

Ashton Keynes C of E School

Minutes of Full Governing Body Committee Meeting

Thursday 31st March 2011

Present:

Kathryn Nicholas (KN) Head
 Aideen McEvoy-Wilding (AM) Chair
 Rob Andrews (RA)
 Kate Bishop (KB)
 Nicola Duckworth (ND)
 Dawn Heath (DH)
 Pauline Loveday (PL)
 Marie O'Neill (MO)
 Shirley Palmer (SP)
 Angela Stefanovic (AS)
 Alan Waller (AW)
 Jane Saunders (JS) Clerk

Apologies:

Mark Binnersley (MB)
 Trevor Heath (TH)
 David Tarr (DT)
 Linda Tuck (LT)

Item No.		Action
1.0	Pecuniary Interests No pecuniary interests were declared.	
2.0	Approval of Minutes The minutes from the meeting held on 10 th February were accepted as a true and accurate record of the meeting.	
3.0	Actions and Matters Arising from Previous Minutes	
3.1	A letter had been sent to Laura Phillips thanking her for the SEN presentation at the previous meeting.	
3.2	SIP (School Improvement Partner) – There is SIP provision until the Summer. From the Autumn term ‘satisfactory’ schools will get more support than ‘good’ schools. Currently it is uncertain the level of support that will be received by Ashton Keynes.	
3.3	Strategic Planning Meeting – This has been arranged for 9 th May. Currently AW/AM/KN/MO are meeting to discuss the strategy going forward for the school. JS to email all governors to see if anyone else wants to attend.	JS
3.4	Library Opening – The new library had been opened on 4 th March. Some governors had attended and read to children. Governors who attended reported that it had been an enjoyable day.	
3.5	School Council Minutes – had been distributed as requested.	
3.6	The governors thanked DH for deputising for KN whilst she was on Jury Service.	
3.7	Swimming – A letter had been drafted to parents, however after discussion it was decided that this would not be sent.	
3.8	Gosditch traffic – One meeting had taken place with Ian Woods (Parish Council) to discuss the traffic problem outside school. IW is going to speak to highways rep on Parish Council. One suggestion was a white line to designate a footpath. AS will also bring matter to attention of Parish Council at their next meeting.	AS
3.9	Parental Communication Survey – see item 10.0	

3.10	Governor Newsletter – This had been sent out. Thanks to David Moss for preparation and KB for printing.	
3.11	Term Date Consultation – the form had been returned.	
3.12	Induction of New Governors – AS/MO/SP had met with KN for their induction. SP commented on the amount of work undertaken by the head and reminded governors of their duty of care to KN and all the staff within the school.	
4.0	<p>Head's Report A report had been circulated.</p> <p>It was commented on that due to budget constraints within the LA they are providing fewer services therefore the school is expected to do more. The admin team and Business Manager have more to do in the future and therefore more hours would be required. This will need to be considered in the budget.</p> <p>The HT reported that Traveller Services are being reorganised. It is not yet clear what implications this may have for the school or for the traveller children. However it could be that in future the school would be responsible for organising traveller visits. Governors felt that this could be something undertaken by the cluster. KN to keep governors abreast of developments.</p>	KN
5.0	Matters Arising from Committee Reports	
5.1	<p>Staffing, Policies and Communications Minutes had been circulated.</p> <p>RA went through the minutes and explained that new staff were settling in well and the appointment of the TA/MDSA had eased problems at lunchtimes.</p> <p>A Deputy Head had been appointed and he would start in September.</p> <p>A Communication presentation by 'Parentmail' was due to take place and this would then be looked into further by RA/KN. It was only felt that this service should be bought if it would actually save time for the Admin Staff.</p>	RA/KN
5.2	<p>Curriculum and Monitoring Minutes had been circulated.</p> <p>SP explained that she is writing an aide memoire to assist with understanding of the data in Raise Online and Fisher Family Trust and to increase governors understanding of the areas where the school was doing well and not so well.</p> <p>A draft SIP (School Improvement Partner) report had been received following the visit on 30.03.11 – this was looking positive. The SIP had commented on how well progress on the school improvement plan was monitored and that it was clearly a working document.</p>	SP
5.3	<p>Finance and Premises Minutes had been circulated.</p>	

	<p>Currently there appears that there will be a healthy rollover at the end of the financial year. A report will be prepared following the Easter holidays.</p> <p>The funding certificate for 11/12 has not yet been received.</p> <p>An audit by Hylton Thomas (HT) on financial procedures will take place in May.</p> <p>Some work has already been completed on reviewing the Internal Financial Control Procedures. The Business Manager (PC) and Chair are meeting in May to complete this review and to review the day to day procedures.</p> <p>In MB's absence an email had been received from him stating that the budget will be sent to all governors for any comments ahead of sign off meeting in June.</p>	<p>PC</p> <p>HT</p> <p>AM/PC</p> <p>PC/MB</p>
5.4	Trustees – nothing to report.	
6.0	<p>After School Club Agreement</p> <p>KB explained that although there had been an agreement made between Acorns and the School in September the Diocese had requested a more formal agreement must be made between the Governors and Acorns in order to protect both parties.</p> <p>She explained that there is consistency between the policies of Acorns and the School e.g. Health & Safety, Child Protection etc. Currently the Club is well attended Monday – Thursdays but fewer children attend on a Friday.</p> <p>A copy of the draft agreement had been sent to all Governors. The Governors agreed that KB would correct the typos and then send to the Diocese for their approval and also to Acorns. If the Diocese wanted the agreement reviewed by a solicitor, it had been agreed that these costs would be shared by the school and Acorns.</p> <p>Acorns are currently going through the necessary procedures to gain the registration required for reception children (early years) to attend the After School Club.</p> <p>KB also explained that there is a Committee consisting of herself, KN and a representative from Acorns who deal with any issues arising. If Governors had any concerns about the After School Club they should raise this with KB & KN (e.g. wearing of bands). KB suggested that a questionnaire could be sent to parents for their views on the club. Governors were happy for KB to take this forward but the questionnaire should be instigated and sent from Acorns.</p>	<p>KB</p> <p>KB</p>
7.0	<p>Academy Schools</p> <p>The Chair asked for a governor to volunteer to read and keep 'up to speed' with information concerning Academy Schools.</p>	

	<p>KN explained that at the moment it is generally considered that it is not viable for schools with less than 420 on roll to consider becoming an Academy school although this could change at some point in the future.</p> <p>AS volunteered for this role and AM will send her all the information she currently holds.</p>	AM/AS
8.0	<p>Link Governors The draft list was discussed and some changes made. A revised list will be sent to governors.</p> <p>A discussion followed regarding link governors and it was suggested that governors could be linked to year groups or to have a Governor Day when governors met with staff and pupils. A Governor Day will be arranged in the future.</p> <p>A new Governor Monitoring Form will be added to the Visiting Policy. This can be used instead of the current one or the front page of the new one alongside the current one. All governors agreed this. AM to update the policy.</p> <p>It was also suggested that quotes from visits could be put on the website.</p>	<p>AM/JS</p> <p>AM/KN</p> <p>AM</p>
9.0	<p>Performance Management Policy This policy was adopted by the FGB.</p>	
10.0	<p>Parent Survey on Communications About 20 surveys had been received plus 4 by email. There was some discussion regarding whether or not a reminder should be sent out to parents. However as the closing date had just passed and parents could complete the survey either via the website or hard copy, it was felt that governors had taken reasonable steps to elicit responses.</p> <p>Governors felt that it was not unreasonable to infer that the low level of response indicated that the majority of parents are satisfied with communication within the School.</p> <p>AW will evaluate and review the responses and report to the S,P&C Committee at the meeting in May.</p>	AW
11.0	<p>Scheme of Delegation This has been updated to ensure that it and the internal financial procedures are compatible. These changes were reviewed at F&P and they recommended that it be approved by FGB. All governors present approved it. A copy will be sent to all.</p>	AM/JS
12.0	<p>Clerk eligibility to join Government Pension Scheme. Governors agreed with the proposal sent out from HR that the Clerk could join pension scheme if wanted. AM to return form to LA.</p>	AM
13.0	Any Other Business	

13.1	RE & Worship policies – The new draft policies had been sent to Foundation Governors for their comments. AM requested that any comments be sent to her before the end of April.	DT/LT/PL/AM
13.2	There are certain policies that should be readily accessible to parents (e.g SEN, Child Protection, PSHE) Governors agreed that these should be on the website, but only if they were up to date. AM to send relevant ones to JS.	AM/JS
13.3	Open Evening – this year’s Open Evening would take place on 5 th July. There would be a Governor table as last year although the location would be reviewed. AM requested that governors keep the evening free so that there could be a rota.	
13.4	Meeting dates – draft dates had been circulated. A revised list of dates would be sent to governors.	JS
13.5	AM reminded governors that her term of office as parent governor finishes in November 2011. She stated she would be happy to carry on as a governor and chair if elected.	
13.6	KN reported that she had received a letter from OFSTED stating that as the last inspection was good and their interim assessment was good, a full inspection would not be necessary until at least Summer 2012. A letter from Ofsted was going home to parents to explain this.	KN
14.0	Date of Next Meeting FGB – Thursday 23rd June at 7.30 p.m. Staffing, Policies & Communication – Monday 23rd May Curriculum & Monitoring – Wednesday 8th June Finance & Premises – Monday 13th June	