

## Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Governing Body held on Monday 1<sup>st</sup> April 2019 at  
Ashlands C of E First School at 5:15pm (GB5)

In attendance: Eleanor Kading (Chair – EK), Lucy Gosden (LG), Richard Barrett (RB – joined meeting 5:30pm), Nicola Ball (NB), Liz Popham (LP), Elizabeth Clemow (EC), Kay Dawson (KD)

Leanne Haldane (LH) Clerk

No.	Procedural Matters	Action
1	<p><b><u>Apologies</u></b></p> <p>No apologies received from Anthony Mulligan</p>	
2	<p><b><u>Declaration of interests</u></b></p> <p>None declared</p>	
3	<p><b><u>Minutes of last meeting</u></b> 5<sup>th</sup> March 2018 were circulated prior to the meeting.</p> <p>Minutes and confidential minutes were agreed and signed.</p> <p>Amendments – none</p> <p><b><u>Action Points</u></b></p> <p>GB2 Item 11 – Links with International schools – LG and EK met this afternoon to move this action forward.</p> <p>GB2 Item 17 – School dog – LG will bring the dog into school after Easter for more visits. LP has sent an interesting article for the Governor’s file. LG will visit other schools with school dogs in the summer term, after the sats.</p> <p>GB4 – Item 4 – Governor terms ending – There will be a discussion about this at tonight’s meeting.</p> <p>GB4 – Item 5 – Voluntary changes to TAs hours – This is on hold as LC has heard back from county re: redundancies and it has been agreed to see what savings can be made instead.</p> <p>GB4 – Item 7 – SFVS – This has been completed and sent, action closed.</p> <p>Confidential minutes from 1<sup>st</sup> April 2019 were circulated and agreed. No amendments made and minutes were signed.</p>	

4	<p><b><u>Governor Terms ending</u></b></p> <p>The following was agreed:</p> <p>EK – Term ending April 2019. The board voted for EK to become the Foundation Governor. Clerk to contact Diocese to agree next steps.</p> <p>AM – Term ending April 2019 – AM to become a Co-opted Governor. Clerk to advise AM and County</p> <p>EC – Term ending April 2019 – EC to become Parent Governor. Clerk to advise County</p> <p>Vacancy – Parent Governor (Misterton) – Clerk to speak to Diana Hunt about advertising this vacancy and running an election</p> <p>Vacancy – Ex-officio – Clerk to look into this vacancy following advice from Diocese.</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p> <p>ACTION</p> <p>ACTION</p>
5	<p><b><u>Finance Focus B</u></b></p> <p>RB had some further questions on the draft budget and finance discussions from GB4, these have been answered. Questions and answers held on GB file.</p> <p>The final budget will be discussed and agreed at GB6.</p>	
6	<p><b><u>CISP Development Plan</u></b></p> <p>Any further information is being emailed to all Governors to keep them up to date with the situation. Dave Farrow will be holding a meeting on Wednesday to update all Heads and Chairs with progress of the review. It will be a chance to ask questions.</p> <p>A regular CISP meeting for the Chair of Governing boards has been suggested and could be useful.</p> <p>The review has started, schools have been visited and options are being looked at.</p>	
7	<p><b><u>Accessibility Plan Interim Update</u></b></p> <p>Updated document previously circulated to GB, copy held on file.</p> <p>The hearing loop is down as a priority at Ashlands; waiting to hear if it is viable and necessary.</p> <p>The GB asked if extra money available for building development could be used to complete actions on the accessibility plan. NB advised it would</p>	

	<p>depend on what the money was used for – the reception area at Misterton needs to be refloored, also there is a raised flower bed at Misterton that could be removed so that the outdoor space is better available for the children to learn. NB advised that LC is currently looking at how best to use the funds available.</p>	
8	<p><b><u>SFVS – due end of March 2019</u></b></p> <p>The SFVS document was submitted and signed document circulated to GB for information. All actions were agreed as correct. Nothing further to add.</p>	
9	<p><b><u>Draft RSE &amp; PSHE Policy</u></b></p> <p>The new RSE &amp; PSHE Policy is available in draft version but has been agreed by parliament. Primary now focuses on relationships and Secondary on both sex and relationships. LG advised that the new draft policy very much follows the PSHE curriculum the schools are currently following.</p> <p>LG presented powerpoint slides from a recent CPD training day she attended (copy of slides held on GB file). The slides give a very clear overview of what is involved in the new policy. LG has also done a lot of research into the church point of view, and has now put together a final draft policy. LG commented that having the school values so firmly embedded already is very useful as they support a lot of what is already in the policy.</p> <p>The GB asked about how this is going to be communicated to parents, and how it will be fed into the curriculum.</p> <p>LG advised that there will be an appendix to link the curriculum to the policy to make it easy for parents to see how it will be taught. LG advised that she has already started on this and will separate out KS3 and KS4 to make it clear what is taught at an older age.</p> <p>The GB commented that is the policy is referring to ‘relationships’ this may take some of the worry out for parents.</p> <p>LG agreed and advised that the scientific names etc. have been made very basic so it’s unlikely that parents will feel uncomfortable.</p> <p>LG will continue to update the current PSHE policy and make it clear what is being taught and when and then it will be rolled out to parents – by way of signposting on the website and also inviting parents in for informal learning sessions to ensure any questions are answered and any concerns discussed. LG advised that the policy will be weaved into lessons so children may not even notice it is being taught.</p> <p>LG to email draft version of the policy to the Clerk to distribute to Governors, any feedback to go to LG. LG advised her timescale for this is by Summer term 1 as she has a further training course to attend.</p>	ACTION

	The GB asked for an example of how the policy might be weaved into a lesson plan. LG advised that there is a PSHE file with examples of lesson plans that Governors can access at any time. LG advised she would also email everyone a lesson plan as an example.	ACTION
10	<p><b><u>Policies review and update from Headteacher</u></b></p> <p>Home School Agreement – the highlighted changes were discussed/agreed. These changes will be in place from September. NB advised this policy is useful for both the parents and the school for clear guidelines for behaviour and expectations.</p> <p>Behaviour Policy – NB has worked closely with other first schools in the area on this policy. The policy gives a level of whether the child’s behaviour is and will be useful for supporting the child and family. Policy agreed and signed. It was agreed when a bible quote is found for this policy, this will be added as an amendment.</p> <p>Parent Code of Conduct – agreed and signed</p> <p>Capability Procedures for Staff – agreed and signed.</p> <p>EK to give Tracy Lawrence her electronic signature.</p>	ACTION
11	<p><b><u>Safeguarding</u></b></p> <p>NB advised that all files are being reviewed and updated with chronologies. These can be good practice for seeing a whole picture and any patterns that can be useful for helping the child/family.</p>	
12	<p><b><u>Health &amp; Safety</u></b></p> <p>A Health &amp; Safety audit was held in February for Ashlands – the results were a few minor issues to amend. One example was a lead that hadn’t been PAT tested, this has now been removed.</p> <p>The Health &amp; Safety audit for Misterton is due but no date is known.</p>	
13	<p><b><u>Church Distinctiveness</u></b></p> <p>The new vision is going to be rolled out on the website this half term for parents to see. The vision has been added to the top of the policies as well. The values are well embedded, children have a good understanding and support each other using the values.</p>	
14	<p><b><u>Date, time and venue on next meeting/training</u></b></p> <p><u>w/c 29/04/19 – Ashlands - TBC</u></p>	
15	<p><b><u>Next meeting focus</u></b></p>	

	Headteacher Report 2/Pupil Premium/SDPUpdate Finance Focus C – Final Budget Governor visit reports	
	<b>Meeting closed at 7:10pm</b>	

