

Ashton Keynes C of E School

Minutes of Full Governing Body Committee Meeting

Thursday 30<sup>th</sup> September 2010

Present:

Aideen McEvoy-Wilding (AM) Chair  
 Rob Andrews (RA)  
 Kate Bishop (KB)  
 Nicola Duckworth (ND)  
 Trevor Heath (TH)  
 Pauline Loveday (PL)  
 David Moss (DM)  
 David Tarr (DT)  
 Linda Tuck (LT)  
 Alan Waller (AW)  
 Jane Saunders (JS) (Clerk)

Apologies:

Kathryn Nicholas (KN)  
 Mark Binnersley (MB)

Item No.		Action
1.0	Re-election of Community Governors (MB & DM) DM & MB were re-elected as community governors however they have both stated that they are only willing to serve until replacements can be found. JS to write to Parish Council to ask them to nominate a replacement for DM.	JS
2.0	Approval of Minutes The minutes from the meeting on 24 <sup>th</sup> June were accepted as a true and accurate record of the meeting.	
3.0	Actions and matters arising from previous minutes	
3.1	Vacancy for Local Authority governor – a replacement has now been found and the LA is completing the appointment.	
3.2	SEF (Self Evaluation Form) Update – AM has hard copies of last year's SEF which governors can read. KN has started on this year's. KN has prepared a schedule/timetable for the whole school year showing (among other things) when the various sections of SEF will be available for review.	
3.3	SDP (School Development Plan) – KN had prepared a review on last year's plan which had been discussed by Staffing and Curriculum Committee. This year's plan has not yet been shared with S&C as it is not yet very developed.	
3.4	School Profile – a copy of this had been emailed to all governors.	
3.5	Scheme of Delegation – this had been signed off at the last meeting.	
3.6	Letting Policy – this had been discussed at the Finance Committee meeting.	
3.7	Governors' Newsletter – this went out at the end of last term.	
3.8	Open Evening – the governors had a table at the Open Evening, parents did not have many questions to ask but it was felt important for governors to have a presence at this type of event as part of being "accountable" to parents.	
4.0	Pecuniary Interests No pecuniary interests were declared.	
5.0	Matters Arising from Head's Report In KN's absence the governors had the following questions which they would like answered before the next meeting: <ul style="list-style-type: none"> <li>• Which school in Swindon is Ashton Keynes going to have links with and</li> </ul>	KN

	<p>what will the purpose be?</p> <ul style="list-style-type: none"> <li>• SAT's targets are not on report – what are they?</li> <li>• OFSTED are focussing on SENCO's – what steps are the school taking to ensure that it is meeting all the necessary requirements? What is the school proposing to do to ensure that the impact of the SEN is providing value for money? It was proposed that the SENCO should be invited to the January meeting to give some feedback on these issues.</li> <li>• Some of the Reception summer born childrens' parents are unhappy because their children cannot stay all day until after Christmas. This is LA policy but the governors would like an update from KN on the current situation and how this is being communicated to parents.</li> <li>• What is being done to support children at higher and lower level abilities? The governors would like to see evidence of what is being done, a timetable as to when this is being carried out and how the effectiveness of this support will be monitored/measured?</li> <li>• It states in the report that only a very small minority of parents feel that communication from the school is not effective – the governors would like to understand how this has been measured to draw this conclusion.</li> <li>• 50% of year 6 boys (09-10) were on various levels of SEN, this seems to be a high figure – LT explained that this is atypical.</li> <li>• The number on role is dropping – is there any explanation for this? It appears that this happens from time to time and follows the trend within the LA. About 27 children are expected in Reception class next year.</li> </ul>	
6.0	Matters Arising from Committee Reports	
6.1	Staffing and Curriculum See minutes from meeting held on 15 <sup>th</sup> September 2010	
6.1.1	The matter of a Chair for the Committee is still unresolved and will be discussed again at the next meeting.	
6.2	Finance See minutes from meeting held on 20 <sup>th</sup> September 2010.	
6.2.1	Budget monitoring reports are now being prepared by the Business Manager in the format required by the Committee. The Committee have had an update from the Business Manager concerning the points raised in 4.2 of the minutes.	
6.2.2	The budget now looks healthier than previously but is still tight.	
6.3	Premises See minutes from meeting held on 6 <sup>th</sup> September 2010	
6.4	Trustees Nothing to report.	
6.5	Link Governor Update AW is reviewing and updating policy and this will be discussed at the next meeting of the Staffing and Curriculum Committee. AM will arrange to meet with KN to discuss the organisation of Link Governor visits. AM had carried out a Child Protection visit. Notes from this visit to be emailed to all Governors once the staff concerned have confirmed their acceptance of the notes.	AM/KN  AM
7.0	Review of Sub-Committee Membership LT would like to move from Finance to Premises. ND would like to visit Finance and Staffing and Curriculum. This was agreed. There is a vacancy on the Pupil Discipline Panel – AW agreed to fill this. Scheme of Delegation to be updated	

	to reflect these changes.	AM
8.0	Update on Staff Recruitment	
8.1	KS1 (0.5) – There had been three applications. One person will be interviewed on 1 <sup>st</sup> October.	
8.2	Deputy Head – There had been four applications and two candidates will be interviewed on 6 <sup>th</sup> October.	
9.0	Preliminary SATS results These had been discussed with the Head's Report.	
10.0	July's tracking meeting Notes from this meeting had been circulated to all governors.	
11.0	Update on website RA reported that it is ready to be launched and can accessed at <a href="http://www.akps.org.uk">www.akps.org.uk</a> . RA is going to train staff how to update it. KB will write a letter informing parents to be sent out week beginning 11 <sup>th</sup> October.	KB
12.0	Governor Vacancies LA vacancy – see 3.1 – this should soon be filled. Community governors – one replacement to be nominated by Parish Council, one to be found. Parent Rep (2 vacancies) – Nominations close 1 <sup>st</sup> October. Staff Rep – Should be filled by Christmas.	KN
13.0	Correspondence All had been circulated.	
14.0	Any Other Business	
14.1	SDP (School Development Plan) – There was some discussion regarding what areas could be included in the governors' part of the school development plan (as listed below).	AM
14.1.1	Schedule for review of statutory policies	AM
14.1.2	Parental Questionnaire – review of parental questionnaire/ new questionnaire on communication; This was briefly discussed but it was decided that a formal review was needed to decide what actions should be taken. AM to arrange an extraordinary governors meeting to discuss. KB to send statistics to AM for circulation prior to the meeting.	KB/AM
14.1.3	Structure of sub-committees to be reviewed It was agreed that this should be discussed at each sub-committee prior to the next FGB and it would also be an agenda item for next FGB meeting.	
14.1.4	Review of new governors induction – AM requested that all new governors email her feedback regarding their induction to include any thoughts or ideas on how the induction process could be improved.	AM/New Governors
14.2	SEF (Self Evaluation Form) – AM stated that governors need to take more responsibility for evaluating the work of the governing body for inclusion in the SEF, including the need to having the relevant evidence. RA and ND volunteered to assist in the completion of this. This would then be circulated to the remaining governors for their comments.	AM/RA/ ND/All
14.3	Performance Management DM/KB updating policy. KN's review is due in December.	DM/KB
15.0	Date of Next Meeting FGB – Thursday 25 <sup>th</sup> November at 7.30 p.m. Premises – Wednesday 3 <sup>rd</sup> November S & C – Monday 8 <sup>th</sup> November Finance – Monday 15 <sup>th</sup> November	

