

## ASTON CLINTON SCHOOL

### MEETING OF THE GOVERNING BOARD MINUTES

Date	Tuesday 15 <sup>th</sup> November 2022
Time	6pm
Place	Via Zoom
Clerk	Emma Lad. <a href="mailto:Emma.lad@clerks.hertsforlearning.co.uk">Emma.lad@clerks.hertsforlearning.co.uk</a>

<b>Name</b>	<b>Governor Type</b>	<b>Attended</b>
Keith Armstrong	Co-opted governor	Attended
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	Apologies Accepted
Jenny Stark	Local Authority Governor	Apologies Accepted
Rebecca Taylor	Parent governor	Attended
<b><u>In attendance</u></b>		
Daniella Keen	Maths 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
- 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.

## 2. Notification of any other business

Chair - Delegated financial authority to the DHT

- Behaviour principles
- Equality Objectives

## 3. Conflict of interest with agenda items

There were no conflicts of interest declared.

## 4. Maths presentation

- Power maths has been purchased and is being amended to reflect the school practices and need of the school cohort.
- Fluent in five – is being implemented to support automaticity every morning.
- Engagement – needs to be interactive, collaborative and engage starters to allow for all children to enjoy maths.
- Practical resources – Maths table pots are on every table in every classroom to support children's learning.
- Spaced retrieval – within the scheme there are sufficient opportunities for planned revisiting of previously learned knowledge, concepts and procedures. Retrieval grids were shown at the meeting.
- Effective feedback – summative assessments are used to identify class gaps, Live marking takes place and fluent in five.
- Terrific time tables – The progression of teaching was explained to governors.

6.18pm Keith Armstrong joined the meeting

- The children in year 4 have to complete a time tables test on line. So the terrific time tables really helps.
- Cakes and calculations – parents and governors were invited to the event on the 9<sup>th</sup> November 2022. This was to support parent understanding learning and support their teaching at home. A parent survey was sent after the event and parents fed back very positively.

Governors thanked Daniella Keen for her work and organising the events for parents.

**G: Terrific tables, is it a scheme?**

**DK: I have created it to allow children to move through the levels systematically.**

**G: Do you get to observe other classes?**

**DK: I have visited the majority of classes. Fluent in five is working very well and children are using the table pots to support answering questions. Children are enjoying maths.**

**G: Congratulations on how the maths deep dive went during in Ofsted.**

**G: I have observed that my grandchild in year one loves maths and is enjoying maths in school.**

6.28pm Danielle Keen left the meeting

## 5. Minutes of the full governing body meetings on the [Aston Clinton FGB minutes 28.09.22 \(approved in principle\).doc](#) and [Aston Clinton FGB minutes 05.10.22.doc](#) for approval and matters arising.

Minutes were approved and will be signed by the chair of governors. All matters arising are agenda items or completed – see appendix A

## 6. Safeguarding

- a. Safeguarding training session (CM) – [summary-keeping-children-safe-in-education-2022-caspar-briefing.pdf](#)/ [Child Protection Framework Policy Autumn 2022-2.pdf](#)

**G: Have you booked the Step On training for staff?**

**HT: Yes, it is all in place.**

- The changes from KCSIE have been actioned.
- CPOMs was overseen by Ofsted. The school is reviewing to ensure that there is appropriate tracking of interventions.
- The use of alternative provisions – education provided off site - was reviewed by Ofsted. The school had understood that if the LA had put in place a provision the school did not have to complete due diligence, however, Ofsted said that the school should be checking the LA and the provision. From now on within the HT report there will be reporting of the due diligence having been carried out. This will include any education the children receive off site during school hours.

**G: What would be considered alternative provision?**

**HT: The PRU or horse riding etc – anything where there is education off site during the school day.**

**DHT: the LA will be issuing guidance to all schools now of the need to be completing the same checks as a result of our Ofsted.**

- Attendance continues to be monitored closely including two possible school refusers. The school is now tracking every action including conversations with the LA as a result of feedback from Ofsted. However, the LA have said there is a limit on what they can do and there does not need to be repeated MASH referrals. The school are now providing outreach support for a child to ensure they are safe.

**G: How are you supporting at home?**

**HT: We will be allowing the SENCo and a member of staff to complete a home visit for a lesson as the child's attendance is at 12%.**

**G: Do you have capacity and are other schools completing home visits?**

**HT: We need to ensure the child is safe and so there is no other option except to complete outreach work.**

**G: Why are you creating additional reports from CPOMS?**

**HT: We have only a few children accessing services but staff are spending a long time on safeguarding issues so we need to ensure the management and reporting are clear.**

- b. Annual safeguarding report - [Annual Safeguarding Return 2022 - April 2022 v2.pdf](#)

## **7. Headteachers report to governors**

- a. [HT report to Governors 22 23 - Oct.pdf](#)

The SIP and HT report are now aligned to the Ofsted objectives.

- The school is still being sent children by admissions and being told to take a child in year 6. The school then has the child leave once there is a place nearer to home. There have been 15 children sent to the school with additional needs un-recognised or with safeguarding needs.
- Next week the school is showing 31 parents around for Reception next year which is fantastic news.
- The Reception cohort currently has 6 children with significant behaviour needs. Of those one is offset, one is awaiting a panel meeting and one has a medical condition.
- There is one child in year 1 who needs to be in a PRU and is at risk of permanent exclusion. The Steps training has been brought forward for staff to support the child's needs.

**G: When does the school have to say it can no longer support the child?**

**HT: We have accessed some support but at present we are just firefighting the behaviour. We are reviewing the behaviour policy but senior leaders time is being taken up whilst managing a small number of children.**

Governors discussed the support and the use of Steps training once completed. The concern is the Reception age children who cannot regulate their behaviour and so the support cannot be implemented and other children are also copying their behaviour.

**G: How is staffing?**

**HT: The morale has picked up since the Ofsted but sickness is still an issue and we are having to reorganise PPA cover weekly.**

**G: Why are you looking at Union advice?**

**HT: We have to try and keep children in education but there are concerns for the safeguarding of staff as well as the children. We have also had members of staff threatened by parents which I am seeking advice on. A member of staff was also named on social media which is unacceptable.**

**G: would a letter from the chair of governors to parents be appropriate?**

**HT: It would be helpful**

The Chair of governors and HT will review a letter to be sent to parents regarding behaviour

Chair of governors/ HT

**G: What does 'classes have been triaged' refer to?**

**HT: We ask teachers if they have any concerns about children and this now forms part of the CPOMs record.**

**G: What were the curriculum development areas in the Ofsted reports?**

**HT: It is more about the future development of disciplinary knowledge for the Spring and Summer term consistently across the year. We are building towards 'endpoints' such as clear assessment levels based on substantive and disciplinary knowledge.**

**G: Love the sound of a growth and glory board, what is that how does it work?**

**HT: We are using recognition awards rather than Headteacher awards to show the work which is being completed.**

- b. Equalities Objectives - <https://www.astonclintonschool.co.uk/equality-duty-objective/> reviewed by governors and approved for use.
- c. SWOT
  - S - so many positive comments from OFSTED, congratulations!
  - W -
  - O - continue what the school is doing, take opportunities to promote the school to increase numbers
  - T - management of complex needs in school distracting SLT and teachers from core purpose.
- d. School Improvement plan – updated version incorporating Ofsted feedback - [AC SIP SEF V4.docx](#). The SIP included a governor monitoring programme.

Governor feedback for links – there has been mapping of the monitoring programme for each priority:

- o writing - Hannah Brunning
- o reading – Rebecca Taylor
- o L&M Governance – Carole Green, Louis Redding
- o L&M - middle leadership – Christine Moxham, Louis Redding, Sophie Fanshawe
- o EYFS – Jenny Stark
- o Safeguarding – Katy Coats and Sean Hayward
- o H&S – Keith Armstrong
- o Send/ PP – Christine Moxham/ Sophie Fanshawe
- o HT Performance management – Jenny Stark, Christine Moxham

Updates on the other subjects areas will now be picked up under the middle leadership monitoring.

Governors were asked to consider their roles and let the Chair know if they have any questions.

**All governors**

**G: In early years there is no suggested termly focus for governor monitoring?**

**HT: We are reviewing with the Early Years advisor as we are not able to be strategic at present because of the level of need in the class.**

- e. Revised procedure for Volunteer readers  
Christine Moxham had attended recent training for volunteers and explained that the process is more streamlined and ensures that volunteers are aware of where the children are with their reading and that any comments are followed up. There will now be an update at the beginning of the sessions on where the children are with their reading. Children on banded reading books will be supported by the volunteers and there will be reading prompts from the school reading programme. Key questions will also be provided.

## **8. Committee reports**

- a. Confirmation Terms of reference reviewed and recommended for FGB approval – governors approved the terms of reference for 2022-23.

- b. Finance, Premises, Health & Safety Committee (20 October 2022) - [Finance Meeting 20.10.22.pdf](#)

The Pay policy was recommended for approval by the committee and approved by governors for use.

- c. Personal, Admissions & Pay Review Committee (5 October) - [Personnel Meeting 5.10.22.pdf](#)

Behaviour Principles <https://www.astonclintonschool.co.uk/behaviour-statement/>  
Governors approved the behaviour principles for use.

## **9. Chairs update - [Chair's report - 2022.11.15.docx](#)**

- a. The chair confirmed the new Instrument of Government has been issued and had been circulated to governors via GovernorHub
- b. The clerk confirmed annual declarations have been completed by governors.
- c. Governor visit proforma presentation to governors

The revised visit report template has been updated to include the overarching strategic responsibilities of the Governing Board to address the Ofsted comment governors are too operational at times so governors can consider these on every visit.

*The Governor Visit policy will be reviewed by the Chair of governors*

**Chair**

- d. Update on Governor link roles allocation – discussed previously
- e. Skills audit responses and actions for improvements

*Governors were asked to complete the updated skills audit form: [nqa-skills-audit-single-schools-20220707.xlsx](#),*

*Governors were asked to return to the chair by the 30<sup>th</sup> November 2022.*

**All governors**

- f. Ofsted report

The governors congratulated the school on the inspection result. The staff were brilliant and presented the school well.

An improvement area is governance and that has been included in the SIP: <https://primarysite-prod-sorted.s3.amazonaws.com/aston-clinton-redesign/UploadedDocument/aaac3fcc-dc5c-4b7c-9266-d0e29082c6ac/10241208-aston-clinton-school-110332-final-1.pdf>

## **Standing items**

## **10. Governor monitoring reports**

- a. [EYFS visit report 10.10.22.docx](#)
- b. [Maths](#) link governor report

## 11. Governor training

- a. Confirmation all governors have completed safeguarding and prevent training
  - Safeguarding and Child protection/ Safeguarding and governance completed by all governors.
  - *Prevent has been completed by all governors except Louis Redding who was asked to complete.*

**Louis Redding**

  - [NCSC Cyber security training for school staff - YouTube](#) – Hannah, Katy, Katherine, Sean, Louis, Rebecca  
**Hannah Brunning, Katy Coats, Katherine Cole, Louis Redding, Rebecca Taylor**
- b. [Bucks Education Partnership link](#)  
 All governors were asked to review the training offered by BEP.
 

**All governors**

## 12. Policy review

- a. *Lettings policy – carry forward*

**Clerk (Agenda)**
- b. Child Protection Policy including KCSIE 2022 - approved for use by governors.

## 13. Any other business

*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**

## 14. Future Meeting Dates

Date	Start	Meeting	
Wed 4 Jan 2023	All day	Inset day – safeguarding in morning then staff and governors well-being event off-site in afternoon	
Wed 18 Jan 2023	18:00	Full Governing Board (C&S)	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
Mon 5 Jun 2023	All day	Inset day - Step On training	
Wed 28 Jun 2023	18:00	Full Governing Board	Virtual

**The meeting ended: 7.55pm**

### **Appendix A: Full governing body Matters arising**

Agenda item 6: 9. The maths lead will be asked to come to a meeting to present next academic year.  
 To be asked to present at the next meeting

Chair/ HT – agenda item 5

Agenda item 8: The School Improvement plan will be updated with the feedback from the recent Ofsted inspection. The HT will share via Governor Hub once ready

HT – Agenda item 7

Agenda item 10: Declaration of business interest including governor roles. All governors were asked to review and confirm

All governors – agenda item 9

Agenda item 10: The terms of reference were delegated to committees to review

Committee chairs – agenda item 8

Agenda item 12: The Chair asked for volunteers to work with her on reviewing the Governor visit proforma to reflect the additional areas and to review the governor visit policy following the HT's feedback. Mrs Moxham and Mrs Fanshawe agreed to assist.

Chair/ HT- agenda item 9

Agenda item 12: Governors discussed the use of and feedback from the volunteer readers in school and how best to ensure it is clear what a volunteer is expected to do and procedures e.g. how to feedback on assessment and also if any issues or disclosures are made to the volunteers. The HT will review and will report back to governors

HT – agenda item 7

Agenda item 12: Governors asked the Chair and vice-chair to review and put a monitoring plan in place for the next meeting.

Chair / Vice Chair – agenda item 9

Agenda item 14: Skills audit response and actions (from matters arising) – Carry forward

Clerk (Agenda) – agenda item 9

Agenda item 15: All governors to confirm Prevent training and Safeguarding training completed including date. Reminder sent to governors to complete via Governor Hub by the clerk

All governors – agenda item 11

Agenda item 15: Safer recruitment training – Jenny Stark to complete

Jenny Stark – completed

Agenda item 16: Annual Safeguarding report to governors. There has been an LA inspection recently and no concerns were raised – to be presented at the next meeting

HT/ Clerk (Agenda) – agenda item 6

Agenda item 16: The clerk explained the increase relevance of safeguarding – a 10 minute session will take place at the next meeting of the FGB

Clerk (Agenda) – agenda item 6

Agenda item 17: Child Protection Policy including KCSIE 2022

Approval via Governor Hub declarations – agenda item 12

Agenda item 17: Lettings

Clerk (Agenda)- agenda item 12

Agenda item 18: The governors approved moving to 12 governors with the removal of one parent governor. The old instrument of government specified: 7 co-opted, 1 HT, 1 LA, 3 parents and 1 staff governor. Governors approved a change to 7 co-opted, 1 HT, 1LA, 2 parents and 1 staff. The Chair will action with the LA

Chair – completed/ agenda item 9

Agenda item 18: Once further information is collected from the Bursar, the Chair will call an emergency FGB meeting to review the quotes and service offer and to approve the new contractor.

Chair/ All governors - completed