

ASTON CLINTON SCHOOL

MEETING OF THE GOVERNING BOARD MINUTES

Date Monday 7th March 2022
Time 7:30 pm
Place In person at the school in the year 4 class.
Clerk Emma Lad

Name	Governor Type	Attended
Pete Abdey	Parent governor	Attended
Keith Armstrong	Co-opted governor	Apologies Accepted
Linda Cannon Clegg	Local Authority Governor	Attended
Katy Coats	Co-opted governor	Attended
Katherine Cole	Staff governor	Attended via Zoom
Sophie Fanshawe	Co-opted governor	Attended
Carole Green (Chair)	Co-opted governor	Attended
Sean Hayward	Co-opted governor	Attended
Emma Lad (Clerk)	Clerk	Attended via Zoom
Carol Macdonald (HT)	Headteacher	Attended
Christine Moxham	Co-opted governor	Attended
Louis Redding	Co-opted governor	Apologies Accepted
Jenny Stark	Co-opted governor	Attended
Rebecca Taylor	Parent governor	Attended
Liz Tubb	Co-opted governor	Not present
In attendance		
Anthony Kent	National Leader for NGA	Attended as an observer

Governor challenge/questions will be marked in bold and italic

Governor Actions are marked in italic

The meeting started at 7.32pm

Signed:

Date:

1. Welcome, apologies and consent for absence

- The governors were welcomed to the meeting.
- The meeting was quorate.
- Anthony Kent, a National Leader for governance was welcomed to the meeting from the National Governors Association. Governors introduced themselves and their role. Anthony explained his role and the external review of governance that he is carrying out.
- Apologies were sent and consented for Louis Redding and Keith Armstrong.
- Liz Tubb was not present.
- Tanya Beer's term of office has come to an end as a parent governor and the role has been advertised. The chair has sent a thank you note and present to thank Tanya for her support of the school as a governor.

2. Notification of any other business

There was no notification of any other business.

3. Conflict of interest with agenda items

There were no conflicts of interest declared.

4. Minutes of the 15th November 2022 for approval and matters arising – see appendix A

Documents distributed prior to the meeting and taken as read: Minutes 15.11.21 (approved in principle), Confidential minutes 15.11.21 (approved in principle)

The minutes of the 15th November 2021 were approved by governors and will be signed by the chair at the earliest opportunity. The matters arising are all either agenda items or completed. See appendix A.

5. Headteacher's Report – distributed prior to the meeting – questions from governors

Documents distributed prior to the meeting and taken as read: HT report to governors – Spring 22, EIF for cross reference, New styles curriculum newsletter, Progression of skills and knowledge in D&T, Year one to Year 6 Spring 2 snapshot

Governors questions and comments:

G: The SEN numbers have increased why?

HT: The pandemic has meant that SEN needs have increased especially with referrals to mental health teams. There has been an increase in anxiety in children and families.

G: Is this putting the SENDCo under more pressure?

HT: Yes. There is a two year waiting list at present for services.

G: There is a presentation on SEND circulated via Governor hub which the SENDCo gave at the Curriculum committee meeting which is very helpful.

HT: We are paying for additional EP visits privately to support children.

G: Should you add the unique characteristic that the school is largely white ethnic background to the context?

HT: Yes, I will add in.

G: What are the numbers for children joining in September?

HT: We have 40 first choices for Reception 2022 and 12 second choices. We know that there are low birth rate numbers this year but we are also checking if there are other factors for the low number e.g. the impact of the website, the school being requires improvement etc. on parents choosing the school.

Signed (Chair):

Date:

Page 2 of 8

G: Have there been behaviour issues as a result of the additional needs of children in particular year groups and is this leading to children leaving the school?

HT: No, parents are not leaving because of that but it does impact the teachers and TA's.

G: The SENDCo advised that there are three children who should be at special schools but there are no spaces. How is this impacting?

HT: We have children with behaviour issues who are at risk of exclusion and so we are working with a Pupil referral unit (PRU) and one child has a part time timetable in school and another is dual registered with the PRU. We have been working with parents and we have completed a managed move for one child from one class to another. We hope this will have a positive impact.

G: Is it still the case that there are no supply teachers to provide cover for staff absences so SLT are covering??

HT: We have two supply teachers on a long term basis and would rather have quality supply. Therefore in the absence of other supply, SLT are covering and that is helpful for our monitoring purposes. In relation to the research review of Ofsted inspections it also enables me to understand what is happening on the ground.

G: We are mindful of the pressure on SLT as a result of the staffing issues.

G: How are you backfilling the work that the DHT would have covered if she wasn't in class 2.5 days?

HT: We are covering that at the moment by working outside of our hours. The subject leaders are continuing to be developed but the coaching has been compromised as a result. The development is covered by myself and the SENDCo.

G: Is this expected to continue for the rest of the academic year?

HT: Yes, we have recruited for September as long as nothing else changes. It is not sustainable for the long term.

G: How is the welfare of the teachers?

HT: I am going to complete the staff survey by the 1st April 2022. The main issues are the anxiety and the process of returning to normal. Teachers release time is still ringfenced which is helping. We have paid back any time staff missed due to Covid.

The HT explained that an example of the design and technology progression of skills and knowledge had been distributed.

G: Book looks show that the children have been taught sequences but it is difficult to see the learning?

HT: We are now looking at Impact. The learning sequences are being taught but we are working at pre and post assessment tasks to assess what they have learnt. We are aligning curriculum intent with impact. We need to understand the depth of the children's learning. There are two areas to be looked at, firstly, who is going deeper and so we are designing activities at the end of units and secondly, retrieval and tracking of practice in other subjects. This means that we will track learning in 1 subject and then determine where it is revisited in another subject e.g. Science and healthy eating. The scope of the second piece of work will probably happen from September.

G: There will be milestone indicators?

HT: Yes, we need to know what the end points are. We have looked at intent and design, revisiting learning and what the learning should look like at the one and two year point. We will know what Age related expectations (ARE) should look like and how it will look at the end of year two when they should have gone deeper. For SEN children we are reviewing in terms of building and moving forward in their learning.

G: Have you completed this for all subjects?

HT: This is part of the next staff training schedule.

G: How will you know if the work being done to increase parents' understanding of the behaviour policy is having impact?

Signed (Chair):

Date:

Page 3 of 8

HT: We have an action plan created with Equaliteach and so we are sending information weekly which includes the feedback from the survey. Equaliteach will then create a follow up survey. There will be a cycle of information sent to the parents.

G: The Sway curriculum newsletter which shows what the children will cover in class has had positive feedback from a parent.

G: The more options there are available to disseminate information to parents, this will help to ensure they are receiving the information.

HT: We hope the curriculum newsletter will be positively engaged with by parents and also the updates regarding behaviour in the Friday Flyer. Particularly as there could be pictures of their child in the Friday Flyer. The school is making sure every child is included in the pictures during the term.

G: I thought the curriculum newsletter was a very positive document.

KC: I have spoken to my class and the children were very positive about it. We will be sharing with the children in future in class and they will hopefully encourage their parents to read it.

G: You said at Curriculum & Standards committee that your judgement of quality of education is at three and moving to two?

HT: Yes, but I feel we are moving swiftly towards two as we embed further and have more evidence of impact.

G: We are on a positive trajectory. There has been the impact of the pandemic and we are on the right path with all the SLT support and external validation in place. SLT has reviewed any feedback and made the necessary changes to ensure we are on the right path.

G: In terms of pupil voice, mnemonics was raised?

HT: We had planned to look at metacognition, however, we delayed this to review the link between intent and impact.

G: What would you say are the successes since the last meeting?

HT: The subject leaders journey has been really positive. The roles have only been in place since 2019 for some leaders and they are driving the school forward.

G: From my visits to school and listening to the children reading, it has been evident that the Little Wandle scheme is having a very positive impact and children can talk about it to you. The quality of the books have improved which has improved the children's interest.

G: The wellbeing and nurturing minds has been very positive for the children.

HT: Governors involvement and the journey with the teachers is a real positive.

G: The new arrangements for swimming at Stoke Mandeville is positive.

HT: The school will take year 4 and 5 to have lessons next term to catch up and with the school context having a canal close by, the aim is that all children leave the school being able to swim. It is a real positive as part of the wider curriculum opportunities for the children.

G: What are the cost implications of the new swimming arrangements?

HT: We are asking for parental contributions.

G: I will follow up with the Parish council to see if there can be a contribution.

Sean Hayward

G: Are we restarting the sports day etc in the same format as pre covid?

HT: We are moving back towards them but some partners are still working with some restrictions in place. As we are able we will return to activities and Sports Day is in the diary.

G: Will the Christmas nativity be taking place?

HT: We can't say at this point. Anything we do needs to be linked to learning and we will have to see how we progress with Covid.

6. School Improvement Plan Summary

Signed (Chair):

Date:

Page 4 of 8

Documents distributed prior to the meeting and taken as read: 24919 – RUCKUS Unleashed 2020, Copy of SIP Summary, School development report for Aston Clinton School

The School Improvement plan was reviewed at Curriculum and Standards Committee

Amendment to Attendance – It is above current national data of 90.3%. The school is at 94.7% including Covid absences.

7. Committee reports – distributed prior to the meeting – Questions from Governors

Documents distributed prior to the meeting and taken as read: Financial plan and budget 2022-23, SFVS for ratify approval 2022

- 7.1 Finance, Premises, Health and Safety Committee (Wednesday 19 January 2022)
- a. The Schools Financial Value Standard return was sent to the local authority on the 18th February under delegated authority to the committee. The governors confirmed they approved the document.
 - b. The draft budget was sent to the local authority and there is a predicted carry forward of £176,000
 - c. The Library project spend of £11,400 was approved by governors via email and ratified at the meeting.
 - d. The SIMMs 3 year license fee of £12,400 was approved by governors via email and ratified at the meeting.
 - e. **G: Are we looking at employing another Deputy HT?**
HT: We are employing an additional Early Career Teachers as the standard of the candidates was high and they will support where needed. This will allow time for curriculum leaders to be released to carry out additional works and the deputy HT will not have teaching commitments.
G: The personnel committee did discuss employing a more experienced teacher as it would allow for less coaching and training to take place?
HT: 50% of the staff are on Upper Pay Scale and so we would like to take on newer staff and develop them and they can support the release of middle leaders to carry out lesson visits for their subjects.

The school already has two mentors in place, the ECT mentor and the pedagogical mentor to support teachers. Governors review the staffing structure on an annual basis to ensure it meets the school's needs

- 7.2 Curriculum & Standards Committee (Monday 28th February 2022)
- G: Why don't we need to see evidence of greater depth in every year?**
HT: Children's outcomes follow a bell curve distribution and we always have some at the extremities, and if there was a child who was gifted in year 1, 3 or 5 we would ensure that they could apply the learning across the board and would not place a cap on their learning. The ARE children should show that in year 1 of the 2 year cycle they understand the curriculum thoroughly.

- 7.3. Personal, Admissions and Pay Review Committee (Wednesday 9th February 2022)

Signed (Chair):

Date:

Page 5 of 8

The appraisal and pay policy was a combined policy and that is now to be separated and we discussed how best this can be managed. The appraisal policy will have more of a competency framework which should make the process more constructive.

7.4. *Team Ofsted Working Group*

The toolkit for Ofsted is available on Governor Hub.

The Chair explained the process for an inspection and governors likely involvement. The committee will report back further at the next meeting

Clerk (Agenda)

8. Governors Reports

Documents distributed prior to the meeting and taken as read: BG govs for schs post COP26 December 2021, Chairs report – 2022.03.07, 2022 -02-01 Maths link governor visit, ACPS SEN governor visit January 2022, Gov visit – DT – 11th Feb 2022, Gov visit – science – Dec 2021, Phonics and reading Jan 2022

8.1. Chair

a. Any decisions taken under Chairs action – There have been no actions taken under delegated authority.

b. Staff and governors social event (*from matters arising*) – carry forward

Clerk (Agenda)

c. Governor induction feedback (*from matters arising*)

The chair thanked the governors for their feedback and advised that the induction programme would be updated with the suggestions received.

d. Beyond COP26 – the governance of climate change – Finance, Premises, Health and Safety committee and Curriculum & Standards to review DFE Sustainability and climate change - draft strategy

The Finance, Premises, Health and Safety Committee will review

Finance, Premises, Health and Safety Committee (Agenda)

Curriculum & Standards Committee (Agenda)

8.2. Governor Visits – reported and reviewed at committee meetings and reports sent prior to the meeting – Questions from governors

Standing items:

9. Safeguarding

Documents distributed prior to the meeting and taken as read: Aston Clinton Inset day review 4 Jan 2022, Single central record check Mar 22

- Sean Hayward updated on the inset day attended by 3 governors and the focus on Safeguarding.
- The Single central record had been checked and the record is up to date.
- The Safeguarding Governor and Chair had joined the HT and Admin Officer on SCR training from the LA.
- There is an emphasis on internet safety for the school community and the new website will have an area dedicated to support parents.
- *There was a concern raised regarding the lettings policy relating to whether hirers for big events on school premises e.g. the village beer festival ensure sublets/concessions have the same level of safeguarding policies etc. in place as the hirer. The school needs to be confident that there is everything in place to ensure the event is safe and that the school policies are followed. The HT has sought external advice. The Finance, Premises, Health*

Signed (Chair):

Date:

Page **6** of **8**

and Safety Committee will review this when a response is available to consider the potential risks vs. benefits.

Finance, Premises, Health and Safety Committee agenda

10. Policy review and approval

Documents distributed prior to the meeting and taken as read: Lettings policy and associated documents, SEND, EYFS, LAC, Online safety, PSHE and RSE, Pay

The following policies had been approved by committees and ratified for use by governors:

- 10.1. Pay Policy 2021
- 10.2. Online Safety Policy
- 10.3. SEND
- 10.4. EYFS
- 10.5. LAC
- 10.6. PSHE and RSE

To carry forward:

- 10.7. Lettings Policy

Clerk (Agenda)

11. Governor training

Documents distributed prior to the meeting and taken as read: CG notes from recent training and briefing sessions, Training – Aston Clinton

- 11.1. Prevent training to be completed by governors
- 11.2. Governors were asked to review the training on Modern Governor.
- 11.3. The chair will let governors know if there are any courses to be completed.

All governors/ Chair

12. Approval of Inset days

Governors approved the following inset days for 2022-23:

- 2 September 2022
- 5 September 2022
- 4 January 2023 (Safeguarding)
- 5 June 2023 (SIP review)
- 21 July 2023 (Class handover & prep)

13. Clerk's update – available via Governor Hub

7/3/22 - link to a very interesting presentation/ document from the Education Endowment Fund:
[Guide for governing bodies](#)

1/3/22 - UPDATE on Ofsted, Covid and Early Career teachers

14. Any other business

The Chair checked that governors have had the opportunity to ask any questions they wanted to, that was confirmed, and thanked governors for their time.

15. Future Dates

Governing Board Meetings – 7.30 pm

- Monday 20 June 2022

Finance Premises Health & Safety – 09.00 am

- Wednesday 11 May 2022

Curriculum & Standards – 6.00pm

- Thursday 9th June 2022

Signed (Chair):

Date:

Page **7** of **8**

Personal, Admissions & Pay Review - TBA

Meeting ended: 9.13pm

Appendix A: Matters arising

*Item 6: G: There are differences between the SEF and SIP priorities?
Linda Cannon Clegg and the HT will meet to review*

HT/ Linda Cannon Clegg - completed

Item 7: 'Team Ofsted' - what this might look like in terms of governors involvement and meeting with Ofsted .

Chair to arrange a meeting of Team Ofsted – arranged 14/2/22

Item 9: The Trust deed - Governors approved the change naming the Chair of Governors and the members of the Finance committee as Trustees. The Chair will action the amendment.

Chair - completed

Item 9: The Trust deed also states that the Trustees sign off any expenditure when the current signatories are school based staff. The governors approved the Deed being changed to reflect current practice. The Chair will action the amendment.

Chair - completed

Item 9: The governors discussed the issues with the change in contract for school swimming lessons at Green Park which meant the children were unable to have swimming lessons at present, a key requirement of the curriculum. Mrs Tubb has offered to meet the HT to support resolution of this matter.

Liz Tubb – completed/closed

Governor Annual declarations on Governor Hub up to date (from matters arising) – Katy Coats, Carol Macdonald, Linda Cannon Clegg to complete

Katy Coats/ Carol Macdonald/Linda Cannon Clegg - completed

Item 10: Staff and governors social event (from matters arising) – carry forward

Clerk - Agenda item 8

*Item 10: New governor induction completed (from matters arising) – the governors discussed the induction process and the Chair asked that any areas for improvement be sent to her.
Chair sent feedback form to new governors 2/2/22*

All new governors – agenda item 8

Governor training - key courses which governors should be attending and asked governors to book onto course as soon as possible.

Clerk - completed

Middle leader/Subject Leader action plans to be shared with appropriate link governor

Completed where a link governor. Also a full set of subject action plans added to GovernorHub available to all governors and as not all subjects have a link governor.

Signed (Chair):

Date:

Page **8** of **8**