

**Ashton Keynes Primary School
Full Governing Body Meeting
Thursday 23th March 2017 5.30 p.m.
Minutes**

Present:	Apologies:
Sarah Harris (SH)	Chris Padley (CP)
Caroline Hukins (CH)	Trevor Heath (TH)
Samantha Saville (SSa)	Peter Gray (PG)
Shirley Danby (SB)	Jon Hughes (JH)
Katy Thomas (KT)	Jan Thompson (JT)
Meggen Cantillon (MC)	Leah Perring (LP)
David Tarr (DT)	Sarah Smith (SS) Clerk

School Improvement Key areas = 1, 2, 3, 4 & 6

Star Challenge: * = Question

**** = Action**

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

Item	Minute	Action
1.	Opening prayer	
2.	Apologies Apologies were received from MCr. These were accepted by the governors.	
3.	Declaration of Pecuniary Interests None.	
4.	Correspondence: a. Determined admission arrangements for 2018-19 received. Circulated to all and acknowledged. b. Single Central Record FAQs Circulated to all. A new template is available but our current template has been adapted to ensure all columns are included so we are confident for safeguarding purposes that our Single Central Record is on point and regularly reviewed. c. IR35 guidance for schools The updated IR35 tax regulations could have financial implications. We have a number of self-employed regularly paid staff members. From April checks would need to be made once a month. School would be liable for mistakes in tax/NI. This is currently under investigation alongside Finance & Premises committee to determine what is best for the school	
5.	Approval of minutes from FGB 24th November 2016 public /confidential The public and confidential minutes of 24 th November 2016 were accepted as a true and accurate record of the meeting.	
6.	Actions and matters arising from previous minutes: 6.1 Governors interested in stepping up to Chair make it known to SSa/SS Thank you to MCB who has come forward. SH and MCB have met a couple of times to discuss the transition. MCB will continue to shadow SH as Chair of governors as this is good practice for the role. It was agreed that the election process for a new Chair of governors would take place at the full governing body meeting on 15 th June. 6.2 Action GB response to School Development Trust letter SS Completed.	

<p>6.3 MCr to contact Clive Tanner as PE link governor MCr absent – carried over.</p> <p>6.4 GB impact statement to be included in OFSTED working party meetings MCB Thank you to MCB who has completed the governor impact statement. This was reviewed by the Curriculum & Monitoring committee. This has been published on the governor page of the website.</p> <p>6.5 SS to send out skills audit / all to complete On agenda see item 21.</p> <p>6.6 SS to refer drain problem to County Area between buildings at the front of HT office. This is an historical problem and it has now been dealt with several times. However, it does return on occasion, further action will be taken when necessary.</p> <p>6.7 MCB to email meeting dates/time for School Improvement working party Completed.</p> <p>6.8 SD to contact Karen Tromans regarding a mindfulness session at C & M Karen is happy to offer a session for governors either during the afternoon or after school. **SSa send out possible dates.</p> <p>6.9 Advise SH/SS if you are interested in the role of Chair of Strategy Group Thank you to DT who has been elected Chair.</p> <p>6.10 SS to make agreed changes to Scheme of Delegation Completed – further updates for approval see item 9.</p> <p>6.11 Link governors to keep up to date with their subject leaders There have been a lot of visits happening in school and notes of visits circulated – well done to all.</p> <p>6.12 Governors of the Term with outstanding ‘notes of visit’ and synopsis for website please forward these to SS. On-going.</p> <p>6.13 SSa & SS to meet to review link list Completed and the list has been circulated to all.</p> <p>6.14 MC to meet with KT School is having a visit on 27th April from Katy Staples (Diocese) who is joining worship at 9 a.m. Foundation governors are welcome to join the meeting. **KT/MC/SD to arrange a meeting to discuss SIAMS.</p> <p>6.15 KT to email DT and MC update on SIAMS toolkit This is coming along well, we have more now in the outstanding section. Well done to KT who is doing a brilliant job. It is almost completed with just a few more write-ups before it is ready as a full document. Everything is happening in real life in school. A SIAMS folder will be made (inspection due in May). DT & SD have carried out a Christian Distinctiveness walk; this had been circulated to all. KT attended a Diocesan meeting last week, there are some new things to put in e.g. Shared understanding of spirituality; this will be in all classes by the end of week. The children are also engaging in the ‘40 acts of kindness’. The school wished to thank SD for doing a wonderful job and giving so much of her time to the school. The link between school and the Church is very strong and very positive. We are aiming to go for the Church School Partnership</p>	<p>SSa</p> <p>KT/MC & SD</p>
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	<p>award.</p> <p>6.16 SS to update annual planner Completed and circulated to all.</p> <p>6.17 DT to forward SS copy of updated Pay Policy Completed.</p>	
7.	<p>Head Teachers' Report The Head Teachers' report had been circulated to all.</p> <p>Q* What is the Shanghai method? SSa "Shanghai method is when children are 1:1 recapping on the lesson before and discussing whether they understood and quickly recapping anything they didn't understand so they are up to speed and therefore meeting the Age related expectations for that lesson. It can also be pre-teaching for the next session to give them confidence and a head start."</p> <p>Q*Do children who regularly miss an assembly/Collective Worship (for interventions) mind that? Do some miss several Collective Worships throughout the week? SSa "As children only miss one Collective Worship a week and not every week, they do not seem to mind. I insist that they never miss 'Time to Shine' and everyone is in which they appreciate. In an ideal world, they would not miss any Collective Worship but it is getting the balance and support they need. Towards the end of the year, this drops off as assessments are done and children can attend all Collective Worships. Teachers volunteer much of their own time and they enjoy moving children on. It is different children each week."</p> <p>JH joined SSa in a 'Time to Shine' walk looking at the challenges provided for Higher Ability Pupils (HAP) it was very successful with 3* challenge/aspirational. CH joined SSa today to look at writing. They randomly chose boys and asked their thoughts on writing. The boys were very articulate and honest, SSa feeds back the findings onto the School Improvement Plan and School Aspect. All governors were invited to let SSa know if they wanted to come in and join her on a walk. MC is coming in on Thursday for pupil interviews.</p> <p>Q* Why is SEND attendance lower than other groups? This is due to the nature of the current SEND cohort. There have been a couple of particular cases that affect the statistics (illness/travelling). If they were deleted, then the attendance would be in line with their peers. We have the evidence to support the statistics.</p> <p>DT and LP met to look at attendance in all groups. The overall picture showed great improvement in trends. There are now very few persistent absences. One child with poor attendance affects the statistics of the whole class. There are some historical attendance issues for which we have the evidence behind. Calls are made to parents; action plans are in place and there is involvement from the Educational Welfare Officer when needed. We have success stories and have set an aspirational target of 97%. At the recent Challenge Partners review they were happy with our attendance. There were a lot of viruses before Christmas but attendance since January has been good. Children want to earn the 100% attendance merit. Parents are encouraged to bring children in unless they have sickness and diarrhoea.</p> <p>The governors thanked SSa for all her hard work. The report is very comprehensive. Governors have everything they need to know and the honesty/clarity/transparency is appreciated. It was also acknowledged that the data is looking impressive. In particular, with boys doing so well in writing which bucks the national trend; this is a big achievement to be celebrated.</p>	
8.	<p>Matters arising from Committee reports</p> <p>a. Staffing, Policy and Communications The minutes of 03.02.17 had been circulated to the committee. Issues regarding traffic/parking are on-going. Contact has been made with the local Fire brigade who may visit to hand leaflets</p>	

	<p>out. The Police have been here monitoring traffic at drop off for one morning. County have been contacted to ask if we could get a time zone sign; this would make the yellow lines mandatory and ticketable. They are reluctant to give us the sign as there is no other monitored parking in the village, the committee will continue to pursue this along with a request to get the yellow lines repainted.</p> <p>*Q Is there a longer-term plan for the staffing of year 1? The job share with Miss Kibblewhite is currently being covered by ex-deputy head Mrs Smith and the class is performing well. This in on a non-contract bases and allows breathing time and stability. It has been very positive.</p> <p>b. Curriculum and Monitoring</p> <p>The minutes of 25.01.17 and 08.03.17 had been circulated to the committee. The members of the committee have really gelled and have their finger on pulse with all subjects. The committee has introduced new standing items onto their agenda. In particular, they really enjoyed the addition of an item regarding feedback on visits. Everyone had something to say about what they really enjoyed at school; it was nice to hear and celebrate. It also helped to appreciate how much time the committee have been spending in school or at events and covered a variety of topics. ***It also led to the addition on the FGB agenda of the School event diary so that governors could try to arrange that someone was always able to attend. Short feedback reports can be written for the website.</p> <p>c. Finance and Premises</p> <p>The minutes of 19.01.17 and 02.03.17 had been circulated to the committee. There is a bigger rollover than originally budgeted for and all spending has been carefully monitored with good robust systems in place. The business manager attended the budget roadshow for 2018. The LA will have less and less involvement in funding so we need to ensure we are viable as a unit (refer to Strategy group minutes 09.03.17 for further information). The total amount of money per pupil is less this year however our increased numbers on roll compensate (an increase of 40 pupils in 3 years). We do not know what is going to happen in the future. Staffing is the highest proportion of costs as expected, though there have been some natural cuts which have saved a few pennies. Overall the budget is looking healthy. The committee will be working on the new budget and this will be recommended for approval at the FGB June meeting.</p> <p>d. Strategy Committee</p> <p>The minutes of 09.03.17 had been circulated to the committee. The key focus areas of the group were reviewed and an additional area was added for 2017 onwards: - ‘Keeping an eye on pupil numbers to ensure financial viability in the future. Ensuring the school’s reputation ensures we are the school of choice.’</p> <p>*Q Are there building plans in place? There are a couple of options of plans in place. However, money for building is not available from County. We would need to raise thousands. The group discussed the scheduling of a long-term strategy meeting with local stakeholders to look at future planning 5-10 years ahead. This will be done with a ‘Growth Mindset’ strategy we aim to look where we want to be in 10 years and work backwards to see how to achieve it. This may well lead to plans for funding and teamwork with the local stakeholders.</p> <p>e. Trustees</p> <p>The Trustees have not met. Chair David Moss would initiate a meeting if required.</p>	
9.	<p>Scheme of Delegation:</p> <p>Update to Strategy Group – DT elected as Chair. Vacancy: Staff panel – JT to join panel. Updates approved, SS** to make amendments.</p>	SS
10.	<p>Safeguarding</p> <p>A report on Safeguarding was circulated to all as part of the Head Teachers’ report. The updated action plan (rag rated) had been circulated to governors. A Head teacher from another school visited a few days ago to look at our good practice with Pupil Premium to see what we were</p>	

	<p>doing. She made an observation about the security of our premises. Site security has been reviewed and discussed regularly at committee level and options discussed. Recently the new lockdown procedures have been devised. A site security plan for future security has been made and circulated to all. The nature of the buildings, low fences and layout of our school mean there are unsecure entrances. The next step would be to have fob access doors on all external entrances and a video camera entry system on the main entrance door. A new fire door exit would be required for the fire exit in year 3. We have obtained a quote of approx. £12,500. Due to funding, we need to consider actioning this in stages in priority order. We still wish to be a welcoming school but safeguarding is important and people will understand the reasoning. The governors were in agreement with the plan, we need to make sure we have the funds available. We have robust visitor procedures in place, all visitors must sign in via the main office and wear the yellow lanyards, the system is working well.</p> <p>Governor Safeguarding lead SH is coming into meet school lead Miss Kibblewhite after Easter. Governors were reminded of the procedures in place if a child were to make a safeguarding disclosure to them and also the prevent procedure and genital mutilation procedure. The flow chart of the procedures is on the toilet doors. Governors were urged to speak to the designated safeguarding leads if ever unsure of a concern. We have a duty of care to the children. The children are taught about online safety and the NSPCC has visited the school to work with the children. At AK safeguarding subjects are not taboo, they are spoken about. We empower children to have a voice and keep safe.</p>	
11.	<p>Policies:</p> <p>a. SEND</p> <p>Reviewed by Laura Phillips (LPh) and JT no changes were required due to the thorough update last year. It is a very comprehensive policy which reflects the excellent practice put in place. Recommended for approval by Curriculum and Monitoring Committee; policy approved.</p> <p>b. Equalities Information</p> <p>This is still under review by LPh and JT. The current policy contains an enormous amount of data. It is felt the policy could be more succinct with the data signposted. The aim is to make it more relevant and purposeful.</p>	JT/LPh
12.	<p>HT Performance targets</p> <p>The HT performance management meeting and setting of targets was completed in December. A catch up meeting is taking place on Friday with the School Improvement Advisor (SIA); to review how targets are going. The SIA will also be working on middle leaders. SH to attend.</p>	SH
13.	<p>SEND Governor report</p> <p>The SEND governor report had been circulated to the governors. It had also been reviewed by the Curriculum and Monitoring committee. JT will be meeting LPh again after Easter. JT was particularly impressed with the Pupil voice questionnaire for SEND pupils. It is adapted so that very young children can have a voice with the use of smiley faces. The children are honest and truthful JT is looking forward to seeing the data. Everything is well on target for SEND.</p>	
14.	<p>Review of School Vision and Christian character</p> <p>A document for completion had been given when SD attended a Head and Parish Partners network meeting. It was advised that the document is completed and discussed by the governing body annually. SD found the document unclear as to what it was asking for, emailed the lady in charge and is awaiting further clarification. It is good that we are proactive, forward thinking and pre-empting that SIAMs will change in September. It is about the school vision and what underpins the Christian ethos. There are 3 core questions vision/provision/impact. We have a Christian ethos in place and it is reflected in all aspects of the school day to day. We just need to work on the articulation of this and how is it linked to our shine curriculum. Foundation governors to action.</p>	SD/DT & MC
15.	<p>School event calendar; governor attendance</p> <p>The school newsletter had been circulated to all with reference to the event calendar. It is hoped that a governor can be present at all events. This can then be fed back to the governing body.</p>	

	<p>Malvern show Flower show - JT Music festival - CH Year 3 & 4 Production - CH & MC Governors are also welcome to attend during World Awareness Week (week of 22nd May) and Sports week (week of 26th June) This year sports week has been organised by Mr Tanner and parent volunteer Mr Powell.</p> <p>*Q Will there be another school marathon? This previously arranged by Michelle Mee alongside Ben Smiths' 401 marathon challenge. We would love to do it again if someone is willing to get behind it. We raised over £2,000 which paid for the school sports kit. ***CH volunteered to look into organising this.</p> <p>Mr Tanner has been working with pupil sport leaders/gifted and talented. He also took an AK team to a recent event in Kingshill for those who find sport challenging and he was very proud of how well team AK competed.</p>	CH
16.	<p>Governor of the term/Link governor monitoring visits A number of visits have been circulated since the last full governing body meeting. Curriculum and monitoring review the visits as a standing item on their agenda. The visits enable governors to have good knowledge of what is happening in school.</p> <p>SSa would like to review governor links. ***She would like to establish link teams including pupil leaders. With the aim for proposals for kite marks and accreditations. This will be on agenda for discussion at the FGB meeting in June. **SS to put on agenda.</p>	SS
17.	<p>Governor Impact The governor impact sheet had been circulated to all. This is for governors to establish their own personal record. The idea is to make a note on the sheet of what you are doing and the impact you have had by making a visit. This can be completed incorporating the star system. * Question, ** Action and *** For something new/a change in procedure/policy. An example of this *** was when former governor Adam Loveridge devised the new visitor procedures for the school and when SD & DT suggested the addition of distinctive Christian symbols in the classroom. As per the AK vision we are 'reaching for the stars' and the impact sheet provides an evidence base showing how governors have an impact on moving the school forward.</p> <p>Curriculum and monitoring also annotated the School Improvement Plan at their last meeting to show the impact of visits in their link areas. The notes from the Wiltshire Governors Association network meeting which JH had attended had been circulated to all. It was acknowledged how they particularly stressed the importance of governor impact and having the evidence to show this.</p>	
18.	<p>Strategy/ Multi- Academy Trust (MAT) – North Wiltshire Learning Trust Nothing further has been heard regarding the MAT. We are keeping our fingers on the pulse with government legislation and all future options were discussed by the Strategy Group committee see minutes of 09.03.17.</p>	
19.	<p>GB Duty of care to staff Thank you to all governors for the earlier 5:30 p.m. start time which is beneficial to staff.</p> <p>The Challenge Partners review was a tough couple of days and SSa is very proud of the team. It has helped build resilience, a lot has been learned and we do not regret taking part. All staff attended the 'Art of brilliance' TD day which was enjoyed by all and very positive.</p> <p>EYFS received an extra external review when we were fortunate to have independent reviewer Janet Dinsmore in for the day (EYFS OFSTED inspector) it is brilliant to have feedback from a fresh pair of eyes for free. She was very positive and provided some useful feedback.</p> <p>Staff are in waiting mode for OFSTED which is due. The governors acknowledged that staff do not get a break with so much upcoming e.g. SATs and should be mindful of the after effects of an</p>	

	inspection, especially if it coincides with an intense period of activity in school. SSa and LP have a plan of action, staff met up last year for a Summer party and this will happen again. The staff are OFSTED ready and will shine in the true glory of what we do every day, we are proud, take risks and are always looking to grow.	
20.	Succession of Chair of Governors See agenda item 6.1.	
21.	Skills Audit The master copy analysing the results of the audit had been forwarded to all. The rag rating showed that we are green and did well in the majority of areas. The areas of less expertise were 'Financial oversight' and 'Knowing your school and community' where there were some overall amber results, however the results show that we do have experts in each field who are sat on the appropriate committees. These results will be kept in mind when recruiting for new members.	
22.	Governor Membership We currently have 2 vacancies; Authority Governor and Co-opted Governor. We are mindful that we are a parent heavy governing body and would rather broaden the field when looking for members so to give a balance to the FGB. An advert is currently up on SGOSS (School Governors One Stop Shop). **Governors to speak to any potential members of the community that may be interested. MCB has carried out some research into local businesses with the aim of writing letters asking if they could put forward volunteers. E.g. St James Place, Mitsubishi, Zyco, Dyson, Pegasus Planning all of which have a large number of employees. There are also some smaller village based business that could be approached. **If you know of any other businesses that could be approached please advise MCB.	ALL ALL
23.	Governing Body Annual Planner All aspects reviewed SS to update.	SS
24.	Any Other Business; 24.1 H & S Inspection **DT & TH to come in and complete the H & S inspection before the end of term 4. 24.2 Mock trials Year 6 has taken part in the Cirencester Mock trials we are the only school in Wiltshire to take part. This is the third year AK has taken part and we have done better every year. The whole class was taken to watch and it was very intense. Overall we were second out of 12 schools which is a fantastic achievement. One child also won a highly commended award. Team AK is very proud! 24.3 WGA Spring open meeting JH is attending the Wiltshire Governor Association Spring open meeting with speakers Neil Baker and Grant Davies next Tuesday(28 th) 7 -9 p.m. He is happy to drive if anyone would like to come along. 24.4 Fundraising Fundraising has been in the news recently regarding legacies left in wills. The school has a Charitable Trust and it may be something that could be looked at in the future to promote in the local community. 24.5 Governor needed in Chippenham MC was approached by a governor from a school in Chippenham as they require an additional independent governor to help at an employment tribunal; to look at evidence, interview and talk to witnesses. It was also suggested they could refer to the website School Governors UK and post a request.	DT/TH

	<p>24.6 Unveiling of Stargazer – Cotswold Hare Trail All are welcome to the unveiling of the village hare ‘Stargazer’ for which the school is one of the sponsors. It takes place at 11 a.m. outside the White Hart pub on Saturday 25th March. The school would love to be in a position to buy the Hare in October and have it on the grounds but it is unlikely that funds would be available.</p>	
25.	Date of next meeting; Thursday 15th June 5:30 p.m.	

The Chair closed the meeting at 7:35 p.m.

Signed.....

Date.....

****SUMMARY OF ACTIONS**

1	SSa to send out possible dates for Mindfulness session	SSa
2	KT/MC & SD to arrange meeting to discuss SIAMs	KT/MC/SD
3	SS to make approved amendments to Scheme of Delegation	SS
4	JT to review Equalities Information Policy alongside LPh	JT/LPh
5	SH to attend meeting with SIA	SH
6	SD/DT/MC to complete School Vision & Christian Character document	SD/DT/MC
7	CH to look into organising a sponsored school marathon	CH
8	SS to add review of link governors to June 15 th FGB agenda	SS
9	Governors to complete their own governor impact sheet after making visits	ALL
10	Governors to speak to potential members of the community who may consider current vacancies on the body	ALL
11	Advise MCB of any businesses which could be added to contact list for potential governors	ALL
12	SS to update governing annual planner	SS
13	DT/TH to completed H & S inspection before the end of Term 4	DT/TH