

Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Governing Body held on Wednesday 24th October 2018 at
Ashlands C of E First School at 5:25pm (GB1)

In attendance: Richard Barrett (Chair – RB), Liz Clemow (EC), Nicola Ball (NB), Anthony Mulligan (AM), Liz Popham (LP), Lucy Gosden (LG), Kay Dawson (KD)

Leanne Haldane (LH) Clerk

Guests: Mel Hooper & Will Pearce

RB signed off pay committee minutes from 22/10/18

No.	Procedural Matters	Action
1	<u>Apologies</u> received and accepted from Ellie Kading (EK)	
2	<u>Declaration of interests</u> – None declared. Register of business interest forms completed from all Governors. EK o/s.	ACTION
3	<p><u>Minutes of last meeting</u> 19th July 2018 were circulated prior to the meeting.</p> <p>Minutes were agreed and signed.</p> <p>Clerk to make two amendments before publishing on website:</p> <ul style="list-style-type: none"> • Page 2, Point 3 'find' change to 'fine' • Page 3: 'LC' change to 'EC' re: MFL <p><u>Action Points</u></p> <p>Item 5 – Collective worship policy – To be reviewed/agreed at this meeting</p> <p>Item 5 -Website Privacy Policy – Moved to GB2</p> <p>Item 6 – NB to add comments to Safeguarding visit by LP on 23rd April – Clerk to check if this has been done</p> <p>Item 9 – Develop Code of conduct for volunteers – Has not been allocated a timescale/lead. Review at GB2</p> <p>Item 11 – Agree Visions and Values statement – to be agreed at this meeting</p> <p>Item 14 – Draft Calendar of Works & Yearly Planner – Done.</p>	<p>ACTION</p> <p>ACTION</p>

4	<p><u>Calendar of Works & Yearly Planner</u></p> <p>Draft documents produced, it was noted:</p> <ul style="list-style-type: none"> • HT reports have been moved to GB3 and GB6 to ensure all data is available for the GB to review. • Teaching and Learning is a focus this year, more teaching Leads to come and speak to the board. • Finance will be discussed separately by the Finance and Pay committees and then reports presented to the board. This will allow more focus on Teaching and Learning in the full Governor meetings. <p>AM had a copy of 'Guidance for Finance' with dates etc. for finance reports to run. AM to forward a copy of this to LH and Lisa Carter to ensure the recommended dates match the planners.</p>	ACTION
5	<p><u>Instrument of Government Review</u></p> <p>Instrument of Government reviewed and updated. Signed copy for file.</p> <p>Ex-Officio Governor Vacancy discussed – the church is actively looking for someone to fill this position now. They need to be linked to the church and ideally in the local area.</p> <p>Foundation Governor vacancy discussed -the candidate identified by the Bath and Wills Diocese over the summer did not go ahead.</p> <p>The board will be mindful of both vacancies.</p> <p><u>Governor link roles</u></p> <p>Current roles discussed. RB will review the current layout and will email some suggestions – roles for KD and LG to be allocated. A final version of the document will be held on the GB file.</p> <p><u>Chair of Governors</u></p> <p>No-one else on the board was interested in this role at present. EK may be interested so the vote on this role has been moved to GB2.</p>	ACTION
6	<p><u>Review of SDP Priorities for 2017 – 18</u></p> <p>As part of the Review of SDP Priorities for 2017-18, the 3 Lead of SMT presented their reports:</p> <p>Will Pearse (Senior Lead for Literacy) presented his report, copy on file.</p> <p>Mel Hooper (Senior Lead for Maths) presented her report, copy on file.</p> <p>It was noted that the EY cohort at Ashlands this year has 10 summer born children, with 5 born mid-end August. WP advised that their learning should accelerate throughout the year as they all mature.</p> <p>WP advised that baseline data comes from the pre-schools. WP will be</p>	

working with the pre-schools to get the best accurate data in future. WP will be holding workshops and best practice sessions with the pre-schools.

NB advised that across the schools there are pockets to work on but that they are aware of everything and it is being tracked and supported.

NB advised that they are ensuring children can perform at Misterton without the high level of support that is available in a smaller setting like this.

NB advised that plans are in place for Year 1 to ensure they hit their targets this year. NB advised this includes this year group being assessed earlier so any areas for improvement can be identified.

Anne Harvey – Literacy Lead for Somerset Literacy Team – will be visiting the school on 29th November.

WP advised that recently there has been a review of all reading books across both schools that has proved a great success ensuring that all books are available are effective and that both schools are now aligned with the same reading levels.

RB asked about the GD level and how previously White Rose Mathematics was an adequate tool to support children working at this level. MH confirmed that what it means to be GD is changing and it will be harder for a child to reach and maintain GD throughout the school years.

RB asked what resources were needed to support this. MH advised she finds various resources on the internet and shares these across the two schools. MH advised that 'I can see reasoning' has documents to download for Year 3 and Year 4 which they already have but will soon be producing one for KS1.

MH and WP were thanked for their reports and both left the meeting at 6:30pm.

Kay Dawson (SENCO Lead) presented her report, copy on file

The GB asked whether children can come on and off the register. KD advised yes and it depends case on case. Some children are working to come off the register, some are working to progress.

The GB asked if the standards for ARE are the same for all children included SEN. NB replied yes, the same standards for everyone and the expectation is that learning should be accelerated and progress seen.

KD advised that TAs at both schools are very proactive.

The GB asked about evidence in planning and whether anything is done differently for a SEN child. KD advised that reasonable adjustments are put in place e.g. iPad or support cards and that these are regularly checked by KD. NB advised that teachers receive an extra 10% of their time allocated for extra planning for any children in their class with high needs. NB advised that LG used this time last year to meet with the TA who was

delivering interventions to compare notes.

The GB observed that there are quite a lot of children on the register with complex challenging needs and asking if teaching staff have specialist skills and if they feel supported.

KD advised that TAs across both schools have a variety of specialist skills, learning support help out, LG has attended an autism course and TAs are offered courses to develop. NB has a lot of knowledge regarding interventions for SEN. KD and LG advised they both feel really supported and are encouraged to look for extra training if needed.

NB advised they have just received a resignation of a TA who is relocating and have advertised for HTLA with specific SEN experience. The current apprentice has also asked to look into the SEN role.

The GB asked about the potential impact of this vacancy. NB advised it will be difficult to spread the load as some children have intervention up to 3 times a week. TA Leigh Chick has been trained to do ILI but currently she can't be taken out of early years. It is hoped there will be some good candidates enquire.

Inclusion Audit – a good start has been made. This is not compulsory but very good practice.

Thanks were passed to KD for her report.

In addition the review of SDP Priorities 2017-18 noted:

- Year 2 Reading (Ashlands) – this year this will be worked on to bring up to GD standards
- Year 3 Reading & Writing (Ashlands) – Progress will continue to be made with this high need cohort. LG made excellent progress next year, Will Hopkinson will continue this work. The GB asked about the support Will Hopkinson was receiving – NB advised that Mel Hooper continues to mentor and LG is sharing good practice as the group already trust her. The same TA has accompanied this group into Year 3.
- To ensure ELG3 children maintain the GD throughout the school years, the early years teacher is really secure about what they need to demonstrate to achieve GD. This will support the work that Year 1 and Year 2 teachers are doing in subsequent years.

Agree FDP Priorities for 2018 - 19

Copies of the new FDP Priorities for 2018 – 19 in the file. NB advised that all the new FDP priorities have been really targeted. NB explained the priorities and the following was noted:

- The 3-year plan is to move to an Outstanding school.
- Results last year were fantastic and everything has been tracked, clearly explaining reasons why if a child didn't attain in line with targets.
- Next year it is expected that Leads will be able to talk about the

	<p>children and cohorts in the same depth as NB.</p> <ul style="list-style-type: none"> • Back of books show the progress of the child; children and parents are aware of this. This data will be put on SIMS 4 times a year. • Less writing marking will be used and more verbal instead. • A piece of writing is up on the wall for every child – these will be changed regularly. The children really like this. • The federation is working very well, sharing information better and supporting each other. The work/life balance is also improving. TAs can work across the schools easier. • The Values and Visions piece of work has not been rushed and this has ensured that it's been done right and is now being established in the school. • PSHE – being used very effectively in the classrooms – lots of new ideas being adopted by the school. • Lisa Carter will be working on research into new grants but due to staff sickness this has been difficult at present. • FDP 3 – Note no staff survey has been completed yet due to time constraints, however a staff audit will soon be done so this will be used at the benchmark for FDP 3. <p>NB asked the GB to read the FDP Priorities 2018-19 and consider all the information given by the Senior Leads tonight, as all this was the thinking behind the new priorities. NB asked for any feedback to be emailed to her.</p>	ACTION
7	<p><u>Pupil Premium Review</u></p> <p>Full Report held on GB file.</p> <p>The Pupil Premium Review will now be on 1 report rather than 2. This has reduced workload and also improved how the evidence is given. This is a very useful document and will have a big impact moving forwards.</p> <p>Comparing figures across schools is difficult as there are smaller numbers at Misterton so instead how progress has been made is looked at.</p> <p>NB is looking for National ARE statistics for a child on Pupil Premium to see how the Federation compares to other schools in England.</p> <p>The GB asked if areas where progress is not being made relates to the same children/cohorts. NB advised yes and that external factors can affect progress and that this has now been included in the report.</p>	
8	<p><u>SEP Report Summer 2018</u></p> <p>All governors have read the report. Copy held on the Governors file. Report referenced in review above.</p>	
9	<p><u>SIAMS Health Check Misterton: 20/09/18</u></p>	

	<p>This was a very positive visit, good acknowledgment of the great work going on across both schools. NB will review the document and feedback at GB2</p> <p>Ashlands SIAMS Health check to be held in December 2018</p>	ACTION
10	<p><u>SEN termly reports Summer 2017-18</u></p> <p>Copies of Reports for Misterton & Ashlands on file.</p>	
11	<p><u>Accessibility Plan Review</u></p> <p>The Accessibility Plan has been moved from 2 documents, to 1 document to cover the Federation. Targets for the different schools are highlighted in blue and red.</p> <p>KD may take over this report in the future as it fits with her role as Lead SENCo.</p> <p>Anything that was not achieved in the previous plan has been moved into the new one, for example explore the need for a hearing loop.</p>	
12	<p><u>Policies review</u></p> <p>Policy for Collective Worship – This policy was reviewed by the local church. The GB agreed the policy and it was signed off.</p> <p>Child Protection & Safeguarding Policy – The GB agreed the policy and it was signed off. The GB commented that routine briefings being circulated by email by NB are very useful.</p> <p>Work Experience Policy – The GB agreed the policy and it was signed off.</p> <p>Pay Policy – The pay committee met prior to GB1 and drafted this policy based on guidelines from county. Under Section 5 of this policy, it is noted that the GB agreed to delegate authority to the HT to determine the pay range for any vacancy. The GB agreed this policy and it was signed off.</p> <p>Teacher Appraisal Policy – The GB agreed this policy and it was signed off.</p> <p>Website Privacy Policy and Finance Policy will be reviewed for sign off at GB2</p>	ACTION
13	<p><u>Governor Visit Reports</u></p> <p>AM Literacy visit report to Ashlands not available at this time. Will be added to agenda once completed.</p>	
14	<p><u>Development Plan</u></p>	

	<p>It was discussed if the GB are happy for the school to take over the running of the Children's Centre building at the bottom of the school. It is £5k for maintenance if it is being used, if it is not then the financial implication is much smaller.</p> <p>The GB agreed to this. Lisa Carter to be advised.</p> <p>There are problems with ICT, the laptops are slow and it is affecting productivity. NB will email the details of this to the GB and Lisa Carter will obtain quotes for a replacement service.</p>	
15	<p><u>Safeguarding</u></p> <p>The audit did start but then it was stopped and all data that had been uploaded onto the system was lost. It is not due until January 2019 so NB will begin this in December once all the IT issues are sorted.</p>	
16	<p><u>Health & Safety</u></p> <p>Nothing to report.</p>	
17	<p><u>Church Distinctiveness</u></p> <p>The Final document from the Visions and Values project has been produced. The children are now using the phrases from this document in worship.</p> <p>The religious quote was a recommendation from SIAMS and is used in many schools around the area.</p> <p>It was agreed to change the word 'maintain' to 'embed'.</p> <p>The GB were very happy with the outcome of this project and approved the document.</p>	
18	<p><u>Feedback from this meeting</u></p> <p>None given</p>	
19	<p><u>Date, time and venue on next meeting/training</u></p> <p><u>w/c 12/11/18</u> – may be held later as GB1 has been put back. Date TBC</p>	
14	<p><u>Next meeting focus</u></p> <p>Finance Focus A, Month 6 Report, PE and Sports Premium Funding Review Review of Staff/Heath Teacher Pay Governor Code of Conduct Review On-line Safety Policy, Whistleblowing & Capability of Staff Policy, Federation of Security & Procedures Policy EVA – Governors to agree to delegate responsibility</p>	
	Meeting closed at 8pm	

MATTERS ARISING FROM FULL GOVERNORS' MEETING HELD ON 24th October 2018

ITEM	ACTION	BY	TIMESCALE	COMPLETE
GB1 – Item 2	Register of Business Interests – EK to complete and pass to Clerk	EK	Before GB2	
GB7 – Item 6	NB to add comments to Safeguarding visit by LP on 23 rd April	NB- Clerk to check if already done	GB2	
GB7 – Item 9	Develop Code of Conduct for Volunteers	TBC	Review at GB2	
GB1 – Item 4	Yearly Planner & Calendar of Works: AM to forward Clerk details of recommended finance dates to ensure these match.	AM and Clerk	Before GB2	
GB1 – Item 5	Clerk to amend Governor role document and email to RB. RB to suggest roles for KD and LG. Final copy of document for GB file	Clerk & RB	Before GB2	
GB1 – Item 6	FDP Priorities 2018-19 – All Governors to review the FDP priorities and email any comments/feedback to NB ASAP	All Govs	ASAP	
GB1 – Item 9	SIAMS health check visit, Misterton 20.09.18 – NB to give feedback on this report at GB2	NB	GB2	
GB1 – Item 12	Website Privacy and Finance Policy to be reviewed and signed off at GB2	NB/GB	GB2	