

**Ashton Keynes Primary School
Full Governing Body Meeting
Thursday 17th October 2013 7 p.m.
Minutes**

Present:	Apologies:
Aideen McEvoy-Wilding (AMW) Chair David Tarr (DT) Vice Chair Kathryn Nicholas (KN) Gary Price (GP) Shirley Palmer (SP) Trevor Heath (TH) Gerald Owenson (GO)	Alan Waller (AW) Adam Loveridge (AL) Sarah Harris (SH) Jon Hughes (JH) Sarah Smith (Clerk)
	Rob Andrews (RA) Richard Gimmler (RG)

Item	Minute	Action
1	Opening prayer	
2	Apologies These were received from RA & RG. These were accepted by the governors.	
3	Declaration of Pecuniary Interests Annual review forms were completed and are to be held in a folder in Preet Cook's (PC) office. None Declared.	
4	Correspondence Email Query An email was received from a parent querying why we had not published the SAT results. AMW sent 2 letters in response and the parent had a meeting with KN. Letter from Diocese of Bristol A letter was received advising updates within the Diocese, this was read out to the FGB. Including the sponsorship of a new Academy in 2014 and that Andrew Wild has been appointed as Senior Academy effectiveness officer, interviews are taking place to replace his old role.	
5	Approval of minutes from FGB on 02.05.13, 20.06.13 and 18.09.13. The minutes of the meetings of 02.05.13, 20.06.13 and 18.09.13 were accepted as a true and accurate record of the meeting and signed by chair.	
6	Actions and matters arising from previous minutes Minutes of 20.06.13 6.1 New Governors SH & JH had both attended the Governor Services 'New Governors' course and commented that it was very good and worthwhile. 6.2 Head Teacher Performance Management This was delayed due to issues with finding mutually convenient dates. It has now been confirmed with Linda Gregory (LG) and the panel date set for 11.11.13. 6.3 SATs Agenda item 11. 6.4 School Journeys report (Travel Plan) JH confirmed there had been no developments. 6.5 Newsletter	SP/DT

	<p>October Newsletter has gone out. SP&C to monitor.</p> <p>AMW arrived 19.20 and apologised for being late.</p> <p>6.6 SEN The link governor report had been circulated.</p> <p>6.7 Confirmation of Foundation Governor Administration delay, all in hand confirmation of TH's appointment as Foundation governor from the Diocese should follow shortly.</p> <p>Minutes of 18.09.13</p> <p>6.8 Complaints Policy Though AS has resigned as Foundation Governor he has confirmed he will finish the work on this policy.</p> <p>6.9 Home Learning Policy KN and GP are currently working on this, when complete it will be published on the website.</p> <p>6.10 Governor Skills audit Governors were encouraged to go on training courses to keep their knowledge and skills up to date. As there are changes all the time. SP & GP have recently attended Pupil Premium training, SH and JH attended Data Dashboard training. SH and AMW are to attend Appraisal training in November which will be beneficial due to changes in the pay policy.</p> <p>6.11 Governor Action Plan AMW to update the document. Carried over to December's FGB.</p> <p>6.12 Strategy Plan Agenda item 17.</p> <p>6.13 Succession Agenda item 20.</p> <p>6.14 Achievement for All (AfA) award This was publicised to parents in the October newsletter.</p>	<p>SS</p> <p>AS</p> <p>KN/GP</p> <p>AMW</p>
7	<p>Head teachers' report The report had been circulated to governors.</p> <p>All new staff have settled in well and have quickly become part of the team.</p> <p>3 members of staff (Years 2,3 & 6) were not in today due to the strike. All paper work required for the strike cannot be completed and sent until the end of the day, it is in hand. Parents evening for these classes has been postponed until next Thursday.</p> <p>KN requested permission to take years 5 & 6 to Conwy for their residential trip in May 2014. SP proposed the governors accept, the GB fully supported.</p> <p>A governor queried the Computer system problem. It was confirmed it was not an RFL problem. There were issues with Capita, SIMS and outlook express. RFL have resolved this.</p>	<p>KN</p>

	<p>The governors discussed the numbers on roll, we are at the same number as the census point last year. It was discussed if it would be useful for Governors to see the turnover figures. KN to provide figures. The usefulness of the knowledge of reasons for leavers was discussed. KN and AMW will discuss this further and feedback to the governors.</p> <p>There has been a change in AfA champion it is no longer Deborah Whittaker she has been replaced by Bob Basely. The school has changed the focus group to include children targeted by Pupil Premium and also some children in more difficult personal circumstances. This was discussed at C & M and is also on agenda for next meeting.</p> <p>The SEN framework is changing and it is likely that the categories of School Action and School Action + will be removed. The financial implications to the school are not currently known, and are subject to last minute changes. This will be discussed at C & M and the FGB will be updated when it is clearer what the changes are.</p> <p>The government PE grant has been used for Mr Groom from 'Superstars'. GP attended a meeting yesterday. School is very happy with the quality of service. The contract is until Christmas but the aim is to continue, it is beneficial for the staff. He provides mainly indoor activities and Clive Brown provides outdoor. The remit is to impact on staff and model lessons for personal development opportunities.</p> <p>The governors thanked KN for her report.</p>	<p>KN/AMW</p> <p>C&M</p> <p>C&M</p>
<p>8</p>	<p>Staff governor report A replacement staff governor has not been found, but it is hopeful that the position will be filled by December. GP confirmed there was nothing to report.</p>	
<p>9</p>	<p>Matters arising from Committee reports</p> <p>a. Staffing, Policy and Communications The minutes of 30.09.13 had been circulated and were reviewed. The first newsletter went out in October. The feedback received from one parent was very positive. Some governors had also received positive verbal feedback. A Parentmail has been sent to remind parents to refer to the website, which is updated weekly. The aim is to keep the momentum going with regard communicating information to parents. Regular production of the newsletter will be monitored by SP&C.</p> <p>b. Curriculum and Monitoring The minutes of 25.09.13 had been circulated and were reviewed. The meeting focused on the School Improvement Plan (SIP). The governors posed pertinent questions and were reassured by end of the meeting that there is an evidence base to support the effectiveness of strategies used. The items the SIP are focusing on are relevant. It provided an understanding on how the SIP is underpinning school improvement and benefitting the children.</p> <p>The committee felt that it would be beneficial if a member of the committee held the position of Numeracy link governor, so to have direct input at the meetings. Previously this was held by AS, due to his resignation SH will take this role.</p> <p>SP commented she was grateful to be invited and given the opportunity to attend staff training for the new Wiltshire Pupil Tracker System. Also to be able to have an input and be involved in the follow up. GP will lead in overall monitoring and Michelle Mee in assessment.</p> <p>The Fisher Family Trust (FFT) dashboard data that was released in the last couple of weeks has some errors. We need to find out what we can do to resolve this. It is frustrating that they do</p>	<p>SP</p>

	<p>not always get it right. Feedback to be given at a future meeting.</p> <p>Schools have no legal requirement to provide Home Learning (HL). The idea behind HL is that it incorporates the family learning together and that the children can develop their investigative skills and have more choice. If parents want their children to do worksheets there is a wide range of practice books available for parents to buy if they wished. The school website has guidance on HL and the HL policy is in the process of being reviewed and updated. As governors we can look at and support the guidance, but it is actually the decision of the Senior Leadership Team (SLT). It was queried if feedback is received from the parents? This would be reviewed at C & M and fed back to the FGB. When the revised policy is published on the website a Parentmail will be sent to inform parents. The policy will include an indication of the amount of time home learning should take each week. Parents are also welcome to come in if there is something they are not sure about. One of the keys reasons for the changes was research showing that lots of homework was having a negative impact on children’s learning.</p> <p>c. Finance and Premises</p> <p>The minutes of 30.09.13 had been circulated and were reviewed. When monitoring the Budget some questions were raised with PC. We have to dip into the reserves to some extent but this is not perceived to be problematic.</p> <p>Buildings maintenance schedule is to being updated and will be monitored by the committee.</p> <p>It was requested if governors could assist in the risk assessment update on 15th Nov, the afternoon of the governor visit.</p> <p>The committee made the decision that the definition of what determines a community letting rate will be treated on an individual basis and it is the decision of the GB. The aim is to monitor the rates and keep a log, which the committee can review annually. The letting policy will be updated to reflect this.</p> <p>The School buys finance support from the LA, which include regular visits from a Finance Officer. The I & E return presented at the meeting was incorrect even though it had been prepared by this Finance Officer. This is a new Finance Officer for our school. After the meeting PC spoke to our old Finance Officer who helped PC to correct the I & E return. KN has been in contact with Liz Williams about this and has asked for an additional visit from the Finance Officer.</p> <p>d. Strategy Committee</p> <p>The minutes of 11.09.13 had been circulated and were reviewed. There was a discussion regarding whether or not the committee had got too big. It was agreed to include a terms of reference for the strategy committee in the Scheme of Delegation, also see minute point 17.</p> <p>The group discussed the schools future and are looking into the Bristol Diocese Multi Academy Trust. The SWOT/Goals meeting on the 23rd October will be a major step for decision making.</p> <p>The Strategy Plan was reviewed and a few changes made.</p> <p>e. Trustees</p> <p>Nothing to report.</p>	<p>KN</p> <p>C&M</p> <p>FGB</p> <p>AMW</p>
10	<p>Policies</p> <p>List of division of policies into the sub-committees</p>	

	The list of policies to be reviewed at sub-committee level or FGB was approved at all 3 sub-committee meetings. It has now been added into the Scheme of Delegation.	
11	<p>SATs 2013 (SP)</p> <p>There had been a number of issues this year. Pupil progress is based on the attainment level received by children at the end of KS1 (level 2b expected) and at the end of KS2 (4b expected). However a child can also achieve 2 levels progress from 1-3 or 3-5 plus. There are split levels a, b and c in each category.</p> <p>The Department for Education (DfE) changed the system this year. No matter which split level the children achieved they would all in KS1 be given 2b (even if an a or c was achieved) and the same for KS2 (4b). However at the end of last week the DfE decided to go back to how it was all done before! Therefore a further update will be given at the next FGB meeting.</p> <p>RAISEonline is not available yet. We do have the recently released FFT dashboard but there are significant errors so we need to go back to them, for example the dashboard states 29% level plus when we have 59%.</p> <p>It takes many hours to review the data. It will be easier when we have the new pupil tracker system. This was a recommendation from the School Improvement Advisor (SIA). It is currently not easy to retrieve information. The training on the new tracker is next Wednesday. A person from the LA will input data for us. This is a huge time saving. It will be important to check accuracy. The software will enable the school to more easily view the data for a specific group.</p> <p>SP reviewed the data, a copy of this will be sent to SS to circulate.</p> <p>There is one child for whom we have no KS1 data. In these cases the DfE assumes that they were at level 2b at the end of KS1. This child did not reach the expected KS2 level of 4b and did not make 2 levels of progress if measured from a level 2b. However based on the teacher assessments when the child started in the school the individual did make 2 levels of progress.</p> <p>It was noted that there is no national data on writing as it is solely teacher assessment.</p> <p>The results are well above the floor targets. It was noted that we are above last year's results for reading, writing and maths. Further questions will be asked when the figures are validated. We have always been very robust about this.</p> <p>In comparison with last year, the results show how spiky the profile can be for smaller schools such as AK. In smaller classes each child has a bigger influence on the results so the make-up of the particular cohort has a greater impact on the final percentages. It is also important to look at the mobility from KS1 to KS2. The school always aims to make sure the children make the most progress they possibly can.</p> <p>Absence figures show the highest figures were for year 2 and 4. This has a bearing on attainment and achievement.</p> <p>It was noted that 2 children had gained level 6 in Maths, which is high attainment.</p> <p>Data can be misleading; it can look like there is an issue when actually the cohort has done really well, and vice versa.</p> <p>Q. It was asked if we should be pleased with results? A. We should be reasonably pleased. 96%</p>	<p>SP</p> <p>SP/SS</p>

	<p>of children moved at least 2 levels, one child did not. SP will always delve deeper and analyse the results to establish reasons why a child did not make progress, so that this can be discussed with the SLT.</p> <p>It was commented that it was good that we look at children as individuals. With the changes due in Sept 2014, each individual school will come up with their own levelling. Unions are fighting this, as there will be no national comparison.</p> <p>SP is happy to meet JH and SH to go through data in more detail.</p> <p>SP confirmed how open and upfront KN has been regarding all information and is prepared to take hard questioning.</p>	
12	<p>SATs presentation to parents</p> <p>This was a promise from the April letter and it is important we honour commitment. We have to use the data we have, as it is not validated until February. This will be explained to the parents, it is important be open. We know the levels but not the sub-levels. The school has its own assessments of sub-levels. Some schools (very few) have results on websites already.</p> <p>AMW contacted Jayne Hartnell to see if she could assist, she advised she would not. RAISEonline is not available to parents. It was queried if we could rephrase the request asking if she can she give information on data dashboard? It was agreed to keep it simple. An outside perspective may have been reassuring but we are more than capable to present the information. It was agreed that as many of the GB should be there as possible.</p> <p>The presentation will include; Phonics, KS1, KS2, SIP, Dimensions Curriculum (why we decided it is best for AK -give examples). It will also be advised in context of the Cohort. It will be general only no specifics, queries for individual children will be referred to HT.</p> <p>Planning the format/presenters, will be completed by a working party of SP, AMW, SH, KN & GP.</p> <p>Date of presentation will be Wednesday 27th Nov at 7.00 p.m.</p> <p>Due to this it was agreed to change the date for the committee meetings on the 25th.</p> <p>KN to Parentmail notice of the date. AMW to devise letter to parents with further details.</p>	<p>FGB</p> <p>SP,AMW,SH KN&GP</p> <p>SPC/FP/SS</p> <p>KN/AMW</p>
13	<p>Strategic Committee</p> <p>Discussed under scheme of delegation agenda item 17.</p>	
14	<p>GB Duty of care to staff</p> <p>The GB are mindful that they have a duty of care to staff to ensure a work/life balance.</p>	
15	<p>Governor Visit 15th November</p> <p>The visit is on the theme of 'Values'. SP and AMW to will meet to plan the agenda. Governors need to arrive by 8.50 a.m. in time for the morning assembly. The annual review of the 'common area' risk assessments will take place in the afternoon.</p>	<p>SP/AMW</p> <p>FGB</p>
16	<p>Link Governors</p> <p>AMW's visit to the life van had been circulated. She commented it was a good couple of hours spent. Very worthwhile and she enjoyed it. The children had been very engaged throughout the whole session.</p> <p>The Link Governor list was reviewed and fully updated. Changes were made a follows; SH – Numeracy KS1&2 LB Staff lead</p>	

	<p>JH - Science History/geography - Sue Pegg Staff lead ICT – remove T Dawson JH - Design/Tech - KT Staff lead SH – Physical Education Music – S. Crowley DT –Personal, Social Education & Citizenship SP – Gifted Children GO -School Council TH - Worship M Mee- Early years K Thomas - Student mentor C Kibblewhite – KS1 transition GP - Creative Curriculum GP - AfA SH- Mighty Oaks</p> <p>SS to circulate.</p>	SS
17	<p>Scheme of Delegation Amendment to Strategy committee terms of reference agreed. The group will consist of the Chairs of the sub-committees, the HT and the COG. Additional governors can be co-opted when required. Chairs can delegate a member of their committee if they cannot attend AMW to update.</p> <p>Behaviour principles written statement to be reviewed at C & M but approved by FGB.</p> <p>Page 3 Point 10 - Highlighted area – powers to be exercised at FGB level or sub committee level? It was agreed to leave at FGB level.</p>	AMW
18	<p>Governing Body Annual Planner Every element was reviewed and the document updated.</p>	SS
19	<p>Authority Governor We have contacted the County Councillor whose only suggestion was to get in touch with the Parish Council to see if they could suggest anyone. As we already have governors suggested by the Parish Council it was felt that this was not an option. As we already have 4 governors who have children at the school and 2 who had children at the school until fairly recently it was felt that it would be a good idea to have a non- parent as a governor as they would be more likely to bring a different perspective to the GB.</p>	FGB
20	<p>Succession planning – Election of Vice Chair DT to stand down as Vice Chair. AMW proposed SH as Vice Chair, DT seconded all in favour. SH to take over as COG in spring.</p>	
21	<p>Pupil Admission Number (PAN) AK has a net capacity of 29. It is never gone above this figure due to a small classroom. This figure has not changed from previous years. It was noted it was now termed a minimum PAN not maximum due to Primary influx of children. It was noted that 2 years ago when 32 children applied the PAN was 29 but we took 30. All agreed AMW to sign off.</p>	AMW
22	<p>Any Other Business; 22.1 Role/Term of parent governor A confidential matter was discussed.</p>	

	<p>22.2 Safer recruitment training A volunteer is required from GB to undertake the training. There needs to be at least one person on the interview panel that has undertaken the training. KN is training with Andrew Wild on 26th Nov. AL agreed to take this on.</p> <p>22.3 Parking This issue is not the school's responsibility. KN has spoken to Steve Harvey (Police) about the problem. The issue of inconsiderate and dangerous parking is regularly communicated to parents but some choose to ignore this. As a message from the children may be more powerful that school is planning to do a project with the children about parking outside the school. It was noted that some parents have commented that they would like to take action, what can parents do? They can complain to the Police or talk to the school. KN logs any complaints and informs the police of the numbers. It is an on going issue.</p> <p>22.4 DT term of office DT term of office is up for renewal in November. The FGB agreed they were happy to extend term.</p>	<p>AL</p> <p>SS</p>
<p>23</p>	<p>Date of next meetings; SWOT/GOALS Wednesday 23rd October 7 p.m. C & M Wednesday 20th November 7.00 p.m. SP&C TBC F & P TBC Strategy Group Wednesday 4th December 7.00 p.m. FGB Thursday 12th December 7.00 p.m.</p>	

Signed.....

Date.....