

## Ashton Keynes C of E School

### Minutes of Full Governing Body Committee Meeting

Thursday 25<sup>th</sup> November 2010

**Present:**

Kathryn Nicholas (KN) Head  
 Aideen McEvoy-Wilding (AM) Chair  
 Rob Andrews (RA)  
 Mark Binnersley (MB)  
 Nicola Duckworth (ND)  
 Trevor Heath (TH)  
 Pauline Loveday (PL)  
 David Moss (DM)  
 Marie O’Neill (MO)  
 Shirley Palmer (SP)  
 David Tarr (DT)  
 Alan Waller (AW)  
 Jane Saunders (JS) Clerk

**Apologies:**

Kate Bishop (KB)  
 Dawn Heath (DH)  
 Linda Tuck (LT)

Item No.		Action
<b>1.0</b>	<b>Welcome to New Governors</b> The Chair welcomed Shirley Palmer (Authority Governor) and Marie O’Neill (Parent Governor) to the meeting.	
<b>2.0</b>	<b>Approval of Minutes</b> The minutes from the meeting held on 30 <sup>th</sup> September were accepted as a true and accurate record of the meeting.	
<b>3.0</b>	<b>Pecuniary Interests</b> No pecuniary interests were declared.	
<b>4.0</b>	<b>Actions and matters arising from previous minutes</b>	
4.1	Re-election of Community Governors – see point 17.1. MB reiterated that he also wanted to stand down. A replacement is being sought.	
4.2	Head’s report – KN had answered the questions raised and these had been circulated.	
4.3	Link Governors – see point 9.5. Discussed with new Governor Visiting Policy.	
4.4	Child Protection – see point 6.	
4.5	Website – thanks were given to RA for all his hard work in setting up the website. Governors commented on how user friendly it was. See also point 12.	
4.6	Governor Vacancies – Shirley Palmer had been appointed as an Authority representative and Dawn Heath had been elected as Staff Governor. Kate Bishop had been re-elected as parent governor and Marie O’Neill had also been elected as a parent governor. Mark Binnersley wishes to step down as Community Governor when a replacement has been found.	
4.7	SEF/SIP – separate agenda items later	
4.8	Parental Questionnaire – see point 10.	

4.9	New governors' induction – see point 14.3	
4.10	Head's Performance review is due to take place on 3 <sup>rd</sup> December by DM and KB.	<b>DM/KB KN</b>
<b>5.0</b>	<b>Head's Report</b> A written report had been circulated.	<b>KN</b>
<b>5.1</b>	The governors queried why there had been a reduction in time for traveller children and KN explained that the LA had withdrawn some funding.	
<b>5.2</b>	The governors wanted to know the attendance for the Wake and Shake sessions and KN stated that attendance was good and varied between 30 and 60 children each morning.	
<b>5.3</b>	KN reported that there had been 120 minor accidents reported. The governors wanted to know how this compared with other schools but KN explained that this data was not available.	
<b>5.4</b>	The governors wanted to know more about the donation from a group in the village. KN explained that the school had received a donation of £1000 and it had been suggested by KN to look into using this money for counselling for children.	
<b>5.6</b>	There was discussion concerning the £42k in capital funds and whether the LA could take this away and if so some of this money could be spent on IT. The Finance Committee had been told by the LA that this money is safe. KN to look into what's needed and the cost.	
<b>5.7</b>	The governors queried the impact of the funding of the Sports Partnerships being withdrawn. KN explained that this was not known at the moment.	
<b>5.8</b>	The governors wanted to know more about the role of the SIP disappearing and if KN had any more information about what will replace it. She explained that it depends on what contracts are in place but is not sure at this stage what is happening in Wiltshire. It will place further strain on Heads and the Senior Leadership Team (SLT). The governors asked if cluster resources should be used more and KN stated that she already seeks advice from other heads if necessary and explained that one proposal is to have a 'Super Head' in the cluster.	
<b>6.0</b>	<b>Annual Report to Governors – Child Protection</b> A report had been circulated and AM handed out copies of the annual safeguarding audit. There were no further questions.	
<b>7.0</b>	<b>Matters Arising from Committee Reports</b>	
<b>7.1</b>	Staffing and Curriculum – Minutes had been circulated. A meeting had been held to discuss the governors section of the SEF (Self Evaluation Form) and the notes had been circulated (tabular form, comments against the grade descriptors). There was some discussion about whether or not grading mostly at Satisfactory was valid and about the importance of making accurate assessments and having the relevant evidence. SP offered to meet with AM,RA and ND to use her previous experience to assist with reviewing the governors section of the SEF.	<b>AM/RA ND/SP</b>

7.2	<p>Finance – Minutes had been circulated. The Business Manager is now producing the reports in the right format and to the correct timescales. She had also replied to the questions asked by the Committee.</p> <p>There was a projected rollover of c. £25k.</p> <p>The FMSiS had been scrapped but the governors agreed that an audit would still take place. Hilton Thomas has agreed to do this and DM will contact to arrange.</p> <p>Comprehensive spending review – MB explained that there would be cuts and there would be no increase in pupil funding and a 12% reduction in everything else.</p> <p>Formula Capital – see also point 5.6. Further confirmation would be sought from the LA that this would not be taken away.</p> <p>It was questioned whether any future development could take place on a stage basis and whether any money from the LA for maintenance of the mobiles could be re-directed into a new building fund. The Chair proposed that a group of governors should meet to discuss the strategy for this and also to have start thinking about a strategic plan for the school as the strategic role is a key function of governing bodies. Chair to email governors about this.</p>	<p>DM/HT</p> <p>AM</p>
7.3	Premises – Minutes had been circulated. No further questions.	
7.4	Trustees – Nothing to report. £3000 had been received from the Leigh Trust and it was proposed that this would be used towards the all weather surfacing for the reception play area.	
7.5	Link Governor Update – see point 9.5	
8.0	<p><b>The Big Write – presentation</b> KN to email governors the presentation due to time pressures at the meeting.</p>	KN/JS
9.0	<b>Policies</b>	
9.1	Health & Safety Policy - approved	
9.2	Health & Safety Procedures - approved	
9.3	Gender Equality Policy - approved	
9.4	Child Protection Policy - approved	
9.5	<p>Governor Visiting Policy – one amendment concerning page 3 item 6. After this amendment – approved.</p> <p>It was explained that governors can look at more than one subject per visit.</p>	AM
9.6	Emergency Plan – approved.	
9.7	Exclusion Policy – approved.	
10.0	<p><b>Parental Survey Update</b> AM had met with KB to discuss the survey results and to draft a feedback letter to parents, which had been distributed to governors. There was discussion</p>	

	<p>concerning parking in Gosditch and it was agreed that this would take a more prominent place in the letter to parents. This would be the final letter to parents regarding the survey and would be sent out in the next couple of weeks.</p> <p>It was decided that a Communication Survey would be carried out in February/March. There was further discussion about the format of the questions. RA agreed to co-ordinate the questions from governors and then meet with KN to discuss.</p> <p>It was also discussed that there are other ways to communicate with parents other than surveys. These included focus groups, discussions, parent evenings some of which already happens (newsletter, open evening) and the governors would look into this in the future.</p>	<p><b>AM</b></p> <p><b>RA/KN</b> <b>ALL</b></p>
<b>11.0</b>	<p><b>New Library</b> This would be launched in January. A reading club would take place at lunchtime and a teacher had suggested that governors could go in and read to the children. Governors to email AM if they want to be included.</p>	<b>AM/ALL</b>
<b>12.0</b>	<p><b>Website</b> This was now up and running. All training done. Governors reminded to email JS with any updates and diary entries needed to the governors' section. Recording this information is important as it is part of the evidence base for the governors' work.</p>	<b>ALL/JS</b>
<b>13.0</b>	<p><b>Scheme of Delegation</b> See point 14.1</p>	
<b>14.0</b>	<p><b>Sub Committee Structure</b> After discussions during the sub-committee meetings, it was agreed that the Staffing and Curriculum Sub Committee had a large remit. It was agreed that with immediate effect the committees would be:- Staffing, Communication and Policies Curriculum and Monitoring Finance and Premises</p>	
<b>14.1</b>	<p>AM will update the Scheme of Delegation to reflect these changes and circulate to governors for comments.</p>	<b>AM</b>
<b>14.2</b>	<p>Membership of the committees will be: Staffing, Communication and Policies – AW,RA,KB,KN,PL,AM Curriculum and Monitoring – SP,DH,KN,AM,MO Finance and Premises – DT,MB,TH,ND,AM,DM,KN,LT</p>	
<b>14.3</b>	<p>AM offered to mentor the two new governors and would arrange to meet them. KN also to meet.</p>	<b>AM/KN</b> <b>MO/SP</b>
<b>15.0</b>	<p><b>SEF (Self Evaluation Form) &amp; GDP (Governor Development Plan)</b> AM to meet with SP to discuss.</p>	<b>AM/SP</b>

<b>16.0</b>	<b>Raising School Profile</b> A discussion took place on ways to raise the school profile. It was decided that the Open Evening which took place in the Summer term would be more widely advertised and may move to a different time of year to coincide with applications for admissions. It was also discussed that the school needs to publicise its successes more widely e.g. in the local press. Julie Andrews had recently compiled 1 press release on the website which had been picked up by a couple of local papers. Julie will be asked to see if she is happy to compile further press releases.	<b>RA</b>
<b>17.0</b>	<b>Any Other Business</b>	
<b>17.1</b>	New Community Governor – the Parish Council had nominated Angela Stefanovic to replace David Moss. She would join the FGB with effect from the next meeting on 3 <sup>rd</sup> February. JS to write to Parish Council and Angela to confirm.	<b>JS</b>
<b>17.2</b>	DM offered to become Associate Governor and carry on editing the governors' newsletter. This offer was gratefully accepted. A newsletter will go out in the New Year.	
<b>18.0</b>	<b>Date of Next Meeting</b> <b>FGB – Thursday 3<sup>rd</sup> February 2011</b>  <b>Sub Committee meetings - tba</b>	<b>AM</b>

Appended – Annual CP Report to Governors.