

**Ashbourne Primary School
Full Governing Body Meeting
Wednesday 2nd February 2022, 6pm**

Minutes

Present

Ashley Tabony (chair)
Paula Whysall
Heather Davis
Ken Torr
Jeremy Cresswell
Vicky Howell
Colin Smith
Chloe Austin

Apologies

Emma Opacic
Katie Whitby
Anna Featherstone

Agenda Items:

FGB.2.2.22-1. Apologies

FGB.2.2.22-1i. Apologies given: Apologies were received from Emma Opacic, Katie Whitby and Anna Featherstone.

FGB.2.2.22-1ii. Acceptance of apologies: Apologies were accepted from Emma Opacic, Katie Whitby and Anna Featherstone.

FGB.2.2.22-2. Declarations of interest: PW declared an interest in item 21, VH and HD declared an interest in item 28.

FGB.2.2.22-3. Confidentiality statement: Governors were reminded that matters discussed in the meetings are confidential, and that the way of making these matters public is through the minutes.

FGB.2.2.22-4. New governors welcome: None

FGB.2.2.22-5. Minutes of the last meeting – 20th October 2021: The minutes of FGB 20.10.21 were accepted as a true and accurate record of the meeting.

FGB.2.2.22-6. Matters arising from the minutes of the last meeting (only items not on this agenda)

TLC.12.10.21-14. Attendance.

Attendance data 07/06/21-23/07/21

Overall school attendance – 97.4%

Pupil premium – 97.1%

SEN – 96.2%

EAL – 98.2%

LAC 100%.

EAL attendance is good for 2020/2021 but there are concerns for 2021/2022. PW would like to explore the possibility of employing an interpreter for approximately 20 hours per year to support families with attendance and safeguarding issues.

Governors agreed to PW/HD investigating the use of an interpreter.

Action: PW/HD will investigate the use of an interpreter.

This will be taken to FGB.

Governors discussed the costs and concerns of employing an interpreter. They emphasized the need for the interpreter to follow confidentiality rules within school which would be part of the induction process.

Governors agreed to the employment of an interpreter, on a supply basis.

Action: PW to advertise the role.

PW informed governors that a Polish interpreter has been employed on a supply basis.

FGB.20.10.21-19. Safeguarding audit S175: The Safeguarding audit was reviewed by governors. KT expressed concern that not all governors were aware of Early Help provision.
Action: PW/HD will ask Ali Blake to give governors some training on the Early Help provision.

Governors accepted the Safeguarding Audit.

PW described the process of Early Help and Early Help Assessment.

FGB.2.2.22-7. Minutes from committee meetings since the last meeting of the full governing body (only minutes that have been ratified by the committee)

- RfL 12th October 2021: Accepted as a true and accurate record.
- TLC 12th October 2021: Ratified at TLC.2.2.22

FGB.2.2.22-8. Matters arising from committee meeting minutes : None

FGB.2.2.22-9. OFSTED visit: This item was deemed confidential.

FGB.2.2.22-10. School Improvement Plan: The updated SIP was reviewed.

Governors accepted the updated SIP.

FGB.2.2.22-11. SES: PW reported that the SES had been updated at Christmas.

Governors accepted the updated SES.

FGB.2.2.22-12. LA advisor Records of visits: Governors reviewed the LA advisor records of visits:

16.11.21 Deep dive into Science by Quentin Hannant

23.11.21 Deep dive into reading and phonics by Quentin Hannant.

AT felt that the reports were very complimentary, as was the Geography deep dive by Quentin Hannant in 2020.

FGB.2.2.22-13. Internal data for December 2021: Governors reviewed the most recent data and intervention plan.

AT felt that the situation was better than expected after lockdowns.

PW agreed and felt it was due to the quality of on line learning during lockdown.

FGB.2.2.22-14. SFVS: Governors reviewed the SFVS

Governors accepted the SFVS.

Action: AT to sign SFVS which will then be submitted to DCC.

FGB.2.2.22-15. Finance - budget report: PW updated governors on the finance report following a meeting with the finance officer from DCC:

c/f £14000 at the end of this financial year

deficit of £3000 for 2022/2023

surplus of £800 for 2023/2024

These figures include provision for 8 classes for 2022/2023.

CS questioned whether energy costs have been included in these projections

PW responded that they were, as were estimated pay rises for staff.

JC enquired about the possibility of nursery provision at APS.

PW replied that funding would not be received from DCC for nursery provision as there is already a surplus of nursery places in Ashbourne.

Governors accepted latest budget report.

FGB.2.2.22-16. Benchmarking. Governors reviewed benchmarking data.

Governors were comfortable with the benchmarking data.

FGB.2.2.22-17. Pupil and Parent questionnaire. Governors reviewed the analysis of the pupil and parent questionnaires.

Governors commented on the good responses from the questionnaires.

FGB.2.2.22-18. Staff questionnaire. Governors noted the good responses from the staff questionnaire.

JC questioned the sports provision position, which will be vacant when Chris Peach leaves.

PW responded that this issue will be addressed by SLT but a full time HLTA/Sports provider is required.

FGB.2.2.22-19. Parent governor /instrument of governance. Governors reviewed the current Instrument of Government for Ashbourne Primary School. They agreed to revise the Instrument of Government to:

<p>1 Headteacher 1 LA Governor 1 Staff Governor 6 Co-opted Governors 2 Parent Governors Action: Jane Cole to request change of Instrument of Government through Governor Support.</p>
<p>FGB.2.2.22-20. Covid updates and management . PW reported that 15-20% of children are affected by covid absence and 2 members of staff. KT asked if on-line learning was in place, should it be needed? PW reported that it was and that she had written to parents detailing what would happen in different scenarios; this has been well received by parents. KT congratulated PW on the preparation.</p>
<p>FGB.2.2.22-21. Headteacher performance management: <i>This item was deemed confidential.</i></p>
<p>FGB.2.2.22-22. RFL minutes of last meeting (RFL October 12th 2021)- record as a true record/or the following amendments have been proposed and accepted. The minutes and confidential minutes of RFL 12.10.21 were accepted as a true and accurate record of the meeting.</p>
<p>FGB.2.2.22-23. Matters arising from minutes of last meeting. None.</p>
<p>FGB.2.2.22-24. Policy reviews: FGB.2.2.22-24a. IT administration Governors accepted the policy. FGB.2.2.22-24b. Computer, disaster and security Governors accepted the policy. FGB.2.2.22-24c. Health and safety Governors accepted the policy. FGB.2.2.22-24d. Teacher pay Governors accepted the policy.</p>
<p>FGB.2.2.22-25. Staffing FGB.2.2.22-25a. Departure of staff (Jane Wilton, Charlotte Musgrove, Chris Peach). PW reported that Jane Wilton has left as AfterSchool Club Manager Charlotte Musgrove as left as a teaching assistant Chris Peach will leave on 11th February as HLTA/Sports provider FGB.2.2.22-25b. Appointment of staff (Helen Collins- ASC manager, Vicki Thorne -AT, Zofia Piaszyk).PW reported that Helen Collins has been appointed as ASC manager Vicki Thorne has been appointed as a teaching assistant Zofia Piaszyk has been appointed as an interpreter on a supply basis.</p>
<p>FGB.2.2.22-26. Finance FGB.2.2.22-26a. Quotations for works (Fire doors). This has been approved by AT, in consultation with Clive Avery. FGB.2.2.22-26b. Orders/invoices ratified by email since the last meeting (electricity). The invoice for electricity £3429 has been agreed by email. Comparison prices have been investigated but DCC offer "best value" FGB.2.2.22-26c. School fund account. These have been audited by Coates and Partners. Governors accepted the audited school fund accounts.</p>
<p>FGB.2.2.22-27. Health and Safety. PW reported that the work on the fire doors and fire alarm is being completed.</p>
<p>FGB.2.2.22-28. Any other business. <i>This item was deemed confidential.</i></p>
<p>FGB.2.2.22-29. Determination of items deemed to be confidential. The following items were deemed confidential: FGB.2.2.22-9. FGB.2.2.22-21. FGB.2.2.22-28</p>
<p>FGB.2.2.22-30. Date of next meeting – 30th March 2022 for FGB and 22nd March 2022 for RFL</p>