

Ashton Keynes C of E School

Minutes of Full Governing Body Committee Meeting

Thursday 10th February 2011

Present:

Kathryn Nicholas (KN) Head
Aideen McEvoy-Wilding (AM) Chair
Rob Andrews (RA)
Kate Bishop (KB) from 8.45pm
Dawn Heath (DH) to 9.00pm
Trevor Heath (TH)
Pauline Loveday (PL)
Marie O'Neill (MO)
Shirley Palmer (SP)
Angela Stevanovic (AS)
David Tarr (DT)
Linda Tuck (LT)
Jane Saunders (JS) Clerk

Apologies:

Mark Binnersley (MB)
Nicola Duckworth (ND)
Alan Waller (AW)

Item No.		Action
1.0	Election of Community Governor Angela Stefanovic had been nominated by AK Parish Council as a community governor. AS left the room and governors unanimously voted to appoint her as a community governor. AS then rejoined the meeting.	
2.0	Welcome to New Governors The Chair welcomed DH and AS to their first meeting.	
3.0	Pecuniary Interests No pecuniary interests were declared.	
4.0	SEN at Ashton Keynes – Laura Phillips Laura Phillips is the SENCO and had been invited by the governors to explain provision for SEN at Ashton Keynes. Slides had been prepared. Key points were: There are 29 children currently on the register including 3 with statements, the remaining are on School Action Plan or School Action Plan Plus. There are also 16 children on the gifted and talented register. She went on to explain that each child on the special needs register has an IEP (Individual Education Plan) which is discussed with the child and parents. Targets are set, reviewed and monitored. Laura explained that where possible children are supported in the classroom, although for some it is beneficial to their needs to withdraw them for some sessions. The governors questioned whether the children followed the national curriculum. As far as possible yes. The majority can sit the national tests but added support can be requested such as more time and/or a scribe. Inclusion of all children is very important within the school.	

	<p>The Chair asked how outside agencies were used. All outside agency departments are being streamlined and the school is allocated a set number of hours which is calculated depending on the number of children on the register. The structure is changing within the cluster but full details are not yet known. Currently it can take a long time for action to happen and a great deal of evidence must be supplied, however good support is supplied by phone.</p> <p>The governors thanked Laura Phillips for providing this useful insight.</p>	
5.0	<p>Approval of Minutes The minutes from the meeting held on 25th November were accepted as a true and accurate record of the meeting.</p>	
6.0	Actions and Matters Arising from Previous Minutes	
6.1	The IT equipment needed has now been established and KN is looking at suppliers and cost.	KN
6.2	School Improvement Partner (SIP) – it is still not clear what is going to happen after the end of March. There is a proposal from the LA whereby SIPs would still be provided but that schools would have to pay for this service. The costs are not yet known as it depends on how many schools are interested. SP added that the latest news was that some SIP support may still be available after end of March but that it may be offered on a sliding scale depending on the category of the school eg good, satisfactory.	
6.3	SEF (Self Evaluation Form) – see 11.0	
6.4	Hilton Thomas had started the audit and will be returning in May.	
6.5	Strategic Planning Meeting - convenient date still to be found for this meeting.	AW
6.6	Big Write Presentation – this had been circulated to governors.	
6.7	Governor Visiting Policy – amendment had been made.	
6.8	Parking in Gosditch – a letter had been sent to parents.	
6.9	Communication Survey – see item 12.0	
6.10	New library – due to open on 4 th March. KN asked if any governors would like to read to the children. Julie Andrews will do a press release for this event.	KN/ALL
7.0	<p>Head's Report A written report had been circulated.</p>	
7.1	The Chair asked how many parents had attended the Parenting Workshop run by the Extended Schools Service. KN answered 9 from the Cluster.	
7.2	The governors asked for more information regarding the Healthy Schools initiative. KN explained that there is no cost to the school at the moment and will probably involve collecting data. KN is leading for AK.	
7.3	The SIP (School Improvement Plan) had been shown to the School Council – the governors agreed that this was a good idea. Chair requested that copies of school council minutes to be provided for the governors. DH to copy, AM to distribute.	DH/AM
7.4	Jury Service – KN is on Jury Service from 1 st March and DH will be acting head. Some supply teaching cover had been arranged and if necessary more can be provided.	
7.5	Children's questionnaire – all agreed that there were very positive responses from the children and an improvement on last year. Governors agreed that this improvement should be noted on the SEF.	
7.6	Head's conference – KN explained that the cluster is looking at taking our schools from good to outstanding. They are looking at raising the attainment of children with outstanding learning as the focus.	
8.0	Matters Arising from Committee Reports	

8.1	Staffing, Policy & Communications – Minutes had been circulated. RA had been elected as Chair of the committee and he went through the minutes of the meeting held on 10 th January.	
8.2	Curriculum & Monitoring – Minutes had been circulated. SP had been elected as Chair. She went through the minutes and explained that Raise Online is a challenging document and a great deal of work is happening in school. There was discussion by the governors concerning the fact that 3 children had opted out of swimming. It was commented on that this is part of the national curriculum. Currently Yrs ,3,4,5 attend swimming and there had been questions from parents as to why not all children attended. KN will explain this in a school newsletter.	KN
8.3	Finance & Premises – Minutes had been circulated. A letter concerning the traffic in Gosditch had been sent out. Ian Woods (Parish Council rep) will meet with governors to discuss what options there might be to restrict cars outside school at start and end of school day. Budget Roadshows – KN and ND to attend on 15 th February, AM and LT to attend on 17 th February.	ND/KN AM
8.4	Trustees - another governor trustee was required due to David Moss leaving. Trevor Heath volunteered for this role.	TH
9.0	Policies	
9.1	Best Value - approved	
9.2	E-Safety - approved	
10.0	Scheme of Delegation Angela Stefanovic is going to join the Staffing, Policy and Communications Committee. Due to the resignation of David Moss there were vacancies on the following panels. Replacements were agreed:- AM – Staff salary committee SP – Performance management Panel MO – Staff dismissal Panel	
11.0	Governors' SEF (Self Evaluation Form) AM met with SP. It was commented on by a governor that it appeared pessimistic but SP explained that more evidence is needed in order to move forward from satisfactory to good. It was felt that currently we are at the top end of satisfactory.	
12.0	Parental Communication Survey This had been prepared by RA and KB. It was commented on by governors that the survey was only open to negative comments. It was agreed to make changes to invite positive comments and to allow more room to write comments. AM to amend the accompanying letter. The survey will be sent out after half term and a week will be allowed for return.	RA AM
13.0	Recruitment Update MDSA/TA – an appointment had been made and the person is due to start on 18 th February. Another person had also been added to the supply list. Deputy Head interviews are due to take place on Wednesday 16 th February. There are four candidates.	
14.0	Income and Expenditure Return	

	All governors ratified.	
15.0	School Funds Audit This was signed by the Chair. Thanks to Donna Sanderson for preparing it.	
16.0	Governor Newsletter David Moss (Associate Governor) will collate this for sending out to parents on 25 th March. The Chair asked for all contributions to be sent to David by 9 th March and it should be with the Clerk by 16 th March in order to get it printed.	DM/AM SP/RA/ MB/DT JS
17.0	Modern Governor Training It was brought to governors' attention by the Chair that governors need to participate in this online training, otherwise the resource will be lost.	ALL
18.0	Term dates consultation All governors agreed to Option 1. AM to complete form and send.	AM
19.0	Any other business	
19.1	David Marriott is leaving Governor Services and a Best Wishes book is being compiled which governors could add to if they wanted.	
19.2	Training information sent by the Diocese will be put in the Governors' tray in the office.	
19.3	MO asked for governors to complete and return to her the Skills questionnaire she had sent out.	ALL
19.4	Linda Tuck offered to mentor Angela Stefanovic.	LT/AS
19.5	KN will arrange a visit for the new governors for the end of March.	KN
20.0	Date of next meeting FGB – Thursday 31st March Staffing, Policies & Communication – Monday 7th March at 7.30 pm Curriculum & Monitoring – Wednesday 9th March at 6.00 pm (CHANGE OF DATE) Finance & Premises – Monday 21st March at 7.00 pm	