AVISHAYES PRIMARY SCHOOL & EARLY YEARS CENTRE ACADEMY TRUST, CHARD
MINUTES OF BOARD / FULL GOVERNING BODY MEETING
HELD ON TUESDAY 12th June 2018 at 6:00 pm

MEMBERS / DIRECTORS / GOVERNORS PRESENT: - Richard Prosser, Carolyn Waterstone (Chair) Jeff Williams.

GOVERNORS / DIRECTORS PRESENT: Natalie Beresford, Mike Berrisford, Di Goldsmith, Alison Hawes (attending her first meeting as a Governor), Sandra Leggett (Headteacher).

IN ATTENDANCE: Clare Rinaldi (Headteacher Designate from Autumn 18) Chris Bartlett (Clerk / Company Secretary) Mrs Brun, Alisha, Daisy, Mia, Josh (School Council until 6:20)

NOTICE GIVEN: The date for this meeting was set at Full Governing Body / Board Meeting on 6th June 2017; this was confirmed in the Minutes which were circulated on 15th June 2017 and at the meeting held on 17th April 2018. The Agenda was circulated to all Governors on 5th June 2018.

ACTION

1. SCHOOL COUNCIL: The Council Members spoke about their work:
   - Alisha - Since the last time we were here, we have made a lot of changes. We shared the school’s survey results with you and said that we would respond to children’s comments. We noticed that lots of children said that they did not have access to water throughout the school day. So, at the Sport Relief Mile, we gave every child their own water bottle. Mrs Wagstaff collected over 100 bottles from an event that she attended and the PTFA very kindly gave us money to buy the extra bottles needed. Now every child in the school can drink water throughout the day.
   - Mia – The school council is made up of 12 children from Year 1 through to Year 6. The representatives from Years 5 and 6 are here tonight. We usually meet on a Thursday at the end of the day. This year we have organised fund-raisers, including:
     - MacMillan Coffee morning raised £261.33
     - Children In Need raised £276.23
     - Christmas Jumper Day raised £157.10
     - Sport Relief Mile Run raised £231.12
   - Daisy – We ran our campaign to make wearing bike helmets cool. From the survey, we noticed that 70% of Year 6 children wear a helmet and we believe this is because they have had bikeability training and understand the importance of wearing a helmet.
We produced a display of photos of celebrities, sports people and the Year 5 children doing their bikeability training – all wearing helmets. We then invited children to bring photos of themselves wearing their helmets. We added these to the display and entered their names into a draw. The PTFA kindly donated some high visibility bike equipment as a prize.

Bike riding is very popular at Avishayes and we had an excellent take up for bikeability training in Year 5 again this year. In fact, they had to run 2 groups as it was so popular.

- Josh – We have put a school Council suggestion box in every classroom. The children have been putting ideas that they have for the school in it. We bring the boxes to every meeting and discuss any ideas.

This was done to allow all children in the school to have a voice. Lots of comments have been put in about providing more play equipment and apparatus in the playground. We would particularly like some equipment out at playtime. We would also like to use the climbing apparatus and ropes in the hall in our PE lessons. This is something we are going to discuss this half term. We understand that this will have to involve some sort of fundraising.

- Will’s report read (in his absence) – Year 4 and 6 completed the school survey again this year but Mrs Brun hasn’t received the results yet. This will be the second time that Year 6 have completed the survey (they completed it 2 years ago when they were in Year 4). We hope to see improvements in the areas that we targeted as a school council. These results will form the focus for the first council meeting in September.

**Governor question:** Do children like doing the survey? Yes, time is allowed in class.

**Governor comment:** I was surprised by the amount of money raised, very well done.

**Governor question:** How do you become a School Council member and what sort of person do you need to be?? You put yourself forward. You have to listen to other people, don’t boss them around.

Governors thanked School Council members and Mrs Brun for coming to speak to them, which was very useful and good to hear.

Mrs Brun and School Council members left the meeting

2. APOLOGIES & CONFIRMATION OF QUORUM: Apologies were received and accepted from Tony (holiday). Governors were concerned that had they not heard from Clare or Laura. Clerk to contact them and ask if they are OK. There being 7 governors present at the start of the meeting the required quorum (5 governors) was met.

Signed ....CW........................................

Date …10/7/2018........................................
3. DECLARATION OF INTERESTS & NOTE OF CONFIDENTIAL ITEMS: None were declared nor noted.

4. MINUTES OF LAST MEETING
   - Tuesday 17th April 2018 (circulated 23/4/18 & 5/6/18): - Minutes were approved by governors and signed by the chair.

5. MATTERS ARISING FROM THE MINUTES (circulated 23/4/18 & 5/6/18): Di had provided flyers about English Conversation classes in Chard – more may be needed. Action Points were updated (Appendix 1)
   Sandra reported that Jane Weatherill had also checked the Single Central record and was satisfied with it.
   Clerk to bring camera to every meeting to get photo of governors for foyer.

6. HEADTEACHER APPOINTMENT: Carolyn reported that she was very pleased to say that Clare Rinaldi was appointed after a rigorous 2 days of interviews and that she is able to start in September.

7. RATIFY BUDGET FOR NEXT ACADEMIC YEAR (circulated 5/6/18): Budget sheets were circulated to those not at the Finance Committee. Richard reported that Karen gave a very thorough explanation of the budget, showing that 2018/19 is OK, but 2019/20 projects a £92k deficit.
   **Governor question:** What happens in those circumstances, is there help?
   Sandra: No, will have to re-structure. Carolyn explained that this will start in the Autumn, some current unknowns, like EFSA funding (which may be 1% increase)
   Sandra: We hope the carry-forward figure is more than predicted. In the current Year 5 there are 5 children with high needs, who will leave at end of next year. £82k is needed to balance the accounts and this can be found in TA budget, with a decrease in number of children with high needs. It will be possible to present governors with alternative scenarios in the autumn term

8. SEF (circulated 5/6/18): Sandra keeps the SEF (School Self Evaluation report) up-to-date, so it is ready for Ofsted and it includes Ofsted criteria. Carolyn commented that it is a useful document for governors to refer to, when Ofsted visits, together with the governors file.
   Judgements have changed – Early Years from Good to Outstanding; the rest are securely good.
   Carolyn felt that the comment about the impact of no staff changes ignores the long term supply teacher that had an impact on progress. Sandra to amend
   **Governor question:** As governors we know the data in the SEF. When will the latest data be available? Sandra: Unverified data should be available at next governors meeting

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Signed ....CW........................................

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Governors are still concerned about attendance as this could affect the judgement of good for behaviour and welfare. 9% of the persistent absentees have a good reason for their poor attendance but we still need to work on 7% (14 children). Some have been referred to EWO and penalty notices and warning penalty notices issued where appropriate.

Involvement of parents is difficult. They will come to Sports, children led workshops, performances, Christingle, Arts/crafts Christmas workshops where they join in to make things themselves. But not many come to Read with Your Child.

**Governor comment:** Parents lack confidence, find reading, maths, etc threatening, because of their own experiences of school. It is important to keep trying new ways of involving them.

9. STAFFING / CLASSES FOR NEXT YEAR: Maggie and Sandra will leave at the end of term. The teaching post is advertised as Year 3 MPS. There are 9 applicants. Clare, Carolyn and Mike will be interviewing on Monday.

Three temporary TAs will not continue.

**Classes** Year 6 will be the large class (started at 42, now 37 and may go to 35 children) Year 6 teachers job-share and prefer to have the larger group, rather than having slightly smaller mixed age classes.

**Governor question:** Because they were split, 9 children were in Year 5, will they have repeated work topics? Sandra: Topics will be different as the curriculum is based on a two year rolling programme. There is a high level of need, so there will be a lot of TA input

10. WINSHAM SLA: Sandra explained that the agreement came to an end at the end of half-term. Carolyn added that it was longer than had been expected and brought additional income to Avishayes. She thanked Sandra for her hard work.

11. POLICIES: (circulated 5/6/18):

- Sex and Relationship Education – accepted.

Updated Policies (Delegated): Sandra has reviewed and checked these

- Anti-bullying – Alison pointed out that there is no review date. Sandra will add it
- Code of Conduct

Alison also commented that there does not seem to be a common format to the policies and asked where they are held. Sandra explained that polices may come from or be based on ones from the local authority, the Key or other sources. SCC policies are on a template. Policies are all held electronically.

Signed ....CW..................................

Date …10/7/2018..................................
The updated policies were accepted by Governors and it was decided that in future a template will be used, as policies are written / up-dated.

12. GOVERNOR VISITS:

- 14th June – Very few governors able to attend, so it was agreed to cancel this visit especially as its focus is the same as the meeting below.
- 11th July 2:30 Matthew Edwards, who is completing headteacher qualification will give a presentation on Core Learning Values – metacognitive 5Rs

13. The DATE OF NEXT MEETING was confirmed as **Tuesday 10th July 2018**

There being no further business, the meeting closed at 7:20 pm

Minutes drafted 23/06/2018, amended 25/06/2018 by Chris Bartlett, Clerk to Governors
APPENDIX 1

UPDATED
ACTION POINTS FROM FULL GOVERNORS MEETING 17/1/2018

ON-GOING

<table>
<thead>
<tr>
<th>Who</th>
<th>Action</th>
<th>By</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL / Clerk</td>
<td>Governor training bookings and cancellations to go via Clerk</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>Clerk</td>
<td>Ensure required trustees information on website is updated after each meeting</td>
<td>On-going</td>
<td></td>
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ACTION POINTS FROM FULL GOVERNORS MEETING 23/04/18 (c/fwd)

<table>
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<th>By</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Sandra Clerk</td>
<td>Check staff and governor photos in foyer and update them. Arrange photoshoot</td>
<td>June 2018</td>
<td>Postponed until all can be present</td>
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</tbody>
</table>

ACTION POINTS FROM FULL GOVERNORS MEETING 17/04/18

<table>
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<tr>
<th>Who</th>
<th>Action</th>
<th>By</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Clerk</td>
<td>Send Governor Visit Form to Laura</td>
<td>24/4/18</td>
<td>19/4/18</td>
</tr>
<tr>
<td>Mike</td>
<td>Send Emotional Coaching report to governors.</td>
<td>30/4/18</td>
<td>22/4/18</td>
</tr>
<tr>
<td>Richard</td>
<td>Arrange with Karen to carry out a Single Central Record check</td>
<td>26/4/18</td>
<td>✓</td>
</tr>
<tr>
<td>Clerk</td>
<td>Add Tony’s Safer recruitment training and Laura’s Governor Induction to Governor Training Record</td>
<td>24/4/18</td>
<td>19/4/18</td>
</tr>
</tbody>
</table>

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Signed ....CW..........................................

Date …10/7/2018........................................