

**Ashton Keynes Primary School
Full Governing Body Meeting
Thursday 5th February 2014 7 p.m.
Minutes**

Present: Sarah Harris (SH) Caroline Hukins (CH) Samantha Saville (SSa) Katy Thomas (KT) Adam Loveridge (AL) Jon Hughes (JH) David Tarr (DT) Rob Andrews (RA)	Kate Cliffe (KC) Trevor Hughes (TH) Peter Gray (PG) Shirley Danby (SD) Mark Cryer (MCR) Sarah Smith (Clerk)	Apologies: Jan Thompson (JT) Alan Waller (AW) Meggen Cantillon (MC)
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School Improvement Key areas = 4, 5, 6, 7, 8 & 9 Star Challenge: * = Question ** = Action *** = Change in procedure/policy

Item	Minute	Action
1	Opening prayer	
2	Welcome to Shirley Danby Welcome to SD who will soon be joining the GB as a Foundation governor. Today she is observing while the paper work is processed. TH will become an associate governor.	
3	Apologies Apologies were received from JT, AW and MC. These were accepted by the governors.	
4	Declaration of Pecuniary Interests None.	
5	Correspondence a. A273-14 Formal consultation for admission arrangements 2016/17 response by 20th Feb. **Admissions panel SSa, AL and SH to meet. b. A219-15 Disqualification “by association” All to complete form. All governors present completed the form. **MC, AW and JT to complete.	AL/SH SSa MC/JT AW
6	Approval of minutes from FGB on 05.11.14 The public/confidential minutes of the FGB meeting of 05.11.14 were accepted as a true and accurate record of the meeting.	
7	Actions and matters arising from previous minutes 7.1 Governor Action plan Work regarding 20 questions to GB carried over. ** SH and KC to meet up to discuss. 7.2 Goodbye to David Clover The school and governors thanked DC for his all commitment and hard work with the school. He enjoyed his special thank you assembly. Thanks to all involved in making that happen. 7.3 Strategy Committee AW, SH and SSa met to discuss the Strategy Group. A report on the meeting (by AW) had been circulated to the GB. The focus has been established into four key areas. The first meeting will look at firming up links with the local community. Rather than having a set group it is suggested that working parties with the appropriate skill set for the task in hand is the way forward. ***A proposal will be put in writing to the GB and if approved the scheme of delegation will be amended. 7.4 ***Class R Shelter update The planning permission request is on the agenda for the Parish Council on Monday. DT has sent a supporting email to the Chairman. SSa has spoken to the neighbours as a gesture of courtesy, which went well.	SH/KC AW/SH
8	Head teachers' report The governors were advised that for all HT reports they were very welcome to contact SSa with any questions/areas they would like expanding on prior to the FGB meeting. This would mean SSa could prepare concise answers to share with the GB in the interest of good time keeping. This is a mid year report and is very thorough. A data report will follow after progress report meetings next week. We will look to hold the FGB after this next year.	

	<p>Q * KS1 - What regime is in place to improve? There have been a large number of interventions taking place to enable all groups of children to achieve. Though unable to report until after the progress meetings have occurred we are starting to see movement. F & P committee has also just approved a booster of 6 weeks for 6 children in year 2. SSa showed the committee a list of interventions in place. It is all about catching early. Holding pupil progress meetings more regularly will really make a difference. The staff team are taking ownership of the data. They flag up who isn't making progress early to take action. It is a big shift for AK.</p> <p>Q * Challenge Partners - A list of how the costs are offset. This is on agenda and discussed on item 11.</p> <p>Q * What is the timescale for improvement in KS1? It is a year plan, though we are hoping to see movement in a short time. Some schools take 18 months to make a change. We are building best practice in school and sharing that.</p> <p>Governor of the month (GOM) will help governors have a better understanding and is good for governor monitoring (part of SIP). We are sharing accountability. CH the current GOM had the opportunity to see the notes from a pupil progress meeting. She commented it was fantastic to see, very detailed child-by-child showing who is on track. Staff are using data and running their own interventions and boosters.</p> <p>Q * What is the mechanism for communicating pupil progress to parents? New mid year reports will be coming out to parents a week before parents evening. SSa is meeting with KC and AL tomorrow to discuss the letter. The report will show where the child is compared with national average. There will also be a report on effort. An example report was shown to the GB. This will enable parents evening to be very focused. If parents know of gaps they can help support their child. The staff are on board with this. We need to relate to the new life without levels.</p> <p>Q * Could we capture parents feedback after parents evening? We could have a slip parents could leave in a box outside each classroom. It is important to note we would not be making changes to the system. The next step is to work towards Ofsted feedback. A book has been created ready to capture parent voice.</p> <p>SSa advised the GB that if any further explanations were needed she would be happy to meet and go through them.</p>	
9	<p>Matters arising from Committee reports; The Chair wished to thank all Chairs of sub-committees for all the work that is going on in the background all the time.</p> <p>a. Staffing, Policy and Communications The committee didn't have an opportunity to meet prior to FGB but have communicated via email. They are currently working on communications, website, and transport. The next step is to be involved in the vision group. There were no questions.</p> <p>b. Curriculum and Monitoring No questions.</p> <p>c. Finance and Premises No questions.</p> <p>d. Strategy Committee Already discussed under item 7.3.</p> <p>e. Trustees Have not met. ** DT to request a report.</p>	DT
10	<p>Scheme of Delegation The GB will undertake an updated skills audit to review their specialities/skills. We will then review the panels to ensure that the governors with the correct skill sets are placed on the appropriate panels.** If there is a panel you feel you have the skills to undertake let SS know. We owe it to school and parents to make sure the panels have the right skills on board. We will look to have this in place to confirm the any amendments to the scheme</p>	FGB SS/FGB

	<p>of delegation at the June FGB meeting. ** SS to forward the skills audit to the governors. **Please complete and return.</p> <p>Changes to the strategy group section will also need to be approved.</p>	
11	<p>Challenge Partners *** A statement regarding Challenge Partners was included in the HT report. Information including costs had also been circulated to the GB. The proposal had been discussed at F & P, the committee recommended approval to the GB</p> <p>Collaborative working in the cluster is essential. Teaching Alliance funding is ceasing. Challenge Partners is a national company with international links. It is important on our journey to achieve outstanding. The Teaching Alliance has been invaluable. Especially with the peer review, which would have been at considerable cost if we had paid. We learnt a lot from this experience.</p> <p>You may also offset numerous CPD costs for example KT attended the outstanding teacher programme (£600); what KT brought back benefited the whole school – *star challenge*! Sandra Crowley was able to visit a local primary school for EYFS. There is also NQT support, middle leader support, subject leader development and support to SSa as a leader. Cluster training is important as you gain a lot of good practice. The next TD day is a cluster meeting with a motivational speaker, which would have a high cost if not free. Training within the cluster saves on travel and time away from school. Royal Wootton Bassett Academy (RWBA) feel they would not have achieved outstanding without being part of Challenge Partners. There is no financial implication to RWBA they simply wish to remain a teaching school.</p> <p>SSa put together a list of offset costs though this was difficult in hindsight the costs reflect what we would have to pay in future. It would start from April. School Improvement is currently the main focus of our school. It takes the pressure off looking at Multi- Academy Trusts. As part of our School Improvement it would show we are striving forward and taking advice from leaders</p> <p>Staff are enthusiastic to be a part of Challenge Partners. It doesn't cover every thing but there would be greater opportunities for staff CPD.</p> <p>Challenge Partners was approved by the FGB.</p>	
12	<p>Target Tracker (TT)*** A proposal has been given to the Finance and Premises committee from Miss Redman TLR3 to consider the implementation of TT. It has a budget impact. We have tried Wiltshire Tracker and it is not performing, as we need – taking up time/costs. This has been discussed with C & M. We need to be able to instantly access the data we need. TT is more consistent and manageable. At the moment if Ofsted come in with questions SSa would need paper and pencil to retrieve answers. Cluster schools are using TT. SIA Linda Gregory recommended KR view the system in action at St Sampsons, which she has done KR was impressed and felt it would be positive for this school. It costs £1,599 for an annual subscription. There is also a one off training fee and an additional cost to add EYFS. SSa feels it is the best way forward for AK. As soon as County disbands Wiltshire tracker will be gone. The input/keeping up to date with TT is not onerous. F & P recommend approval.</p> <p>Target Tracker was approved by the FGB.</p> <p>Thank you to SSa for bringing both CP and TT to governors. Spending money intelligently is the right thing to do and an important part of the focus on school improvement.</p>	
13	<p>Policies ***</p> <p>a. H & S Policy Recommended for approval by the F & P committee. ** All governors to sign sheet to confirm they have read and understood the policy. FGB approved. **SS to obtain staff signatures and distribute policy.</p> <p>b. H & S Procedures Recommended for approval by the F & P committee. FGB approved.</p> <p>c. PHSE Policy Reviewed by C Kibblewhite. FGB approved.</p> <p>d. Ill Health and Sickness related absence management policy & procedure.</p>	FGB

	<p>Model HR policy. FGB approved.</p> <p>JH noted a F & P query regarding statistics of staff sickness/absence. SSa confirmed that not many had been off and PC will keep a track on it.</p> <p>e. EYFS Policy Reviewed by Jenny Serle and Sandra Crowley. FGB approved.</p>	
14	<p>Storing of documents PG and RA have discussed the possibility of using cloud storage that is secure and encrypted. To enable quick access to documents for all. SSa and SH have recently attended a course on data protection, there are strict rules in place and we need to be aware of these issues. PG and RA will look at the options available and will propose some providers. **</p>	PG/RA
15	<p>School Fund Audit This has been completed and is recommended for approval by F & P. FGB approved and SH signed off.</p>	
16	<p>SEN Report The report from JT had been circulated to governors. As JT is away we will carry over this item. It was acknowledged that Laura is doing very thorough job in her role as SEND.</p>	FGB
17	<p>Governor of the month/Link Governors This is going really well the governors thanked SSa/school for being so open. It is currently CH and will soon pass over to KC shortly. All governors are welcome to visit the school at anytime. SSa enjoyed working with previous GOM DT. Governors are gaining huge strides in understanding; governors are more visible to children/staff and parents. It is actively linking to the SIP - governor monitoring They are taking learning walks, looking in books and talking to children. Thank you for all link governors for taking time to do their work so diligently.</p>	
18	<p>Vision Our new strapline 'Shine Bright * Reach for the stars' is on the header for all correspondence. We are giving everyone the opportunity to shine – striving to be better. It is part of school life. Including governors the minutes will include star challenges; * = a question, ** = an action, *** a change in procedures/policy.</p> <p>The parents and the community were asked to feedback on the values they feel the school should be known for. It was a perfect time in the new year to action, there were not many responses but those received were good and positive. The children have also been working on this, we had 8 values and are now down to 4. ** The next step is to form a team to devise a succinct vision statement that is shared moving forward. It will encompass what Team AK stands for.</p> <p>The new school prayer is coming out tomorrow. There will also be a drive to smarten the school with an updated uniform policy. The new logo will now be used by the school uniform company and will filtrate over time.</p>	FGB
19	<p>Multi-Academy – Trust – North Wiltshire Learning Trust No updates to report. There is a working party meeting coming up this week.</p>	
20	<p>GB Duty of care to staff SSa thanked the governors; she recently attended a 3-day conference that helped with her wellbeing. The SLT is working smoothly. The staff are a very open team and would be happy to raise any concerns.</p>	
21	<p>Governing body annual planner All aspects were reviewed and updated. SS to update **</p>	SS
22	<p>Any Other Business 22.1 World awareness week (beginning 18th May) **SSa invited the governors to come in and visit the school during this exciting week. There will be lots going on!</p> <p>22.2 Steel Pans The steel pans bought by the £1,000 donation from the AK music festival have arrived. ** SSa invited governors to come in and have a play.</p> <p>22.3 Yellow lines The Council have confirmed that the zigzag yellow lines (directly outside school) should be repainted by the end of the month. They may complete additional lines opposite. It is County's decision. We have requested our need from a safety point of view. The Parish Council are aware. When the job is complete we will look into building in a programme for road safety/cycles for children/parents. **SSa/AL to draft a letter to the Gosditch residents **SS to email it out.</p>	<p>FGB</p> <p>FGB</p> <p>SSa/AL SS</p>

	<p>22.4 Great Expectations Governors were reminded to consider supporting the event FoAKs have organised - Rain or Shines' performance of Great Expectations this Sunday afternoon.</p>	
23	<p>Date of next meeting 25th June 2015 7.00 p.m.</p>	

The Chair closed the meeting at 8.30 p.m.

Signed.....

Date.....