

ASTON ON TRENT PRIMARY SCHOOL
MINUTES OF FULL GOVERNORS MEETING ON MONDAY 16 SEPTEMBER 2024 AT 5 PM

70/24

PRESENT

Mr C Jones (Chair)

Mrs C Coles

Mr S Moore

Mr A Cooper

Mr M Dunn

Mr H Wheeler

Mr R Briscoe

Mrs M Sims

Clerk: Mrs J Abbott - by invitation

Mr Moore invited Governors to see the improvements made to the school which took place over the summer holidays i.e. rewiring and removal of the bushes and replacing them with artificial grass. This has made a much-improved space for the KS1 children.

Mr Bamford will continue for a further year as staff Governor.

Mr Jones welcomed everyone to the first full Governors meeting of the year.

The Chair reminded Governors of the new way going forward to prepare for meetings.

71/24

APOLOGIES

Apologies were received from Mr Bamford and Mrs Delehanty. These apologies were accepted.

72/24

ELECTION OF CHAIR

Mr Jones was elected Chair for a further year. **This was unanimously approved.**

73/24

ELECTION OF VICE CHAIR

Mrs Coles was elected vice Chair for a year. **This was unanimously agreed.**

74/24

OTHER URGENT BUSINESS

A Governor mentioned that it would be advantageous to have a tick sheet of Governors strengths and availability at short notice in preparation for Ofsted in case the designated Governor for their curriculum area is unable to attend. A training session "Preparing for Ofsted" with Paul Johnson was suggested via Teams. **Mr Cooper will touch base with Paul Johnson to see if this training can be provided.**

75/24

DECLARATION OF BUSINESS/PERSONAL INTERESTS

There were no business/personal interests to declare.

Governors need to complete their declaration of interest via the online form.

76/24

MINUTES OF THE MEETING 1 JULY 2024

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The minutes of the meeting held on 1 July 2024, were approved as a true and accurate record of the meeting.

77/24 MATTERS ARISING FROM PREVIOUS MINUTES

Q. A Governor asked when will the full breakdown be available of SATs results

A. At the next T&L meeting

Q. A Governor asked how many children started in Reception in September.

A. 21.

78/24 REVIEW OF COMMITTEE MEMBERSHIP

Resources

Chris Jones
Roy Briscoe
Sam Moore
Carolyn Delehanty
Mark Dunn

Teaching & Learning

Clare Coles
Haydn Wheeler
Tom Bamford
Sam Moore
Chris Jones
Melanie Sims
Anthony Cooper

Pupil Discipline (3 of 5)

Anthony Cooper
Chris Jones
Haydn Wheeler
Mark Dunn
Clare Coles

Staff Discipline (3 of 5)

Clare Coles
Carolyn Delehanty
Haydn Wheeler
Mel Sims
Anthony Cooper

Complaints (3 of 5)

Haydn Wheeler
Chris Jones
Anthony Cooper
Roy Briscoe
Clare Coles

Performance Management

Chris Jones
Haydn Wheeler

PM Appeal – Vice Chair

GOVERNORS WITH SPECIAL RESPONSIBILITIES

Health & Safety	Roy Briscoe
ICT	Mark Dunn
Numeracy	Haydn Wheeler
Literacy	Carolyn Delehanty
SEN/Mental Health & Wellbeing/PSHE	Melanie Sims
Safeguarding	Sam Moore/Claire Coles
Governor Training	Chris Jones
EYFS/LAC	Clare Coles

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GOVERNORS WITH CLASS RESPONSIBILITIES

Reception	Melanie Sims
Class 1	Clare Coles
Class 2	Chris Jones
Class 3	Mark Dunn
Class 4	Anthony Cooper
Class 5	Haydn Wheeler
Class 6	Carolyn Delehanty

79/24 REVIEW OF TERMS OF REFERENCES FOR ALL COMMITTEES

This document will be approved at the committee stage in November and then ratified at the next full Governors.

80/24 SFVS

All Governors need to complete the SFVS skills matrix via the link on the agenda.

81/24 REVIEW OF CONTACT DETAILS

This document is on SharePoint for Governors to check their details and amend if necessary. Mrs Coles' & Mrs Delehanty's term of office finishes March/April next year.

82/24 DATA PROTECTION AND CYBER SECURITY

Nothing to report.

83/24 SAFEGUARDING UPDATE

Safeguarding Children is everyone's business.

Mr Moore gave a PowerPoint presentation regarding safeguarding children with the aim to develop awareness of, and the ability to identify and act on, concerns about the safety and welfare of children and young people.

The new version of [Keeping Children Safe in Education \(KCSIE\)](#) came into force on 1 September 2024. There was no consultation period this year as the changes are quite minimal and mainly technical. For example, many of the changes are to bring KCSIE in line with the [working together to safeguard children 2023](#) guidance.

Also highlighted were:

- The changes to Part 1 and Part 2.
- Key issues
- What child abuse is
- Neglect
- Physical abuse

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- Child to Child abuse
- LADO
- Low Level Concerns

Governors should read Part 1 of KCSIE and then log on and tick the box to say you have read it. If you are unsure about the link, please contact Mr Moore and he will re-issue it. Mr Moore mentioned that there are safeguarding summary posters around the school. The school uses the NSPCC safeguarding audit rather than the one issued by DCC.

84/24

REVIEW OF POLICIES

- (i) Confidential Reporting Code for Schools (Whistleblowing) - Approved.
- (ii) Code of Conduct of Governing Body – new version from NGA - Approved
- (iii) Code of Conduct for Employees – Approved.
- (iv) Pay – School Support Staff – All support staff read the policy – Approved
- (v) Charging for School Activities - Approved
- (vi) Allegations against Staff – First 3 pages to be deleted as they are not part of policy – Approved.
- (vii) Collective Worship – Approved. DCCs syllabus is too dry so school uses Kapow which has a more collective focus.
- (viii) H&S – DCCs updated policy September 2024 – Approved. Mr Briscoe will talk to staff in due course regarding H&S.
- (ix) Attendance – this has been updated September 2024 - Approved
- (x) Parents social media – slight amendment to make the wording more robust to “we will” - approved.
- (xi) Behaviour – new behaviour system which has been changed to “zones”. Approved.
- (xii) Charging & Remissions – Approved.

Admissions and the food policy will be approved at the next full governors meeting in November.

85/24

REVIEW OF MANAGEMENT PLAN 2024/2025

This document details agenda items for all meetings for the year. Raiseonline to be deleted and RE policy from September’s agenda. **Approved.**

86/24

REVIEW OF INSTRUMENT OF GOVERNANCE

Governors agreed to keep the same make-up of the Governing Body.

87/24

H&S INSPECTION/PREMISES INSPECTION

These inspections will be completed when the new SBO is appointed. The Head thanked Mr Briscoe for completing some tasks over the summer holidays which DCC could not complete.

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The Y6 classroom has been recarpeted, repainted and the matting by the door has been replaced.

88/24

SIP

This document has been compiled by Mr Moore, Miss Davis and Mr Bamford and ideas noted.

The four key issues: -

- The school's curriculum is fully implemented and supports pupils to build their knowledge and skills across a broad range of subjects and experiences, and outcomes over time remain high.
- To provide an inclusive curriculum that engages and inspires all, including disadvantaged pupils and those with special educational needs.
- To improve the quality of the teaching and learning in maths.
- Teaching and learning is of high quality and encompasses a broad range of strategies and structures.

All the tasks in the SIP have been costed into the plan at a total cost of £26k. Mr Moore explained that the £26k is a ballpark figure to carry out the tasks. The Chair mentioned that if more money was required then this can be agreed at Governors.

[Q. A Governor asked if she was available in October.](#)

[A. Mr Wheeler is away one of the weeks.](#)

A Governor mentioned that it might be a good practice to put a named governor in the SIP with their role.

The SIP will be discussed at the next T&L meeting.

89/24

GOVERNOR TRAINING

- All Governors present at this meeting attended Safeguarding training.
- Clare Coles has attended Safer Recruitment training on 2 September.
- Mr Jones has emailed out the list of Governor training.

90/24

AOB – CONFIDENTIAL ITEM

(i) Staffing

(ii) ASPA

91/24

WHAT HAVE WE ACHIEVED TONIGHT THAT WILL MAKE A DIFFERENCE TO THE CHILDREN?

- SIP
- Safeguarding training
- Improvements to the premises
- Policies
- Improvements to Y6 classroom

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DATES OF NEXT MEETING

- T&L – Tuesday 5 November at 5pm
- Resources – Monday 11 November at 5pm
- Full Governors – Monday 18 November at 5pm

The meeting closed at 7.30pm.

ACTIONS

Description	Person responsible	Date for completion
Declaration of Business/Personal Interests form	All Governors/Staff	November 2024
SFVS – to be completed	All Governors	November 2024
Safeguarding	All Governors	November 2024
Food Policy and Admissions to be added into the next agenda	Julie Abbott	November 2024
Training – Preparation for Ofsted	Anthony Cooper	November 2024