

ASTON ON TRENT PRIMARY SCHOOL
MINUTES OF FULL GOVERNORS MEETING ON MONDAY 18 SEPTEMBER 2023 AT 5 PM

57/23 PRESENT

Mr C Jones (Chair)	Mrs C Coles	Mr S Moore
Mr T Bamford	Mr A Cooper	Mrs C Delehanty
Mr M Dunn	Mrs M Sims	Mr H Wheeler

Clerk: Mrs J Abbott - by invitation

Before the start of the meeting all Governors walked around the school to see the improvements carried out over the summer holidays.

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

58/23 APOLOGIES

All present.

59/23 GOVERNOR APPOINTMENTS/RESIGNATIONS

There is one vacancy on the Governing Body for a LA Governor.

Mr Moore mentioned that there is a person interested in the position who lives in Melbourne and has expertise in H&S.

All the LA Governor paperwork has been emailed to the interested party. When all the paperwork is complete, this will be sent to the LA to be authorised at Cabinet. As this process has taken a long time in the past, Governor Support advised that the person interested could become an Associate member until the LA Governor position has been endorsed. Governors approved this course of action. Mr Briscoe will be invited to the next full Governors meeting.

60/23 ELECTION OF CHAIR

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

61/23 ELECTION OF VICE CHAIR

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

62/23 OTHER URGENT BUSINESS

(i) Mr Jones has been approached by a trainee Parish Councillor, who is also a trainee teacher and would like to know more about the school. Mr Jones will meet with her.

(ii) Trees – a neighbour asked about cutting back some of the trees. It was mentioned that a tree survey is completed by DCC with recommendations if trees need to be pruned. Governors suggested that perhaps in the future two people should be present when neighbours are discussing tree issues.

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63/23 DECLARATION OF BUSINESS/PERSONAL INTERESTS

The declaration of business/personal interest form is on a MS form document and saved on the school's one drive. All Governors and staff with responsibility for ordering equipment need to complete this form online. A link has been sent out to everyone.

64/23 MINUTES OF THE MEETING OF 3 JULY 2023

The minutes of the meeting held on 3 July 2022, were approved as a true and accurate record of the meeting.

65/23 MATTERS ARISING FROM PREVIOUS MINUTES- CONFIDENTIAL ITEM

66/23 TEACHING & LEARNING MINUTES 10 JULY 2023

No minutes were taken from this meeting but the KS2 results were discussed. These excellent results were shared with Governors. A more in-depth analysis of the results will take place at the next T&L meeting. The results for progress are strong, falling in the top 20% of all schools nationally. The results will be published on the school's website.

67/23 STAFFING – CONFIDENTIAL ITEM

68/23 ROLES & RESPONSIBILITIES OF TEACHING STAFF

Mr Bamford's and Miss Davies' role will go to Governors in the future.

69/23 TA SKILLS AUDIT

Performance Management for TAs. All TAs will complete a self-assessment audit to assess their skills in the classroom. The audit will be brought to the T&L committee. Mr Moore mentioned that there is only himself and Mr Bamford who could oversee PM for TAs. A discussion took place, and it was agreed that in time teachers could PM their own TA(s).

70/23 REVIEW OF COMMITTEE MEMBERSHIP

Resources

Chris Jones
Anthony Cooper
Sam Moore
Carolyn Delehanty
Mark Dunn

Teaching & Learning

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

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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
Carolyn Delehanty
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	Melanie Sims
Safeguarding/LAC	Sam Moore/Claire Coles
Governor Training	Chris Jones
PSHE & Early Years	Clare Coles

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

71/23

REVIEW OF TERMS OF REFERENCES FOR ALL COMMITTEES

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

72/23

SFVS

All Governors need to complete the SFVS skills matrix. Mr Abbott will email the link out.

73/23 REVIEW OF CONTACT DETAILS

This document is on SharePoint for Governors to check their details and amend if necessary.

74/23 FINANCIAL PROCEDURES, ROLES AND RESPONSIBILITIES

Governors agreed to keep the limits the same as last year. This document has been updated as at September 2022 by DCC. **This document was approved.**

75/23 POLICIES

- (i) Confidential Reporting Code for Schools (Whistleblowing) – Dates and values need altering and there is no reference to ParentPay. Agreed.
- (ii) Code of Conduct of Governing Body – dates need changing - Agreed.
- (iii) Code of Conduct for Employees- model DCC policy – agreed.
- (iv) Admissions – timetable out of date. Agreed.
- (v) Pay – School Support Staff – agreed.
- (vi) Pay – Teaching Staff – A Governor questioned wording.....*following Derbyshire's policy in terms of pay*. The school is not an academy, so the school follows the DCC policy. Agreed.
- (vi) Charging for School Activities - Agreed.
- (vii) Home School Contract – needs updating to current format. There was also a discussion as to how often this document should be sent out to parents. Agreed.
- (viii) Allegations against Staff – Governors agreed the link should be used to the website, so the document is always current. Agreed.
- (ix) Collective Worship – a discussion took place regarding collective worship in school. Mr Moore mentioned that assemblies consist of positive stories and reflection. Themes are in place and British Values. It was agreed that a few minor amendments are required. When these have been completed, the policy will be emailed out for Governors to approve.
- (x) H&S- agreed.
Mr Moore and Mrs Shacklock are booked on H&S training in December.
Q. A Governor asked where are the tick box sheets for H&S.
A. In the red box in the office.
- (xi) Dress code – *School* to be taken out of School polo shirt and School royal blue sweatshirt/fleece. Agreed.

76/23 REVIEW OF MANAGEMENT PLAN 2023/2024

This document details agenda items for meetings. **Approved.**

Mrs Coles left the meeting at 7pm.

77/23 H&S INSPECTION/PREMISES INSPECTION

This will be completed when the new LA Governor comes on board.

A Governor mentioned a parent skills audit. Agreed.

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78/23 SIP

This document is still in draft form and will be sent through to Rachel Payne before she visits the school in 3 weeks. The main key issues are:-

- Curriculum
- Writing
- SEND and
- Reading & Phonics

Mr Moore is booked on a SEND course.

Q. A Governor asked about connecting with curriculum leaders.

A. It was agreed that Governors should talk to their curriculum subject leader and arrange a suitable date after school.

79/23 GOVERNOR TRAINING

Mr Jones has emailed the list of Governor training. If any governor would like to attend any of the training courses, please contact either the office or Mr Jones. Governors have attended Safeguarding training on 4 September and GDPR training will take place on 11 October via Teams from 6pm-7.30pm.

80/23 WHAT HAVE WE ACHIEVED TONIGHT THAT WILL MAKE A DIFFERENCE TO THE CHILDREN?

- School Environment
- Improvements to the premises
- Parents satisfied with the consistency and stability of the school
- Policies

81/23 DATES OF NEXT MEETING

- T&L – Monday 6 November at 5pm
- Resources – Monday 13 November at 5pm
- Full Governors – Monday 20 November at 5pm

The meeting closed at 7.25pm.

ACTIONS

Description	Person responsible	Date for completion
Mr Briscoe to be invited to the next meeting	Julie Abbott	November 2023
Low Level Concerns policy	Rebecca Shacklock	November 2023
Declaration of Business/Personal Interests form	All Governors/Staff	November 2023

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SFVS – to be completed	All Governors	November 2023
LA application form to be completed and sent to Governor Support	Julie Abbott	November 2023