

ASTON CLINTON SCHOOL

MEETING OF THE GOVERNING BOARD MINUTES

Date	Wednesday 27 th September 2023
Time	6pm
Place	At the school
Clerk	Emma Lad. Emma.lad@clerks.hertsforlearning.co.uk

Name	Governor Type	Attended
Sue Bradshaw	Associate Member	Apologies
Hannah Brunning	Parent governor	Apologies
Katy Coats	Co-opted governor	Attended
Katherine Cole	Staff governor	Apologies
Sophie Fanshawe	Co-opted 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
Jenny Stark	Local Authority Governor	Apologies
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 chair welcomed everyone to the meeting. Keith has stood down as a governor with immediate effect. Sue, Hannah and Katherine 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.

Full governing body annual business

4. Board membership matters

- Note any new appointments, vacancies and expiring terms of service. Agree actions that need to be taken
 - Sean Hayward was appointed for a term of four years (27/9/23 – 26/9/27)
 - Sue has been asked not attend the meeting as there is discussion taking place regarding governor roles.
 - There are three co-opted governor vacancy at the moment and governors discussed Sue Bradshaw joining the board.

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

- Review link governors roles

Jenny Stark – Sports premium/ Chair of Personnel/ EYFS

Rebecca Taylor – SEND/ Pupil premium/ Disadvantaged

Katy Coats/ Sean Hayward – Safeguarding/CLA

Sean Hayward - Health and safety

Sophie Fanshawe– Mental health

Hannah Brunning – Writing/ reading

Sue Bradshaw - Middle leaders / Chair of finance – chair to confirm Sue is happy to take the roles

Chair

Christine Moxham – governance

- Review Committees and [Terms of reference](#)

Finance, Premises, Health & safety

Sue Bradshaw (Chair)

Katherine Cole

Alison Finden (Clerk)

Sean Hayward

Carol Macdonald

Christine Moxham

HT performance management

Carol Macdonald

Christine Moxham

Jenny Stark

Alison Finden (Clerk)
Carol Macdonald
Christine Moxham
Jenny Stark
Rebecca Taylor
Sophie Fanshawe

The clerk will update Governor Hub with the new roles and committees

Clerk

- *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
- Terms of reference were approved by the governors for use.
- Set targets for the governing body for the year
 - Support the school in its promotion of wellbeing for staff and students
 - Support the school in bridging the disadvantaged gap
 - Monitor safeguarding and ensure robust throughout the school
 - To ensure the school is empowered to use finances for the most critical, effective and appropriate outcomes. And research cost savings and additional funding for the next year.
- [Standing Orders](#), were approved including the following:
 - i. Review of Governors' Allowances Scheme and new rates payable
 - ii. Delegation of Functions to Chair and Headteacher
 - iii. Collaboration arrangements with other local schools

5. [Minutes of the last meeting](#) and matters arising to be approved

Minutes were approved by governors and will be signed via Governor Hub by the chair. All matters arising are completed or agenda items – see appendix A below except:

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

Finance, premise and H&S Committee – carry forward

Item 14: There will be a follow up review with the NGA to ensure the board is transitioning to the new governing board leadership. UPDATE: The Chair has spoken to the NGA and they have advised the board spend time embedding the new team before asking for a further review.

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 feedback following the exclusion and IRP panel to the LA but they have not responded.
- Regular meetings have taken place with the SLT.
- Inset days have taken place and governors attended. There was one day on behaviour and mental health where the behaviour policy and statement were created. The second inset day was dedicated to the new writing scheme which will support the SIP.
- There has been one formal complaint and one informal complaint which the Chair is managing.

- CONFIDENTIAL ITEM – HEADTEACHERS PERFORMANCE MANAGEMENT – see part two minutes. Staff governors left the meeting.

7. Policy review

The policies were approved by Governors for use, questions were sent via Governor Hub prior to the meeting:

- Behaviour
- EYFS
- LAC

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

- NGA code of conduct
- Policy review schedule – curriculum
- Policy review schedule – finance
- Policy review schedule – personnel
- PSHE and RSE
- Written statement of behaviour principles
- Child protection policy (revised to reflect updated statutory safeguarding guidance)
- Virtual meeting policy

Curriculum

8. School improvement plan (SIP) and self-evaluation

- Approve the school improvement plan and determine governors' monitoring schedule

The governors were pleased with the layout of the SIP and the section for governors is very clear for review and monitoring. The plan was approved by governors.

- Review progress against self-evaluation form
The SEF forms the SIP so they are aligned.

9. Headteacher's verbal report

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)

- Performance management/appraisal for staff – the process is underway for staff following on from the HT PM and objective setting.

10. Safeguarding

- [Presentation on school practices for governors and updated guidance for 2023](#)
- [Annual Safeguarding report to governors](#)
- Governor visit - [SCR checklist/ ACS Safeguarding audit 2023](#)

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 action

HT

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

Clerk

- Annual audit

At present the school is reviewing the process for induction in relation to children of staff on the school site.

- The HT has serious concerns relating to a child and has been trying to include further parties throughout the county improve the response to concerns raised. Governors discussed and asked that additional members of Bucks County council senior leadership team be contacted to make them aware of the lack of appropriate response.
- There is an escalating picture of safeguarding referrals which are not meeting threshold. Governors discussed the level of need within the children in the school at present and the increasing amount of time and resources being taken up to support a small amount of children. The school now has four DSL's and three additional DSL's to ensure there is enough support in school. Additional DSL's do not have oversight of cases, they are receiving and analysing data.

11. Reports from governor monitoring visits

- [Governor visit policy](#)
- Receive and evaluate reports from governors who have carried out monitoring visits – no visits have taken place this term yet.
- Book future visits – *governors were asked to contact the appropriate member of staff regarding booking their visits. The Chair asked governors to be considerate to the high work load of staff at present when booking visits.*

All governors

12. Governor development

- *Report on any training undertaken and training needs still to be addressed
The clerk has sent reminders to governors of training to be completed.*
- [Skills audit completed January 2023](#)

All governors

13. Clerks update

- *Website review to be allocated – November – Sophie to complete.*

Sophie Fanshawe

14. Any other urgent business

There was no any other business requested at the beginning of the meeting.

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

Clerk (Agenda)

15. Future dates

Date	Start	Committee	Location
Wed 15 Nov 2023	18:00	FGB	Online
Wed 17 Jan 2024	18:00	FGB	School
Wed 27 Mar 2024	18:00	FGB	Online – apologies from Sean Hayward
Wed 24 Apr 2024	18:00	FGB	School
Wed 26 Jun 2024	18:00	FGB	online

Governors fed back that the meeting worked well and there were no issues to report.

Meeting ended: 8.13pm

Appendix A: Full governing body Matters arising

Item 7.8: *The SEND linked governor will review further when she visits the school. A further report will also be sent by the HT*

SEND link governor/ HT - completed

Item 10: *G: On the school perimeter are we sure there aren't any gaps where children are able to reach through? HT: The H&S governor can review with the site manager and see whether there should be a risk assessment put in place or works completed.*

Keith Armstrong - completed

Item 13: *[What Maintained Schools Must Publish Online](#) - updated guidance, in particular new emphasis on publishing GB diversity data. Governors discussed the new requirement and there is an area on Governor Hub to collect the information.*

All governors – agenda item 14

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

Finance, premise and H&S Committee – carry forward

Item 14: *There will be a follow up review with the NLG to ensure the board is transitioning to the new governing board leadership*

Chair – carry forward