

**Ashbourne Primary School  
Full Governing Body Meeting  
Wednesday 10th April 2019 , 6pm  
Minutes**

**Present**

Ashley Tabony (arrived 7:35pm)  
Colin Smith (arrived 6:25pm)  
Ken Torr  
Paula Whysall (Headteacher)  
Vicky Mochor  
Claire Fildes  
Jeremy Cresswell  
Emma Opacic  
Sue Dell (Guest)  
Heather Davis (Guest)

**Apologies**

Perry Moon

<b>KT chaired the meeting until AT arrived</b>
<b>FGB.10/04/19-1:Apologies</b> i. apologies given: apologies were received from Perry Moon ii. acceptance of apologies : apologies were accepted from Perry Moon Governor Sharron Magowan was absent from the meeting – apologies were not received.
<b>FGB.10/04/19-2:Declarations of interest.</b> PW declared an interest in items 14 and 15
<b>FGB.10/04/19-3:Confidentiality statement.</b> Governors were reminded that matters discussed in the meetings are confidential, and that the way of making these matters public is through the minutes.
<b>FGB.10/04/19-4:Minutes of the last meeting – January 23rd 2019.</b> The minutes of the meeting were accepted as a true and accurate record of the meeting. The confidential minutes were accepted as true and accurate.
<b>FGB.10/04/19-5:Matters arising from the minutes of the last meeting (only items not on this agenda). Point ii) was deemed confidential.</b>  i) <b>FGB.230119-8.</b> School Improvement Plan: PW updated governors on items that were completed and on-going. <b>AT asked if everything had been completed that should have been completed at this stage?</b> PW replied that generally this was the case, with only a few exceptions e.g. actions 3.2, 3.3 & 3.6: These are in hand, as are those actions which form part of an ongoing process. There was a discussion regarding the visits to nurseries made by LS and PW. It was reported that the nurseries appreciate these visits from APS and give positive feedback.  <b>KT questioned the impact of the positive feedback</b> PW replied that relationships have been developed with the nurseries and the initiative will be ongoing with further projects between APS and the nurseries being done. She added that PW and Sharron Powling will be doing the nursery visits this year for children coming into Reception at APS.
<b>FGB.10/04/19-6:Minutes from committee meetings since the last meeting of the full governing body (only minutes that have been ratified by the committee)</b> RFL 8 <sup>th</sup> January 2019: Minutes were accepted as a true and accurate record of the meeting. The confidential minutes were accepted as a true and accurate record. TLC 8 <sup>th</sup> January 2019: Minutes were accepted as a true and accurate record of the meeting. The confidential minutes were accepted as true and accurate.
<b>FGB.10/04/19-7:Matters arising from committee meeting minutes:</b> This item was deemed confidential.

**FGB.10/04/19-8:School Improvement Plan.** PW reported on the progress of actions on the SIP.  
**KT questioned whether the SIP would need to be altered to take account of the revised assessment and data analysis arrangements for 2019/2020?**

PW replied that the SIP would be altered to reflect this.

**KT asked VM and HD for their thoughts regarding the new assessment arrangements.**

VM and HD responded that teacher assessment is constant and on going and does not just occur at assessment points.

**KT questioned whether the initiatives on the SIP were positive.**

PW replied that they were, with the following examples:

Maths – practical activities were being implemented

Reading – whole class reading is now in place.

Working towards child children – an ongoing focus.

**KT referred to the 3 year SIP and asked how items were progressing**

PW reported the following:

- The Primary Science Quality Mark has been achieved.
- Work has been done and is on going regarding on line safety.
- Succession planning is in place for the deputy head and year 6 leader.
- Succession planning is under consideration for literacy leader and numeracy leader.
- The building and conditioning survey action plan has been completed by Clive Avery.

**Governors again commended the work of Clive Avery and agreed to send a letter of appreciation to him.**

**Action: A letter of appreciation to be sent to Clive Avery from the governors.**

**Governors accepted the progress of the SIP.**

**FGB.10/04/19-9:School Self Evaluation Summary.** PW has updated the document.

**KT questioned the meaning of the Reading, writing and maths combined percentage measure?**

PW explained that this measure was the percentage of children who have achieved the expected standard in all three areas of reading, writing and maths.

SD added that this measure forms part of the floor standard.

**KT commented on the good progress made by pupil premium children.**

**The School self evaluation summary was accepted by governors.**

**FGB.10/04/19-10:Audit action plan.** PW presented the audit action plan to governors and explained that the plan shows points to be addressed. SD added that the verbal feedback from the auditors had been positive.

**The action plan was discussed by governors and the auditors report accepted. Actions are to be implemented.**

KT and PW congratulated Amy Peach and Jane Cole on their work.

**FGB.10/04/19-11: Budget – annex 1.** Confidential

**FGB.10/04/19-12:Governor handbook** . Governors shared the Governance handbook and agreed it was a good source of reference for governors.

**Action: KT agreed to address issues Raised from the handbook and he agreed support new governor inductions.**

**FGB.10/04/19-13:Governor records of visit** . Governors visit reports were shared and discussed:

JC – Maths visit. JC explained how he had joined SD for a Maths learning walk. He saw the progression of the use of concrete apparatus, pictorial representation and then abstract concepts. He observed that intervention groups were studying the same material as the others and that the new marking policy was being implemented. JC commented on the good behaviour of the children.

KT – Collective worship visit. KT also noted the good behaviour of the children.

KT- EYFS visit. KT explained how he saw many different activities going on in the EYFS class and that the children seemed “to love” the activities. He was impressed by everyone working together

and showing mutual respect and by the power of the quietly spoken word when an adult was dealing with an incident. He noted a calm atmosphere within the classroom and the use of older children as buddies, some of whom had been encouraged to be a buddy to improve their own confidence and self esteem.

KT- KS1 visit. KT noted the slightly different emphasis from year 1 to year 2 with sessions being progressively longer. He was impressed that Mrs Tavernor was happy to continue with his visit in HD's absence. He felt that the school behaviour policy was evident throughout EYFS and KS1. KT expressed his agreement with the decision to separate year 1 and year 2. HD explained the difficulties with combining year 1 and year 2.

**FGB.10/04/19-14:Executive Headship. This item was deemed confidential.**

**FGB.10/04/19-15:Decision to revoke or restrict the licence of parent on school premises. This item was deemed confidential.**

**FGB.10/04/19-16:Governor roles and responsibilities.** Governors reviewed their roles and responsibilities and agreed the following:

KT: Pupil premium, safeguarding and on-line safety, worship.

SM: Health and safety, bullying, reading.

JC: Maths.

NW: Equality.

EO: Well-being, health and sport.

KT and EO will undertake some safeguarding training.

**FGB.10/04/19-17:Any other business.**

i) This item was deemed confidential.

ii) Governors attendance panel meeting. PW requested a governor attendance panel for a pupil whose attendance was 82%.The attendance policy has been followed . CS, EO and CS agreed to be on the panel. The meeting was arranged for Friday 3<sup>rd</sup> May 2019 at 2:30pm. PW will send information to governors and the panel will meet at 2pm.

**Action: parents will be sent a written invitation to the meeting.**

**FGB.10/04/19-18:Date of next meeting – 26<sup>th</sup> June 2019.**

**FGB.10/04/19-19:Determination of items deemed to be confidential.** Items 5ii), 7, 14, 15, 17i) were deemed confidential