

**Ashton Keynes Primary School
Full Governing Body Meeting
Thursday 20th June 2013 7 p.m.**

Present:

Kathryn Nicholas (KN) Head
Gary Price (GP) Dept Head
Aideen McEvoy-Wilding (AMW) Chair
Shirley Palmer (SP)
Gerald Owenson (GO)
Richard Gimmler (RG)
Adam Loveridge (AL)
Andrew Sims (AS)

Abi Turner (AT)
Alan Waller (AW)
Dave Wingrove (DW) (start of
meeting only)
Sarah Harris (SH)
Jon Hughes (JH)
Sarah Smith (Clerk)

Apologies:

David Tarr (DT)
Trevor Heath (TH)
Rob Andrew (RA)

Item	Minute	Action
1	Opening prayer	
2	Apologies Apologies were received from TH, RA & DT. These were accepted by the governors.	
3	Welcome to new governor Governors welcomed new parent governor SH, and new community governor JH. GB introduced themselves. DW is resigning, he has taken the position of chair of the Parish Council. The PC nominated JH in replacement. AMW proposed JH, and SP seconded, this was ratified by the FGB. GB thanked DW for all his hard work and wished him all the best in his new role. DW commented how he has enjoyed his time on the GB. DW left the meeting. The new governors were advised they could choose a mentor, please advise SS. Induction in school with KN is being arranged before the end of term. The new governors were advised they are welcome to ask questions and express their point of view.	JH/SH
4	Declaration of pecuniary and business interests None were declared.	
5	Correspondence This will be a standing agenda item at FGB advising of correspondence that AMW receives. Letter from Unions regarding their version of changes to the pay policy. We subscribe and are supported by LA HR and will adopt their model policy. A confidential matter was discussed	
6	Approval of minutes The minutes of the meeting held on 7 th February 2013 were accepted as a true and accurate record of the meeting and signed by the chair. The minutes from 11 th April had been signed off at the extra meeting of 2 nd May 2013. The minutes of the meeting held on 2 nd May 2013 were carried over.	FGB
7	Actions and matters arising from previous minutes 7.1 Head Teacher Performance Management DT and AMW have completed recommendation to pay panel. Performance targets have not yet been completed due to illness and busy schedules. 7.2 Book Trawl GP presented summary to C & M committee.	SP/KN

	<p>7.3 Co- operative Trust Following meeting on 18.03.13 GB agreed to be a partner.</p> <p>7.4 SATS results GB have fully discussed topic at other meetings. Explanation letter has gone out to parents. It will be discussed at C & M meeting on 3rd July. There is a new 'Fisher family trust' dashboard showing data for governors, this will be discussed at C & M and reported back to FGB. SP and KN will meet to look at data. SP devises questions that governors should ask about attainment and achievement, which we will have in the Autumn.</p> <p>7.5 Governors Newsletter This is being discussed in SP&C who our looking at how to improve and develop newsletter moving forward.</p> <p>7.6 Financial Audit KN has completed response.</p> <p>7.7 RFL New logging system seems to be working. L Bailey recently confirmed she has no issues. General feeling is that it has improved. To be monitored going forward.</p> <p>7.8 School Journeys Report JH confirmed he will monitor progress and update FGB. Currently still with Wiltshire Council.</p> <p>7.9 Pupil Recruitment Flyer Flyer has been distributed to places such as nursery schools, local businesses, Library. RA and AL to meet to discuss getting parents on board, to see how they could network social clubs and their work base. Flyer is on website. There are now links from other websites, which people moving to area may access. Numbers on roll for Sept – 179. April funding is based on October census.</p> <p>7.10 Governor training Governors who attended 'Holding School to account found it very useful. 4 governors recently attended RAISEonline training. It was noted that the quality of training was high. It is important that a variety of the GB attend courses to spread the expertise. Courses are free as we subscribe to governor services.</p> <p>7.11 Governor Annual Planner GB will continue to use this as a useful tool to keep on track, it can be amended and developed as required.</p>	<p>C & M SP/KN</p> <p>SP&C</p> <p>F & P</p> <p>JH</p> <p>RA/AL</p> <p>FGB</p>
<p>8</p>	<p>Head Teacher's Report GB thanked KN for the detailed report.</p> <p>We are one child up than where we were for last census. Tom Dawson passed his induction year but will be moving on. AT has a new job promotion at Northleach. The GB congratulated her. SP has carried out a SEN visit. Interviewing on Monday for the full time position. Recruiting another TA for 15hrs SEN child and also to work as an MDSA 1hr per day. It was noted that MDSAs are difficult to recruit and HT made GB aware that staff are willingly covering this at the moment. It was noted that the positive comments received while on recent trips were a credit to the children.</p> <p>The spelling sessions this year are having an impact. GP reported that the children took part in an</p>	

	<p>online survey, over 75% enjoyed the sessions and it made them more confident. A high % enjoyed working with other age groups. This work will continue. Evidence of the impact relates to the SIP.</p> <p>The whole school day out to launch the writing project - AL asked parent helpers for feedback; good learning experience, children engaged, whole school socially. Noted some children were more engaged than in the classroom. Children enjoyed having ownership of their writing, teachers enjoyed it too, parent help impact was massive.</p> <p>Governors noted there is lots of really good positive information in the HT report and we need to capture this and make parents more aware of the good things going on at school.</p> <p>A governor is required to train in safeguarding for safer recruitment – ask questions, to alert to any problems related to child protection. KN is happy to work along side the governor. Volunteer required.</p> <p>GB previously agreed that AK would become partner member of Co-operative trust in the cluster. Trust meets 3 times a year, the member reports back. FGB formally agreed that KN would be the member.</p> <p>A confidential matter was discussed.</p> <p>Q -SPAG = Spelling, Punctuation and Grammar.</p> <p>GB noted the great recent sporting achievements Clive Brown has done really well in promoting sport in school. The government is putting a greater emphasis on sport from Sept 13. A company will be coming in, starting in Sept, to promote sport in the school and at the same time do some CPD (continuing professional development) with staff around sport. They will work with curriculum themes and link maths and literacy to sport. Trialling till Christmas, a positive impact is expected.</p> <p>SP to draft a thank you letter to CB and Julie Andrews for all their hard work with sport in the school.</p> <p>A confidential matter was discussed.</p> <p>Deer Park and Kingshill school visits - A teacher from Kingshill had commented that children from AK and one other school were always the most creative children they receive. It was noted comments like this should be communicated to parents. As a GB we are getting foundations in place to celebrate the positives.</p>	<p>SP&C</p> <p>FGB</p> <p>SP</p> <p>SP&C</p>
<p>9</p>	<p>Staff Governor Report No issues to report. Staff have mostly finished this term assessments. They are all working hard writing reports.</p>	
<p>10</p>	<p>Matters arising from committee reports; Moving forward it will be the premise that the GB have read the committee minutes prior to FGB. Queries can then be raised during the meeting.</p> <p>a. Staffing, Policy and Communications Main item addressed was communications, related to the letter received. Promotion of school was discussed and policies. GB were invited to email questions to any member of the committee if they wished.</p> <p>b. Curriculum and Monitoring The meeting is scheduled for 3rd July.</p>	

	<p>c. Finance and Premises Not quorate as only 2 attended so notes were made. A request was made that all GB please try to attend meetings or offer apologies in advance, so if necessary the meeting can be rescheduled. Maintenance program GO is to get this up to date. GO would like input from the GB to establish what is required, GO will send email. DT has architect quotes.</p> <p>d. Strategy Committee The meeting is scheduled for 2nd July. SP took minutes at a meeting with AW2/KN she will forward to AW. The GB need to have more focus on this next year.</p> <p>e. Trustees Nothing to report. There is thought to be approx £2K in the trust. Building needs – mobile removal would be long term. Focus on developing the office area, to improve the working environment for the admin staff and create good first impressions when entering school. Capital fund is for buildings and ICT. The AK trust is for development of the school buildings. If we want money from the trust we would need to write to the trustees with a proposal. We need to find out what we can do with the money available. AS to take the lead on driving this project. AS will speak to DT.</p>	<p>GO</p> <p>SP</p> <p>AS</p>
<p>11</p>	<p>Policies; GB agreed that as many statutory policies as possible will be dealt with at sub-committee level. Some policies have to be approved by the FGB. AMW has created a proposal on how to divide polices between sub-committees. SS to type this up and email to GB. GB to advise SS of any issues. The Scheme Of Delegation will be updated to reflect this.</p> <p>a. Redundancy Policy Standard HR policy SP&C recommended to adopt. FGB ratified.</p> <p>b. SEN Policy Must be approved by FGB, and published on website. Dates on the front page to be amended. FGB ratified.</p> <p>Significant changes to SEN framework from Sept 2014. Laura has undertaken training and further training is coming out. School Action and SA+, severe needs that a have statement will all go on a integrated process from 0-25yrs as a single category of support. Parents will have a say in where the budget is spent. SP will meet with LP on a regular basis. The link governor report will be circulated shortly. LP has 3 days per month SENco time and she also regularly uses half a day of her own time working on SEN. We need to consider how manage AGT/SEN? Do we split the responsibly? There is outside support for SEN but it is never adequate.</p> <p>Funding concerns - For any child on a statement the school has to fund the first 15 hours.</p> <p>A confidential matter was discussed.</p> <p>c. Declaration of Interests Not quorate so not approved at F & P. Start from Sept, SS to maintain for GB, admin person for Staff. FGB ratified.</p>	<p>SS</p> <p>SP</p> <p>SS</p>
<p>12</p>	<p>School Improvement Plan (SIP) The SIP underpins the work of school and the direction school is going in. The SIP impacts on children’s attainment and progress, teaching and learning. SLT draw up areas to work on. In this year's plan the targets are strongly influenced by the outcomes of the Ofsted inspection (23/24 April 2012). This reported development points in spelling, handwriting and maths. Of our 6 targets 4 are related to these. Our report was Ofsted good, SIAS outstanding, from which we have also</p>	

	<p>incorporated a recommendation. It is Important that not too many things are in the plan, some may continue into next year but be developed. When Ofsted visit again they will initially look at the previous recommendations they made and review how these have progressed. The plan also includes timescales for achieving the targets.</p> <p>It is a working document updated by the SLT but also by other members of staff. Monitoring is carried out by the School Improvement Advisor (SIA) and C & M. There will be a meeting early in the Autumn to look at last year’s targets. C & M will be part of the discussion and feedback to FGB. It was agreed at a previous C & M meeting that C & M would have more involvement in helping to develop the plan for 13-14. Part of the role of C & M committee is to monitor & to challenge. We are fortunate that SP as a previous HT and SIA is professionally qualified and so during her visits to the school staff are happy for SP to make judgements, for which she would like to thank staff and KN. AT confirmed staff are grateful for the support.</p> <p>The LA funds SIA, Linda Gregory and has recently confirmed that this funding will continue until at least July 2014 (4 visits/year). She is very vigorous; supports, challenges and asks pertinent questions. As GB we are very fortunate. She looks at work, observes lessons with SLT and moderates. On her last visit 75% of teaching was judged to be outstanding. AK is not complacent and strives to improve. KN noted if funding were lost she would want money in the budget for the SIA.</p> <p>There are 3 plans that together make up the overall school development plan;</p> <ul style="list-style-type: none"> • School Improvement Plan • Governor Development Plan - The last time the GB carried out a self-evaluation initially we judged ourselves to be good, but when we asked more question we thought that maybe we were closer to satisfactory. The Ofsted Inspectors judged the GB to be good. Plan due to be reviewed. It was suggested chairs got together to discuss. • Strategic plan – looks at longer-term issues and the strategic development of the school which would include issues such as becoming an academy, collaborating and federating. <p>GB discussed publishing a simplified version of SIP to put on the website. It was noted that the key targets are displayed in the hall. AL happy to work with SP to produce this document. This is an opportunity for GB to have more engagement with these documents. GB need to read them properly be more informed and have better understanding. GB need to be prepared to put the work in.</p> <p>SLT have ownership of SIP. Strategy group – strategy plan. GB plan – all governors. It was reiterated that AK is not a broken school it does not need mending. We are scrutinised by 3 outside bodies. The school cannot be expected to do more than already are, but we could be more open and celebrate achievements.</p> <p>AMW has spoken with AW2 who has agreed to attend a meeting to assist GB in reviewing our Development Plan and also to advise us what is reasonable to expect of the school and what is not. It would be difficult to fit in a meeting on this by end of term so a date will be set as early in the Autumn term as possible. FGB agreed they were happy with this proposal.</p>	<p>Chairs</p> <p>AL/SP</p>
<p>13</p>	<p>Governors Newsletter/SATS results Item discussed ref 7.4 & 7.5.</p>	
<p>14</p>	<p>Budget Documents had been circulated to GB. Allocations - Big increase in TAs. Due to impact of statement hours increasing to 120hrs per week, we are funded for 45 hrs. Over a year £30,000 required out of budget. Huge implications on how</p>	

	<p>we use TA's in school. We must consider the possibility that more statemented children may join school.</p> <p>Action - Write a letter to Caroline Godfrey, Director of Education and Liz Williams, Head of Finance LA regarding the impact the funding for SEN has on the school budget. RAISE online % of SEN nationally is 3% we are on 5 %. AK is higher on statements, lower on SA+ and higher on SA than national average. If we have space and in our catchment we are obliged to accept any new children in these categories. There are also impacts regarding obtaining experienced staff, staff training and the SENco workload. Contacting the local MP was suggested. This would be considered as a next step depending on LA response. We are not unique however level of SEN in small schools is an issue. The letter will include the following; showing how the school has managed its budget this year by taking general TA hours away to give to statemented children so that we reduced the impact on the budget. The option of setting a deficit budget was discussed. Concerns were raised regarding whether or not the LA would accept this. The Chair would not be happy to sign off a deficit budget. Risk that LA will come back saying go to 6 classes – response need to run 7 could not have that number of SEN in 6 classes. It was noted that SEN was spread throughout the school.</p> <p>Scenario 6 is the budget we wish to use. Scenario 9 is an option which shows no deficit for the full 5 years.. How realistic are figures beyond year 5? It is a guess due to future changes. Item 14/15 Grounds maintenance costs were discussed and amounts justified. F & P reviewed DC contract recently it was felt worthwhile and good value.</p> <p>Any general cost savings? Taken off many items there is not much leeway. PC always looking for different contracts. Leigh Trust - awaiting confirmation of receiving funds. We are only place that money can come too. £1700 allocated has not been received KN to speak to DT to resolve.</p> <p>A query was raised about class budgets. This money is what each class has to spend on particular activities e.g. cooking. What is the cost to run a class for year? We could work out rough idea from figures if needed. AL suggested if we could say how much things cost we could use this information to create interest in sponsorship from local businesses.</p> <p>It was queried why computers were in the budget and not Capital. This is as it was not for educational purposes.</p> <p>FGB all confirmed that they were happy the budget scenario 6 be signed and sent back to the LA</p>	<p>KN/ AMW</p> <p>KN</p>
<p>15</p>	<p>Best Value Statement Needs to be questioned with PC and ratify over email with F & P</p>	<p>F & P</p>
<p>16</p>	<p>Scheme of Delegation Policy changes, and committee changes to be updated. JH take over DW and AS take over MO role on Staff panel. SH to take over LT role on Pupil Discipline panel. RA already confirmed to fill vacancy on Performance Management panel. SH to join C & M committee. JH to join F & P committee. GB were encouraged to attend other committee meetings, this has been a previous action plan. TH is changing to Foundation governor. AS to chase written confirmation Vacancy for LA governor, SS to initiate. EYFS link governor required - SP happy to mentor. AL to take role. SP to email him copies of previous visits.</p>	<p>AS SS SP</p>
<p>17</p>	<p>Governing Body Annual Planner</p>	

	All elements reviewed and updated.	SS
18	Open Evening 10 th July 6-8 p.m. it was requested GB attend. Opportunity to see work that children have done in a relaxed setting. Parents may ask GB questions. AL to ask FoAKS to do Tea and Coffee.	FGB AL
19	Dates of future meetings SS to complete for 2014.	SS
20	Any Other Business Thanks to AT Huge thanks to AT for all her hard work over the last 4 years. The GB wish her all the best in her new role at Northleach Primary School. Chair to resign AMW confirmed she will resign as COG at Christmas. Due to her increased workload it is difficult to fit in the time required to give to the GB. GB need to think about this over summer, replacement to ideally work alongside AMW from Sept. Manslaughter Law Regulations Changes to manslaughter law regulations, which have impact on the insurance required for the use of cars. In particular regarding parents driving children. SP to obtain copy and will forward to GB.	FGB SP
21	Date of next meetings; Strategy Group – Tuesday 2nd July 2013 7.00 p.m. C & M – Wednesday 3rd July 1.15 p.m. S, P & C – Monday 30th Sept 2013 6.30 p.m. F & P – Monday 30th Sept 2013 8.00 p.m. FGB – Thursday 17th October 2013 7.00 p.m.	

The Chair closed the meeting at 10.00 p.m.

Signed.....

Date.....