.</p>	<p>ACTION</p> <p>ACTION</p>
6	<p><b><u>Governor Visit Reports</u></b></p> <p>Early Years Visit to Ashlands – AM will carry out this visit in September and report back to GB</p> <p>Safeguarding Visit to Ashlands 23<sup>rd</sup> April 2018 – LP presented her visit. GB questioned if children felt there was more than one person they could go and speak to about any worries. LP advised that children felt very safe at the school and chose different people to speak to such as Teacher, TAs, HT. LP advised that safeguarding is everyone’s responsibility and here at Ashlands that is part of the culture.</p> <p>LP was thanked for her visit and report. NB will add her comments to the report and forward onto everyone.</p>	<p>ACTION</p>
7	<p><b><u>Sports Funding</u></b></p> <p>PE and Sports Premium Reports for Ashlands and Misterton were sent out prior to the meeting. There are more documents to follow before this can be reviewed by the board. To be reviewed at the next meeting.</p>	
8	<p><b><u>Development Plan</u></b></p> <p>NB has been in talks with Somerset County Council about the possibility of</p>	

	<p>taking over the Sure Start centre from September. The running costs were £5k per year. Following discussion the GB agreed this would be an option as would ensure no-one else is on the land, could be used to generate income or as an option if the school became primary.</p> <p>NB asked to add £2,200 to the budget for a new white board for Year 2 classroom. This cost would be split over 3 years. GB agreed and happy to go ahead with this</p> <p>Lisa Carter has included the new server in the budget, £3,710 for Ashlands and £2,696 for Misterton. Lisa is waiting on more quotes. GB agreed and happy to go ahead.</p>	
9	<p><b><u>Safeguarding</u></b></p> <p><b><u>GDPR</u></b></p> <p>Signing in book – New book required so that details are no longer on show. Book will include sections that are folded up into visitor badges. Cost £500 for year’s supply for both schools. GB agreed and happy to go ahead</p> <p><b><u>Records</u></b></p> <p>GB questions if records are being kept for the correct amount of time and disposed of when necessary. NB advised that all files are transferred to Maiden Beech when children move on. Any concerns that have built up and been recorded are passed on. Anything else is deleted when the child leaves.</p> <p><b><u>ELSA</u></b></p> <p>Emotional Literacy Support Assistant – details of this service available at the school are now on the school website</p> <p><b><u>Volunteers</u></b></p> <p>It was discussed that it could be useful to develop a Code of conduct for volunteers to make clear the expectation of their behaviour. This would support volunteers to understand their boundaries within the school.</p> <p><b><u>CCTV</u></b></p> <p>LC has advised that the CCTV cameras are no longer recording. The GB confirmed they were happy with this as long as the school was.</p>	ACTION
10	<p><b><u>Health &amp; Safety</u></b></p> <p>As reported under Item 4</p>	
11	<p><b><u>Church Distinctiveness</u></b></p>	

	The Visions and Values work group has worked incredibly hard and created a statement for the school. NB gave out the draft handout for the GB to take away and read and give feedback at the next meeting.	ACTION
12	<b><u>Feedback from this meeting</u></b>  Thank you EK for chairing	
13	<b><u>Date, time and venue of next meeting/training</u></b>  TBA Oct 2018	
14	<b><u>Next meeting focus</u></b>  SDP Priorities for 2018/19 Confirm Governor Roles Agree Calendar of Works – Clerk to draft	ACTION
<b>Meeting closed at 8:15pm</b>		

**MATTERS ARISING FROM FULL GOVERNORS' MEETING HELD ON 19<sup>th</sup> July 2018**

<b>ITEM</b>	<b>ACTION</b>	<b>BY</b>	<b>TIMESCALE</b>	<b>COMPLETE</b>
5	Policy for Collective Worship – NB to add more to this policy and to send out to GB for review – to be agreed at GB1	NB	By GB1	
5	Website Privacy Policy – Clerk to re-print the agreed policy for EK and NB to sign	Clerk	2 weeks	
6	NB to add comments to Safeguarding visit by LP on 23 <sup>rd</sup> April and forward to GB	NB	By GB1	
9	Develop Code of Conduct for Volunteers	TBC	TBC	
11	Visions & Values statement – GB to review finished document and feedback at GB1	GB	GB1	
14	Clerk to draft Calendar of Works for NB and RB to review	Clerk	2 weeks	