

**Ashton Keynes C of E School  
Full Governing Body Committee Meeting**

**Thursday 6<sup>th</sup> December 2012**

**Present:**

Aideen McEvoy- Wilding (AMW) Chair  
David Tarr (DT) Vice Chair  
Kathryn Nicholas (KN) Head  
Shirely Palmer (SP)  
Rob Andrew (RA)  
Adam Loveridge (AL)  
Marie O'Neill (MO)  
Andrew Sims (AS)  
Linda Tuck (LT)  
Abi Turner (AT)  
Alan Waller (AW)  
Gerald Owenson (GO)  
Dave Wingrove (DW)  
Sarah Smith (Clerk)

**Apologies:**

Richard Gimmler (RG)  
Trevor Heath (TH)  
Gary Price (GP)

Item No.		Action
<b>1</b>	<b>Opening prayer</b>	
<b>2</b>	<b>Apologies</b> Apologies were received from TH, GP and RG. These were accepted by the governors.	
<b>3</b>	<b>Declaration of Pecuniary Interests</b> The meaning of this was explained and all governors confirmed they understood. None were declared.	
<b>4</b>	<b>Approval of minutes</b> The minutes of the meeting held on 11 <sup>th</sup> October 2012 were accepted as a true and accurate record of the meeting.	
<b>5</b>	<p><b>Actions and matters arising from previous minutes</b></p> <p><b>5.1 New Governor Induction</b> This took place for AL and AS on 17<sup>th</sup> November. Both governors confirmed they found it very useful.</p> <p><b>5.2 School Financial Value Standards (SFVS)</b> RG has been in contact with Preet, and it is on going. Item carried over for an update at the next meeting.</p> <p><b>5.3 Gosditch Residents</b> Updating continuing as agreed, no issues.</p> <p><b>5.4 School Improvement Plan (SIP)</b></p>	<b>RG</b>

	<p>Curriculum and Monitoring committee will be reviewing this at their next meeting, and will then report back to FGB.</p> <p><b>5.5 Achievement for All (AFA)</b> Carried forward until it has been running for a period of time, and the impact can be reviewed.</p> <p><b>5.6 Data Protection</b> This was discussed at Staffing, Policies and Communications committee meeting 26.11.12, on going, to be completed shortly.</p> <p><b>5.7 Attending other committee meetings</b> DT recently attended a Curriculum and Monitoring meeting. All governors were encouraged to attend other meetings outside their own sub-committee.</p> <p><b>5.8 Businesses approached to fund projects</b> KN and AL to meet. Carried over.</p> <p><b>5.9 Meeting dates</b> The updated schedule has been circulated to governors.</p>	<p><b>C &amp; M</b></p> <p><b>DW</b></p> <p><b>FGB</b></p> <p><b>KN/AL</b></p>
<p><b>6</b></p>	<p><b>Head Teachers Report</b></p> <p>In amendment to the circulated report, the number on roll in January will now be 178. It was 100% take up parents evening not 10 %. Another child in school now has a statement (15 hrs).</p> <p>Performance management has taken place. There was found to be more outstanding teaching since the last Ofsted. This was one of the action points from the Ofsted report.</p> <p>AfA's coordinator has had meetings with MM &amp; GP. Staff training on communication is scheduled for 21<sup>st</sup> Dec. After Christmas the parents of the AfA focus group of children will be told about the programme.</p> <p>Governors requested further feedback with regards to some of the visitors;</p> <ul style="list-style-type: none"> <li>• The joint observation of reception with KN and a local head. This was to make sure that the cluster is judging teaching in a similar way. This was all fine and in agreement.</li> <li>• The visit with Chris Harries, manager for School Leadership went well. He could see how far we have moved on in last 2 years, he had a discussion with GP and KN individually regarding leadership.</li> </ul> <p>We are now a 'bikeability' school. Year 6 all enjoyed their time with Neil</p>	

	<p>Daycock. Well done to them as they all achieved level and level 2 certificates.</p> <p>The FGB thanked KN for her report.</p>	
<b>7</b>	<p><b>Staff Governor Report</b></p> <p>All staff have had their Performance Management observations over last few weeks. This was carried out by all senior staff, which staff liked and thought this was more open.</p> <p>Staff have received training from Bath Spa University, which is a cluster initiative, on Emotional Coaching. Staff felt that it was good that TA's were also included. It encompassed the way you talk to children and dealing with their emotions, expanding children's understanding of what emotions are. Including the practical things you could do, such as empathy mirroring. Staff were already using some of the initiatives and had found the training very useful. It had increased the awareness of staff about emotional issues. AK is also helping with research on the issue. After Christmas there will be follow up.</p> <p>It was questioned if the strategies were the same for all ages, it was confirmed it was.</p> <p>It was queried if it would cover major upset? No, but some of the strategies could be used. In the case of a serious situation the LA would be brought in, as outlined in our emergency planning document.</p> <p>It was queried how Child bereavement would be handled? If this were to happen AK know who to contact. The training provided was for more day-to-day issues.</p> <p>The school were considering if a talk could be given to parents about this. This had happened in Melksham and had been found to have a positive impact.</p> <p>Reorganising of phonics and spelling has also been taking place. Following the information that was sent out to parents there have been no queries.</p> <p>Staff are generally getting ready for Christmas, and looking forward to the holidays.</p>	
<b>8</b>	<p><b>Matters arising from Committee reports.</b></p> <p><b>8.1 Staffing, Policy and Communications</b></p> <p>The minutes of the meeting from 26.11.12 were reviewed.</p> <p>AL has carried out further work with regards to the distribution plan for the flyer and has made contact with companies such as CB Slade who</p>	

	<p>have been very helpful and have offered to network the flyer further. Flyers will also be given to other outlets such as the local Football club. The admissions page on website will be updated and there will be links on how to apply, which will be useful for those applying across county.</p> <p>Policy management was discussed, but it was felt this is now moving forward.</p> <p><b>8.2 Curriculum and Monitoring</b> The minutes of the meeting from 21.11.12 were reviewed.</p> <p>With regards to the Governor visit feedback AT pointed out a comment made by a year 6 ‘Thing is we are like 2 organisations working together’ which was felt very appropriate!</p> <p>It was queried if the rationale behind the non-use of footballs at playtime could be conveyed to parents, as several have asked the question. KN will add to website. Now there is more organised football matches with Mr Brown, the children get to play then. They are provided with different things at lunchtime e.g. other equipment or they may use the library. There is a class rota to use the Tree house. At the moment play equipment alongside the playground is out of bounds as it is too slippy and the ground underneath too wet. Governors asked what games do they play? They play their own made-up games, chasing, dens, hiding, a wide range, boys and girls play well together.</p> <p>SP and AT have attended an EYFS briefing. The new framework for baseline assessment will not be published until early next year. AT has carried out a lot of work on monitoring the progress herself. She has devised a computer programme so that EYFS can be monitored internally. Though this will not be official it is positive that AK has done more than others in the cluster.</p> <p>A confidential item was discussed.</p> <p><b>8.3 Finance and Premises</b> The minutes of the meeting from 26.11.12 were reviewed.</p> <p>The letter asking parents to register if they are eligible for pupil premium has gone out. It was also suggested that this could be mentioned on open days/parents evenings.</p> <p><b>8.4 Strategy Committee</b> There is a meeting on Monday 10<sup>th</sup> December. The aim is to review the strategy plan. It will also briefly be discussed as to where we are with Shelley Whitehead. All governors were advised that they were welcome to join the group. MO is to withdraw from group as Monday meetings</p>	<p>KN</p>
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	<p>are difficult.</p> <p><b>8.5 Trustees</b> Nothing to advise.</p>	
<b>9</b>	<p><b>Policies</b></p> <p><b>9.1 Governor Visits Policy</b> Recommended at C &amp; M. FGB approved.</p> <p><b>9.2 Code of Conduct</b> Recommended at S,P &amp; C. FGB approved.</p> <p><b>9.3 Health &amp; Safety Policy</b> Based on model LA policy, recommended at F &amp; P. FGB approved.</p> <p><b>9.4 Redundancy Policy</b> Based on model LA policy, recommended by S,P &amp; C. FGB approved.</p> <p><b>9.5 Exclusions Policy</b> There has been a slight change in legislation in September, which has been added in to 2010 policy. FGB approved.</p>	
<b>10</b>	<p><b>Feedback from New Governor training</b> AL attended New Governor training on 27<sup>th</sup> November. It was held in Salisbury and in all 40 schools were represented.</p> <p>AL found the training very useful. It looked at the role of the governor as a critical friend, and looked at different scenarios and issues when the governor would or would not be involved. Those present were able to share their experiences.</p> <p>The structures of the committees were different in many schools, which was interesting to compare.</p> <p>AL found the course very informal, open and useful. It gave information to take away. It gave new governors reassurance on their role.</p>	
<b>11</b>	<p><b>Head teacher Performance Management</b> The Head teacher's performance management review has been carried out with Linda Gregory (LG), DT and SP. All 3 targets were met, and leadership of the year was exceptional. 3 new targets were set. DT is to make the appropriate recommendation to the pay committee.</p>	<b>DT</b>
<b>12</b>	<p><b>School Fund Audit</b> Recommended by F &amp; P. FGB approved.</p>	
<b>13</b>	<p><b>Anti-social behaviour strategy</b> Did we want to comment on the document as requested by Wiltshire Council? When read, the document sounded sensible and practical, though some governors felt it was difficult to comment, as they had no</p>	

	first-hand experience of this. MO to complete on behalf of AK.	<b>MO</b>
<b>14</b>	<b>Scheme of Delegation</b> No further changes required.	
<b>15</b>	<p><b>Governing Body Annual Planner</b> All elements of the FGB annual planner were reviewed.</p> <p>The Link governor list was updated. The selection was linked into creative curriculum groups e.g. Science and DT. It is a role of support; governors are there to observe not judge. SS to complete and email out.</p> <p>Update the date of the next HT Performance Management to March 2013.</p> <p>AMW is having a CP meeting with CK next week, report carried forward to next meeting.</p> <p>Collective worship along with values will be a focus of a Governor Visit in the Spring Term.</p> <p>Skills audit carried over.</p>	<p><b>SS</b></p> <p><b>SS</b></p> <p><b>AMW</b></p>
<b>16</b>	<p><b>Any Other Business</b></p> <p><b>16.1 Cluster Governor Training 20<sup>th</sup> Feb</b> As cluster training it is free, and is being held at AK. All governors to attend if possible and let SS know.</p> <p><b>16.2 LT resigning end of Jan</b> LT is resigning her role a Foundation governor as she is taking on the demanding role of Church Warden. She is sorry to leave. We may move governors round internally to cover Foundation role. The governors wished to thank LT for all her hard work as a governor.</p> <p><b>16.3 AW to continue as LA governor</b> AW term expires Jan 2013. He happy is to stay on. The FGB confirmed they were all happy with this SS to let governor services know, so they may advise the County Councillor.</p> <p><b>16.4 Flyer</b> Emphasis on Christian ethos has been added in. The flyer is a cost effective marketing method to promote the school to the wider community. If we were to achieve full capacity it would make a huge difference on the school. The plan is to use logical distribution points, with a downloadable version for e.g. estate agents. AK has many selling points. Currently 41 pupils come from outside area.</p> <p><b>16.5 Auditor</b></p>	<p><b>FGB</b></p> <p><b>SS</b></p>

	<p>LA financial auditor carried out an audit on 5<sup>th</sup> Dec. The report will not be received until the New Year but there were no major issues raised.</p> <p><b>16.6 WiFi Access</b> RA provided a demonstration to governors who wished to know how to access WiFi at School.</p> <p><b>16.7 Nativity</b> Governors were all invited to attend nativity on 11.12.12 at 1.45 p.m. or 12.12.12 at 6 p.m.</p> <p><b>Merry Christmas and Happy New year.</b></p>	
17	<p><b>Date of next meetings;</b> Strategy Group 10<sup>th</sup> December 7.00 p.m. Finance &amp; Premises 21<sup>st</sup> January 6.30 p.m. Staffing, Policies and Communications 21<sup>st</sup> January 8.00 p.m. Curriculum &amp; Monitoring Committee 23<sup>rd</sup> January 1.15 p.m. FGB 7<sup>th</sup> February 7.00 p.m.</p>	