

## Ashton Keynes C of E School

### Minutes of the Full Governing Body Committee Meeting

Thursday 24<sup>th</sup> June 2010

**Present:**

Aideen McEvoy-Wilding (AM) Chair  
 Kathryn Nicholas (KN)  
 David Tarr (DT)  
 Linda Tuck (LT)  
 Pauline Loveday (PL)  
 David Moss (DM)  
 Mark Binnersley (MB)  
 Rob Andrews (RA)  
 Nicola Duckworth (ND)  
 Jane Saunders (JS) Clerk

**Apologies:**

Alan Waller (AW)  
 Trevor Heath (TH)  
 Kate Bishop (KB)  
 Jacqui Dove (JD)  
 Helen Lavis (HL)

Item No.		Action
<b>1.0</b>	<b>Approval of Minutes</b> The Minutes from the meeting on 25 <sup>th</sup> March 2010 were accepted as a true and accurate record of the meeting.	
<b>2.0</b>	<b>Actions and matters arising from previous minutes</b>	
2.1	There is still a vacancy for a Local Authority governor. DT is still progressing this but as yet no suitable person has been found.	<b>DT</b>
2.2	Paolo Foppoli has resigned as Parent Governor. It was decided that an election will be held as soon as children return to school in September so that parents of new children joining the school can be included.	
2.3	KN advised that Leigh Trust have agreed to fund the swimming shortfall. They have also agreed to fund other projects, up to £1000, if needed.	
2.4	Link Governors – This is an area that the governing body needs to develop further. AM will review the Link Governor policy over the summer so that link governor visits can resume in the Autumn.	<b>AM</b>
2.5	KN has inducted the four new governors.	
2.6	Governor Development –The work that started in Autumn 09 needs to be further developed. This to be discussed in September.	
2.7	SAT's boycott – The school did not take part in the SAT's boycott. Dates for next year's SATs are still not known – possibly 23 June which is very late for the children.	
<b>3.0</b>	<b>Pecuniary Interests</b> No pecuniary interests were declared.	
<b>4.0</b>	<b>Head's Report</b> A written report had been circulated which KN went through and the key points were: <ul style="list-style-type: none"> <li>• There had been a visit from the School Nurse</li> </ul>	

	<ul style="list-style-type: none"> <li>• NFER (National Federation for Educational Research) testing had taken place on yr 6's. KN complained regarding the way the tests were conducted. An apology has been received. The school also received a fee of £2 per child (approx £60) for taking part.</li> <li>• Data input into tracking sheet would be finished by next week. The Spring targets had been done and the Summer ones would be input.</li> <li>• SEN reviews had taken place.</li> <li>• Travel children support will be cut back. This resource is provided by the LA and further cuts are expected. This is an area where we may have to make adjustments in the use of our TA resources.</li> <li>• Subject monitoring is continuing and ongoing. KN is keeping a portfolio of work.</li> <li>• 70 children took part in the Area/District Sports.</li> <li>• Reports from tracking results show that 1-1 teaching has benefited yr 5/6 children.</li> <li>• As LT is leaving she will handover SENCO role to Laura Phillips.</li> <li>• Economic well being – children have had charity cake stand, money for gardening, book selling.</li> </ul>	
<b>5.0</b>	<b>Matters Arising from Committee Reports</b>	
<b>5.1</b>	<b>Staffing and Curriculum</b> See Minutes from meeting held on 10 <sup>th</sup> June 2010.	
5.1.1	<p>Staffing update</p> <p>KN advised that Jacqui Dove was leaving at half term. An Acting Deputy may come in from another school. A full-time permanent deputy will be recruited in September. An ad has been placed for a 0.4 teacher for PPA and a 0.5 teacher to replace N Lawrence.</p> <p>The staff leaving this summer are: JD, HL, NL, LT, SH</p>	
5.1.2	<p>TA update</p> <p>1 TA has taken voluntary redundancy and the others are having their hours reduced due to the loss in 32 hours of named pupil allowance. KN is sorting out the contracts with HR at Wiltshire.</p> <p>An extra 5 hrs from Sep to Easter has been received to support 1 child.</p>	
5.1.3	<p>Website</p> <p>RA reported that good progress has been made. Structure has been built. There is a password protected governors' area. Intend to launch in September. It was suggested by LT that classes could put work on it. This could be included at a later date. KN will give RA further information to upload. There was some concern that it is important that the website is kept updated. RA explained that there was a user friendly content management system. Governors requested that the school information on the village web site is removed and that there is a link from the village website to the school website.</p>	<p><b>RA</b></p> <p><b>KN</b></p>
5.1.4	<p>After School Club</p> <p>Subject to the OFSTED registration being received and permission being granted by the Diocese, the after school club will start in September. It will be on site and will run every day. Fridays are on a trial basis as numbers may not make this day viable.</p>	
<b>5.2</b>	<b>Finance</b>	

	<p>See Minutes of meeting held on 14<sup>th</sup> June 2010</p> <p>MB explained the budget which had been circulated prior to the meeting. Key points were:-</p> <ul style="list-style-type: none"> <li>• Rollover last year was £12k.</li> <li>• 32 hours of named pupil allowance has been lost as the children leave the school in the Summer.</li> <li>• Staffing is the largest cost, although teaching costs are down on last year.</li> <li>• Support costs are down but there will be some redundancy costs.</li> <li>• Premises costs are up by £5k due to cutting back last year.</li> <li>• Projecting a rollover of £25k at end of year which is a better situation than expected.</li> </ul> <p>5 years projected budgets need to be submitted to the LA. They estimate that numbers on roll will decline. 6.5 classes may be needed next year to balance the budget. 7 classes are now being funded on a 6 class budget.</p> <p>Budget needs to be closely monitored.</p> <p>MB proposed that the budget be adopted. There was a formal resolution to accept the budget – this was agreed by all governors.</p> <p>KN thanked MB and AM for all their help and hard work in preparing the budget.</p>	
5.3	<p><b>Premises</b> See Minutes from meeting held on 24<sup>th</sup> May 2010.</p> <p>KN, AM &amp; ND have undertaken a safety inspection. No fundamental issues were noted, only ongoing maintenance.</p>	
5.4	<p><b>Trustees</b> DM said nothing to report.</p> <p>There are currently five trustees and it was questioned if this was enough as six is the full complement. It was agreed that as there is very little activity for the trustees at the moment five is probably sufficient.</p>	
5.5	<p><b>Link Governor Update</b> It was agreed that this would be left until September until all new staff are in place and the curriculum areas had been allocated.</p>	
6.0	<p><b>SEF Update</b> KN had been through the SEF (self evaluation form) and has had discussions with SIP (school improvement partner) and made some minor changes. KN will update during the summer holidays and then give a copy to each committee to look at for them to comment on.</p> <p>DM stated that it is important that governors have been involved in this and DT explained that it is the responsibility of the governing body to take ownership of the document. AM will scan and send out to governors.</p>	AM
7.0	<p><b>Progress Achieved on SDP this year</b> This is on-going. Most targets set in the Autumn have been met. Information from staff needed. Governors asked KN to prepare a summary report for the end of term regarding progress achieved on SDP 09-10. This to include some info on tracking &amp; SATs</p>	KN

	<p>results. S&amp;C will debate issues as necessary.</p> <p>Due to change in Government new curriculum is not happening.</p> <p>Governors' Development Plan – AM will do some work for September but will need input from other governors.</p>	AM
<b>8.0</b>	<p><b>School Profile</b></p> <p>AM explained that changes required as a result of the minor issues raised at S&amp;C had not yet been made but will be done before the next meeting so that it can be reviewed by the governors.</p>	<b>AM</b>
<b>9.0</b>	<p><b>Scheme of Delegation</b></p> <p>AM &amp; KN had updated and committees had discussed. All governors approved the Scheme of Delegation. AM to arrange for document to be issued.</p>	AM
<b>10.0</b>	<p><b>Policies</b></p> <ol style="list-style-type: none"> <li>a. Worship – DM suggested that 'religion' should be added into the equal opportunities statement. Governors approved the policy subject to the amendment above.</li> <li>b. HR procedures – all governors approved.</li> <li>c. Pay Policy – all governors approved.</li> <li>d. Behaviour Policy – all governors approved.</li> <li>e. Governor Expenses – all governors approved.</li> <li>f. New Governor Induction – Governor Expenses need to be added into the policy. With this amendment the policy was approved.</li> <li>g. Letting Policy – MB/AM is going to check the rates charged by the Village Hall . Policy will be looked at again in September.</li> </ol>	<b>MB/AM</b>
<b>11.0</b>	<p><b>Governors' Newsletter</b></p> <p>DM will put together and will include update on staffing situation, impact of new government and the curriculum, SAT's, School Development Plan and new website. DM will circulate to all governors for input.</p>	<b>DM ALL</b>
<b>12.0</b>	<p><b>Open Evening</b></p> <p>AM suggested that governors should set up a display/table to inform parents about the role of governors and to answer any questions.</p> <p>AM will send out rota.</p>	<b>AM</b>
<b>13.0</b>	<p><b>New Boiler</b></p> <p>Should be delivered and installed on 28<sup>th</sup> June.</p>	
<b>14.0</b>	<p><b>Academy Schools</b></p> <p>Documents are being sent out to schools from LA. At present only outstanding schools can apply (not AK) but may be rolled out to other schools later. It was agreed that for the time being AK would monitor the situation.</p>	
<b>15.0</b>	<p><b>Pay during travel disruption (ash cloud)</b></p> <p>Two members of staff affected and it was agreed that LA advice would be followed regarding payment.</p>	
<b>16.0</b>	<p><b>Correspondence</b></p> <p>Any correspondence received had already been distributed.</p>	
<b>17.0</b>	<p><b>Any Other Business</b></p>	

	<p>Local Governors' Association - AM is going to attend meeting in Malmesbury on 8<sup>th</sup> July.</p> <p>Building Development Meeting has been postponed for foreseeable future as money from LA is not likely to be forthcoming for some time.</p> <p>KN reported that youths had entered the playing field and caused some minor vandalism. Police had been informed.</p> <p>SIAS meeting/training – AM, KN,DT,JD ,LT, PL and HL had attended.</p> <p>KN suggested that governors attending any training courses should feedback to the remaining governors.</p> <p>The Governors wanted to thank and wish good luck to all staff who were leaving and also to Karen Pengilley who had served as clerk for many years.</p>	
<p><b>18.0</b></p>	<p><b>Date of next meeting</b></p> <p><b>Thursday 30<sup>th</sup> September at 7.30 pm</b></p> <p>NB: FGB meeting for June 2011 has been changed from Thursday 30<sup>th</sup> to Thursday 23<sup>rd</sup> June 2011</p>	