

Ashton Keynes C of E School

Minutes of Full Governing Body Committee Meeting

Thursday 23rd June 2011

Present:

Kathryn Nicholas (KN) Head
 Aideen McEvoy-Wilding (AM) Chair
 Rob Andrews (RA)
 Mark Binnersley (MB)
 Nicola Duckworth (ND)
 Dawn Heath (DH)
 Marie O'Neill (MO)
 Linda Tuck (LT)
 Alan Waller (AW)
 Jane Saunders (JS) Clerk

Apologies:

Kate Bishop (KB)
 Trevor Heath (TH)
 Pauline Loveday (PL)
 Shirley Palmer (SP)
 Angela Stefanovic (AS)
 David Tarr (DT)

Item No.		Action
1.0	Apologies Apologies were received from KB, TH, PL, SP & AS. These were accepted by the governors. No formal apology was received from DT.	
2.0	Pecuniary interests No pecuniary interests were declared.	
3.0	Approval of minutes The minutes from the meeting held on 31 st March were accepted as a true and accurate record of the meeting.	
4.0	Actions and matters arising from previous minutes	
4.1	Strategic planning meeting – agenda item 10.	
4.2	Gosditch traffic – agenda item 6.3.	
4.3	Traveller service – KN reported that there were no new updates regarding what was happening.	
4.4	ParentMail – agenda item 6.1.4	
4.5	Raise online – aide memoire – SP had prepared this and presented it at the Curriculum and Monitoring meeting. The committee has found this very helpful.	
4.6	An end of year report from the Business Manager had been received by AM and copied to MB.	
4.7	A meeting between KN, AM and Hylton Thomas is due to take place on 29 th June to discuss the outcome of the finance audit.	
4.8	Internal financial control procedures and Day to day finance procedures – this will now be reviewed by the end of the year.	AM/PC
4.9	The draft agreement for the after school club has been sent to the Diocese. KN will speak to the Diocese regarding this. KN reported that there are currently over twenty children ‘signed up’ for the summer holiday club.	KN

4.10	Academy schools – agenda item 7.0	
4.11	Link governors – a revised list had been sent out and also a new monitoring form that could be used when undertaking a Governor visit.	
4.12	Governor Day – still to be arranged.	AM/KN
4.13	Parent Communication Survey – agenda item 11.0.	
4.14	The updated Scheme of Delegation had been sent out.	
4.15	Clerk’s eligibility to join pension scheme – the form had been returned.	
5.0	<p>Head’s Report</p> <p>A written report had been circulated.</p> <p>A governor questioned the number of minor accidents which were occurring. KN answered that these were mainly children falling over at lunchtime and are dealt with in school. If a child receives a bang to the head a report would be sent to parents and the child receives a red sticker which also alerts staff to the situation. ND has recently reviewed the accident book.</p> <p>KN also stated that the number of accidents was comparable with other schools and, given the number of pupils on roll, was not unusual and were normal childhood bumps and grazes.</p>	
5.1	The school production on 12 th /13 th July is called ‘Out of this World’.	
5.2	A grant had been received from PAWS for a willow structure, the school must contribute a small amount.	
6.0	Matters arising from committee reports	
6.1	<p>Staffing, Policy and Communication</p> <p>Minutes had been circulated and RA went through the main points:</p> <p>6.1.1The Governors’ Newsletter had been issued to parents.</p> <p>6.1.2 The committee had decided that issues surrounding swimming should be dealt with by the Head as they were a day to day management issue.</p> <p>6.1.3 The committee are looking at the format of school correspondence to try and standardise the format.</p> <p>6.1.4 KN and RA had attended a presentation by ParentMail which appeared to be a good process for communicating with parents and could reduce the amount of hard copies sent to them. Text messaging could also be used for emergencies and the system could also deal with payments for school trips etc. ParentMail already have many schools successfully using their system. The S,P &C Committee would support Ashton Keynes school using this system.</p> <p>6.1.5 Parents Web Forum – the committee could not endorse this partly because there were no resources to moderate the content.</p> <p>6.1.6 Digital Participation Guidance – KN reported that there are two sample policies for staff and parents concerning the use of facebook and twitter etc and it will become part of the induction policy for staff making them aware of the issues and dangers of using social media networking in regards to school issues.</p>	

<p>6.2</p>	<p>Curriculum and Monitoring Minutes had been circulated.</p> <p>6.2.1 MO reported that the committee had been impressed by the presentation given by Katie Thomas who had given them an update on SIAS (Subject Inspection of Anglican Schools).</p> <p>6.2.2 An error was pointed out in the minutes – Shirley Danby is Curate and not Rector.</p> <p>6.2.3 RaiseOnline data – SP was not at the meeting so this was not discussed further.</p> <p>6.2.4 MO commented on the positive effect that Cheney Kibblewhite is having on the FND stage curriculum.</p> <p>6.2.5 The format of school reports had been reviewed and a new format was going to be used for this year. A letter of explanation will be sent out to parents before the reports are sent.</p>	<p>KN</p>
<p>6.3</p>	<p>Finance and Premises Minutes had been circulated. The budget was a separate agenda item – 9.0</p> <p>6.3.1 MB reported that maintenance was on-going.</p> <p>6.3.2 Gosditch traffic – Ian Woods had been in discussion with KN about this. The school’s travel plan needs updating to reflect the Gosditch traffic issues. This will then be used by the Parish Council to help attract a grant for some footpath works (painted) in Gosditch.</p> <p>6.3.3 MB stated that the Strategic development group need to be looking at ways of spending the capital balance. There could be a risk of the LA not carrying this forward in the future although currently no notification had been received to this effect.</p> <p>6.3.4 Up to date figures had not been received from the Business Manager – MB pointed out that there is a ‘risk’ around the budget if figures are not received in a timely manner.</p> <p>6.3.4 KN reported that she has a lock for the gate to the allotments.</p> <p>6.3.4 Lettings – MB stated that these must not be subsidised and that all users must have their own indemnity insurance.</p>	<p>KN</p>
<p>6.4</p>	<p>Trustees – AM reported that money the trustees were going to be approached to see if money could be made available for the services of an architect to look at issues around developing the school site.</p>	
<p>7.0</p>	<p>Academies LT and AS had researched academies and AS had produced a summary of the current situation. This would be circulated to governors.</p> <p>There is a new Bill due next week.</p> <p>LT had attended a Deanery Synod meeting where academies had been discussed. The Diocese have stated that they will consult with schools but it appears that they could set up as an ‘umbrella’ organisation. There will</p>	<p>JS</p>

	<p>be no difference between VA and VC schools – they could all become academies. Church schools will not be able to change their religious denomination.</p> <p>An email had been received by the Chair and Clerk outlining a meeting of the Cluster in September to discuss this subject. The Clerk will circulate to all governors.</p>	JS
8.0	<p>Policies</p> <p>Community Cohesion – approved Lettings – approved Freedom of Information – approved Best Value Statement – approved and signed by Chair Complaints – one change to take out the reference in the booklet to arranging a meeting with the SENCO – then approved.</p>	AM
9.0	<p>Budget 2011/2012</p> <p>The budget details had been circulated prior to the meeting.</p> <p>MB went through the summary sheet comparing 2010/11 with 2011/12. The NOR (number on roll) figures were even. The funding had gone down due to the fact that the LA had amalgamated some funding and last year there was extra funding received from the Leigh Trust.</p> <p>MB explained that staffing costs were up slightly but supply teaching costs had decreased. The support costs were up as there were extra TA hours. No radical change since last year.</p> <p>Premises budget had increased by £8000, this was to take into account decorating costs as none had been carried out last year and also included the costs for all the outside development works</p> <p>£1000 was put in for fire log as this was no longer funded centrally. Oil and electricity costs were also increased.</p> <p>Also included was £5000 for IT consultancy. RA advised that some of this could be saved if the school decided what they needed and then asked for a quote.</p> <p>Some of the formula capital could be used for new pc’s etc.</p> <p>A rollover of £37k is predicted for 2011/12 with £58k of capital funding brought forward.</p> <p>£7k is allocated for the new all weather surface for Reception.</p> <p>MB reported that the Finance and Premises committee had scrutinised the budget and it looked reasonable when compared to last year’s. He also brought to the governors’ attention the information on the budget</p>	RA/KN

	<p>template from the Funding Certificate which shows that funding is decreasing over the next five years and that by the end of 2016 a surplus deficit was forecast.</p> <p>All governors present approved the budget and it was formally signed off.</p>	
10.0	<p>Strategic Planning Meeting Notes had been circulated.</p> <p>The next meeting had been scheduled for Monday 27th June but this was changed to Monday 4th July. The group would begin to look at ways in which the capital budget could be used.</p>	
11.0	<p>Communication Survey</p> <p>AW had collated the results of the survey and a copy had been sent to all governors. There was a low response rate (28 received) and therefore it was felt that the majority of parents must be satisfied with communications from school. The results received had found that the majority of parents who completed the survey answered that they were very satisfied or mostly satisfied with the standard of communications.</p> <p>KB to prepare a letter to go to parents to give some feedback about the survey.</p> <p>Of the issues raised KN explained that steps are already being taken to resolve these. She also pointed out that communication should be seen as two way and parents also have a responsibility to communicate with the school.</p> <p>As previously mentioned in these minutes ParentMail is being considered as a method of communication.</p> <p>From September more correspondence will be included on the website.</p>	<p>KB</p> <p>JS/ Office</p>
12.0	Any other business	
12.1	<p>Reception outdoor surfacing</p> <p>ND had looked into the different types of surfacing available and presented the governors with comparisons detailing costs, expected lifetime, maintenance etc. She also brought samples to the meeting. KN explained that there was requirement at foundation stage that there should be an all weather surface which the children could play on and draw on.</p> <p>After some discussion where the governors considered all the surfaces and the merits of each, it was decided that Tyreparks was the preferred option. ND/KN to progress.</p>	ND/KN
12.2	Open evening – this is due to take place on Tuesday 5 th July between 5.30 and 7.30 pm.	

	The governors discussed the most effective way of being 'visible' to parents. It was decided that they would have a table outside Class 1 where and parents could go and speak to them if they wanted. They would also wear name badges. Governors need to let the Chair know if they can attend.	AM/All
12.3	Governor visits/governor day – to be discussed in September	AM
12.4	PL (Foundation governor) is standing down and (in PL's absence) the Chair thanked her for her time as a governor. DH (Acting Deputy Head) is leaving at the end of term and the governors thanked her for her contribution to the school and wished her well for the future. DH replied that she had enjoyed her time at the school.	
12.5	Initial SATS results KN reported that the initial results for the marked Maths papers that the school had just received looked positive. However no information has yet been received regarding the levels for this year.	
13.0	Date of next meetings FGB – Thursday 6th October at 7.30 p.m. Staffing, Policy & Communication – Monday 12th September Curriculum & Monitoring – Wednesday 21st September at 1.15 p.m. Finance & Premises – Monday 26th September at 7.00 p.m.	