

**Ashton Keynes Primary School
Full Governing Body Meeting
Thursday 24th November 2016 5.30 p.m.
Minutes**

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

School Improvement Key areas = 1, 2 & 3

Star Challenge: * = Question

**** = Action**

***** = Change in procedure/policy**

| Item | Minute | Action |
|-------------|---|---------------|
| 1. | Opening prayer | |
| 2. | <p>Apologies Apologies were received from JH, JT and MCR. These were accepted by the governors.</p> <p>Welcome to newly elected parent governor Chris Padley, all present made their introductions.</p> <p>Authority governor Alan Waller has resigned after coming to the end of his term of office. Many thanks to Alan for all his support and dedication to the governing body over the many years he has been in office. Including all this work for his role on the Staffing, Polices and Communications committee and as Chair of the Strategy Group.</p> | |
| 3. | <p>Elect Chair /Succession Discussion Prior to electing Chair of the full governing body SH updated the committee that she will be stepping away from her role by the Summer term after a whole term of office, mainly due to the fact her work circumstances have changed. We are pursuing an Outstanding OFSTED and it will take a special person to continue to take the school forward, at the moment SH feels she cannot give the time. SH wanted to give the committee the option of electing a new Chair now. After discussion the committee agreed the best succession plan would be for a prospective Chair to shadow SH for the next few months to make a smooth transition. **Governors interested in stepping up as Chair were invited to make it known to SSa and SS.</p> <p>Thank you to SH for being an outstanding Chair the committee respect and understand her decision.</p> <p>MC arrived at 5.40 p.m.</p> <p>DT proposed SH as Chair of the full governing body SD seconded. SH is duly elected Chair.</p> <p>Deputy head Leah Perring has nominated to become an Associate governor. The committee ratified the appointment.</p> | ALL |
| 4. | <p>Declaration of Pecuniary Interests None.</p> | |
| 5. | Correspondence | |

| | | |
|-----------|--|---|
| | <p>5.1 Letter from School Development Trust A letter from David Moss Chair of the School Development Trust had been circulated to the committee. It is asking Governors to comment on whether the Trust should wind up or be kept going in event of a possible future building project, which may require fundraising. F & P have discussed this and recommend that the Trust is kept on going. The remaining funds of £6,451 are secure in the Trust. One governor is requested to volunteer to sit on Trust committee; they meet once a year or if the school were to request money. Thanks to CP who volunteered. Letter to be emailed confirming above to David Moss **SS.</p> | SS |
| 6. | <p>Approval of minutes from FGB on 23.06.16 The minutes of the meeting from 23rd June 2016 were accepted as a true and accurate record of the meeting.</p> | |
| 7. | <p>Actions and matters arising from previous minutes</p> <p>7.1 **MCR to contact Clive Brown as PE link governor The outcome of this is not known, as MCR is absent.</p> <p>7.2 SH to complete Chair overview for parents by end of term The governor school impact statement will now be an action of the **OFSTED preparation working party which is being led by ***MCB. SS has forwarded copies of the committee statements to MCB.</p> <p>7.3 SSa to completed allocate SIP areas for Governor of the Term Completed and the schedule has been circulated to all.</p> <p>7.4 All governors to scout for a new Co-opted governor There are currently 2 vacancies; Authority Governor and Co-opted Governor. We are a parent heavy governing body so ideally the candidates would not be parents. Our skills audit should be considered when recruiting to fill in any expertise gaps. Our last audit was completed in June 2015. It was agreed that it would be good practice to complete an up to date audit so we have a current overview. When the results of the audit were known we would then be able to target any gaps when recruiting. An advert could be placed in the Parish Magazine and the Parish Council approached. We could also go out to governor services and SGOSS (School Governors One Stop Shop). **SS to send out skills audit for all the committee to complete.</p> <p>7.5 SS to update Link governor list and circulate to all Completed. New updates on agenda see item 11.</p> <p>7.6 JH to advise MCR when drain company on site Completed back in Summer term. The problem with the drains outside the Headteacher office is still an issue despite the work completed. The unpleasant smell still comes back every now and then. It was suggested that the problem be referred to County **SS.</p> <p>7.7 SS to add to HC book re strimming of weeds behind class 5 & 6 Completed and actioned.</p> <p>7.8 C & M committee to action governor self evaluation See agenda item</p> <p>7.9 SS to check SSa for date for Ofsted preparation meeting The initial meeting has taken place and MCB will be emailing governors to confirm the follow up meetings.</p> <p>7.10 SS to check meeting dates with SSa then circulate to governors The meeting schedule for the academic year 2016/17 has been circulated to all governors.</p> <p>7.11 Governors to attend open morning 11th July if possible</p> | <p style="text-align: center;">MCR</p> <p style="text-align: center;">MCB</p> <p style="text-align: center;">SS/ALL</p> <p style="text-align: center;">SS</p> <p style="text-align: center;">MCB</p> |

| | | |
|------------------|--|-----------|
| | <p>The open morning was a great success with positive feedback from those who attended, particularly about the children showing them around the school.</p> <p>7.12 SD to contact Karen Tromans regarding a mindfulness session at C & M Item carried forward. SSa updated the governors on how mindfulness has now been really embedded at school. The children are doing all levels of mediation and it has a positive impact on their learning behaviour</p> <p>7.13 SS to action parent governor nominations/election 2nd week term 1 Completed; CP has been elected as the new parent governor.</p> <p>7.14 SS to update annual planner Completed.</p> | SD |
| <p>8.</p> | <p>Head teachers' report The head teachers report had been circulated to the committee.</p> <p>*Q Are governors happy that they have all the information they need in the headteacher report?</p> <p>The committee confirmed that the report is very comprehensive to the point it is hard to pick out anything that is not covered in the report for questions.</p> <p>It was noted that though it may seem a lot of information in the report, it is ensuring the governors have all the information they need to be OFSTED ready. The governors appreciated all the hard work SSa and contributing staff have put into the report.</p> | |
| <p>9.</p> | <p>Matters arising from Committee reports</p> <p>a. Staffing, Policy and Communications The minutes of 29.09.16 and 10.11.16 had been circulated to the committee. All the recent staffing updates are also highlighted in the Head teacher report. Planning for the development on the site adjacent to school has been refused we will wait to see if we hear anything else. No further questions.</p> <p>b. Curriculum and Monitoring The minutes of 15.11.16 had been circulated to the committee. The committee began work on the 20 questions to governing bodies but this will now be taken on by the OFSTED preparation working party. No further questions.</p> <p>c. Finance and Premises The minutes of 29.09.16 and 10.11.16 had been circulated to the committee.</p> <p>A confidential matter was discussed.</p> <p>Q What is the budget implication for us? Do we have the reserves to cover the extra costs? At the moment we have. SSa will personally cover supply needs when she can and other cuts are made elsewhere when possible and non-detrimental (cuts are carefully made). The priority when a member of staff leaves is best teaching and best value. This situation is a frustrating problem for all schools.</p> <p>FoAKs fundraising is so important at AK for many things e.g. enrichment days. It is very concerning that we do not have a new FoAKs team in place. If no one comes forward parents would need to pay for the opportunities that we provide. It would be a huge loss in funding at approx. £12,000 per year. It was noted that Wiltshire resources currently funded through FoAKs is essential for teaching. It is a priority that a new FoAKs team is established and the officer roles need to be filled to continue. It is open to be run a different way to the previous team. It was suggested that every class could hold an event on rotation however the officer roles would</p> | |

| | | |
|-----|---|--|
| | <p>still need to be filled. It was also suggested that a parents coffee morning could be held to recruit for FoAKs.</p> <p>*Q Is it intimidating for a new Chair with the pressure of raising funds and to put on all the established events? The amount raised is dependent on the event with the ball and the fireworks as the main earners. Other events put on for the children are not aimed to be profit making e.g. disco's and pocket money stalls. It is acknowledged that £12,000 is a high target and SSa accepts it would have to be cut back this year. Many opportunities provided are not in the school budget and rely on FoAKs contributions for example; paying for the coaches to transport the whole school to the pantomime, athletics, cooking workshops, Life van.</p> <p>The increase in numbers on roll from 171 two years ago to 210 does help considerably with funding. SSa also gives her time to show prospective parents around.</p> <p>The committee noted that it was good to see that a healthier Breakfast Club menu including taster tick cards for merits had been implemented.</p> <p>*Q Does the number of children who have hot meals effect funding? Yes it does affect the top up funding on census day. Edwards and Ward (new hot lunch providers) will give commission if we achieve certain numbers. Numbers have increased with the new provider and there has been very positive feedback. It was unfortunate that during the second week there were problems due to a dishwasher breakdown at their hub.</p> <p>* Q What is the hold up with the Leigh Trust money from Suzi Tipper? She isn't a trustee, she is the secretary to the Trust. The Trust has all the necessary proposals from school and a good case was put forward and accepted by the Trust. The money is expected before the end of the financial year. DT will chase up.</p> <p>d. Strategy Committee</p> <p>The minutes of 29.09.16 had been circulated to the committee.</p> <p>The minutes show that discussions concluded that it is the current best interest of the school not to rush into making any decision regarding its future status and to focus on becoming outstanding. SSa has attended a Primary Head Forum meeting today with the LA who gave the position that currently there is no expectation you have to be an academy however by 2019 you have to make sure you are in a viable position to be able to function and source all our services/maintenance by ourselves. If you are viable you could merge with other local schools and buy into packages for resources. We would need the permission of the Diocese and there is the option of joining their Multi Academy Trust. It is the governors priority that whatever route we choose has to provide the best for our children. Neil Baker will come and talk to us at a strategy meeting in the new year to provide some advice. We would like to be a status school that goes out to lead others. If we achieve outstanding we will have more options so this is the current main focus. We would ideally like to be inspected before the end of this academic year.</p> <p>*Q Building work proposal project (for the mobiles) how urgently is this needed? It is something we would want to do if we received the money from the housing development. County have no money available to fund a project like this and also as we admit children out of the village.</p> <p>e. Trustees</p> <p>See item 5.1.</p> | |
| 10. | <p>Scheme Of Delegation: Including committee review and update on membership.</p> <p>A copy of the Scheme of delegation had been circulated with amendments highlighted in yellow. There are changes to the membership section following resignations and CP joining as the new parent governor.</p> | |

| | | |
|------------|---|-------------------------------------|
| | <p>F & P and S, P & C committee agreed that no changes were necessary to their sections. C & M committee made a number of changes to clarify wording, which can be seen highlighted yellow and detailed in their minutes 15.11.16.</p> <p>A review was taken of the panels and committees with the vacancies filled as detailed below. Governors were reminded that they are able to change panels or committees if they wish and to make it known to the SS/SH. KT will no longer sit on C & M committee.</p> <p>Vacancies:</p> <ul style="list-style-type: none"> • Pay committee - SD • Staff panel - TBC • Staff appeal panel- CP • Pupil Discipline panel - MCB • Strategy Group Chair – A meeting is needed in January DT agreed to Chair this meeting but a permanent Chair is required please advise SH/SS if you are interested. <p>The full governing body agreed to adopt all changes ** SS to amend document.</p> | <p>ALL</p> <p>SS</p> |
| <p>11.</p> | <p>Link Governor List</p> <p>It was discussed how governors can utilise their role as link governors to the maximum. **Link governors should keep themselves up to date with their subject by arranging meetings with the subject leader or perhaps having email catch ups. Particularly at the 2-day OFSTED inspection governors will be interviewed and be expected to know where their subject is going. Formal visits with specific focus (e.g. learning walks, book trawls) should be recorded by completing the 'note of visit' document as outlined in the visiting policy but governors may have informal meetings to keep up to date. All 'notes of visit' would be sent to SSa for comment and are then circulated to the governing body by SS for their information and so that the full governing body may raise any questions. It is also a role of the C & M committee to monitor the visit reports.</p> <p>The governor of the term is really effective, as current governor of the term DT has attended meetings with the Education Welfare Officer (EWO) as attendance is a current focus of this years School Improvement Plan (SIP) it was agreed that DT would be the new ***attendance link governor. If you are governor of the term your formal visits should be recorded on the 'note of visit' form. A separate general synopsis consisting of a few paragraphs should also be completed for parents to view on the website. **Please can all governors with outstanding notes of visits/synopsis forward these to SS so that our website page is kept up to date as this will be viewed by OFSTED.</p> <p>SSa updated the committee on how children have been putting themselves forward as leaders in school with Worship Council, School Council and Eco Council already in place. ***As a result more opportunities will be given to the children to lead this academic year (starting in January). The aim is create science leaders, digital leaders (who could lead parent E-Safety talks), Health & Safety leaders, Sports and play leaders. This can also be incorporated into link governor visits as governors could combine meeting the children and the subject leader. ***SSa also aims to push the school forward by working toward accreditations such as the Bronze award with the Eco Council. The governors agreed how they thought this was an excellent idea moving forward.</p> <p>Agreed changes to Link Governor list: Geography - CP Breakfast Club - CH Attendance - DT</p> <p>**SSa and SS to meet to review the link list to check all areas are covered and to ensure staff list is up to date.</p> | <p>ALL</p> <p>ALL</p> <p>SSa/SS</p> |

| | | |
|------------|---|------------|
| | The committee took note that the link governor list is not set in stone and governors may switch roles, as this is a good way of learning and also beneficial for staff development. | |
| 12. | Safeguarding – Child Protection Report The Child Protection Report for November 2016 had been circulated to the committee. The governors acknowledge that Cheney Kibblewhite does a very comprehensive job as safeguarding lead | |
| 13. | Policies a. Health & Safety Policy – recommended by F & P all to sign to confirm receipt Policy approved and the confirmation of receipt form was signed by all present. b. Health & Safety Procedures – recommended by F & P Procedures approved. c. Child Protection Policy – all to sign to confirm receipt Policy approved and the confirmation of receipt form was signed by all present. | |
| 14. | Governor Self Evaluation To further promote our effectiveness as a governing body it is good practice to complete self-evaluation. It has already been agreed that the committee will complete a new skills audit but we also need to complete the '20 questions to governing bodies' task. It can help point out how the committee can utilise its skills better. Thanks to MCB who is happy to take the lead on this as part of the OFSTED preparation working parties. Two meeting sessions will be held; one in the morning and one in the evening so governors may choose one session to attend at a convenient time. **MCB will email governors with the suggested meeting times. | MCB |
| 15. | OFSTED Preparation The initial OFSTED preparation meeting went well and will continue as discussed in item 14. Last week SSA carried out an inspection of a school in Nottingham for Challenge Partners. A current OFSTED inspector was a member of the team and gave some advice, which we can reflect on. The key areas of OFSTED focus were listed in the headteacher report. OFSTED will focus on children who are below where they should be (and are not SEND). We need to be prepared that where weaknesses are apparent we show we have everything in place to address the issues. SSA wished to thank the governors for agreeing the funding to continue being a part of Challenge Partners as it is money well spent. It is good for development and reflecting against. Miss Redman has just come back from an inspection in London and feedback can have a direct impact on our school. Our own review takes place 1 st – 3 rd of February. | |
| 16. | School Inventory/Lunch in school 10 a.m. 6th December The lunch with the children and head teacher is open to all governors. Those who can help with the school inventory please come at 10 a.m. the lunch will be at 12.15 p.m. Attending are: KT, MCB, DT, TH, CH & CP | |
| 17. | Strategy/Multi- Academy Trust – North Wiltshire Learning Trust There has been no further information provided. | |
| 18. | GB duty of care to staff The Chair expressed thanks to the committee for making earlier meeting starts and conducting meetings very efficiently with good time keeping. We currently hold 3 full governing body meetings per year as much work is completed by the sub-committees. The FGB may call an extra meeting at any time the need arises. It was agreed that KT staff governor will no longer sit on the C & M committee so she may focus on her class and SIAMs. SD in her role as Well being governor is coming into the school to chat to staff when needed | |

| | | |
|------------|--|--|
| | and is much valued in this role. | |
| 19. | Governor Membership Discussed under item 7.4. | |
| 20. | <p>Governing Body Annual Planner All aspects have been reviewed and discussed.</p> <p>Monitor ethos of Collective Worship - SD and KT meet several times per month. They are focusing on SIAMS (Statutory Inspection of Anglican and Methodist Schools) and working hard on the tool kit. KT is doing a job. SD is doing amazing work and has completed learning walks. We have Worship Council and a bible study group and our Spiritual garden. There is a poster in the hall on how we link the Diocese and community and we have assessments of Worship. All staff know where we are going and the impact on the children and community.</p> <p>We take pride in our Christian Distinctiveness and much work is carried out to support and evidence this. The Worship Council are leading part of the Christingle service at Holy Cross Church and have started planning it. All children are included whether they are religious or not. Children are showing leadership in prayer with teaspoon prayers (thank you, sorry, please) SIAMS could come from January but are due in May. MC to arrange time to meet with KT. KT to email DT and MC update on SIAMS toolkit.</p> <p>**SS to updated the planner.</p> | <p>MC</p> <p>KT</p> <p>SS</p> |
| 21. | <p>Any Other Business;</p> <p>21.1 Carol service reading SD requested a governor volunteer to read in the Carol Service on 18th Dec MC confirmed she would do this. The Christingle service takes place at 4 p.m. on 4th December if any governors would like to attend.</p> <p>21.2 Social Media Thank you to governors for their continued vigilance in not making any comments on social media. If someone associated with school makes a comment it could be construed as the view of the school. SSa is grateful that this has not been an issue at AK.</p> <p>22.2 Success for AK in writing competition AK did really well at the annual Soroptomist Cirencester school's writing awards. Out of over 1000 entries we received 4 awards including the shield for Years 1 & 2 as best school for the second year running, which is an excellent achievement. Well done to all the children involved.</p> <p>22.3 Winter Wanderland Katherine Gray has obtained funding to organise a community event alongside school. Residents are encouraged to make a window display which is lit from behind. An event will be held in February where all are given a map of the windows in the village for an evening walk around finishing in the village pub. It is hoped to draw in the wider community.</p> <p>21. 1 Pay Policy The Pay committee have met and approved the updated pay policy. DT to forward SS a copy.</p> | <p>DT</p> |
| 22. | Date of next meeting; Thursday 23rd March 2017 5.30 p.m. | |

The Chair closed the meeting at 7.30 p.m.

Signed.....

Date.....

****SUMMARY OF ACTIONS**

| | | |
|----|---|------------------------|
| 1 | Governors interested in stepping up to Chair make it known to SSa/SS | ALL |
| 2 | Action GB response to School Development Trust letter | SS |
| 3 | MCr contact Clive Tanner as PE link governor | MCr |
| 4 | GB impact statement to be included in OFSTED working party meetings | MCB |
| 5 | SS to send out skills audit / all to complete | SS/ALL |
| 6 | SS to refer drain problem to County | SS |
| 7 | MCB to email meeting dates/time for OFSTED preparation working party | MCB |
| 8 | SD to contact Karen Tromans regarding a mindfulness session at C & M | SD |
| 9 | Advise SH/SS if you are interested in the role of Chair of Strategy Group | ALL |
| 10 | SS to make agreed changes to Scheme of Delegation | SS |
| 11 | Link governors to keep up to date with their subject leaders | ALL LINK GOVS |
| 12 | Governors of the Term with outstanding 'notes of visit' and synopsis for website please forward these to SS | Govs of the Term |
| 13 | SSa & SS to meet to review link list | SSa/SS |
| 14 | MC to meet with KT | MC/KT |
| 15 | KT to email DT and MC update on SIAMs toolkit | KT |
| 16 | SS to update annual planner | SS |
| 17 | DT to forward SS copy of updated Pay Policy | DT |