

ASTON CLINTON SCHOOL

MEETING OF THE GOVERNING BOARD MINUTES

Date	Wednesday 18 th January 2023
Time	6pm
Place	At the school
Clerk	Emma Lad. Emma.lad@clerks.hertsforlearning.co.uk

Name	Governor Type	Attended
Keith Armstrong	Co-opted governor	Apologies
Hannah Brunning	Parent governor	Attended
Katy Coats	Co-opted governor	Attended
Katherine Cole (DHT)	Staff governor	Attended
Sophie Fanshawe	Co-opted governor	Attended
Carole Green (Chair)	Co-opted governor	Attended
Sean Hayward	Co-opted governor	Attended
Emma Lad (Clerk)	Clerk	Attended
Carol Macdonald (HT)	Headteacher	Attended
Christine Moxham	Co-opted governor	Attended
Louis Redding	Co-opted governor	Attended
Jenny Stark	Local Authority Governor	Attended
Rebecca Taylor	Parent governor	Attended
<u>In attendance</u>		
Katie Rushton	Writing presentation	Attended

Governor challenge/questions will be marked in bold and italic

Governor Actions are marked in italic

Meeting started at 6.02pm

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 consent for absence

The meeting was quorate. Keith Armstrong sent apologies. Katie Rushton was welcomed to the meeting to present on writing.

The writing presentation was brought forward and covered:

- SDP priorities
- Jane Considine – The Write Stuff and how it is being adapted and utilised.
- Author visits impact – writing workshop children’s feedback
G: The children fed back to parents that they really enjoy the visits.
- Staff training – A mentor has been put in place to support Katie with her leadership role. Support for staff is taking place throughout the school including moderation, book looks, exemplifications of work and sequencing. Adapting planning is an ambition for the staff.
- Impact – consistency, scaffolding, staff are gaining confidence, pupils are making progress and enjoying their lessons more.
- What next – further staff training, Strategic monitoring to ensure consistency, continue to focus on SDP, writing results to be the best they can be.
- Authors are being contacted via Twitter and are sending messages to the children which they really enjoy.

G: You have referred to Jane Considine, is this going to be the Aston Clinton way moving forward?

KR: We are adapting and tailoring the curriculum to ensure that it is meeting the needs of the children. We have moved on from embedding the principles of Jane Considine work and are looking at links with other subjects and retrieval practice across subjects. Scaffolding was trialled and then used by all staff across the school.

G: How is writing assessed?

HT: For the teachers moderation is key and we are ensuring there is a sound understanding of levels in place across the school. The children cannot be at age related expectations now because they haven’t been taught everything.

G: When visiting a class, in discussion with a teacher, it was brought up that the children are on a trajectory for the end of the year and the class teacher needs to ensure children are progressing towards that end point.

G: So you are making it clear to staff where children should be at the end of each year group?

KR: Yes, we have looked at end of key stage year groups and we will be reviewing other classes. We are also ensuring teachers understand what the previous and next year groups are aiming for.

HT: KR will be attending a moderation event for county and we will use it as a starting point for creating a portfolio of age related expectations for each year group. It is difficult as there are so many aspects to writing including spelling and handwriting for example.

DHT: We will continue to track but we need to ensure we have a focus on how to support children’s improvement.

G: Do you report to parents mid year on children’s attainment?

HT: We did last year but we won’t this year as County have suggested it is not necessary. Parents will be told if children are on track and where improvements are needed. A deep dive will take place next week with KR.

G: Do you feel that you are growing with the role?

KR: Yes, I feel that with the support I have been able to implement researched ideas and improve the curriculum through collaboration.

G: Are we tracking the support and development which is being offered to middle leaders?

HT: Yes, we are provided with coaching reports.

G: There was very positive feedback from the local book shop about the children’s engagement.

KR left the meeting at 6.36pm

2. Notification of any other business

- Possible strike action

3. Conflict of interest with agenda items

There were no conflicts of interest declared.

4. Minutes of the full governing body meetings on the 15th November 2022 for approval and matters arising.

The governors approved the minutes as an accurate representation of the meeting and the chair will sign as soon as possible. All matters arising are agenda items or completed – see appendix A

PART 1 - Curriculum & Standards

5. Writing presentation – Katie Rushton

Covered under agenda item 1

Governors fed back that the presentation was very positive and thanked KR for her work on the area.

6. [School Improvement Plan](#) progress update

The HT explained not all actions on the School Improvement plan have been completed in the timeframe expected as there have been 46 new joiners since September 2022. A large number have SEND, an EHCP, safeguarding concerns or have English as an additional language. They also may not be with the school long term and some have already left the school again. There has also been an increase in violence against peers or staff. This is leading to an increase in the number of suspensions and the involvement of SLT in managing and supporting the staff and children. There has also been a large increase in illness which is impacting attendance for both children and staff. There is a lack of immunity as a result of the lock down which is impacting children and staff coming into school.

G: Do you feel there is appropriate training for staff on how to manage violent children?

HT: The whole school have been escort trained and 12 members of staff are trained in restraint.

G: The staff survey showed a high number of members of staff asking for training to deal with behaviour.

HT: There is a real change in the behaviour being presented in the school. There are children coming to the school for the short term as they want schools in Aylesbury really closer to home but this is causing real issues with ensuring behaviour expectations are understood and met especially for children with additional needs.

Governors discussed how best to manage the children coming into the school at short notice and the concerns with ensuring safeguarding, SEND paperwork etc are sent through ahead of the child joining. There have been incidents of concern with children arriving ahead of staff being able to have a full understanding of support required. There is also no support for children from external sources once they have joined the school to improve their mental health and wellbeing so the school is having to manage with the resources it has. The School Improvement Plan will be reviewed to look at why certain areas are not on track and how there could be adjustments to ensure the school is on track.

Overview of progress against the SDP:

Writing and reading	On track
Data	Not on track because of the new children joining the school.
Governance	On track
Leadership and management	Not on track because there is not time to release staff as a result of SLT managing behaviour, illness and other issues. There is some subject release but not enough time for a subject area deep dive at present.

There is a changing picture across education at present and Early years is being supported to ensure children are ready to learn when they come into school. Due to the pandemic parents have not been

at playgroups etc to understand how to play with children and support their development. Eight families were offered support classes with play and only one parent took the offer up. As a result, the school is being proactive to support children who will be joining the school next year to visit school and attend groups. The feeder nurseries are also being visited and the children will be coming to the school with their nursery provider. £5,500 funding has been received to improve the nursery area.

G: Are parents updated on children's levels in the Early Years?

HT: We can speak to parents but there aren't levels in the same way as further up the school.

G: Do you get support from parents where you identify needs?

G: I have asked the leader and she explained that it has not been at the level expected.

HT: Unfortunately, it is the Pupil premium children who are the greatest concern at present in the Early Years.

[Autumn data narrative 2022](#)

G: Can we have an update on Year 3 children?

DHT: There are two new children with EHCP's. There is a large gender difference between boys and girls. 12 of the 13 SEND children are boys and they are significantly behind their peers because of their need. There is stability with the teachers and there is regular monitoring in place. The subject leaders are also supporting.

G: They have made very good progress from year 3.

DHT: They are in their second term of 'Master Reader' and the impact is evident.

Year one:	There has been a large influx of children but they are progressing.
Year two:	There has been a large number of children join the class and interventions are in place.
Year four:	There are now age appropriate books in place as part of Little Wandle called the Seven Plus scheme which is working better for the classes.
Year five:	There has been a large change in the children in the class. The children who were originally in the class are doing well but from the new children there is a large number of school refusers and six children didn't take the reading assessment due to not being present. There is also a large number of SEND children who are boys and their attainment data is not in line although their progress is good.
Year six:	There has been a decline in the data which will be reviewed at parents evenings. There are children who are meeting age related expectations for the SATs already so there is a real spread in the class.

7. External reviews update: reports on GovernorHub

[Maths – Improvement Partner: Louise Eaton report 7/11/2022](#)

G: It was a very positive report. The gaps between Pupil premium and non pupil premium children still needs to be closed. We are aware this is an issue for the whole of Buckinghamshire but how are we supporting?

Governors discussed the issues facing the school as a result of the families lack of understanding of how to support their children. Governors discussed how best to engage families and ensure families see the school as a safe space to learn as a family. Governors encouraged the school to keep on the same track with 'cake and calculation' type events. The school will continue to support in school with a broad and balanced curriculum, quality first teaching and interventions where needed.

[Early Years – Helen Smith: Early Years Advisor report 8/11/2022](#)

The Early Years governor fed back that there have been real improvements as the new team embeds in the department.

[Phonics / Reading – Francois Walker, Master Readers report](#)

G: Can there be feedback at the next meeting on Master Readers?

HT: We will action

HT/ Clerk (Agenda)

8. Curriculum Framework – governors responsibilities for monitoring the curriculum (refer [Governance of the Curriculum document](#))

The Chair explained that ensuring the school is meeting all its statutory requirements as governors is key.

G: Are other subjects being reduced in terms of time to allow for the Master Reader programme?

DHT: It is not at the expense of the other subjects.

HT: The cognitive load is high for teachers and children so we may need to review the timetable to see whether there is a way to better plan the day.

The Chair will review further and report back

Chair

9. Pupil Premium annual report (to be on website by 31/12/2022)

G: Is there a reason that the Pupil Premium plan is not on the website as it should have been there by the 31st December?

HT: The SLT have been dealing with the influx of the children into the school and assessing their needs and this has not been a priority.

Governors recognised the pressure the school is under and agreed for the plan to be sent to the Pupil Premium governor by the end of January and on the website by the end of the half term.

HT

10. Governor monitoring reports & programme – Output from review of visit template and next steps

- [EYFS visit report](#)

The governor fed back that the team are working really well and becoming more cohesive. The HT explained that they are doing fantastically with such severe and complex needs within the cohort.

- [SEN/PP governor visit report](#)

- Outcome of the review of the governor visit form and the following were distributed ahead of the meeting: [SIP SEF 2022-23 – governor monitoring plan](#)/ [Governor school monitoring visit](#)

Governors were asked to send comments via Governor Hub on the new form. Governors also requested that any strategic monitoring opportunities be sent so they are aware of when they can attend.

Events can also be sent to the clerk to add to the calendar and notify governors they have taken place or have been arranged. The calendar events will also be added to future minutes

Clerk (Agenda)

Governors discussed the feedback to the HT after the meeting and felt that only when there has been an issue will there be a meeting immediately. The governor visit policy will be reviewed by the chair to ensure it is clear

Chair

11. [Staff Wellbeing Survey](#) - results on GovernorHub

The Personnel Committee will review in detail and report back to next meeting.

Personnel meeting

PART 2 – Other FGB Business

12. Committee reports

- a. [Finance, Premises, Health & Safety Committee](#) (18 January 2023) – minutes to be distributed

- Increased energy costs are around £30,000 which will be paid for from reserves.
- The potential impact of the ARP funding is being reviewed.
- The hiring of school premises policy has been approved.

13. Chairs update

a. Skills audit

The Chair thanked the governors for returning so promptly. Training options will be reviewed and any potential courses signposted for governors by the Chair.

Chair

Katie is the lead safeguarding governor with Sean Hayward.
SEND and Pupil premium allocated governors to be reviewed.

Sophie Fanshawe/ Christine Moxham

b. Message to parents

A message was sent to parents before Christmas relating to unacceptable behaviour towards staff.

c. *Strategy session date for next SIP cycle – Thursday 20 April 2023 at 6pm – All governors were invited to attend*

All governors

d. Potential governor

A potential governor will be invited to the next meeting to observe. The Chair reminded governors that she will be standing down at the end of the summer term.

Standing items

14. Safeguarding

- Inset Day Safeguarding Training 4/1/2023 was attended by CG, SH, KC, JS, and CM. The governors fed back that the training was very informative.
- Visit report and SCR check 15/12/2022
Sean and Katie visited and reported back that the SCR is up to date. There is a schedule of visits being created.

15. Governor training

- Confirmation all governors have completed safeguarding and prevent training
- NCSC Cyber security training for school staff - YouTube – has been completed by all governors Hannah, Katy, Katherine, Sean, Louis, Rebecca
- BEP Chairs briefing – NSPCC Speak Out Stay Safe Programme
The programme is being used by the school for the appropriate year groups.

16. Policy review

- Governor visit policy – covered under agenda item 10
- Lettings policy – covered under agenda item 12

17. Any other business

Strikes – The members of staff who are part of the Union are not planning on striking.

18. Future Meeting Dates

Date	Start	Meeting	
Wed 22 Feb 2023	16:00	Personnel, Admissions and Pay Review Committee	Face to Face
Wed 8 Mar 2023	18:00	Full Governing Board	Virtual
Wed 26 Apr 2023	18:00	Full Governing Board (C&S)	Face to Face

Wed 10 May 2023	09:00	Finance, Premises, Health & safety	Face to Face
Fri 19 May 2023	16:00	Personnel, Admissions and Pay Review Committee	Face to Face
Mon 5 Jun 2023	All day	Inset day - Step On training (governors welcome to observe)	Face to Face
Wed 28 Jun 2023	18:00	Full Governing Board	Virtual

Meeting ended 8.10pm

Appendix A: Full governing body Matters arising

- Item 7: *The Chair of governors and HT will review a letter to be sent to parents regarding behaviour*
Chair of governors/ HT - completed
- Item 7: *Governors were asked to consider their roles and let the Chair know if they have any questions.*
All governors - completed
- Item 9: *The Governor Visit policy will be reviewed by the Chair of governors*
Chair – agenda item 16
- Item 9: *Governors were asked to complete the updated skills audit form: [nga-skills-audit-single-schools-20220707.xlsx](#), Governors were asked to return to the chair by the 30th November 2022.*
All governors – agenda item 13
- Item 11: *Prevent has been completed by all governors except Louis Redding who was asked to complete.*
Louis Redding - completed
- Item 11: [NCSC Cyber security training for school staff - YouTube](#) – Hannah, Katy, Katherine, Sean, Louis, Rebecca
Hannah Brunning, Katy Coats, Katherine Cole, Louis Redding, Rebecca Taylor – agenda item 15
- Item 12: *Lettings policy – carry forward*
Clerk (Agenda) – agenda item 16
- Item 13: *Governors confirmed the delegated financial authority to the DHT to approve up to £1000. Governors asked for this to be added to the Finance Committee terms of reference*
Chair - completed