

**Ashton Keynes Primary School**  
**Full Governing Body Meeting**  
**Wednesday 26<sup>th</sup> March 2014 7.30 p.m.**  
**Minutes**

<b>Present:</b>	<b>Apologies:</b>
Aideen McEvoy-Wilding (AMW) Chair Sarah Harris (SH) Vice Chair Kathryn Nicholas (KN) Gary Price (GP) Shirley Palmer (SP) David Tarr (DT) Trevor Heath (TH)	Adam Loveridge (AL) Katy Thomas (KT) Sarah Smith (Clerk)  Jon Hughes (JH) Alan Waller (AW) Rob Andrews (RA)

Item	Minute	Action
1	<b>Opening prayer</b>	
2	<b>Apologies</b> Apologies were received from AW, RA and JH. These were accepted by the governors.	
3	<b>Declaration of Pecuniary Interests</b> None declared.	
4	<b>Correspondence</b> <b>4.1 LA Circular Schools Forum</b> Guidance had been sent to all governors with information on the school forum. It is made up of representatives from schools and academies. It gives advice on how the funding formula might be changed, it is at County level.  <b>4.2 Letter from Diocese</b> A letter was received from John Swainston at the Bristol Diocese with a general Education update.  <b>4.3 St Sampson Junior School</b> AMW checked their website for an update regarding the proposed closure of the Infant School. The statutory notice has now been served. There is a month to object or comment.	
5	<b>Approval of minutes from FGB meeting 06.02.14</b> The minutes of the FGB meeting of 06.02.14 were accepted as a true and accurate record of the meeting.	
6	<b>Actions and matters arising from previous minutes</b> <b>6.1 Admissions arrangements</b> The panel met and the reply sent to the consultation. No feedback has yet been received from the LA.  <b>6.2 Complaints Policy</b> See agenda item 10e.  <b>6.3 Governor Action plan</b> A lot of time has been taken up with HT recruitment so there has been little progress in reviewing this document. SH to take the lead in looking at the Plan as it would be a good idea to review in light of the recent changes to expectations from Ofsted. The NGA (National Governor Association) document '20 questions', which has been circulated to the GB, could be a useful tool in reviewing the effectiveness of the GB.  <b>6.4 SENCO Presentation</b> This had been circulated to the GB.	<b>SH</b>

	<p><b>6.5 Fisher Family Trust (FFT) errors</b> KN confirmed that this had been dealt with.</p> <p><b>6.6 SATs</b> See agenda item 12.</p> <p><b>6.7 Building Project (office area)</b> All the necessary forms have been emailed to DT, JH &amp; SH. DT has been in touch with the LA who have sent guidance notes.</p> <p><b>6.8 General letter - Holidays</b> As yet a copy of this letter has not been received from Andrew Wild.</p> <p><b>6.9 Code of Conduct (Staff)</b> Some staff have not forwarded their acknowledgement. SS to chase.</p> <p><b>6.10 Behaviour principles</b> AMW consulted with staff, they were happy with the document. At the recent SP&amp;C meeting the parent governors were consulted. The principles were subsequently signed off and approved and are now on the school web site.</p> <p><b>6.11 Governor Visits</b> GB were reminded to let SS know of any visits. Evidence showing governors have active involvement in school is an Ofsted requirement. SP met with GP and MM to discuss data analysis – SS to add.</p> <p><b>6.12 Lydiard Millicent</b> AMW composed and sent an email in response to their approach regarding federating. They sent email back acknowledging this.</p> <p><b>6.13 Free School Meals</b> On agenda see item 14.</p> <p><b>6.14 Governor training</b> Governors were encouraged to attend governor services training and advise SS for the records. SH is taking safeguarding training with Cheney as she is taking over the role of Nominated Governor for Child Protection.</p>	<p>SS</p> <p>SS</p>
<p><b>7</b></p>	<p><b>Head teachers' report</b> Observation and monitoring- Teaching was formally observed, all were at least good with the vast majority outstanding. The evidence is shown in the books and the outcome for the child. KN's observations were not just in maths and English. It was noted that when observed the AK teachers teach no differently, AK has a culture of trust and excellence. There has been a thorough book review by the School Improvement Advisor (SIA) and GP. The report this will come from LG when available.</p> <p>Parents evenings – Q Was there any feedback regarding the giving of levels? No. 3 parents filled in the questions form. 1 or 2 will have follow up interviews. Ten minutes time keeping helped the evening flow. Staff were good at accommodating those who could not make that night. Staff confirmed they had very positive experience.</p> <p>Achievement for All (AfA) structured conversations training was beneficial for staff and can be applied across the school.</p> <p>Dimensions visited and were very impressed. We have not received their report yet. We are quoted on the dimensions website. They stated that they had only seen 3 schools developed as</p>	

	<p>far as we have. It was noted that this positive news needs to go on our website.</p> <p>5 parents attended the year 6 SATs meeting. The GB were disappointed by this response. The presentation will be made available on the website. KT confirmed she enjoyed the evening. The GB noted that we are fortunate to have staff who have a positive outlook, and thanked KT for all her hard work. The KS1 SATs presentation is next week.</p> <p>Ups and Downs team is in on the TD day after Easter. The GB congratulated KN on raising the funds by running a course to pay for this course.</p> <p>The report contained an incredibly long list of achievements over the last 6 years, and probably many more including a 'Good' Ofsted and 'Outstanding' SIAS. The GB noted it was a fantastic list and congratulated the whole team. The GB recommend the list be put up in the staffroom to celebrate.</p>	
8	<p><b>Staff governor report</b></p> <p>With changes approaching this could be unsettling. SP noted that all staff she met have been very positive moving forward. Staff had trust in the GB to make the right decision.</p>	
9	<p><b>Matters arising from Committee reports</b></p> <p><b>a. Staffing, Policy and Communications</b></p> <p>The minutes of 17.03.14 were reviewed. Various policies were reviewed. The 'Fair process notice', is now called the 'Privacy notice' KN and AMW to discuss. We need to publish the privacy notice on the website. RA and AL will spend more time on the website now the selection panel process is finished. Information regarding 'Making most of parents and carers' has been put on the website. Village amenities response was sent. Data protection – we need to register with the Ed' commission's office. AMW completed with heads email as contact and office as second (£35 fee). Need to continue to ensure we are registered, as LA will not do. AMW to complete.</p> <p><b>b. Curriculum and Monitoring</b></p> <p>The minutes of 12.03.14 were reviewed. GB gave positive feedback on 'Data guidance' document. There is concern with the budget implications due to the change of SEN framework. There are implications on the budget with the growing number of statements. There is a duty of care concern about how much the SENCO is doing in her own time. C &amp; M will look at this next term. The committee is monitoring Pupil Premium KN is completing the report. The money pays for a TA. The majority do not need extra support. However the TA makes the class smaller by taking out other children, so they benefit. GP gave a presentation on AG&amp;T. GP monitors the data. Data suggests at KS2 able pupils are being challenged, as some are level 5 and 6. Ofsted is bringing in a change in just calling it 'able'. AfA- staff had training on 'structured conversations' this has mileage as can be used with other parents. Bob Basely was in last week for an update consultation and the 'next steps'. He collected the current data a spring term report will be issued to us shortly. Report/impact to be feedback to C &amp; M by GP. AfA was funded for 2 years, we do not know if this will be continued. It would not be something we could afford. It is unique to be selected to use the scheme, to see if it had impact on a good school. There is a good transition in place for JT. She is meeting with SLT. GB wished to thank all staff for their help in making the transition.</p> <p><b>c. Finance and Premises</b></p> <p>The minutes of 17.03.14 were reviewed. The SFVS has been returned. Contractors have been contacted and will be visiting over the next few weeks to have a look at the office space building work. The maintenance inspection date has now been set up. There are problems with the software for new budgets. JH is dealing with this. In previous years AMW has done a lot of work with KN on the budget. JH/F &amp; P will need to come in and do this. AMW has carried out some work on timetables. The Funding Certificate has not yet been circulated. There are different staffing scenarios to be run through.</p>	<p>KN/AMW</p> <p>AMW</p>

	<p><b>d. Strategy Committee</b> Committee has not met.</p> <p><b>e. Trustees</b> Committee has not met.</p>	
<b>10</b>	<p><b>Policies</b></p> <p><b>a. Online banking procedure</b> Recommended by F &amp; P. FGB ratified.</p> <p><b>b. Charging &amp; Remissions</b> Recommended by F &amp; P. FGB ratified.</p> <p><b>c. Best Value</b> Recommended by F &amp; P. FGB ratified.</p> <p><b>d. Exclusions</b> Recommended by C &amp; M. FGB ratified.</p> <p><b>e. Complaints</b> Now one document. Recommended by C &amp; M. FGB ratified.</p> <p><b>f. Emergency Plan</b> Amendment - Take out DC details put in Harry Carter AMW to amend. FGB ratified.</p>	<b>AMW</b>
<b>11</b>	<p><b>Schools Financial Value Standard (SFVS)</b> It is a requirement that this is completed annually. JH did the work and made the changes. F &amp; P approved/signed and returned to the LA.</p>	
<b>12</b>	<p><b>SATs Data update (SP)</b> The initial analysis circulated to the GB is the validated data. The GB reviewed the data.</p> <p>A confidential matter was discussed.</p>	
<b>13</b>	<p><b>Teaching Alliance TD Day (KT)</b> This took place in Lyneham before half term. It was managed by Royal Wootton Bassett Academy (RWB), the Teaching Alliance school. Schools in the cluster are looking at ways they could link together and provide development opportunities for staff. Staff came away feeling there are things in the alliance that would help them e.g.</p> <ul style="list-style-type: none"> <li>• leadership in a subject</li> <li>• how you may still develop in your school</li> <li>• if you had an area of weakness the alliance could send someone in to support you and vice versa</li> <li>• someone may host a specialism and you can join in</li> <li>• when levels disappear you could share your own methods so the cluster 'sings from same song sheet'.</li> </ul> <p>All staff felt it was very worthwhile. Steve Mellor is collecting data from schools. Everybody is working together. It is beneficial for everybody where ever you are in your career. Feel more connected, more opportunities to do things. Linked in with Teacher training. It spans across Key stages KS2 and 3. It is training and network focused. GP has had training on peer reviews where staff from the different cluster schools go into another school and look at data and make judgement about that school. GP is doing peer review at Lydiard shortly. There is an importance of celebrating what we are good at here, e.g. KT good at RE. Often the best training are courses run by teachers who are good at a specific thing. In order to improve your practice you have to step outside of the classroom and school always finds new ideas incredibly powerful.</p>	
<b>14</b>	<p><b>Free School Meals update</b> There is a meeting next Wednesday with Cygnet. They have agreed they can do it. A further update will be given at the next FGB.</p>	

15	<p><b>Cluster update</b></p> <p>KN &amp; AMW attended a cluster head and chairs joint meeting. 2 speakers came from DfE about multi academy trusts (MAT). Minutes were taken and will be circulated to the GB when available. The subject was; Do we as cluster want to make our own MAT as the teaching alliance? Investigate options, controlling your own destiny. Academies issue is not going away. The opinion of one of the speakers was that a GB's most important job was not choosing a new HT, but deciding the strategic direction of a school. If set up it would include about 5000 children. The aim is for children in the alliance to do the best they can and have equal opportunities. It is run as a business, with trust members as shareholders. A board of directors is appointed by trust. As there are 13 schools it may not be possible to have 1 representative per school on the board as it could be too big. The local governing board would consist of 7/9 people. The board directors are accountable for the performance of all the schools. The responsibility of the local board is not a right but earned autonomy. One of questions asked was regarding section 106 money, due to building of houses. MAT normally take a 3-5 % slice of the budget. Wiltshire currently take 5%. In legal terms it is possible for church and non-church schools to join the MAT. SP will start recording some key questions to ask, as she has current experience serving on a local board. There is another cluster chairs meeting in April and chairs and heads meeting in June. They were happy that S Saville could also attend. AMW to contact.</p> <p>GB should discuss and investigate this further. The earlier we were involved in setting up a MAT the more influence we would have in how the MAT was set up. We need to be able to get the support that is necessary in all schools as there is little left at the LA. What will benefit the children regarding support of teaching? Will they change pay terms and conditions? GB has to be proactive. So we do not have something foisted on us. There are relationships already in this cluster. It was proposed that there is a mandate for the Head and Chair to investigate the MAT; SP proposed AMW seconded. GB will need to share the workload out, so SH can be effective in her role as Chair. SP will carry on till December to assist with transition. AMW to contact Sarah Vaughan to come in and talk to GB/Staff about the MAT.</p>	<p>SP</p> <p>AMW</p> <p>AMW</p>
16	<p><b>GB Duty of care to staff</b></p> <p>Noted C&amp;M concerns about SENCO workload outside of school.</p>	
17	<p><b>Proposed development at Cotswold Community</b></p> <p>Section 106 money potentially available to this school. It is likely that new houses will not be built before 2016. A member of GB needs to attend any update meetings.</p>	FGB
18	<p><b>HT recruitment/Acting Head update</b></p> <p>Interview and appointment of HT were very successful. The extraordinary minutes of 21.03.14 were signed off. DBS checks can take weeks and the guidance the GB has received is that we should not release the name of the new head until this check is complete.</p>	
19	<p><b>School Governance Regulations</b></p> <p>Recent documents from the DfE advise that governing bodies need to reconstitute by Sept 2015. Awaiting confirmation from DfE.</p>	
20	<p><b>Scheme of Delegation</b></p> <p>Amendments - SFVS to be approved by the F &amp; P committee.</p> <p>Vacancies will need to be filled in once the new parent governors are elected.</p>	FGB
21	<p><b>Governing Body Annual Planner</b></p> <p>Reviewed and updated.</p>	SS
22	<p><b>Governing Body Vacancies</b></p> <p>3 parent governor vacancies, 4 have applied, an election will take place shortly.</p> <p>RA confirmed as authority governor</p> <p>There is a vacancy for a Foundation governor and a Community governor.</p>	SS
23	<p><b>Change of next FGB to 19<sup>th</sup> rather than 26<sup>th</sup> June</b></p> <p>Agreed to change FGB to the 19<sup>th</sup> June.</p> <p>C &amp; M meeting changed to the 18<sup>th</sup> June.</p> <p>SS to send out updated meeting schedule.</p>	SS
24	<p><b>Elect Chair &amp; Vice Chair</b></p> <p>AMW proposed SH as the new Chair. SP seconded. With effect from the first day of the Easter holidays.</p>	

	<p>SP nominated as acting Vice Chair. AMW seconded.</p> <p>Governors unanimously agreed to both appointments.</p>	
<b>25</b>	<p><b>KN &amp; AMW</b></p> <p>AMW has been Chair 4 years and a governor 6 years. She felt it was a huge privilege to be part of the school and thanked KN, the GB, staff and the school. The GB presented AMW a gift and thanked her for all her many achievements on behalf of the GB, staff and school. Not enough can be said to thank AMW and she will be missed. She will stay on as an associate governor.</p> <p>GB to acknowledge KN fully next week. JT and SSa both picked up on all the incredible things put in place by KN. KN and AMW were a very strong lead for the school and enabled other people to come on board. KN acknowledged she couldn't of done it without AMW who has always been there. There is so much KN/AMW has enabled this school to do.</p>	
<b>26</b>	<p><b>Any Other Business</b></p> <p><b>26.1 Twenty questions for the GB</b></p> <p>It will be a useful tool to go through as governor development is key aspect OFSTED are interested in.</p> <p><b>26.2 David Marriots' Presentation</b></p> <p>This document had been circulated. Important for GB to keep in mind as OFSTED has raised the bar on governance.</p>	
<b>27</b>	<p><b>Date of next meetings:</b></p> <p><b>S,P&amp; C Monday 2<sup>nd</sup> June 6.30 p.m.</b></p> <p><b>F&amp;P Monday 2<sup>nd</sup> June 8.00 p.m.</b></p> <p><b>C &amp; M Wednesday 18<sup>th</sup> June 1.15 p.m.</b></p> <p><b>Strategy Group TBC</b></p> <p><b>FGB Thursday 19<sup>th</sup> June 7.00 p.m</b></p>	

The Chair closed the meeting at 22.00

Signed.....

Date.....