

Ashton Keynes C of E School

Full Governing Body Committee Meeting

Thursday 11th October 2012

Present:

Aideen McEvoy- Wilding (AMW) Chair
David Tarr (DT) Vice Chair
Kathryn Nicholas (KN) Head
Gary Price (GP) Dept Head
Shirely Palmer (SP)
Rob Andrews (RA)
Gerald Owenson (GO)
Richard Gimmler (RG)
Trevor Heath (TH)
Adam Loveridge (AL)
Marie O'Neill (MO)
Andrew Sims (AS)
Linda Tuck (LT)
Abi Turner (AT)
Alan Waller (AW)
Sarah Smith (Clerk)

Apologies:

Dave Wingrove (DW)

Item No.		Action
1	Opening Prayer	
2	Apologies Apologies were received from DW. These were accepted by the governors.	
3	Welcome to New Governor Governors welcomed AL as new parent governor. KN to arrange induction in school. AS also to attend. AL will email various governors with queries to get up to speed, and may decide on a mentor at a later date.	KN
4	Declaration of Pecuniary Interests None declared. All attending governors signed the annual pecuniary interest form.	
5	Approval of minutes The public/confidential minutes of the meeting held on 21 st June 2012 were accepted as a true and accurate record of the meeting.	
6	Actions and matters arising from previous minutes 6.1 New Governor AL has place booked on new governor's course 27/11. AS who was welcomed as a new governor last meeting will see if he can attend and advise SS.	AS

	<p>6.2 After School Club KB has resigned, she dealt with after school club. AS has agreed to take over the role of Governor liaison with Mighty Oaks. It was confirmed that the contract had been signed.</p> <p>6.3 School Financial Value Standards (SFVS) This was on agenda at the last Finance & Premises meeting. RG leading. GO met with PC today, all is on track. Aim to be completed by the end of the year.</p> <p>6.4 Gosditch Residents At the end of summer term an email was sent to residents to reaffirm what was agreed with regards to advising of bookings. SS to send the recent 'school calendar' newsletter.</p> <p>6.5 School Improvement Plan (SIP) The draft copy 2012-13 has been circulated to C & M committee, it is on agenda for their November meeting.</p> <p>6.6 Lollipop Governors Not enough volunteers came forward to enable this to continue. The Infrastructure is in place should road works occur again.</p> <p>6.7 Pre-School Update The email received from Malcolm Barton confirming that the Diocese had no objections in principle was sent to Pre-School. Pre-school responded and advised that currently there is no mobile available from the LA. There is no further progress. They are fundraising. This will be a long-term project.</p> <p>6.8 ICT wish list Projectors have been purchased and they are being installed during half term. Focus is now on several things being finished off by RFL. Then the wish list will be reviewed.</p> <p>6.9 Governor courses /Training Training is encouraged so to spread expertise throughout the governing body. It was queried how governors should choose courses. AMW is attending course 'Finger on the pulse' as it will include information about some of the changes in education that will be important for Governors to be aware of. If governors would like more details on a course email SS to find out. Self-training is available, modern governor online has modules you can complete.</p> <p>6.10 Achievement for All (AFA) C & M governors attended a staff meeting on AFA. The programme is</p>	<p>RG/GO</p> <p>SS</p> <p>C & M</p>
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	<p>going to target 8 middle ability children in year 4. We have funding for 2 years. C & M committee will bring more information to the FGB in the new year once the scheme has been running for a few months.</p> <p>6.11 Governor visit day Carried over as there is an outstanding action.</p> <p>6.12 Prospectus/Flyer Prospectus is no longer required. RA has devised draft flyer, with regards to SP & C's aim to promote pupil recruitment RA to put together the final version. To be completed by end of November. Hope to get printed for region of £100.</p> <p>6.13 Policy Management Role given to SS. Staff to advise of any policy update.</p> <p>6.14 Data protection Lisa and DW to meet, carried over.</p> <p>6.15 Attending other committee meetings Foundation Governor DT to attend next C & M meeting. Governors were encouraged to attend other committee meeting when possible, governors to advise SS.</p> <p>6.16 Finance & Premises change in chair GO is officially chair of F & P.</p> <p>6.17 Dimensions Presentation AT to email presentation on dimension to SS.</p> <p>6.18 Meeting Dates At SP & C meeting it was agreed to trial holding their meeting on the same evening as F & P. With the aim to reduce the number of evenings KN has to stay in school. Committees will take in turns to have the earlier meeting.</p>	<p>C & M</p> <p>RA</p> <p>DW</p> <p>ALL</p> <p>AT</p>
<p>7</p>	<p>Head Teachers Report Since the report was circulated 2 children on role have been left the school. Numbers were 173 on census day so we will be funded on this, however we have gained 2 more, and also another one starting shortly. KN spoke to the LA about this, particularly as 2 of the children are coming from overseas, to see if we could be funded on 175, but the LA would not budge. Governors questioned if it was worth fighting this issue, KN has already tried this with DfE and didn't get anywhere. The trigger for additional funding is for there to be 20 more children on role that we had on census day.</p>	

	The governors thanked KN for the report.	
8	<p>Staff Governor Report</p> <p>All teachers have settled well back into the new term, everyone has started their new topics and this is going well. There have been a number of classroom changes and they have all settled in, including new staff.</p> <p>Staff have commented they had a good experience at parents evening and it went well. Slips were given to parents in advance so they could raise any issues they wished to discuss. The aim was to enable staff to prepare for the discussion. The staff did find the replies received useful, they felt it made for more productive sessions. It was commented that parents may not have replied as they had no specific questions. Overall there was a 25-50% response depending on classes. KN is to let parents know about the positive feedback from staff so that it might encourage a higher response rate in future. All staff put a lot of time into preparing for parents evening the questions helped.</p> <p>Staff have received training with regards to handwriting, this is in light of the comments from OFSTED. The handwriting scheme is lead by GP. They are adopting a new font, which represents handwriting. Staff are also working on their own writing when marking and using the white board. Staff are also building on the Maths training from the end of last year which focused on children developing maths vocabulary and applying their knowledge.</p> <p>The Life bus has been in school this week, the children really enjoyed this. Parents were invited to visit this. There will be follow up opportunities for staff.</p>	KN
9	<p>Matters arising from Committee reports</p> <p>a. Staffing, Policy and Communications</p> <p>The minutes of 17.09.12 were reviewed.</p> <p>With regards to the flyer it was queried if the aim was to increase or maintain numbers on role? A mixture of both is important.</p> <p>It was pointed out that the Football club would be a good source to drop flyers as half of the children are from outside the village (approximately 50 children). AS is happy to take flyers.</p> <p>Once the flyer is approved by SP & C committee. It will be forwarded to FGB for any final comments. It was noted that there might be an Ofsted outstanding logo downloadable to use? Flyer should also highlight outstanding attitude to learning.</p>	AS SP & C

	<p>b. Curriculum and Monitoring The minutes of 26.09.12 were reviewed.</p> <p>No further questions.</p> <p>c. Finance and Premises The minutes of 01.10.12 were reviewed.</p> <p>Projectors purchase has been agreed (6 in total). The revised invoice has been received. The final price was £5,595 a reduction of £600 from the original price. FGB thanked GO for doing extra work on the school's behalf and obtaining a very good price.</p> <p>It was questioned if any business had been approached to fund projects, KN and AL to meet and discuss.</p> <p>It was noted that the yearly H & S policy update was due to for the next FGB meeting. A premises review and update is also underway. A lot of work is required on these.</p> <p>d. Strategy Committee A meeting was held with Shelley Whitehead the consultant for which we have the £2,000 grant. SP, AMW, LT, attended. She reviewed our SWOT/GOAL analysis. There is a Toolkit to complete for the next stage, and to establish a criteria list of what of we would want from a partnering arrangement. Those who attended felt the meeting showed positive ideas for AK and there are alternative options available. The notes from the meeting are with KN and SP to review. When complete they will be circulated to all governors. To get all governors up to speed on this very important issue it is felt an extra meeting is required to discuss the issue and bring SW along to advise.</p> <p>A general strategy meeting has not been arranged. There is an element of merging between the working party and strategy group. A separate meeting is to be arranged to review where we are at with strategy plan. We may need to park some items of the strategy plan and focus on the academy issue. AW to arrange. It was noted that the strategy group is not like other committees it meets as and when necessary.</p> <p>e. Trustees The annual return has been sent into the charities commission.</p>	<p>KN/AL</p> <p>AW</p>
<p>10</p>	<p>Policies There are a large number HR policies to approve. It was agreed that the</p>	<p>AMW</p>

authority to approve HR policies on behalf of the FGB would be delegated to SP&C and the Scheme of Delegation will be revised to reflect this. It is important the governing body adopt HR policies in case they are ever needed.

AMW has been undertaking the majority of all policy management work, which is unsustainable. SS will maintain the schedule, file policies etc. To assist we can add statements onto front of policies which advise 'add name of school in all inserts'. Policies can be delegated to the appropriate committee, some are dealt with by the staff but there are some policies which sit in the middle. It was felt that policy management is moving forward.

a. New Governor Induction Policy

Approved.

b. PSHE Policy

Approved.

c. School Emergency Plan

Approved.

d. Grievance Procedure for Teaching and Support Staff

Approved.

e. Model Policy for Alcohol and Substance Misuse

Approved.

f. Model Teacher Appraisal Policy

When SP attended training on performance management last year the guidance was that it was not good practice for the chair of governors to be appointed on the panel due to the working relationship between the head and the chair. However this is not the case in the new policy. KN advised that this issue was discussed at a recent heads meeting. It was agreed that we would amend this policy so that the chair does not sit on the head's performance management panel. In the new policy 3 governors are required and it was also noted that one of the governors needs to be a foundation governor. This we already have but it was not previously specified in our SOD. The scheme of delegation (SOD) will be updated accordingly.

g. Staff Wellbeing Policy

Approved.

h. Model Collective Grievance Policy

Approved.

	<p>i. Model Leave of Absence Policy Approved.</p> <p>j. Apprenticeship Scheme Policy and Procedure Approved.</p> <p>k. Model Appeals Procedure Approved.</p> <p>l. Support Staff Appraisal Performance Review Approved.</p> <p>m. Model Capability Procedure Approved.</p> <p>n. Model Disciplinary Procedure Approved.</p> <p>o. School Recruitment Policy and Procedure Approved.</p> <p>p. Model Policy on Relatives, Relationships and Related Matters for Teaching and Support Staff in Schools. Approved.</p> <p>q. Debt Write-off Policy Approved.</p> <p>r. Virement Policy Approved.</p> <p>s. Disposals Policy Approved.</p> <p>t. Lettings Policy Approved.</p>	
11	<p>Governing Body Annual Planner Updated - refer to FGB annual planner.</p>	
12	<p>Scheme of Delegation Wiltshire Governor Services Sandra Singer has recently reviewed the SOD and commented that it is a well laid out document. She suggested some changes.</p> <p>The scheme of delegation was reviewed on the whiteboard with all amendments tracked and discussed.</p>	

	<p>AL is to join the SP & C Committee. AL also agreed to go on the admissions panel.</p> <p>FGB approved all changes. AMW to update and email to all Governors.</p>	AMW
13	<p>Chair/Vice Chair succession planning</p> <p>AMW is happy do another year as chair and possibly into some of the next year, and then she would like to step down. AMW confirmed she felt it has been a privilege and pleasure to act as chair. The FGB needs to be aware, and to think about this over the next 18 months. DT will also like to step down as vice chair. There are training courses available 'Taking the chair' to help with taking on these roles.</p> <p>If anyone is interested they may contact DT and AMW outside of meetings if they prefer. At the next FGB and committee meetings this item needs to be on the agenda so governors can speak openly about this. The next couple of years will be a time of big changes for this school, so the succession is very important.</p>	
14	<p>Extra FGB meeting – Strategy</p> <p>As discussed in item 9d. FGB agreed happy to come attend extra meeting likely to be held in the spring.</p>	
15	<p>Future Meeting Dates</p> <p>Update the table SS</p> <p>C & M Wednesday 21st November 1.15 p.m.</p> <p>SP & C Monday 26th November 6.30 p.m.</p> <p>F & P Monday 26th November 8.00 p.m.</p>	SS
16	<p>Any Other Business</p> <p>AL background things to ask will send emails.</p>	
17	<p>Date of next meeting – 6th December 2012</p>	