

**Ashton Keynes Primary School
Full Governing Body Meeting
Thursday 25th June 7.00 p.m.
Minutes**

Present:	Apologies:
Sarah Harris (SH) Caroline Hukins (CH) Samantha Saville (SSa) Alan Waller (AW) Katy Thomas (KT) Adam Loveridge (AL) Meggen Cantillon (MC) David Tarr (DT)	Kate Cliffe (KC) Peter Gray (PG) Mark Cryer (Mcr) Shirley Danby (SD) Sarah Smith (SS) Clerk
	Jan Thompson (JT) Jon Hughes (JH) Trevor Hughes (TH) Rob Andrews (RA)

School Improvement Key areas = 1, 5, 6, & 8. Star Challenge: * = Question ** = Action *** = Change in procedure/policy

Item	Minute	Action
1	Opening prayer	
2	Apologies Apologies were received from JT, RA, TH and JH. These were accepted by the governors Welcome SD to the governing body. She has previously been a governor at St Sampsons, and a teacher - Dr of Science, Thank you for joining the team. Welcome to Katherine Redman who was observing the meeting.	
3	Declaration of Pecuniary Interests – From Sept 15 the annual declaration must be on the website None declared.	
4	Correspondence a. A082/15 New DfE Safeguarding guidance Information regarding changes in safeguarding had been circulated to governors. b. A093/15 Determined Admission Arrangements 2016/17 confirmed Confirmation of admission arrangements had been circulated to governors.	
5	Approval of minutes from FGB on 02.05.15 The minutes of the FGB meeting of 02.05.15 were accepted as a true and accurate record of the meeting.	
6	Actions and matters arising from previous minutes 6.1 20 questions to governing bodies As part of this governors had been sent the 360 review of Chair. **All were prompted to complete the survey and send to SS. The document can be left anonymous if wished. The results will be reported in Sept. 6.2 Strategy Committee Proposal On agenda see item 11. 6.3 Trustees The Trustees have met this week. They discussed and approved the request for funds for work to class 4, the hallway/stairs area refit. It is very generous, thank you to the Trustees. The Trustees will be invited into school to see the completed work. They also decided that the Trust should continue. Should there be a need to raise further funds they would use their connections and would like to link up with Leigh trust and FoAKs. 6.4 Governor Skills Audit On agenda see item 10. 6.5 Scheme of Delegation On agenda see item 11. 6.6 H & S Policy All governors had signed to confirm receipt of the policy. 6.7 World Awareness Week	ALL

	<p>This went well. The children thoroughly enjoyed it. Some governors visited during the week.</p> <p>6.8 Yellow Lines outside school These were completed.</p>	
7	<p>Head teachers' report & presentation</p> <p>Thank you to all governors who attended the meeting with staff to look at the impact of the School Improvement Plan (SIP). Governors were reminded about the meeting on 1st July at 3.45 p.m. for creating the new SIP.</p> <p>The HT report had been circulated to governors.</p> <p>There were concerns that the trend in decline for KS1 results could enter a 4th year. However this decline has been well and truly broken. Teachers have taken ownership of their data and SSa cannot thank the team enough. There has been shared accountability. We are heading towards a position of where AK should be as a school. Compared to this time last year it is a much stronger picture. Levels were used to assess progress this year to demonstrate we are moving forward. They will not be used from Sept.</p> <p>The new curriculum has been implemented with higher attaining assessments given. The colour coded data shows how the groups have moved forward and can be compared next year. Many factors have changed this year making a positive impact.</p> <p>SSa presentation pupil progress data to the governors;</p> <p>EYFS entered on time, tracked thoroughly and moderated Good Level of Development (GLOD) in key areas reviewed with good progress made. Staff should be very pleased 51.9% (2014) - 73% (2015).</p> <p>*Q In the data figures are those classed exceeding also included in the expected figure? No they are separate.</p> <p>Yr 1 phonics – Significant increase in pass rate. We were reactive to where we were going and there has been a change of ethos with TA's and teachers. Children knew to expect alien words. Children enjoyed what they were doing. Pass mark may be changed.</p> <p>The in year progress report was shown to governors. It shows year by year what levels relate to expected, good and less than expected. SEND children levels have narratives. Target tracker is up and running and has made a huge difference. It provides a colour coded report, which enables any issues to be flagged immediately, and acted upon. Next years progress will be based on 6 steps. There have been significant improvements with KS1 results. Papers have been moderated so we can prove the results. We are constantly tracking. The SIP (writing) and star challenge have made an impact. The school has made a big move in 10th months. There are more opportunities for children to write at length: a moderator commented that it was a whole different set of writing from AK. In the cluster we were strong. We have exceeded national averages in a number of areas. We have exceeded national average in level 3 maths (due to star challenge). This was an OFSTED target. CK and SSa have moderated. Funding and support in classes are in place for next year to continue the positive impact.</p> <p>This is excellent news we are further ahead on our journey than we thought we would be at this stage. Interventions have paid off. Linda Gregory the School Improvement Advisor (SIA) was pleased today.</p> <p>KS2 SATs this is a small class of 18 with a new year 6 teacher supported by KT. We are awaiting confirmation of the results however teacher assessments suggest the position is strong. We have been externally moderated for writing we were 100% accurate in moderation. Each child is worth 5.5% and there are two statemented children.</p> <p>*Q The targets- are these the schools or are they national averages? Targets are set by the school they are not the national average. The government sets floor targets.</p> <p>One class has gone up in number to 31 following a child moving into the village. Class 4 has been enlarged by adding the adjoining room to enable us to accommodate bigger numbers.</p>	

	<p>The governors wished to thank SSa for the incredible job she has done as new HT this year and well done to all staff. We are going forward into next year aiming to make further impacts. TA's have been restructured and stabilised with allocation to classrooms in the morning. This is time efficient, as they know what they are working on each day. TA's share accountability for progress. It is important for the governing body to give support with any changes, PC being a part of the SLT is also supportive for the HT. From Sept there will be a clear code of conduct for behaviour in school on a day-to-day basis. We may wish to consider the appointment of a teaching Deputy head to support the HT. Governors have a duty of care to the wellbeing of the HT. This was taken into consideration in Finance & Premises when allocating the budget for 2015/16. The governing body recognise how much SSa has achieved this year.</p>	
<p>8</p>	<p>Matters arising from Committee reports The Chair wish to thank the committee for all their hard work they have achieved this year.</p> <p>a. Staffing, Policy and Communications The minutes of 11.03.15 and 17.06.15 had been circulated. SS** to amend minutes (17.06.15) change word 'keep' to 'avoid'. The governing body who were not members were invited to forward their comments or suggestions at any time for the committee to consider.</p> <p>Q* Following the HT email regarding refuse collection time, has there been any result? No reply as yet. SSa** will follow up.</p> <p>Thank you to Adam for all his work this year which has been above and beyond.</p> <p>b. Curriculum and Monitoring The minutes of 18.03.15 and 03.06.15 had been circulated. No further questions.</p> <p>c. Finance and Premises The minutes of 11.03.15 and 17.06.15 had been circulated. There have been many building changes implemented this year with a lot of support from governors. Governors were invited to come in and see the changes when complete. Thank you to DT for the many hours of planning and support. The governors noted the fantastic displays currently on show around school. There are also plans for a vision statement display.</p> <p>d. Strategy Committee An update was discussed in S,P & C minutes 17.06.15: <i>A new Strategic plan was devised a few months ago when AL, SSa and AW met. There are 4 areas to the plan;</i></p> <ol style="list-style-type: none"> <i>1. The achievement of the most viable form of future partnership working and /or achievement of whatever Academy Status is deemed suitable.</i> <i>2. To enhance the School's position and profile in the wider community ensuring good communication channels are in place and to encourage full local support and stakeholder involvement in future proposals, some that may even seem disruptive or radical</i> <i>3. To utilise the information contained within the Building Plan Feasibility Report that was commissioned last year if and when funds, or other resources become available to improve the overall school environment</i> <i>4. To be in a position to respond to any new Government initiatives or significant changes to current plans that may presented to us at any time in the next five years. These could include funding, organisational, support or safeguarding issues.</i> <p><i>It was agreed to initially focus on item 2. This is being achieved with the good parent communication in the weekly newsletter and community communication in the Parish magazine. SSa to request a copy of the text for the parish newsletter is sent to SS to go on the website. School has a good relationship with Gosditch residents; any minor issues that cropped up have ironed out well. The record attempt also achieves this goal.</i></p> <p>e. Trustees History of Trustees; When building the first extension we wanted more than County could give us. Fundraising took place and the money put in the development trust. It was used again when building the school hall. We raised £80,000, which was partly used for a better floor. Due to obtaining fee products there are funds left. If the school has a major project to start the Trustees will help raise funds and store it as a charity. Update advised in item 6.3.</p>	<p>SS</p> <p>SSa</p>
<p>9</p>	<p>Budget 2015/116 This was thoroughly reviewed by F & P. The recommended draft had been circulated to the governing body. If you have any questions about the budget please ask F & P members.</p>	

	The FGB approved the Budget 2015/16 Chair to signed off.	SH
10	Skills Audit Review The results of the audit were collated. It highlights a few areas where we may need training**. We will look at the areas where we have gaps. We will take this into consideration when recruiting governors in the future.	FGB
11	Scheme of Delegation – Proposal for changes to Strategy committee, Review panels The FGB approved the proposal for changes to the remit of the Strategy Committee. There is a vacancy on the staff panel. ALL governors** to send and email to SS if they wish to go on a certain panel. Panels to be reviewed.	FGB
12	Governor of the month/Link governor list This has worked very well. ***It was agreed to change the format to governor of the term. As holidays sometimes did not allow sufficient time in one month. Link Governor list; Delete Able, Gifted & Talented as this comes under the remit of SEND. We were advised of following other link governor titles when in a letter from the Diocese which we need to add in; Pupil Premium Governor – Closely related to SEND – JT Staff mentor – H & S and wellbeing – SD Children in care – Under remit of Child Protection - SH Worship Council – SD Student Mentor - SD Creative Curriculum – MC SS** to make all amendments.	SS
13	Strategy Group As per agenda item 8 d.	
14	SEND Report This had been circulated to the governors and was very thorough - no further questions.	
15	Policies a. SEND Policy Recommended by C & M and approved by FGB via email - on website. b. Child Protection Policy Approved by FGB. **SS to put on website. c. HR Code of Conduct Model HR policy. FGB approved. d. Governor Code of Conduct Amendments made regarding publishing of governor details on the website. FGB approved. e. Best Value Policy Recommended by F & P committee. FGB approved. f. Best Value Statement Recommended by F & P committee. FGB approved.	SS
16	Child Protection Report & Action Plan The child protection report and action plan by CK had been circulated to governors. **SH is meeting CK on 9 th July with regards to safeguarding audit and changes.	SH
17	Health & Safety Report The annual report had been circulated to governors.	
18	Safeguarding Safeguarding will be a standing agenda item at every FGB. Though there is a delegated role in the governing body (SH) all governors have a duty of care to be knowledgeable and vigilant. If you have any child concerns CK is the designated person. If your concern is regarding a member of staff report to SSa. If there is a concern of HT report to SH. If you are unsure please report to SSa/SH. All governors have been sent a copy of the safeguarding PowerPoint, which is very useful.	
19	Multi – Academy Trust – North Wiltshire Learning Trust No update to date. SH** is attending a cluster Chairs meeting on 2 nd July where there may be a further update.	SH
20	GB Duty of care to staff Covered under previous items 7 & 12.	
21	Governing Body Annual Planner All aspects reviewed SS** to update.	SS
22	FGB meeting dates 2015-16 Nov, Mar & June	

	The FGB will meet 3 times per year, in line with school data reports. There will be 2 sub-committee meetings between each FGB. Dedicated meetings may be arranged for RAISEonline and Target Tracker training.	
23	<p>Any Other Business</p> <p>23.1 Information Do you feel you're getting enough information in governing body meetings? Governors should read all minutes/documents and can raise questions at anytime for any committee. There is a general invitation that governors may observe other committee meetings at any time. Governors can request to change committee if desired.</p> <p>23.2 SIP meeting 1st July 3.45 p.m. Please let SSa know if you cannot attend.</p> <p>23.3 Governor meeting with SIA Linda Gregory met with governors this morning and talked about what governors need to know in respect of OFSTED. All governors need to be familiar with RAISEonline, SEF, SIP, data dashboard and floor standards. The SIP meeting is an important part. **SH and KC to meet and discuss further.</p> <p>23.4 Data It was suggested with the importance of data that governors could consider either a data link governor or a sub-committee. To be added to the agenda of the next C & M meeting for discussion.</p> <p>23.5 Open Evening 8th July 5 p.m. -7 p.m. Governors were requested to attend the Open evening and to wear their badges.</p> <p>23.6 Goodbye to Kate KC is moving abroad with a HT post. She has enjoyed her time as governor and as part of S, P & C. Much thanks to KC for sharing her extensive knowledge and all her hard work. We hope to keep in links with Kate in the future.</p> <p>23.7 Sports Week Sports week is taking place from Monday 29th June. Governors are welcome anytime to pop in and visit. MCr may wish to as new link PE governor. Governors were also invited to attend and help team AK with the Guinness World Record attempt. Friday 3rd July 1 p.m.</p>	<p>ALL</p> <p>SH/KC</p> <p>JT</p>
24	Date of next meeting 26th November 2015 7.00 p.m.	

The Chair closed the meeting at 21.10 p.m.

Signed.....

Date.....