

**Ashton Keynes Primary School
Full Governing Body Meeting
Thursday 23rd June 6.30 p.m.
Minutes**

Present:	Apologies:
Sarah Harris (SH) Peter Gray (PG) Jan Thompson (JT) Shirley Danby (SB) David Tarr (DT) Mark Cryer (MCr) Jon Hughes (JH) Michele Collier – Bromelow (MCB) Sarah Smith (SS) Clerk	Samantha Saville (SSa) Katy Thomas (KT) Caroline Hukins (CH) Trevor Heath (TH) Meggen Cantillon (MC)

<p>School Improvement Key areas = 1, 2, 4 & 5</p> <p>Star Challenge: * = Question ** = Action *** = Change in procedure/policy</p>
--

Item	Minute	Action
1.	Opening prayer	
2.	Apologies Apologies were received from SSa, KT, CH, TH, and MC. These were accepted by the governors.	
3.	Declaration of Pecuniary Interests None Declared.	
4.	Correspondence A107-16 LA circular confirming term dates 2017/18; It was noted that the letter included a request that we may want to ensure we are inline with Dorset however we are closer to Gloucestershire and it is better we align inset days with our main feeder schools.	
5.	Approval of minutes from FGB on 14.04.16 The minutes of the FGB meeting of 14.04.16 were accepted as a true and accurate record of the meeting.	
6.	<p>Actions and matters arising from previous minutes</p> <p>6.1 JH to confirm agreement of Wiltshire's response to National Funding Formula Completed.</p> <p>6.2 CH to speak to MCB regarding improving governor induction process MCB is happy to look into improving our new governor induction process.</p> <p>6.3 SSa to speak to Clive Brown regarding a visit with link governor **MCr to contact CB as PE link governor.</p> <p>6.4 SS to request SH write summary as Chair and then email summaries to FGB **SH will aim to complete this by the end of term.</p> <p>6.5 AW to arrange Strategy Group meeting After the governments change in stance regarding academies it was decided to delay the meeting until the next academic year.</p> <p>6.6 SS to ask if MCr will consider H & S link governor role and update list Thank you to MCr who has taken on the role as H & S link governor the list has been updated.</p> <p>6.7 CH to oversee governor of the term CH is currently on sabbatical but will oversee this from September.</p> <p>6.8 SSa to plan areas of focus for allocated GOT governors The School Improvement Plan meeting to establish the key focus areas for the next academic year takes place on 29th June. Following this **SSa will allocate the areas to the volunteer governors and circulate the governor of the term schedule for 2016/17.</p>	<p style="text-align: right;">MCr</p> <p style="text-align: right;">SH</p> <p style="text-align: right;">SSa</p>

	<p>6.9 SS to email S, P & C committee regarding meeting times The committee were open to changing to a daytime meeting. It was not possible at the last meeting but will be considered again for future meetings.</p> <p>6.10 AL to consider future role on GB as Co-opted governor Adam Loveridge has made the decision to resign as parent governor. A huge thank you to AL. He has been a phenomenal governor and will still be there in the background helping out. AL has been a huge support to SSa, SH and staff. We are sorry to see him go.</p> <p>6.11 SS to update Annual Planner Completed and circulated to governors.</p> <p>6.12 SS to email FGB regarding date of next meeting/signing off budget After a number of emails it was agreed to go ahead with our original date to ensure there were enough governing body members to be quorum for signing off the budget.</p>	
7.	<p>Head teachers' report The Head teacher report and SIP presentation has been circulated to governors. SSa is currently on the year 5 residential and governors had been invited to email any questions prior to this meeting.</p> <p>The governors noted that the report was very comprehensive and another indication of the enormous amount of work that SSa puts in. The report contains a huge amount of content. Governors are in a very informed position for Ofsted. Having a Deputy from Sept 2017 will help with SSa's workload.</p> <p>* Q What is a hot and cold test? Hot and cold tasks will be used in writing and possibly maths to show clear progress in books. The cold task is completed first before any learning. The children are then taught and then complete the same original task, which is termed the hot task. It provides evidence children have taken on board what they have learned. An example of this was shown in the SIP presentation, it showed an amazing difference between the cold and hot task.</p> <p>Due to the change in standards it has been a tough year for heads no matter how hard they have worked it isn't going to be shown in data. It is unclear if parents are aware that nationally to have achieved the results that the school has achieved is incredible. The school has moved forward very fast and all credit to SSa's and the teams drive.</p> <p>MCB arrived at 18.50 p.m.</p>	
8.	<p>Matters arising from Committee reports</p> <p>a. Staffing, Policy and Communications The minutes of 08.06.16 had been circulated to governors. Due to changes in membership this is now a small committee, do we need to consider shifting positions? The next round of meetings is at the end of September. We will advertise for parent governor nominations in September second week in so we can include the new reception parents. The governing body does need to be proactive in recruiting a new Co-opted governor. SSa is having talks with a potential candidate. **All governors to scout for potential candidates in the community. Ideally the Co-opted governor would not be a parent as we wish the governing body to be balanced and not parent heavy. Ideally they would have skills around staffing and communications. If there is no progress we will put an advert out with SGOSS.</p> <p>b. Curriculum and Monitoring This committee has not met since the last FGB meeting. They are meeting 6th July so to be able to review SATs results. The SEND report will also be reviewed at this meeting, it has been completed and is currently being checked by SSa and Laura Phillips (LP) before being circulated to all. A SATs report will also be circulated before the end of the term.</p> <p>c. Finance and Premises The minutes of 08.06.16 had been circulated to governors. They have been busy reviewing the budget 2016/17 which is on agenda for approval. Following a small development in the village it is possible the school may be the recipient of funds under section 106 of approx. £18/20K; we are currently waiting to hear. This has not been included in the budget as do not know if it is coming. We may need to put together a project plan. It could be a focus for the Strategy committee if it comes through. Along with money we are currently awaiting from the Leigh Trust money we would be able to</p>	ALL

	<p>consider a decent sized project.</p> <p>d. Strategy Committee Following a change in the government's stance on academisation the committee have decided to meet in the new academic year.</p> <p>e. Trustees The Trustees have not met.</p>	
9.	<p>Budget 2016/17 The budget template for 2016/17 had been circulated to all governors.</p> <p>Finance & Premises (F & P) have had additional meetings to review the budget and have agreed recommendation via email.</p> <p>Income is up from £752k to £812k this is a 7.7% rise, which is good. Expenditure has risen 4.7%.</p> <p>There was a big budget deficit last year and we are forecasting smaller deficit this year. We are spending more than we have but not too much. We are lowering the carry forward but this will still be at 4.5 %, which is healthy as historically we were carrying over too much.</p> <p>We need to plan for a neutral non-overspend budget next year to keep the provision of the carry forward at 4.5 %. This will be reasonable for next year. F & P will continue to monitor the budget at committee meetings.</p> <p>Staffing is the highest cost as expected and is a similar ratio to previous years (81%). Some spend incurred for the Deputy head has been offset.</p> <p>This year SSa has put forward good cases for spending particularly for interventions. There has been a TA increase of 18% this is down to interventions that were proposed by SSa and authorised by F & P. These are carrying on as needed. We need to see clear evidence that the interventions are working as if not we should spend somewhere else. JH will report further on this.</p> <p>It was recognised that the interventions for the year 1 phonic testing has paid dividends with significantly improved results this year. When interventions do not take place small gaps lower down can become big gaps. This has been addressed and in a years time it is predicted that the need for intervention will be far less. Laura Phillips (LP) undertakes a 6 weekly review of interventions, no child stays on the same intervention endlessly; it is constantly moving on and consistently monitored by LP.</p> <p>Thank you to Preet Cook, JH and the F & P committee for their diligence putting the budget together.</p> <p>F & P recommend the circulated Budget 2016/17 template for approval by the FGB</p> <p>***The FGB unanimously approved the 2016/17 budget.</p>	
10.	<p>Scheme of Delegation – Admission Panel vacancy Thanks to MCB who has joined the Admission Panel.</p>	
11.	<p>Link Governor List - EYFS, Art & Craft & Outdoor Area vacancies Vacancies have arisen due to changes in governor membership and have been filled by the following:</p> <p>Outdoor area - JH Art & Craft - MCB EYFS – JT</p> <p>SS to update the link governor list and circulate to all.</p>	SS
12.	<p>Safeguarding The interim Child Protection Report by safeguarding lead Cheney Kibblewhite (CK) had been circulated to governors.</p> <p>All governors have been sent the link to the DfE's new safeguarding statutory guidance, which is coming into effect September 2016.</p> <p>CK & SH will also be completing the online audit.</p>	

13.	<p>H & S Annual Report The H & S annual report from SS had been circulated to governors.</p> <p>There is still an on going issue with the drains particularly in causing the smell in the area outside the HT office. A drainage company has been out last half term we are getting them out again *JH to advise MCr when they are coming so he can also be onsite.</p> <p>*SS to put request in Harry Carters' book to strim the overgrown weeds behind class 5 & 6.</p>	<p>JH/MCr</p> <p>SS</p>
14.	<p>Policies:</p> <p>a. Governor Code of Conduct Policy New model policy from Governor Services. Policy approved.</p> <p>b. Charging & Remissions Policy Reviewed and updated by SSa. Policy approved.</p> <p>c. Best Value Statement Recommended for adoption by F & P committee. They agreed a minor change of an increase to the threshold required for obtaining 3 quotes from £500 to £750. Policy approved.</p> <p>d. Governor Visits Policy Reviewed by JT. Policy approved.</p>	
15.	<p>Governor Self Evaluation The list of 20 questions all governing bodies should ask themselves had been circulated. We completed a skill analysis last summer and both the Clerk and Chair have completed 360 reviews. It is good practice that the governing body complete the rag rating test. A working party of Chairs may be a way of completing the task. **C & M to look into how to proceed at their meeting in July</p>	<p>C & M</p>
16.	<p>Governor Ofsted Group meeting School's in the cluster have had Ofsted recently. SSa would like to hold a meeting with governors to go through what is expected of governors during an inspection and to create a plan of action. SS to request possible dates from SSa and circulate to governors.</p>	<p>SS</p>
17.	<p>Reception numbers Sept 2016 Admissions panel discussed and agreed that though we have a Published Admission Number (PAN) of 30 we would be comfortable to take a maximum of 32 in the class for additional children that have moved to the village. The staff have been fully advised and understand the need. We have ample staff in Reception as we appoint one extra TA every morning for core learning time indoor and out.</p> <p>There has been an upward trajectory in numbers on roll. This makes a big difference to the budget. We are where we want to be.</p>	
18.	<p>Meeting dates for next year The draft schedule for the meeting dates 2016/17 had been circulated to all governors. C & M plan to drop their September meeting as it does not fit in with what is required on their annual planner. **SS to refer to SSa to check against residentials and then forward the schedule to all.</p> <p>Governors have a duty of care to staff, could the next FBG in November be held at 5.30 p.m.? This was agreed.</p> <p>We will also be looking to hold S, P & C's meeting in the afternoons and will see if this is possible nearer the time.</p>	<p>SS</p>
19.	<p>School Open Morning (Monday 11th July) – can governors attend The school open morning will start at 9.15 a.m. with a presentation in the hall. This will be followed by tours of the school in action. **If governors are available please attend to have a presence and be available for questions.</p>	<p>ALL</p>
20.	<p>Strategy/Multi Academy Trust – North Wiltshire Learning Trust No further news to report. Bishop Lee also recommended waiting before making any decisions.</p>	
21.	<p>GB Duty of care to staff As agreed in item 18 meetings will be brought forward to a sensible time when possible as governors are mindful it is a long day for staff.</p> <p>Though it is expected that the Deputy Head will help with SSa's workload governors</p>	

	<p>also need to be mindful of the wellbeing of the new Deputy Head who is equally diligent and hard working. SD will continue to work as staff mentor.</p> <p>Karen Tromans (KT) mindfulness leader has offered a mindfulness session for governors. C & M committee will invite KT to hold a session at one of their meetings and feedback to the FGB. **SD will speak to KT. It will also links governors with the curriculum and what is happening in school. Governors may also consider the Massage In Schools Programme (MISP).</p>	SD
22.	<p>Governor Membership There are currently 2 vacancies on the governing body.</p> <p>Parent Governor: It was agreed that **SS will action nominations/election for a new parent governor 2nd week of term 1 so that new Reception parents can be included.</p> <p>Co-opted Governor: As per item 8a SSa is talking to a possible candidate for this. In the meantime all governors were asked to speak to possible members of the community who may be interested. If we have no one in place by our first meeting of the school year we will consider advertising on SGOSS.</p>	SS ALL
23.	<p>Governing Body Annual Planner All aspects were reviewed. **SS to update document.</p>	SS
24.	<p>Any Other Business 24 .1 Thank you The Chair expressed thanks to the governing body members for all their hard work, and on all on the committees. It's been an unbelievable year! SSa and the team have done so much and the feedback has been amazing. The children are hugely benefiting, there is a real buzz around school. AK has been reaching for the stars. SH will also pass this message on to SSa /Staff.</p> <p>24.2 Successful Residentials The both class 5 & 6 residentials have been fantastic. The children have been exceptional and their excellent behaviour commented on by others. They were a credit to the school. JT's report on her visit to the London residential can be viewed on the governor of the term section of the website. Well done to all staff involved as taking 27 children around London is no mean feat!</p> <p>24.3. Clerk Course Well done to SS who has successfully completed the National College of Teaching and Learning's Clerk development course.</p>	
25.	Date of next meeting Thursday 24th November 2016 5.30 p.m.	

The Chair closed the meeting at 7.50 p.m.

Signed.....

Date.....

****SUMMARY OF ACTIONS**

1	MCr to contact Clive Brown as PE link governor	MCr
2	SH to completed Chair overview for parents by end of term	SH
3	SSa to completed allocate SIP areas for Governor of the Term	SSa
4	All governors to scout for a new Co-opted governor	All
5	SS to update Link governor list and circulate to all	SS
6	JH to advise MCr when drain company on site	JH
7	SS to add to HC book re strimming of weeds behind class 5 & 6	
8	C & M committee to action governor self evaluation	C & M
9	SS to check SSa for date for Ofsted preparation meeting	SS
10	SS to check meeting dates with SSa then circulated to governors	SS
11	Governors to attend open morning 11 th July if possible	All
12	SD to contact KT regarding a mindfulness session at C & M	SD
13	SS to action parent governor nominations/election 2 nd week term 1	SS
14	SS to update annual planner	SS