

ASTON ON TRENT PRIMARY SCHOOL
MINUTES OF FULL GOVERNORS MEETING ON MONDAY 22 NOVEMBER 2021 AT 5 PM
THROUGH MS TEAMS

74/21 PRESENT

Mr C Jones (Chair)	Mrs C Coles	Mrs L Kalirai
Mrs A Donaldson	Mr H Wheeler	Mrs M Sims
Mrs V Graham	Mrs C Delehanty	

Clerk: Mrs J Abbott - by invitation

Mr Jones welcomed everyone to the virtual meeting.

Mr Jones mentioned that Mr Paine has now stepped down from his responsibilities as Governor. This now leaves two community Governor vacancies.

A discussion took place regarding these vacancies, and it was agreed that an advert would be placed in the Acorn magazine to attract interest from local businesses and also whether Rev Tony Luke knew anyone in the community that could fulfil this role. Mrs Graham will approach Rev Luke and report back.

75/21 APOLOGIES

Everyone present.

76/21 DECLARATION OF BUSINESS/PERSONAL INTERESTS

There were no declaration of business/personal interests.

77/21 MINUTES OF THE MEETING OF 27 SEPTEMBER 2021

The minutes of the meeting held on 27 September 2021, were unanimously agreed as a true and accurate record of the meeting.

78/21 MATTERS ARISING FROM PREVIOUS MINUTES

52/21 LA Governor – Mrs Graham. An email has been received this week from Governor Support stating that the LA application will need to be signed by a councillor and then agreed at a cabinet meeting. This procedure has been ongoing since the start of August.

The Chair mentioned that as from January 2022, all committee meetings will be via Teams but all full Governing Body meetings will be face to face, dependant on the amount of covid cases.

61/21 Governor responsibilities - as Mr Paine has stepped down, Mrs Sims will take over class 3 responsibilities temporarily. Mrs Sims will send an email to the class teacher. Email addresses can be obtained from Mrs Smith.

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79/21 GDPR

Mrs Delehanty stated that she is now the GDPR Governor.

80/21 HEADTEACHER'S REPORT

Mrs Kalirai stated that:-

- Parents evenings went well either via Teams, phone call or email.
- Swimming – Y5 children have progressed very well and at a quicker rate. Spring and Summer term year 4 and next year, possibly Y5s one term and Y4s two terms. Progress will be monitored.
Q. Is there a set target to swim i.e. one width?
A. Yes, it is one width but it is more water confidence.
Q. If by Y6 the child could still not swim, would there be extra lessons?
A. Catch up sessions are available at the end of the summer term.
- Due to the increase in staff absences before half term, agency staff were used.
- Advertising internally for a TA position. If there are no applicants, the advert will be placed externally.
- The caretaker is leaving this Friday. A MDS will help clean and other members of staff are willing to help around the school ie cleaning toilets, mopping floors etc. A Governor was concerned with staff taking on these extra duties. Mrs Kalirai still opens up at 7am. Mrs Kalirai mentioned that it should only be for a couple of weeks.
Q. Does the school have any lettings?
A. No. Clubs finish at 4.30pm.
- The window cleaner has been back 4 times to clear the moss off the roof.
- A Governor mentioned perhaps bringing back presentations made by staff to Governors i.e. the Write Stuff. Mrs Kalirai suggested this could happen in the future.
- Miss Dawes is preparing to take on ICT as a subject leader from Mrs Burton. Miss Dawes has also attended a computing course.
- Mrs Ringer is working on her SENCO qualification.
- Recovery plan has been worked on with Mrs Smith.
- Mrs Larke has completed the phonics checks with Y2s with 86% pass. These results will be reported to the LA by 3 December.
- Performance targets have been agreed.
- HT PM on 23 November.
- Early Years – Mrs Kalirai has shown three more interested parents around school.
Q. What has the interest been like?
A. About 30 parents at least 20 families.

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Mrs Kalirai thanked Mrs Donaldson for the information that was given to new parents.

Q. Do you show them round the whole school?

A. No as there are no corridors. Parents usually see the hall and the classroom. Parents were shown the classroom and the playground this time.

- Clubs have not been very well attended.

A Governor mentioned that the reason numbers were down in clubs is because KS1 and KS2 are not on the same night.

Mrs Kalirai said that the school has never mixed the age groups. The Head will look again at this in the new year.

- Music lessons are going well.
- Children in Need was good.
- ASPA are finding creative ways to raise funds.

Q. A Governor mentioned that absences are reported at 6.6% excluding covid although the Attendance policy says attendance has been at 96% for the last 3 years

A. Mrs Kalirai will check with Mrs Smith.

Q. What is the plan for Christmas this year?

A. Poems, performances will be seen on Teams

Q. Will this be live or recorded.

A. Recorded.

81/21 HEADTEACHERS PERFORMANCE MANAGEMENT

This will take place on 23 November.

82/21 REPORT FROM TEACHING & LEARNING COMMITTEE - 8 NOVEMBER

Mrs Coles reported that the following had been discussed:-

- Changes in the curriculum – EYFS
- Catch up and booster
- Maths Learning walk
- Policies -assessment recording, anti-bullying, science, geography, drugs education, PSHE. Library policy no longer exists.

83/21 REPORT FROM RESOURCES COMMITTEE 14 NOVEMBER

Mrs Graham reported that the following had been discussed:-

- (i) Upgrading phone system by Wave9. Agreed.
Q. A Governor asked if there will be an answer machine when the phone is busy.
A. Yes.
- (ii) Tree work as per tree survey

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- (iii) Facias and guttering – bat survey has come back stating that there are bats therefore work can only take place between March and October.
- (iv) KS1 toilets to be scheduled by DCC.
- (v) Policies approved – Financial Regulations, Dinner money, photographic images, debit card, IT and acceptable use of the internet, CIMP, Teachers pay, terms of reference Resources committee.

Mr Jones mentioned that school can bid again for JMF for the kitchen works as costs have increased for the work on the toilets to be completed.

84/21 BUDGET 2021/2022

Mr Jones reported that the budget position is healthy, and another report is not expected from DCC until February.

85/21 CHAIR'S CORRESPONDENCE

None.

86/21 3-YEAR STRATEGIC PLAN

All Governors have inputted into the plan. Mr Jones will present the plan to Mrs Kalirai.

87/21 GOVERNOR TRAINING

Mrs Delehanty has been on Finance training and will be watching a recording of GDPR training.

Mrs Delehanty has also review a DPIA for Doodle Maths.

88/21 POLICIES

- (i) Appraising Teachers Performance
[Q. A Governor asked if this included TAs.](#)
[A. No, TAs are currently not included in performance management.](#)
- (ii) SEN – no significant changes. Link to SENCOs email. This will happen in the Summer term. Agreed.
- (iii) External complaints – DCC document. Agreed.
- (iv) Attendance – 96% attendance for the last 3 years. This will be looked into.
[Q. Is RM Integris used?](#)
[A. Yes.](#)
[Q. As Head do you oversee if children are below 95%.](#)
[A Yes, some standard letters are sent out via Parenthub.](#)
[A Governor suggested a few changes i.e - high level sporting activity and also revising "Annual level of authorised and unauthorised absences are published by the DfE".](#)
Agreed.
- (v) Private Fostering – Agreed.

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- (vi) Managing Allegations – Agreed.
- (vii) Separated Parents policy is back with Legal.

89/21 WHAT HAVE WE ACHIEVED TONIGHT THAT WILL MAKE A DIFFERENCE TO THE CHILDREN?

- a) Continuing investment in toilets and kitchen.
- b) Approved recovery plan for vulnerable children.
- c) Strategic plan
- d) Policies.

90/21 DATES OF NEXT MEETINGS

- T&L – Monday 31 January at 5pm - virtual
- Resources – Monday 7 February at 5pm - virtual
- Full Governors – Tuesday 1 March at 5pm – face to face

The Chair thanked everyone for their feedback and for reading their paperwork before the meeting.

The meeting closed at 6.00pm.

ACTIONS

Description	Person responsible	Date for completion
Attendance 96% last 3 years	Mrs Kalirai	December 2021
Community Governor	Mrs Graham	January 2022