

ASTON CLINTON SCHOOL

MEETING OF THE GOVERNING BOARD MINUTES

Date	Wednesday 28 th September 2022
Time	6pm
Place	Aston Clinton School, Year 6 classroom
Clerk	Emma Lad. Emma.lad@clerks.hertsforlearning.co.uk

Name	Governor Type	Attended
Keith Armstrong	Co-opted governor	Attended
Hannah Brunning	Parent governor	Attended
Katy Coats	Co-opted governor	Apologies Accepted
Katherine Cole (DHT)	Staff governor	Attended
Sophie Fanshawe	Co-opted governor	Attended
Carole Green (Chair)	Co-opted governor	Attended
Sean Hayward	Co-opted governor	Apologies Accepted
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	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 6.24pm

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.
- Louis Redding, Katy Coats and Sean Hayward sent apologies
- Rebecca Taylor attended the meeting online

2. Election of Chair and Vice Chair

Carole Green was elected chair for a term of a year
Christine Moxham was elected vice chair for a term of a year

3. Reminder of confidentiality

From the NGA code of conduct:

- We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will maintain confidentiality even after we leave office.

4. Notification of any other business

- NGA membership
- Change to Instrument of Government to have 2 parent governors.
- AIP – Catering Contract approval

5. Conflict of interest with agenda items

Keith Armstrong – Catering contract discussion – prior knowledge of company making new bid from the school where he is employed.

PART 1 - Curriculum & Standards

6. Minutes of the Curriculum and Standards Committee meeting on the 9th June 2022 for approval

The minutes were approved and will be signed by the Chair of governors. See appendix B except:

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

7. Pupil premium presentation – Melissa Garraway

This presentation to governors took place prior to the start of the formal meeting (slides on GovernorHub).

8. School Improvement Plan review and approval including review of 2021-22 results (from matters arising)

The 2021-22 results had been reviewed at a Data Meeting held on 18 July 2022 and meeting notes had been circulated including actions to be taken by the SLT. Governors were confident that the SEF and revised format of the SIP work well together and are clear on the schools priorities and the financial impact. A governor commented that it reads like a plan for beyond good criteria which was very positive.

The recommendation from the external review of governance (ERG) carried out last academic year supported the process used for the creation of these documents and had allowed for robust input from governors. The Chair had circulated the ERG progress report from July where and the NLG external reviewer assessment summary was – "It has been a pleasure to see the substantial progress that has been made since the review was completed in April 2022. Relationships continue to be strong under the leadership of the chair. In the assessment of the NLG, board governance is effective. The progress made to date demonstrates governors commitment to improvement, and governors are determined to make it work."

The HT explained the SEF was a large piece of work to complete and therefore from this point the document would not be re-written but updated and added to as clear evidence was created in line with the work taking place in the school. Evidence for SIP priorities would be updated termly to show progress against each of the priorities.

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

9. Governor reports

The following reports had been circulated and were noted

- a. Science (July 2022)
- b. EYFS (June 2022)
- c. SEN (July 2022)
- d. Health and safety (Sept 2022) – to be reviewed at Finance, Premises & H&S Committee
- e. Inset day reports (Sept 2022)

Part 2 - FGB annual business

10. Governor annual declarations

- a. Declaration of business interest including governor roles
All governors were asked to review and confirm

All governors

- b. Code of conduct - agree NGA 2022 model

The Code of Conduct was agreed by governors

- c. Standing Orders

- i. Review of Governors' Allowances Scheme and new rates payable
- ii. Delegation of Functions to Chair and Headteacher
- iii. Collaboration arrangements

The Standing orders were confirmed by governors for use.

- d. Terms of Reference

The terms of reference were delegated to committees to review

Committee chairs

11. Committee membership and meetings

Membership for committees was unchanged and is available on Governor Hub:

- a. Finance, premises, health and safety
- b. Personnel, Admissions & Pay review

12. Governor roles

- a. Governors discussed whether the roles could be realigned to the SIP priorities from the next meeting. Governors felt that it was important that the governor monitoring takes place in line with the SIP. It was agreed that governors would continue in their existing roles until the final version of the SIP was issued.

Governors discussed governor visits protocols and the revising the meeting report format, to include safeguarding (overarching including behaviour, H&S and attendance), Pupil voice and staff voice. The HT also explained that it would be helpful to have a meeting with governors at the beginning and end of their visit to ensure there is feedback to the SLT. *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 Dr Fanshawe agreed to assist.*

Chair/ HT

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

Governors asked the Chair and vice-chair to review and put a governor monitoring roles and plan in place for the next meeting.

Chair / Vice Chair

- b. Headteachers performance management governor

Christine Moxham was confirmed as a member of the committee

13. Minutes of the full governing body meeting on the 20th June 2022 for approval and matters arising

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

14. Skills audit response and actions (from matters arising) – Carry forward

Clerk (Agenda)

PART 3 - Standing items

15. Governor training

- a. *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

- b. Reducing and managing allegations against staff training – confirmation training attended by a governor – Attended by Katy Coats 22/6/22

Safer recruitment training – Jenny Stark to complete

Jenny Stark

16. Safeguarding

- a. *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)

- b. Governor safeguarding monitoring report – available on Governor Hub

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

Clerk (Agenda)

17. Policy review

- a. *Child Protection Policy including KCSIE 2022*

Approval via Governor Hub declarations

- b. *Lettings*

Clerk (Agenda)

18. Any other business

- a. Pete Abdey had resigned and was thanked for all his work for the governing board.
- b. NGA membership

The LA had paid for NGA membership previously but this year there is a requirement for the school to pay for the membership if they wish to use it. The governors decided not to move ahead with the membership this year as they already had access to The key and Bucks Education Partnership resources and training.

- c. Change to Instrument of Government to have 2 parent governors.

The review of governance recommended that the school reduce the number of governors on the board.

*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

- d. Alliance in partnership (AIP) - Contract approval
The school is not happy with the service from the current supplier. The HT has been reviewing contractors – Yes Chef and Alliance in partnership (current provider). There are only two quotes as a third company would not quote for the school as they did not have capacity.

AIP has been given notice and the new contract would need to be in place on the 1st January 2023. The HT explained that as well as poor quality of food, there is a safeguarding concern in respect of the AiP managing food for children with allergies. A child now has packed lunches from home as a result. The Chair asked for further information on the value of this contract.

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

19. Future Meeting Dates

Date	Start	Meeting
Wed 5 Oct 2022	16:00	Personnel, Admissions and Pay Review Committee
Thu 20 Oct 2022	09:00	Finance, Premises, Health & safety
Tue 15 Nov 2022	18:00	Full Governing Board – virtual
Wed 4 Jan 2023	00:00	Inset day - safeguarding
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	00:00	Inset day - Step On training
Wed 28 Jun 2023	18:00	Full Governing Board - virtual

Meeting ended: 7.45pm

Appendix A: Full governing body Matters arising from previous meeting

4. *The minutes were approved as an accurate record of the meeting and will be signed by the Chair of governors.*

Chair –
completed

4. Item 5: Melissa was asked to return to present on Pupil premium children in the school.

MG – Agenda
item 6 -
completed

6. SIP - Governors confirmed they were happy with these priorities and the HT will now start to develop the SIP adding strategic actions, timeframe and detail for review at the next meeting.

HT/ Chair –
agenda item 8
- **completed**

6.It was proposed that one FGB meeting per term would be held face to face in school and one held virtually. Chair to circulate the dates and times to confirm

Chair -
completed

6. Skills audit – confirm/update – Chair to consolidate and send to all governors for review	Chair – agenda item 14
7. Governing Board membership - Number of governors – reduce from 15 – 13 - The Chair will send to the LA to be approved and the clerk will update Governor Hub.	Chair/ Clerk – completed
The board appointed Jenny Stark as a Local Authority governor with a term of office starting 20/6/22 for four years. The clerk will update Governor Hub.	Clerk - completed
The governing board appointed Carole Green co-opted governor with a term of office starting 20/6/22 for four years. The clerk will update Governor Hub.	Clerk - completed
All governors were asked to consider taking on the Chair role and speak to the Chair if they would like further information	All governors – on-going
10.The Chair recommended governors could attend the inset on the last day of term 19th July 2022. Further details will be sent via Governor Hub.	Chair - completed
12.Lettings policy (from matters arising) – carry forward	HT – agenda item 17
13.Governors were asked to update on any training completed on Modern Governor	All governors – agenda item 15

Appendix B: Committee Matters arising

3. *There was a conflict of interest declared by Hannah Brunning as she is a governor at another school. She will update Governor Hub with the declaration and the HT will ask for it to be added to the school website.*
Hannah Brunning/ HT – agenda item 9
4. Item 5: Melissa was asked to return to present on Pupil premium children in the school.
Melissa Garraway/ Clerk (Agenda) – carry forward – agenda item 7
6. *Governors discussed at length the best way forward and the level of detail in the plan. These will be reviewed at the FGB meeting alongside further comment from the other committees to ensure they reflect the input from the school community and are strategic in their direction for the school.*
Clerk (FGB agenda) - **completed**
9. *The maths lead will be asked to come to a meeting to present next academic year.*
Chair/ HT – agenda item 12 – carry forward
10. *Inset days - 2nd September 2022 – Writing/ 5th September 2022 – Reading 4th January 2023 – Safeguarding / 5th June 2023 - Step on training - All governors were invited to attend. The clerk will send dates via Governor Hub and add to the calendar*
All governors/ Clerk – agenda item 15
- 13.*Reducing and managing allegations against staff training – confirmation training attended by a governor (from matters arising) – clerk to send the link again*
Clerk - **completed**
- 13.*The clerk alerted governors to the Ofsted webinars on YouTube [Link here](#), in particular there are seven videos for governors [Link here](#). Clerk to send via Governor Hub to all governors*
All governors/ Clerk - **completed**
- 13.*Governors were reminded there are modules on [Modern Governor](#) which can be very helpful and can be completed at any time. Clerk to send via Governor Hub to all governors*
All governors/ Clerk - **completed**