

ASTON CLINTON SCHOOL

MEETING OF THE GOVERNING BOARD MINUTES

Date	Monday 18 th November 2024
Time	6pm
Place	via zoom
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	Apologies
Katherine Cole	Staff governor	Attended
Sean Hayward	Co-opted governor	Attended
Emma Lad (Clerk)	Clerk	Attended
Carol Macdonald (HT)	Headteacher	Apologies
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.

Meeting started at 6pm

Governor Actions are marked in italic.

1. Welcome, apologies and reminder of confidentiality

Action

The meeting was quorate. Apologies from Carol and Katy.

The HT was unable to attend the meeting for personal reasons. Governors agreed to defer the Curriculum update and HT report until she is able to attend.

2. **Conflicts of interest** - There was none identified.

3. Notification of any other business

- *Patience Chapman was given permission to have access to Governor Hub by governors. The clerk will update.*
- Dog mentoring – explained in the Friday Flyer. The Chair of governors gave approval for the dog mentoring programme costs which were reviewed by governors at the last meeting. The Chair explained that the insurance and costs have been reviewed. This is supporting mental health within the school. The governors approved the payment.
- Bucks County Council consultative committee – Sue Bradshaw has joined the committee and explained the hoped impact of the committee and its aims. The governors thanked Sue for volunteering her time.

Clerk

4. Board membership matters

- 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.

- Confirm all declarations and confirmations completed via Governor Hub – the clerk confirmed completed by all governors.

HT

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 will be signed by the chair via Governor Hub.

Chair

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

Item 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)

6. Chair's action

- Report on any action taken by the chair or vice-chair on behalf of the board since the last meeting – covered under agenda item 3.
- The chair has been notified of all restraints and suspensions which are detailed in the Chairs report.
- There is one family being supported with an on-going complaint and this appears to have been dealt with at stage one.
- *Friday flyer – Sue Bradshaw was asked to send an update on the middle leaders and how they are developing the curriculum.*

Sue Bradshaw

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

Jenny Stark

7. Policy review

- *Online safety policy – to be carried forward.*
- *OPAL Play policy – approved subject to an update of page 4.*

HT/Clerk (Agenda)

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)

9. Academies update – carried forward

Clerk (Agenda)

10. Headteacher’s verbal report - carried forward the HT was unwell.

Clerk (Agenda)

11. Committee reports

Thu 7 Nov 2024	<p>Finance Premises, Health and Safety Committee</p> <ul style="list-style-type: none"> • Thanks were passed on to the school team for their oversight of the budget and the review of energy contracts. • The H&S checklist has been uploaded to Governor Hub. • The risk assessment for the dog has been updated.
18 Sep 2024	<p>Personnel, Admissions and Pay review Committee</p> <ul style="list-style-type: none"> • There are no staff vacancies in school at present. • Staff wellbeing was discussed and results from Exit interviews. • Ensuring staff all feel equally valued will be part of the next inset day. • Notes will also be sent out after any staff meetings to ensure there is clear communication.

12. Safeguarding

There is a visit planned for the 6th of December to complete the next section of the audit.

The governors thanked the school for their work on the passport which is working well for the school.

13. Reports from governor monitoring visits

- [Governor visit policy](#)

- Receive and evaluate reports from governors who have carried out monitoring visits

The Chair thanked the governors for their reports which are very thorough and reflect the work in school.

- OPAL and wellbeing – Sophie Roberts

The children are enjoying the opportunity and there is free flow play with all age groups which works very well.

G: Is all the funding for works in place?

Staff G: They are organising at present. It is lovely to see the children interacting. The TAs are all available to support and that has worked very well.

- EYFS - Jenny Stark

I visited and was then present when the feedback was given from an external review. The children have picked up the routines very quickly through the supportive teaching which is in place in the school. The external reviewer also mentioned how positively the children had settled and how ready they were to learn.

- SEND – Rebecca Taylor

The SIP was reviewed against Pupil premium and SEND. These are areas of strength for the school. There is on-going development, but the on-going amount of work and care of the children is lovely to see. I was able to see OPAL and the EYFS and it was very interesting to see them all interacting. There was an issue of children who are completing online learning and whether there are any safeguarding risks. The Lead continues to pursue with County to try and find an answer. A very positive visit.

The Chair thanked the linked governors for their dedication and clear understanding of the roles. Thank you for your hard work.

14. Governor development

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

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

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

Chair

15. [Clerks update](#) – available via Governor Hub

16. Any other urgent business

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

Hannah Brunning

17. Future dates

Date	Start	Committee	Location
7/ 8 Jan 2025	All day	Safeguarding training – inset day	School
Tue 14 Jan 2025	09:15	Finance, Premises, Health & safety Committee	school
Wed 15 Jan 2025	18:00	Aston Clinton FGB meeting	school
Wed 22 Jan 2025	16:30	Personnel, Admissions and Pay Review Committee	school
Mon 31 Mar 2025	18:00	Aston Clinton FGB meeting	online
Wed 23 Apr 2025	18:00	Aston Clinton FGB meeting	school
Wed 30 Apr 2025	17:00	Strategy meeting	school
Wed 7 May 2025	16:30	Personnel, Admissions and Pay Review Committee	school
Thu 15 May 2025	09:15	Finance, Premises, Health & safety Committee	school
Mon 23 Jun 2025	18:00	Aston Clinton FGB meeting	online

Meeting ended: 8.53pm

Appendix A: Full governing body Matters arising

Item 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 agenda.

HT/Clerk (Agenda) – carry forward

Item 2: *Personnel Committee terms of reference to be updated to reflect the changes to the appraisal process and a staff survey will take place in the Spring term to gain staff feedback.*

Chair of Personnel – item 10

Item 5: *There is one co-opted and one parent vacancy. The governors will continue to advertise the Co-opted governor role, and the HT will organise a parent governor election.*

All govs/ HT – item 4

Item 5: *Governors were reminded to complete annual declarations/ confirmations via Governor Hub and review their personal details.*

All govs – item 4

Item 5: *Set 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 –*

The clerk was asked to add to future agenda's

Clerk - completed

Item 6: *The minutes were approved and will be signed by the chair via Governor Hub. All matters arising are completed or agenda items – see appendix A below.*

Chair - completed

Item 7: *Friday flyer – safeguarding update*

Katy will complete and send to the HT before half term.

Katy – item 6

Item 8: *Voice of the child is being heard.*

G: Are we taking in the voice of the child for SEND and EHCP?

HT: That is part of the SEN policy and is part of the safeguarding policy. Adaptive practices are also used and will be added at point 17.5 for clarity.

HT - completed

Item 8: *Online safety policy – to be approved next meeting.*

Clerk (Agenda) – agenda item 7

Item 9: *SIP - HT to upload to GHub.*

HT - completed

Item 10: *Forest school should be a planned progressive curriculum, and the governors were asked to have oversight. Sue and Katherine will review*

Sue/ Katherine - item 12

Item 10: *Performance management/appraisal for staff. To be reviewed at the Personnel Committee.*

Personnel Committee – item 10

Item 10: *Academies update - To be presented at the next meeting.*

HT/ Clerk (Agenda) – item 8

Item 12: *Visits booked or being booked by all governors.*

All governors – item 12

Item 14: *SFVS delegation – Sue and Katherine will speak to the SBM and were delegated authority for completion and submission.*

Sue/ Katherine – on-going