

ASTON CLINTON SCHOOL

MEETING OF THE GOVERNING BOARD MINUTES

Date	Wednesday 15 th November 2023
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	Apologies
Katherine Cole	Staff governor	Attended
Sean Hayward	Co-opted governor	Apologies
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

Governor challenge/questions will be marked in bold and italic

Governor Actions are marked in italic

Meeting started at 6.10pm

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.

1. Welcome, apologies and reminder of confidentiality.

The meeting was quorate. Katy and Sean sent apologies.

2. Conflicts of interest

There were no conflicts of interest declared.

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. 2 co-opted vacancies
- *Confirm governors have completed annual declarations via Governor Hub – clerk to confirm via email.*

Clerk

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

Minutes were approved as an accurate record of the meeting and will be signed by the chair via Governor Hub. All matters arising are completed or agenda items – see appendix A below.

Children Looked After to come under Pupil premium – the clerk will amend on Governor Hub for Rebecca Taylor to monitor.

Clerk

6. Wedding photo presentation – Sophie!

Governors thanked Sophie for sharing her wonderful pictures.

7. Science presentation – postponed to next meeting.

Clerk

8. Chair's action

- Report on any action taken by the chair or vice-chair on behalf of the board since the last meeting – none taken.
- The Chair updated on complaints to the school. There is one stage two complaint taking place.
- Finance has been handed over to Sue Bradshaw to Chair the committee.
- Rebecca Taylor will manage any issues whilst the Chair is on annual leave.
- The chair thanked everyone for their support since she took over the role of chair. All governors are supporting and taking on roles as needed which is greatly appreciated.
- The quality of the reports being sent by governors is fantastic and very comprehensive.

9. Policy review

10. Headteacher's written report.

G: Can you explain the [Opal project](#)?

HT: The new behaviour policy has had an impact on behaviour. There is dysregulation in unregulated areas of the school day still, however. The Opal project was due to start in a year, but Axa agreed to fund the project early. The project will allow the outdoor provision to be more effective. The school will be applying for accreditation.

G: What does platinum mean?

HT: It is the level of pupil engagement and how well the school meets the accreditation.

G: Engagement doesn't mean an improvement in behaviour though, does it?

HT: It will. When children are engaged their behaviour is better. There will be a gardening area, sand area and a water area to meet the accreditation requirements.

G: Who monitors the children's behaviour and who will report back to us?

HT: You must have a playground leader and they will monitor and report back. There should also be less issues with physicality recorded.

DHT: The whole staff will receive training on how to play with children.

HT: It is 18 to 24 months to achieve accreditation.

G: Are there financial implications?

HT: There is £250 per annum for training per annum which Axa are funding. Then the commitment to the post and resources. The Finance committee are already aware. The

impact will be monitored by the reduction in behaviour issues and in the short term there is no financial implication as Axa are funding. The role will be one of the existing TA posts.

The SWOT analysis will be added to the Office 365 governors working area for comment ahead of review at the next meeting.

Chair/ Clerk (Agenda)

- KS2 data presentation with the ISDR and Bucks data dashboard

IDSR – reading at the 87 percentiles.

- Explanation on how the school will benchmark data without KS1 assessments.

The school will continue with the SATS papers for KS1, and the teachers are booked on the County moderation. The external moderator is also coming in to review the moderation across the school.

G: What would be the difference between the SATs and NFER tests if available?

HT: They will give us age related and we need the most helpful information to continue to track children. Until we know what the NFER looks like we can't decide. The liaison group is also reviewing.

11. Committee reports

[Finance, Premises, Health & Safety Committee](#) (2nd November 2023)

- There could be a small surplus at the end of the year which would be a real positive for the school after the close financial management of the school.
- Sean has taken on the role of Health and safety governor.

12. Safeguarding

A safeguarding and H&S walk around took place and there are some considerations for health and safety.

Areas reviewed:

- Morning school start
- Kitchen
- New signing in register to the school.

Report to be uploaded in the next couple of weeks to Governor Hub

Katy Coats/ Sean Hayward

Governors asked that the sign in system be updated to have a governor section which will allow for more accurate recording of visits to the school by governors.

HT

13. Reports from governor monitoring visits

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

A governor explained that a parent had recently visited for Reception next year and had positive feedback on the school and the nursery setting. The Early years team's involvement in the process has really impacted and the planning ensured the event's success.

Middle leaders review – fantastic to see the development in this area.

Mental health, wellbeing – report to be sent to governors via Governor Hub by Sophie Roberts.

Writing – the governor fed back that the meeting took place with Louise Eaton, and it was interesting to see the deep dive process. The highlight was the work completed by the lead and the improvements for the area which have already been carried out. Handwriting is the next key area for development.

- Book future visits

The chair is attending the new parents tour tomorrow.
SEND meeting to be booked before the end of term.

Rebecca Taylor

Christmas events will be shared with governors via Governor Hub.

HT

14. Governor development

- Report on any training undertaken and training needs still to be addressed:
[complaints module](#) on Modern Governor – Sue Bradshaw, Hannah Brunning, Katy Coats, Sean Hayward, Rebecca Taylor
[exclusions training](#) on Modern Governor – Hannah Brunning, Sean Hayward

Clerk

- [Skills audit](#) to be completed by all governors by the next meeting

Clerk/ All governors

15. Clerks update

- Website review completed by Sophie Roberts and to be shared with the HT.

Sophie Roberts

16. Any other urgent business

There was not any other business requested at the beginning of the meeting.

17. Future dates

Date	Start	Committee	Location
Wed 17 Jan 2024	18:00	FGB	School
Wed 27 Mar 2024	18:00	FGB	Online
Wed 24 Apr 2024	18:00	FGB	School
Wed 26 Jun 2024	18:00	FGB	online

Meeting ended:7.05pm

Appendix A: Full governing body Matters arising:

Item 4: Governors approved Sue joining the governing board for a term of four years as a co-opted governor. The chair will make Sue aware after the meeting and the clerk will update Governor Hub
 Chair/ Clerk – completed.

Item 4: The clerk will update Governor Hub with the new roles and committees.

Clerk – completed.

Item 4: Governors to complete annual declarations – via Governor Hub. The clerk showed governors how to update in the meeting. The governors agreed that the Child protection policy, Whistleblowing policy and online safety policy should be added to confirmations.

All governors – agenda item 4

Item 5: Item 13: [School Food Guidance for Governors](#) – delegate to Finance, premise and H&S Committee

Finance, premises, and H&S Committee – carry forward – agenda item 9.

Item 7: G: Can we change the wording to Children Looked After instead of Looked After Child?

HT: Happy to change the wording. Sophie Fanshawe will update.

Sophie Fanshawe – completed.

Item 9: KS2 data, including data broken down for specific groups – Katherine to present on the Independent Schools Data review (IDSR) and the Bucks data dashboard which was distributed via Governor Hub at the next meeting. The governors would also like a further update on how the school will be validating children's progress and attainment with no KS1 data at the end of this year. The governors will review the questions for governors in the documents and utilise for their governor visits.

All governors/ Clerk (Agenda) – agenda item 8

Item 10: The governors discussed references for governors when they started the board and agreed that there should be references taken when governors join the board. An updated DBS check should now also be completed when governors start a new term of office. The HT will take action.

HT – completed.

Item 10: The clerk will add the self declaration form to GH for governors to sign.

Clerk – completed.

Item 11: Book future visits – governors were asked to contact the appropriate member of staff regarding booking their visits. The Chair asked governors to be considerate of the high workload of staff at present when booking visits.

All governors – on-going

Item 12: Report on any training undertaken and training needs still to be addressed. The clerk has sent reminders to governors of training to be completed.

All governors – completed.

Item 14: Next meeting presentations: Science leader and wedding update (Sophie) at the next meeting

Clerk (Agenda)