

Ashton Keynes Primary School
Full Governing Body Meeting
Wednesday 5th November 2014 7 p.m.
Minutes

Present:	Apologies:
Sarah Harris (SH) Shirley Palmer (SP) Samantha Saville (SSa) Alan Waller (AW) Katy Thomas (KT) Adam Loveridge (AL) Jon Hughes (JH) Meggen Cantillon (MC) David Tarr (DT) Rob Andrews (RA)	Kate Cliffe (KC) Caroline Hukins (CH) Trevor Heath (TH) Jan Thompson (JT) Mark Cryer (MC) Sarah Smith (SS) Clerk Peter Gray (PG)

Item	Minute	Action
1	Opening prayer	
2	Apologies Apologies were received from PG. These were accepted by the governors.	
3	Welcome to new governors The GB ratified the appointment of JT and welcomed her to the team. C & M are making a sad goodbye to SP as Chair; JT is stepping into the role. The GB welcomed new parent governor MC to the team.	
4	Declaration of Pecuniary Interests None declared. All governors have signed the annual declaration.	
5	Elect Chair & Vice Chair DT proposed SH as Chair of the FGB, SSa seconded. The role of Vice Chair was outlined. SH would like the VC to lead the governor visit project. MC proposed CH as Vice Chair, seconded by SP.	
6	Correspondence a. A215.14 School Funding Consultation JH had suggested that we continue with the current position; so all de-delegated except insurance. SSa confirmed. b. A211/14 Industrial Action notice. Unions cancelled.	
7	Approval of minutes from FGB on 26.06.14. The minutes of the FGB meeting of 26.06.14 were accepted as a true and accurate record of the meeting. Approval of minutes from North Wilts MAT meeting 22.07.14 The minutes of the MAT meeting of 22.07.14 were accepted as a true and accurate record of the meeting.	
8	Actions and matters arising from previous minutes 8.1 Childcare sufficiency in Wiltshire Poster has been put on the website. 8.2 Governor Action Plan Work regarding '20 questions for GB' carried over. 8.3 Code of Conduct All staff have confirmed receipt.	FGB

	<p>8.4 Development of Cotswold Community site JT and SH met with Dave Wingrove from the Parish Council. Nothing further has been heard. He will keep us in the loop. No further action.</p> <p>8.5 Breakfast Club See agenda item 18.</p> <p>8.6 Data RAISE online is not published until mid of November. Updated Wiltshire tracker is in place. TLR 3 Kathryn Redman to present to governors in February when results validated.</p> <p>8.7 Multi- Academy Trust- North Wiltshire Learning Trust See agenda item 17.</p> <p>19.20 AW arrived he had sent apologies that he would be late.</p> <p>8.8 FGB meeting per year See agenda item 26.</p>	
9	<p>Head teachers' report The HT report had been circulated to governors. Thanks to SSa for her report.</p> <p>The governors were invited to attend a thank you to on David Clover Thurs 18th Dec 2.30 until 3p.m. DC is meeting with Harry and Andy for a handover.</p> <p>SSa gave a verbal report on the Peer review; The review was carried out reflecting the new Ofsted framework. The bar has been raised. The team complimented the children's behaviour and support of the GB. They commented we have a reflective staff and have the capacity to be outstanding. The review ratified the School Improvement Plan.</p> <p>A confidential matter was discussed.</p> <p>The GB has role to play as governance is inspected. It is important how we create trust with staff and children.</p> <p>SSa only received the report last night a summary report will come to the FGB.</p> <p>The GB acknowledged that a really experienced team has validated that SSa's view on where the school is as spot on. Which is a compliment to SSa. They also noted how JT and SSa worked in well partnership in collaboration of the SIP.</p> <p>SSa thanked the GB for their support.</p>	<p>FGB</p> <p>SSa</p>
10	<p>Staff governor report Nothing to report.</p>	
11	<p>Matters arising from Committee reports</p> <p>a. Staffing, Policy and Communications The minutes of 29.09.14 had been circulated. It is nice to see the number on roll increase. Communications have been very positive in the first 8 weeks with a new HT. We are continuing to build a relationship with local press to promote the school. They have been in recently to picture the Reception class.</p> <p>b. Curriculum and Monitoring The minutes of 17.09.14 had been circulated. A comprehensive pupil premium report was completed and is on the website. The change to the SLT structure is very positive. We are not tying ourselves down into a structure. The TLR3 lead on data assessment is a crucial step</p>	

	<p>forward. The SIP is linking up with a simplified version of SEF. Though not a requirement a SEF is good practice and useful. They were previously unmanageable SP shared a simplified bullet point document that SSa will adopt, which will also be helpful to governors. Amendment to point 13.3 on minutes ‘Committee discussed the change in the number of FGB meetings.’</p> <p>c. Finance and Premises The minutes of 29.09.14 had been circulated. No further comments.</p> <p>d. Strategy Committee The committee has not met. The strategic areas are clarified in the 9 points of the long term SIP. It would also include the school building development report, and Multi Academy Trusts. Ofsted would like to see strategic thought. The GB felt it should clarify the focus areas and devise an action plan for priorities. There shouldn’t be too many areas in a strategic plan. SH, SSa and AW to arrange a meeting to discuss how to proceed.</p> <p>e. Trustees Not met.</p>	SH,SSA & AW
12	<p>Scheme of Delegation A copy of the new framework had been circulated. The sub- committees to review their part at their next meeting, and feedback to the FGB.</p>	ALL
13	<p>Policies</p> <p>a. Capability Recommended for approval by F & P. FGB approved.</p> <p>b. Appeals Recommended for approval by F & P. FGB approved.</p> <p>c. Collective Grievance Recommended for approval by F & P. FGB approved.</p> <p>d. Grievance Teachers & Staff Recommended for approval by F & P. FGB approved.</p> <p>e. Disciplinary Recommended for approval by F & P. FGB approved.</p> <p>f. Child Protection Policy Updated by CK. FGB approved. FGB signed sheet to confirm receipt. SS to give to CK.</p> <p>g. Governor Code of Conduct SH reviewed and added section on social media. FGB approved.</p> <p>h. SRE Policy This has been reviewed by CK. SS to circulate to GB for approval via email.</p> <p>i. New First aid policy/medical conditions. SS to investigate this - check with LP.</p> <p>j. Complaints Policy SH to amend to include statement on safeguarding. Safeguarding to become a standing item on future FGB agendas.</p>	SS SS SH SS
14	<p>Governor of the month (GOM)/Link governors The system is a good way for the GB to monitor the SIP. The visibility of governors to parents is important. This month it will be DT he has a focus of collective worship, RE, PSHE, Worship Council and extending Church links. With a specific focus he knows what he is looking at and it</p>	DT

	<p>can be related to the school plan. The GOM will meet with SSa to devise a timetable of focused visits. There is no set number of visits. Staff will be aware. The GOM is not making judgements on lesson standards. The GOM could attend FoAKs meetings/events if within your month The GOM will report with the standard note of visit and write a synopsis to go on the website. It shows the GB are actively monitoring. The Governor Visit policy will need to be reviewed to include this. CH to lead the project. CH and SSa will meet to plan a schedule and send out to the GB.</p>	<p>C&M CH/SSa</p>
15	<p>Annual Child Protection Report Thanks to CK for the annual report which was circulated to the GB and approved. No further questions.</p>	
16	<p>GB Risk assessment walk around – 13th November To meet at 12 p.m. for lunch with the children. Then carry out risk assessment. Volunteers. JT, JH, SH, SSa, DT, TH & SS.</p>	<p>JT/JH/SH SSa/DT/ TH/SS</p>
17	<p>Multi- Academy Trust – North Wiltshire Learning Trust SH attended a meeting last night with John Stewart. The minutes will be circulated when available. JT and SP were put forward as possible reps on the working group. So our school has access to the info and a voice. The working group devise a model of what the Wilts MAT structure would look like. Progress is currently stalled due to consultation with Diocese (Bishop on Sabbatical). The GB need to approve the ability to apply for an Academy order even if we decide not to proceed. GB approval does not commit us but keeps our hand in. We can back out 2 weeks before the order is given to us. DfE are keen to get on but cannot without approval from Diocese. Previously the Diocese did not have capacity to take on any more schools, they are changing their stance. It is not an option for us to be a standalone primary school.</p> <p>SH proposed that the GB vote to approve to apply for an Academy order. The GB approved to apply for academy order when the time comes. It is important to be prepared, all agreed.</p> <p>Q As the time span increases is there a danger of not us not making a decision? Do we have the funds to continue to buy in resources? Support is provided for the LA for the time being. We are part of a local cluster of schools that we need to stay with if possible. We have a good relationship.</p>	<p>SH</p>
18	<p>Breakfast Club (BC) F & P update re budget SSa would like to support this for the remainder of the academic year. There is a financial implication. The club is building. Looking at the forecast we hope to be on track by Feb. The leaders are passionate in making it work. The viability number is above 8. Children want to go. If more children attend we may have to put on another member of staff. A BC is attractive to perspective families. F & P will continue to monitor the financial position. SH as link governor carried out a note of visit, which has been circulated to the GB. SH was impressed, there is a good atmosphere the leaders are caring of the children. It is not profit making, in the future we may look at lower fee for a second child. Some of the Pupil Premium funding was used to set it up. It may be able to give support to PP children in the future.</p>	
19	<p>Free School Meals update There were issues with Cygnet staff initially. Cygnet management have implemented improved training and moved forward. The quality of food is good.</p> <p>The MDSA's have had meetings regarding how to work. The staff formulated plan is working well.</p> <p>CH came in for lunch on census day. Due to SSa offering meals to all KS1 full funding was received. The children enjoyed having lunch with SSa and CH, would like to do it again. The children have merit rewards for lunchtime behaviour.</p>	
20	<p>External Shelter for Class R This is a priority. It is an Ofsted requirement to have free flow for early years to learn outside. The review also picked this up. DT has obtained 2 quotes; Sovereign £13,000 and Zenith £15-</p>	

	£21,000. SSa has provided PC with details of Greenfields from Gloucester to request another quote (JT has used in the past). Funding will come out of the Capital budget. It needs to be actioned ASAP. The FGB approved that it may proceed up to the cost of £13,000.	DT/SSa
21	Whole School project – working party It was noted that the report is not to the latest specifications from the Education Department. This will cost another £700 then we can go to County will a proposal. Issue to be raised at the strategy discussion meeting.	AW/SH/ SSa
22	Reconstitution of GB The reconstitution proposal for the GB; <ul style="list-style-type: none"> • The 5 Parent Governors remain the same. • The 3 Foundation Governors remain the same. • The 2 Staff governors remain the same. • The 2 Community governors will now be called Co-opted governors. • The 3 Authority Governors, one will remain the same, the other two will be called Co-opted governors. <p>The Diocese has confirmed they support our proposal. The GB voted and approved. AW to remain Authority governor RA to be Co-opted. SS to confirm with Governor Services and obtain new instrument of government.</p>	SS
23	GB Duty of care to staff GB to be mindful of the number of meetings staff are expected to attend when we plan meetings. S,P&C and F & P meetings to be moved to Thursday nights. SS to send meeting schedule.	SS
24	Governing Body Annual Planner All aspects reviewed and updated.	SS
25	Governing Body Vacancies Now all filled.	
26	Number of FGB meetings per year It was agreed to initially drop the December FGB meeting.	
27	Any Other Business 27.1 DBS Checks for new governors/Inductions taken place? CH is completing her DBS with Helen. SSa arranging walk around for new governors. 27.2 SEN note of visit SP has completed her last SEN monitoring report. It will be circulated once checked by LP. We need to look for a replacement for SEN link governor. 27.3 Worship and School Council To feedback to governors twice a year. 27.4 AK Driving forward A parent governor commented about the positive impact of last 8 weeks. With all the work of the school/staff it is really good to see the future unfolding. It is exciting driving forward. 27.5 Farewell to Shirley Palmer Following SP's end of term as Authority Governor the GB thanked SP for all hard work, time, dedication, mentoring and commitment to AK over the years. She will remain as an Associate governor. SP advised she felt it an incredible privilege to be part of the GB. AK is in a strong position to move forward. We are very fortunate to appoint SSa who is following on from what KN put in place. She has a great partnership with JT, staff and the children. She is confident the school will become outstanding. Parents and children are fortunate to have a school like this in their community.	SSa/PG/CH KC/MC FGB SSa/KT
28	Date of next meeting Thurs 5th Feb 2015 7.00 p.m.	

The Chair closed the meeting at 9.15 p.m.

Signed.....

Date.....