

**Ashton Keynes Primary School
Full Governing Body Meeting
Thursday 26th November 2015 7.00 p.m.
Minutes**

Present:	Apologies:
Sarah Harris (SH) Caroline Hukins (CH) Samantha Saville (SSa) Alan Waller (AW) Adam Loveridge (AL) Jon Hughes (JH) Meggen Cantillon (MC) Mark Cryer (MC)	Jan Thompson (JT) Trevor Hughes (TH) Peter Gray (PG) Shirley Danby (SD) Sarah Smith (SS) Clerk
	Katy Thomas (KT) David Tarr (DT)

<p>School Improvement Key areas = 1, 2, & 3</p> <p>Star Challenge: * = Question ** = Action *** = Change in procedure/policy</p>
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Item	Minute	Action
1.	Opening prayer	
2.	Apologies Apologies were received from DT and KT. These were accepted by the governors.	
3.	Elect Chair/Vice Chair of Governors SH was proposed by JH and seconded by JT. SH is confirmed as Chair of governors. CH was proposed by AW and seconded by AL .CH is confirmed as Vice Chair of governors. SH wished to thank the governing body as it is an honour to hold the role.	
4.	Declaration of Pecuniary Interests None declared.	
5.	Correspondence a. A214/15 Formal Consultation on Co-ordinated Schemes 2017/18 and Admission arrangements for Community and VC Schools 2017/18 Responses required by Wed 23rd December **Admission panel to arrange to meet and review AL, SH, SSa	AL/SH/SSa
6.	Approval of minutes from FGB on 25.06.15 The minutes of the meeting held on 25 th June 2015 were accepted as a true and accurate record of the meeting.	
7.	Actions and matters arising from previous minutes 6.1 All to complete 360 review of Chair **SH and SS to meet and review the results, which will then be feedback to the governing body at the next FGB in March. 6.2 SS to change wording on S P & C minutes 'keep to avoid' Completed. 6.3 Following email to Council has refuse collection time changed? SSa Not confirmed, but the lorries have not recently been noticed coming down during the school run. 6.4 Chair to sign off Budget 2015/16 Completed. 6.5 Skills review to be taken into account when recruiting governors This was taken into account when suggesting skills that were desirable in the recent nomination letter sent to parents. The election for the parent governor vacancy is currently underway. It was noted that both nominees have previously been a governor in another school, which is valuable experience. RA has resigned as Co-opted governor. The governors wished to thank RA for all his hard work and dedication to the school during his term. When considering his	SH/SS

	<p>replacement the skills analysis will be taken into account. It is the governing body role to appoint Co-opted governors. The governing body needs to be mindful of creating a balanced non-parent heavy team when considering appointments. Cards were passed around for all governors to sign for RA and WB.</p> <p>6.6 Governors to advise SS if they wish to sit on a particular panel. Panels to be reviewed. Panels discussed under Scheme of Delegation agenda item 13.</p> <p>6.7 SS to make approved changes to link governor list Completed. Clive Brown (CB) would like to arrange a meeting with PE link governor.** MCr to contact CB.</p> <p>6.8 SS to put Child Protection Policy on website Completed.</p> <p>6.9 SH meeting CK with regards to Safeguarding audit and changes Completed.</p> <p>6.10 SH attending cluster Chairs meeting on 2nd July and to feedback any update on the North Wiltshire Learning Trust Only small number of Chairs turned up and there was no update. SSa will be attending the cluster Heads meeting shortly, we may find out more then.</p> <p>6.11 Annual Planner – SS to update Completed.</p> <p>6.12 Governors to advise if they cannot attend SIP meeting on 1st July Completed.</p> <p>6.13 SH and KC to meet and discuss governor preparation for Ofsted KC has now emigrated.</p> <p>6.14 Data link governor or data sub committee? C & M to discuss On agenda see item 14.</p>	MCr
8.	<p>Head teachers' report The report had been circulated to the governors. The governors thanked SSa for the incredibly comprehensive report and appreciated all the work that had gone into the report. They also liked that staff members had contributed.</p> <p>*Q Has the Blast programme now been approved? We have Blast 1 and Laura Phillips (LP) is now looking at updating to Blast 2.</p> <p>It was commented that the report highlighted the large number of staff SSa has to manage. SSa advised that she has been delegating which lightens the load.</p> <p>The governing body (GB) queried as to whether the amount of information we are receiving is right. *Q Is it sustainable for the GB to expect this level of detail? SSa confirmed she is happy to maintain this level of detail. It is now only produced 3 times per year. SSa would advise governors if for any reason she needed to do less. The formatting of the document will evolve over time.</p> <p>The governors found the report very useful and acknowledged that they need to know the information with Ofsted and SIAMs looming. There has been a lot of change in a small amount of time. The report shows good evidence that governors have the opportunity to challenge and are extremely well informed.</p> <p>A confidential matter was discussed.</p> <p>Following a problem with Wiltshire's uploading of the KS1 RAISE data. We have now been able to upload the data on the School part of RAISE. It has been noted that other schools in the cluster have had the same issues.</p>	
9.	<p>Matters arising from Committee reports a. Staffing, Policy and Communications The minutes of the meetings on 30.09.15 & 11.11.15 had been circulated. The committee has been very busy. There have been lots of changes to staffing. Communications have been well received and in depth. PG has recently attended a</p>	

<p>course 'Governors and the Law' the presentation forwarded to all was very useful in helping gauge the strength and weakness of school and what needs tightening up. Governors need to monitor that School are following policies. We are a small school need to follow certain protocol and procedures to safeguard all parties **SS to email governors new guidance document which has just been released by Governor Services.</p>	<p>SS</p>
<p>SSa is undertaking her knee operation on 17th December. Recovery is extensive; she will not be able to drive for 6 weeks. She will work from home the first week of term. Governors need to consider appointing JT for a few days to cover and support staff. Though we have a senior leadership team in place, they need to focus on teaching. SSa will be signed off so the cost is covered under insurance. **JT and SSa are meeting to finalise plans, which will then be sent out to governors.</p>	<p>JT/SSa</p>
<p>b. Curriculum and Monitoring The minutes of 30.09.15 & 19.11.15 had been circulated. JH came in to observe the meeting; he found it really useful sitting on another committee meeting. We had a good turn out of governors at the recent Target Tracker training. Katherine Redman (KR) did a really good job. If any governors have any further question KR is happy to talk to governors.</p>	
<p>c. Finance and Premises The minutes of 16.09.15 & 11.11.15 had been circulated. With regards to budget monitoring governors were made aware of a £4,000 shortfall on income. This was due to a County error that had estimated the wrong figure on the School Funding certificate for Pupil Premium. The discrepancy was actually higher but Preet negotiated and they met us halfway. The committee have approved additional staffing for agreed interventions. This means we run a deficit budget this year. However we are still carrying forward a good reserve and are in a very safe position.</p>	
<p>*Q What is the proportion of deficit? We were previously carrying too much forward (around 8%). The carry forward is still forecast at £47,000, which is 6% of budget and a decent place to be. There any no further changes anticipated before next year.</p>	
<p>Breakfast Club is very successful, running well and providing a good service. The accountancy side needs to be tightened up. SS is going to help. We are vulnerable if it is not monitored.</p>	
<p>Hall floor; There have been on going issues and a long-term solution is not clear. It has been repaired in the short term yesterday but will need sorting out properly - a Summer holidays job. The floor is now useable H & S wise.</p>	
<p>d. Strategy Committee The group has not met recently, so a meeting will be arranged for this term. **AW will contact the Chairs of the committees with possible dates. 2 or 3 Strategy issues have been covered in the S, P, & C meetings. One of the key points enhancing the Schools profile within the local community has been happening well and a huge improvement. With many events including the wider community such as the hopping challenge and the upcoming German Christmas Market.</p>	<p>AW</p>
<p>It is early stages but Strategy group will be monitoring the proposed development adjacent to School for 60 residential dwellings. There has been a proposal meeting in the village hall for local residents who were asked to complete a questionnaire. The 2 main stakeholders are the developers and the local residents. One of their selling points would involve school parking and a drop off point with access from B4696. A letter from a resident was distributed with an incorrect statement about the School being full. The School responded with an open letter to correct the information. The resident was apologetic and has also come in for a meeting with SSa and AL regarding parking resolutions, which was felt didn't offer anything to support out children's safety. School has no control over where parents park, but does ask them to be mindful of residents. S, P & C have recently sent out a Travel Survey questionnaire the results will be analysed and they will work with County.</p>	
<p>*Q Is there any access through the back gate? The footpath down the back of Gosditch would need to be cleared have lit access, the gate monitored and locked. The path would need a complete overhaul. It was noted that it was dangerous walking to School via Cox's Hill due to speeding cars. The Strategy group will look at the longer-term</p>	

	<p>prospects of school.</p> <p>e. Trustees The Trustees have not met. A thank you to the Trustees was published on the School website. David Moss will be invited in to see the changes to the main entrance following the refurbishment and the moving of the photocopier.</p> <p>The committee Chairs were thanked for all their hard work. SSa left at 20.10.</p>	
10.	<p>Safeguarding - School Security Measures please refer to S, P&C minutes for update S, P & C have been looking at ways to improve security without making a fortress. New signage has been place around the site for visual security. All visitors are to sign in and have a lanyard. We are looking into colour coding the lanyards for easy identification. Suggestions included; Panic alarm in the mobiles (they currently have a phone). Magnetic tags on touch pads to access doors. Any children on errands would use a class tag; quite a lot of schools use this method. There are quite a high percentage of children moving around the School during the day. Costs will need to be investigated. We need to consider how we maintain the atmosphere and avoid high block fencing. For H & S and Safeguarding reasons we always need to know who is in the building. Teachers and staff are trained to be vigilant. We could consider the addition of a hatch in the office area; we could talk to the Trustees about funding. **If any governors have any suggestions please email SS.</p> <p>*Q Could security be an issue with the proposed housing estate? Though remaining neutral School has had the opportunity to provide a wish list to the developers. This includes improvements to parking, footpaths, covered walkways and keypad gates.</p> <p>The Chairs of the committees were thanked for all the hard work that they are doing constantly behind the scenes.</p>	ALL
11.	<p>Published Admission Numbers update County have accepted our request to increase the PAN from 29 to 30. It is important to maintain numbers. Extra funding is ploughed into interventions which raises the profile to attract others</p>	
12.	<p>Preparation for OFSTED It is worthwhile looking into creating an area on the website (governor only access) to hold all documentation needed for Ofsted. SH to talk to RA. Details of the new framework have been circulated. Please can Governors read pages 36 onwards in 'The school inspection handbook' August 2015 no 150066.</p>	ALL
13.	<p>Scheme of Delegation – Review FGB section The Scheme of Delegation had been circulated to the committee with all amendments highlighted in red.</p> <p>F & P; Requested that they are authorised to increase approval of building and maintenance from £500- £1,000. FGB approved.</p> <p>C & M; Minor amendments to wording. FGB approved.</p> <p>Panels: SH to replace RA on Performance Management Panel. MC to fill vacancy on Staff Panel</p> <p>SS to make amendments.</p> <p>Lots of Schools hold governor meetings at the end of the school day. SSa and KT would appreciate if one out of three FGB meetings could have a 4/5 p.m. start. It is appreciated that workers cannot guarantee attendance though this may be possible with enough notice. It is proposed that the next FGB meeting on Wednesday 23rd March start at 5 p.m. **Any problem please advise SS.</p>	SS ALL
14.	<p>Link Governor List MC to become Numeracy Link. AL to become new Outdoor Learning Area Link. JT to become new Data Link. SD to replace RA as Music Link.</p>	
15.	<p>Policies a. Child Protection Policy; Governors to sign to confirm receipt Policy approved. Governors signed sheet.</p>	

	<p>b. Health & Safety Policy; Governors to sign to confirm receipt Policy approved. Governors signed sheet.</p> <p>c. Health & Safety Procedures Procedures approved.</p>	
16.	<p>Child Protection Report & Action Plan This had been circulated to governors. The curtains in the Reception toilets are working well. CK works very hard on child protection and safeguarding. Governors thanked her for her due diligence.</p>	
17.	<p>SEND Report (JT) The governors thanked SEND Governor JT for her comprehensive report. Laura Phillips (LP) is doing an exceptionally good job. She has undertaken lots of specialised training with TA's. She is networking effectively and bringing in good ideas from other schools. Progress is tracking effectively with Target Tracker. B squared is in place for tracking small steps. Interventions are short, sharp, monitored, appraised and then moved on. The aim is to create independent learners. LP has formulated a provision map for every child that needs a boost and what intervention they will receive. Everyone is held accountable for progress.</p>	
18.	<p>Governor of the Term Term 1 was AL and Term 2 is JH. JH carried out a maths walk yesterday his report will focus on SLT involvement and their views on school. He has asked Ofsted based questions. JH commented how he is enjoying the role; it is nice to be more involved with School. Term 3 is CH and based on SIP key action 2; To promote reading and embed a whole School reading culture</p> <p>CH is also link to MFL, Mrs Langer was picking up things with Twinnings and arranging writing Christmas cards to the French school and sending a video. Families are coming over in May but it is unclear if the children are also coming. CH will speak to Twinnings.</p> <p>*Q. Why have our children never gone to France? This is due to assurances of safety they would be rather young to take part.</p>	CH
19.	<p>Chairs to write brief summary for parents It was suggested at C & M committee that Chairs could write a summary of what they have been up to. Perhaps one per term which could go in SSa's newsletter.</p>	AL/JH/JT
20.	<p>Strategy/Multi- Academy Trust – North Wiltshire Learning Trust No update to report.</p>	
21.	<p>GB Duty of care to staff Implementing earlier governor meeting times has been discussed under agenda item 9a. There is a member of staff signed off and one not well. Governors have a duty of care for staff wellbeing and are there to support. Governors will support SSa during her absence following her operation. School has a strong leadership team for delegation.</p>	
22.	<p>Governor Membership – update and approval of Mark Binnersley's continuation as Associate Governor Associate governor Mark Binnersley's term has come to an end, he is happy to continue. The FGB approved.</p>	
23.	<p>Governing Body Annual Planner All aspects reviewed and document updated.</p>	SS
24.	<p>Any Other Business; 24.1 Carol Service Reading Would a governor be able to volunteer to do a reading at the Carol Service 20th Dec 6 p.m.? AW kindly volunteered.</p> <p>24.2 Pupil Premium training PG attended a course 'Better outcomes for disadvantaged students'. 2 ladies who run the course have offered to come out and spend time with staff. Perhaps this could include LP and MM. as well as governors. There is a report on research into what interventions work well. This could possibly be at a staff meeting or inset day? PG to make contact to see if it can be arranged.</p> <p>24.3 Children take over day Class 3 and 4 are taking over the School Tuesday 1st December. Are any governors able to volunteer to carry out learning walks with the children governors? AL & CH to come in for learning walks and MC to come in for assembly.</p>	PG
25.	<p>Date of next meeting; Wednesday 23rd March 2015 5.00 p.m.</p>	

The Chair closed the meeting at 9.15 p.m.

Signed.....

Date.....

****SUMMARY OF ACTIONS**

1	Admission panel to meet regarding formal consultation A214/15	AL/SH/SSa
2	Feedback Chair 360 results to FGB in March	SH/SS
3	MCr to contact Clive Brown as PE link governor	MCr
4	SS to email GB copy of Policy Guidance	SS
5	JT & SSa to meet to discuss SSa absence plans	JT/SSa
6	AW to arrange Strategy Group meeting	AW
7	Governors to email SS with any security improvement ideas	ALL
8	Governors to read p36 onwards in the School Inspection Handbook	ALL
9	SS to update Scheme of Delegation with agreed amendments	SS
10	Governors to advise SS if they cannot make 5 p.m. start time at next FGB Wed 23 rd March	ALL
11	CH to contact Twinnings as MFL link	CH
12	Chairs to write summary for school newsletter	JT/JH/AL
13	Update FGB annual planner	SS
14	PG to contact Governor Service trainers	PG