

**Ashbourne Primary School
Full Governing Body Meeting
Wednesday 3rd July 2024, 5pm**

Minutes

Present

Ken Torr (Chair)
Paula Chisholm
Louise Shaw
Heather Davis
Chloe Woolley
Louise Yeomans
Chetali Patel
Katie White

Apologies

Ashley Tabony
Amanda Bailey

Clerk Jane Cole

Minutes
FGB.03.07.24-1. Apologies i. apologies given: Ashley Tabony, Amanda Bailey ii. acceptance of apologies: Ashley Tabony, Amanda Bailey
FGB.03.07.24-2. Declarations of interest: CW declared an interest in items 16 and 17.
FGB.03.07.24-3. Confidentiality statement: Governors were reminded that matters discussed in the meeting are confidential and that the way of making these matters public is through the minutes.
FGB.03.07.24-4. Minutes of the last meeting – April 24th 2024 The minutes of FGB April 24 th 2024 were accepted as true and accurate records of the meeting.
FGB.03.07.24-5. Matters arising from the minutes of the last meeting (only items not on this agenda) FGB.24.04.24-5 Matters arising from the minutes of the last meeting (only items not on this agenda): FGB.24.01.24-9 Y6 case study: HD presented the case study for Y6 2022/2023. Action: PC will investigate schools with similar demographics. No action yet undertaken due to current high workload associated with academisation process. Louise Shaw will now investigate this.
FGB.24.04.24-8 School Improvement Plan 2023 24 V4: In response to PT's suggestion after his presentation relating scrutiny of last year's data a 4 th . priority has been added to the SIP. The priorities now are:- Priority 1: To ensure Nursery provision is good or better Priority 2: To improve Writing outcomes for all groups Priority 3: To strengthen leadership capacity at all levels Priority 4: To improve maths outcomes at the end of KS2 (New Addition) Governors reviewed the plan and were pleased to note that most actions were on track and that PC and the SLT had put into place a comprehensive range of ongoing actions to support the delivery of Priority 4. PC also drew attention to :- <ul style="list-style-type: none">• The focus on Writing which is continuing and that certain positive elements of delivery in writing were becoming apparent. PC informed governors that writing would continue to be a priority of the SIP for 2024/2025 with agreed actions being implemented.

FGB.03.07.24-6. Minutes from committee meetings since the last meeting of the full governing body (only minutes that have been ratified by the committee)

- RfL April 16th 2024: accepted as true and accurate records of the meeting.
- TLC April 16th 2024: accepted as true and accurate records of the meeting.

FGB.03.07.24-7. Matters arising from committee meeting minutes

RFL.16.04.24-9. Health and Safety:

Health and safety report checked by governors. One child accident was noted. KT has checked the logs and noted that the asbestos audit is overdue.

PC to email Clive to undertake the audit.

KT reported that the asbestos audit had been completed.

RFL.16.01.24-10. Any other business :

Th condition survey has been undertaken.

CS asked for this to be emailed to governors.

The conditioning survey has been sent to governors.

TLC.16.04.24-10. Attendance: Governors reviewed the attendance data.

All groups are in line.

Attendance meetings in place but not attended by parents.

CS questioned the level of attendance post covid.

PC replied that attendance was lower than before covid.

CS asked whether parents are attending attendance meetings.

PW replied that in many cases parents are not attending attendance meetings.

PW explained the attendance policy for APS, adding that she felt that it is a tight policy.

FGB.03.07.24-8. Headteacher report to governors

Admissions: PC noted the 20 in year admissions for 2023/2024 a significant number of which were SEND; funding support for this has implications on the school budget.

School improvement inc data/teaching and learning:

- Phonics Predicted pass rate is 89%
- Year 6 writing 65% (54% in 2023)
- Year 6 data expected 9th July
- Year 2 72% for all subjects
- EYFS GLD

Safeguarding: KT noted the decrease of 1 child on child protection register. PC confirmed this.

KT noted that all safeguarding training is up to date.

Attendance:

- Whole school attendance 95.4%, national average 94.3% PC confirmed that attendance is lower than in previous years.
- Authorised absence (school) 3.6% Authorised absence (national) 4.1%
- Unauthorised absence (school) 1.0% Unauthorised absence (national) 1.6%
- Persistent absence (school) 11.9% Persistent absence (national) 16.7%
PC informed that many pupils with persistent absence are on attendance plans.
- SEN (school) 95.1%
Pupil premium (school) 94.9%
EAL (school) 97.1%

PC reported that the new Arbor system is helping with attendance tracking.

Behaviour – nothing to report.

Health and safety:

Health and safety checks

Last fire alarm evacuation – March 25th 2024

Last date of fire point test – (weekly) 13th June 2024

Last date of asbestos audit (annually) – 12/03/2024

Last date when water tests were undertaken – (monthly) June 2024

Last date of Lockdown Practise – 17th June 2024

SEND/Pupil premium

Pupils on SEND register 18% (41 children)

EHCP/inclusion funding 8% (16 children)

Pupil premium 36% (National average is 24%)

KT noted that this is an increase from previous years and is above the national average. PC advised that other Headteachers have reported increases in the percentages of pupil premium children.

KT added that APS has a good reputation of provision for SEND children.

CS asked staff for areas of concern:

PC – parental engagement; measures are being taken to support this next year.

LS – writing

HD- behaviour – this is being targeted.

FGB.03.07.24-9. ACE Derbyshire Trust updates:

FGB.03.07.24-8a. Terms of Reference for LGCs: Reviewed by governors. The LGC for APS will consist of:

5 trust appointed governors

2 parent governors

1 staff governor

The option to appoint 2 co-opted governors.

Terms of reference have been approved by the board.

FGB.03.07.24-8b. Scheme of delegation: This has been guided by another trust and will be used for the first year of the ACE. It has been approved by the directors.

FGB.03.07.24-8c. Governance handbook: this was reviewed by governors who expressed some concern at the stipulation to start all LGC meetings no later than 5pm, feeling that it may exclude some people from becoming a governor.

FGB.03.07.24-8d. Annual agendas: reviewed by governors.

FGB.03.07.24-10. Budget Governors reviewed and approved the budget.

FGB.03.07.24-11. School Improvement Plan: The end of year review will be completed week commencing 8/7/2024. PC will then send it out to governors.

KT asked if there were any concerns regarding the SIP for 2023/2024.

PC reported that writing continues to be a concern and will be on the SIP for 2024/2025.

CP asked if there had been an increase in the capacity of leadership within the school.

PC responded that there had been an increase in leadership capacity with Michelle Croxall and

Kirsty Durose contributing to leadership. She also told governors that Louise Shaw had provided excellent support during HD's maternity leave, as had Beth Akhurst in the role of assistant SENCO.

FGB.03.07.24-12. Staffing and class structure Sept 2024:

Class structure 2024/2025

Nursery/Reception	Michell Croxall
Year 1	Vicky Tyrrell
Year 2	Jessica Evans/Vicky Howell
Year 3 / 4	Jamie Clarke
Year 3 / 4	Carly Emberley/ Sarah Adams
Year 5	Natasha Valentine/Sarah Thornley
Year 6	Beth Akhurst
Year 6	Kirsty Durose

Projected numbers for Reception – 18
Projected numbers for Nursery - 18

FGB.03.07.24-13. School based reviews:

- Creativity topic review
- SEND parent questionnaire
- Phonics review
- Diversity topic review
- History monitoring
- MFL monitoring

Governors reviewed the reports and concluded that they were informative and interesting. They agreed they would like the reviews to be continued.

Governors noted the positive results from the parental SEND questionnaire.

FGB.03.07.24-14. LA and governor ROVs:

LS presented LA ROV from advisor Ann Politowski. Actions have been set from the visit and will be reviewed at Ann's next visit on 9/7/24.

In future School improvement will be completed within the Academy.

The Creativity topic has been reviewed with governor Amanda Bailey.

FGB.03.07.24-15. Behaviour policy : PC presented the new Behaviour Policy which will be fully implemented from September 2024. Small adjustments to rewards have been made from the previous policy based on research with children eg Gem jar treats and points rewarded with certificates rather than the PRAISE shop.

Governors accepted the policy.

FGB.03.07.24-16. Governor privacy notice: This is a model LA policy.

Governors accepted the policy.

FGB.03.07.24-17. Staff request: *This item was deemed confidential*

FGB.03.07.24-18. Other staffing issues . *This item was deemed confidential.*

FGB.03.07.24-19. Review parent ban. The current ban of a parent from the school premises was reviewed and discussed.

Governors agreed to uphold the ban for a further year.

FGB.03.07.24-20. Any other business

Approval of invoice for £4489.41 for Arbor.

Governors approved payment of the invoice.

LY raised concern about the use of mobile phones bases on research of their impact on young people.

KT proposed to discuss the issue at a future meeting.

FGB.03.07.24-21. Date of next meeting – 25th September

FGB.03.07.24-22. Determination of items deemed to be confidential

FGB.03.07.24-17. FGB.03.07.24-18