

ASTON CLINTON SCHOOL

MEETING OF THE GOVERNING BOARD MINUTES

Date	15 th January 2025
Time	6pm
Place	at the school
Clerk	Emma Lad. Emma.lad@clerks.hertsforlearning.co.uk

Name	Governor Type	Attended
Sue Bradshaw	Co-opted governor	Attended
Hannah Brunning	Parent governor	Attended
Katy Coats	Co-opted governor	Attended
Katherine Cole	Staff governor	Attended
Sean Hayward	Co-opted governor	Attended
Emma Lad (Clerk)	Clerk	Attended
Carol Macdonald (HT)	Headteacher	Attended
Christine Moxham (Chair)	Co-opted governor	Attended
Sophie Roberts	Co-opted governor	Attended
Jenny Stark	Local Authority Governor	Attended
Rebecca Taylor	Parent governor	Attended

Long term strategic aims for the school

- To be the school of choice for the local community
- School is judged at least GOOD by Ofsted, **with elements that are judged OUTSTANDING**
- The school is developing its own e.g. TAs to teachers to leaders
- The school is outward looking:
 - Is a reference point for others and shares best practice
 - looks to move forward and improve all the time
 - Keeps up to date with current thinking
 - Has a stable and committed staff team

Targets for the governing body for the year

- Supporting the embedding of the coaching programme
- Monitoring of writing and data patterns over the year particularly for disadvantaged children.
- Safeguarding audit to be completed.
- Election and induction of a new parent governor

Governor challenge/questions will be marked in yellow.

Governor Actions are marked in italic.

Meeting started at 6pm

Action

1. Welcome, apologies and reminder of confidentiality

The meeting was quorate.

Governors reviewed books ahead of the meeting and decided to postpone the English awards to September 2025.

2. **Conflicts of interest**

There were none identified with agenda items.

Katy is now a parent at the school and will add her being a parent to her declarations of interest.

Katy Coats

3. **Notification of any other business**

There was no notification of any other business.

4. **Board membership matters**

- Note any new appointments, vacancies and expiring terms of service. Agree actions that need to be taken

There are Governor Hub changes taking place at the moment. A new skills review will be added for governors which will help identify areas of expertise needed. The governors decided to wait until the changes had been made before advertising for the Parent governor vacancy. The office staff also have other projects they are managing at present.

The parent governor vacancy will be advertised to new parents for election in September 2025. The HT will make parents aware at the end of the summer term.

HT/ Clerk (Summer 2 agenda)

- *Spring two – Jenny Stark to review the EYFS for the Friday flyer*
- Governor training

Jenny Stark

*COMPLAINTS – every three years
VIA MODERN GOVERNOR
Complaints refresher <https://learning.moderngovernor.com/course/view.php?id=190> -
to be completed every three years*

Katy, Rebecca

5. **Minutes of the last meeting to be approved and matters arising to be approved**

The minutes were approved as an accurate record of the meeting, and they will be signed via Governor Hub electronically by the chair.

Chair

All matters arising are completed or agenda items – see appendix A below.

6. **Chair's action**

- Report on any action taken by the chair or vice-chair on behalf of the board since the last meeting – None
- There was a data breach which the chair has managed, and the process has been followed to ensure everything is in place.

7. **Policy review**

- Online safety

G: Do we know staff are trained annually on online safety?

Safeguarding G: Yes, we review training, and I will check the future plan for training.

Katy Coats

G: There is a lack of clarity regarding images which are nude or seminude rather than illegal in the policy.

Governors discussed the implications and will clarify the policy.

The HT will update the policy and resend to governors.

HT

Governors approved the policy subject to the change requested.

- Visitor
The policy has been clarified to cover all visitors to site including parents.

G: Have the children been spoken to regarding identifying visitors?

HT: The children will be spoken to by class teachers to make it clear that they should have a sticker on their outfit. There will also be an assembly for all children. What they should do if there is someone without a sticker will also be explained to children.

Governors subsequently discussed the invacuation procedure, and the HT explained that there are issues with the locks on one side of the building which are being updated.

Governors approved the policy for use.

- Mental health – reviewed by Sophie ahead of the meeting.

There will be clarity added regarding who is in charge of pupil or staff wellbeing as the school is a coaching school. This will support mediation where required.

The governors approved the policy subject to the additions discussed.

8. Curriculum presentation – PE/ Forest school

The HT explained there was no grant carried forward for Sports Premium grant last year. The report and review are now available on the website. The school now has to submit a form in July to show the provision which has been provided.

Governors reviewed the areas the school can spend on. The grant cannot be used for swimming as is a national curriculum requirement. The HT explained that the first year of swimming lessons are paid for by the school. There is then a voucher for swimming lessons for children who still cannot meet the standard of swimming required. If a child is pupil premium, then there is additional swimming for the children. The HT has worked with the Bucks Swimming advisor. There are increasing number of parents who do not want their children to have lessons, and this is a concern for the school as there is a canal locally which is a health and safety risk.

The Sports premium grant is being used to support the Forest school which has been mapped into every area of the curriculum including OPAL. The curriculum may allow children to complete an outdoor computing lesson through Forest school which has been very successful. The HT is not clear why the parents felt that the children were not completing PE lessons and couple of parents have now been invited to speak to the HT regarding their concerns.

The school will continue to offer an individualised programme, and governors are asked to continue to challenge all areas of the curriculum including Forest School.

G: Is there a clear plan of which areas of the curriculum are being reviewed when?

HT: The school is following the [National Curriculum outdoor document](#) which has led to the changes being reviewed.

G: Can we ensure there is an update to parents once the changes have been made?

HT: We will now be adding to the Friday flyer, and the school Ambassadors will be supporting the reporting.

Governors discussed how best to support parents understanding with information and opportunity to discuss. The governors were pleased with the school's continual review and improvement for children and communication with the community.

9. Headteacher's verbal report

- [Data overview 2024-15](#)
The DHT explained the progress made for the children to the end of the Autumn term. The different assessment systems were explained.

G: When you are reviewing your predictions, is it based on specific children making the progress required?

DHT: Yes, regular reviews are carried out to ensure it is up to date and specific.

G: Do we still have volunteer readers as this could help children who are not being read with at home?

DHT: There are none at present. It is impacting the children in year two and three where children are not read with at home and so we are relaunching volunteer readers.

G: What are we doing to support parents to read at home?

DHT: We talk about it at all events and at the parent evenings.

HT: We need to make sure children are reading for pleasure as well. Part of this is making sure we are meeting with preschools regarding encouraging reading.

G: Is there a forum for children to be supported to discuss reading and enjoying it?

HT: We are creating rewards which will encourage reading. Now the school parliament is in place we are working to discuss whether there could be year 6 reading with younger children. We also have a reading for pleasure scheme for children. The Phonics/ reading lead has many ideas to support which will be implemented in the coming months.

7.10pm Hannah Brunning left the meeting.

Writing across the school is dipping in KS2. Staff have been meeting regarding why children are completing work in the books, but it is not reflected in assessments. Retrieval practice training has been completed by key staff. There are interventions and key programs in place to support across the school. Teacher have felt that the writing is being held back by the spelling and grammar.

G: Are you making children aware of what they need to include in their answers?

DHT: Yes, we make them aware, and we show them models of what should be included.

The DHT explained how children are supported in the class. Governors discussed the use of spelling tests in school and why they are not used as parents cannot ensure there is fidelity to the school phonics systems.

Governors discussed how long the updated scheme will take to impact children and what can be done support the children in the upper year groups. National data was compared and the impact of the disadvantaged groups within the cohorts.

The new Bests starts Early years report clarifies that teachers are still teaching children to the SATs levels even though no longer required. The curriculum needs to be fit for purpose for children and support their progress over their time in the school.

G: Do you have confidence in the curriculum?

DHT: Yes. We are embedding and making changes where required, however, it takes time to embed the changes which started in the summer term last year. The teachers all have faith in the curriculum as presented at the moment and they will continue to be reviewed and amended as required.

- Admissions

- The school has 410 on roll at present. The school has been forced to go over PAN in year 5 and 6. The school has taken a significant number of Fair Access Protocol children.
- The school attendance is 95.26% at present. There is a discrepancy between children in receipt of Pupil Premium and children with SEND.

G: The SEND children who are on reduced timetable are they included?

HT: No. There is a decrease in the number of children who have Emotional based School Avoidance so there aren't any children in that group at present.

- Education, Health and Care Plans (EHCP's) are not declining in the school as the data would indicate, they are now being refused by the LA as not meeting threshold where they would have previously. Three children will be reapplying.

- Alternative provision – there is one child accessing flexi schooling due to medical needs.
- Staffing remains constant at present.
- *The SIP priorities were reviewed, and the personal development areas are mostly met. There will be a thorough review at the next meeting.*

Clerk (Agenda)

- Partnership working continues to work with the liaison group.
- Safeguarding updates were given to governors, and the linked governors have met with the school.
- *Feedback policy to be reviewed at the next meeting after the review of books.*

Clerk (Agenda)

- STEPs training has been completed.
 - OPAL is having an impact and behaviors are improving and impulse control. Medium risk activities are not being released until children are looking after the toys to a higher standard.
 - Wellbeing – the wellbeing ministers are creating a reading group for the school.
 - The HIP has requested that the SIP be rewritten to better reflect the Ofsted expectations and include the evidence to support.
- Academies update
The HT is planning to meet with the last Academy to review their options. The SLT is reviewing whether there could be more collaboration between the schools as a first step.
 - *Inset days for 2025-26 – governors approved the inset days as presented at the meeting and the HT will add to the website.*

HT

10. Committee reports

Finance Committee

- Higher Needs Funding is not being allocated at present.
- The budget is balanced overall at present.
- The SFVS training is being completed by the office manager and then it will be sent to the LA.
- The Digital switchover will be taking place in the half term. This will improve the phones within the school which do not work in certain areas in the school. There will be an additional cost associated with the phones.

Personnel Committee – meeting taking place next week.

There will be a discussion regarding the risk of taking on another member of staff if required.

Safeguarding

There are no issues of concern. The GDPR and visitor issues were reviewed. A follow-up visit is booked for after half term.

Pick up arrangements were reviewed for Early Years and the staff are comfortable with the procedure in place. The HT also checked practice across the liaison group and other schools practice was in line with the schools' practice.

G: How would it be flagged if a child was not allowed to be picked up by a certain person?

DHT: We would have photographs and ensure all staff are aware.

G: How do you ascertain that they shouldn't be allowed to pick them up legally?

DHT: We would check if there was a court order regarding parental responsibility. We would also take legal advice where needed.

G: What would you do regarding communication if a parent was asking you not to communicate with the other parent?

HT: We would continue to follow legal guidance unless we had concerns.

G: How would you check for another person with parental responsibility if there was only one parent on the documentation when the child starts the school.

HT: We would seek further information if there was an indication that there was another person with parental responsibility again involving the legal team if required.

Pay Committee

The Chair confirmed all teachers' pay has been reviewed and there were no concerns raised.

11. Safeguarding – covered under other agenda items.

12. Reports from governor monitoring visits

- [Governor visit policy](#)
- [Receive and evaluate reports from governors who have carried out monitoring visits](#)
- Book future visits – all governors were reminded to book their visits this term.

All governors

13. Clerks update – available via Governor Hub.

14. Any other urgent business

Bucks' consultation group minutes – Sue will post to Governor Hub.

15. Future dates

Date	Start	Committee
Wed 22 Jan 2025	16:30	Personnel, Admissions and Pay Review Committee
Mon 31 Mar 2025	18:00	Full governing body
Wed 23 Apr 2025	18:00	Full governing body
Tue 29 Apr 2025	09:15	Finance, Premises, Health & safety
Wed 30 Apr 2025	17:00	Full governing body – strategy meeting – no clerk
Wed 7 May 2025	16:30	Personnel, Admissions and Pay Review Committee
Mon 23 Jun 2025	18:00	Full governing body

Meeting ended: 8.16pm

Appendix A: Full governing body Matters arising

Item 3: Patience Chapman was given permission to have access to Governor Hub by governors. The clerk will update.

Clerk - completed

Item 4: Note any new appointments, vacancies and expiring terms of service. Agree actions that need to be taken – Co-opted and parent vacancies. The HT will advertise the roles again.

HT – item 4

Item 5: The minutes were approved as an accurate record of the meeting and will be signed by the chair via Governor Hub.

Chair - completed

All matters arising are completed or agenda items – see appendix A below except:

Item 5:1: *The governors agreed to pick four pieces at each meeting which are brought by the HT to the meeting. The clerk will add to the next agenda.*

HT/Clerk (Agenda) – before the meeting

Item 6: Friday flyer – Sue Bradshaw was asked to send an update.

Sue Bradshaw - completed

Item 6: Spring one – Jenny Stark to review the EYFS for the Friday flyer.

Jenny Stark – item 4

Item 7: Online safety policy – to be carried forward.

HT/Clerk (Agenda) – item 7

Item 7: OPAL Play policy – approved subject to an update of page 4.

DHT - completed

Item 8: Curriculum update – PE Curriculum

The PE curriculum has been reviewed and the Forest school leadership in response to parental concern. The Senior Leadership Team are confident that the plans are aligned to the school curriculum. There will be a further update at the next meeting.

Clerk (Agenda) – item 8

Item 9: Academies update – carried forward

Clerk (Agenda) – item 9

Item 10: [Headteacher's verbal report](#) - carried forward the HT was unwell.

Clerk (Agenda) – item 9

*Item 14: COMPLAINTS – every three years - Katy, Sean, Rebecca
VIA MODERN GOVERNOR*

Complaints refresher <https://learning.moderngovernor.com/course/view.php?id=190> - to be completed every three years

Katy, Sean, Rebecca

*Item 14: EXCLUSIONS – every two years - Sean,
VIA MODERN GOVERNOR*

Exclusions refresher <https://learning.moderngovernor.com/course/view.php?id=102> - to be completed every two years

Sean

Item 14: Cybersecurity - [NCSC CYBERSECURITY](#) – chair to check with HT whether all governors should be completing as part of the insurance requirements.

Chair

Item 16: Hannah Brunning will review the Sports premium report with the HT to ensure compliance before uploading it to the school website.

Hannah Brunning - completed