

**Ashton Keynes Primary School
Full Governing Body Meeting
Thursday 6th February 2014 7 p.m.
Minutes**

Present:	Apologies:
Aideen McEvoy-Wilding (AMW) Chair Sarah Harris (SH) Vice Chair Kathryn Nicholas (KN) Gary Price (GP) Rob Andrew (RA) Trevor Heath (TH)	Jon Hughes (JH) Adam Loveridge (AL) Alan Waller (AW) Katy Thomas (KT) Andrew Wild (AWi) SSA Diocese Sarah Smith (SS) Clerk Shirley Palmer (SP) David Tarr (DT)

Item	Minute	Action
1	Opening prayer	
2	Apologies Apologies were received from SP and DT. These were accepted by the governors.	
3	Declaration of Pecuniary Interests None declared.	
4	<p>Correspondence</p> <p>a. LA letter – Admissions Arrangements – Extension date AMW has emailed her views to the admission panel. AL and KN meeting on Monday to action.</p> <p>b. Letter from Miss Bailey & Class 3 – YouTube film about buildings in AK The Chair has sent a letter to Class 3, to say how wonderful it was. The governors noted that Miss Bailey had put a lot of time into the project. It is also available to view on the website.</p> <p>c. Letter from Kathryn Gray (KG)– ‘Awards for all’ grant for building an outdoor classroom The building of an outdoor classroom has been talked about for a number of years. FoAKs wished to donate money towards this and KG has offered to do some work towards obtaining a grant. It is not guaranteed we will get it. KG has received some very positive feedback. The estimated cost is £20,000. It can be a project that starts at £10,000 then add on to it. The grant is £10,000 plus a contribution from FoAKs. Nothing will come out of the school budget. The GB supports the project. There is nothing to for GB to action.</p> <p>d. Lydiard Millicent On agenda see item 14.</p> <p>e. Free School Meals for Reception & KS1 On agenda see item 15.</p> <p>f. St Sampson's Consultation On agenda see item 16.</p>	AL/KN
5	<p>Approval of minutes from FGB/HT recruitment 12.12.13 The minutes of the FGB meeting of 12.12.13 were accepted as a true and accurate record of the meeting.</p> <p>The minutes of the HT recruitment meeting on 12.12.13 were accepted as a true and accurate record of the meeting.</p>	
6	<p>Actions and matters arising from previous minutes</p> <p>6.1 Consultation on Holidays GP consulted with staff, who chose option 4.</p> <p>6.2 Admission Arrangements</p>	

<p>As outlined in item 4a.</p> <p>6.3 Complaints Policy Almost complete, SS to email SH the Flow-chart.</p> <p>6.4 Governor Action plan Carried forward to 03.04.14.</p> <p>6.5 Knowledge of reasons for leavers It was agreed that KN would record the number of leavers on the heads report. The reasons will be discussed with the Chair, who can then monitor to see if there are any trends. The GB do not need to know confidential reasons. However the GB can challenge if a common denominator evolves. The discussion with the Chair will take place whenever a child leaves. The Chair will also be advised of new starters.</p> <p>6.6 SEN Presentation Laura Philips (LP) gave the C & M committee a comprehensive presentation on SEN in the school and the key issues arising from the changes to the framework. The main issues were; the high percentage of children on statements in a school of AK size, and the change in funding with the allocation of a sum of money instead of hours. The issue has high implications on the budget. In certain circumstances it is possible to apply for more money but it is not readily given. SS to email copy of LPs report to the GB.</p> <p>6.7 Fisher Family Trust (FFT) errors This is not a big a problem as previously thought. KN is doing further work.</p> <p>6.8 SATs levelling SP has completed a 'guidance' that has been circulated to the GB. Validated results are expected shortly. It will be on the agenda for the next FGB 03.04.14.</p> <p>6.9 Safer Recruitment Training SH and AL have both completed the Safer recruitment training.</p> <p>6.10 Teaching alliance Linked with agenda item 14.</p> <p>6.11 Recruiting new governors Confirmation from TH's appointment as Foundation governors should be received shortly as ratification by Diocese has only just taken place.</p> <p>RA has completed and sent his application to become an Authority governor.</p> <p>Foundation governor vacancy. It was confirmed that the PCC are aware of the urgency. A request has been but in the AK newsletter.</p> <p>AMW emailed the potential Authority governor from Cricklade and advised that due to changes in the governing body the position was no longer available. He has confirmed he is happy for us to get in touch with him in the future should a position arise.</p> <p>6.12 Architect AMW has spoken to DT regarding the concern of losing an essential group space, when relocating the office. It was suggested to insert a partition in the ICT suite. The architect has confirmed they can do this. We now need to find a builder. The GB needs to be clear on its H&S responsibilities (note the legislation has changed since the school hall was built), particularly if</p>	<p>SS</p> <p>FGB</p> <p>SS</p> <p>KN</p> <p>SP</p>
---	--

	they act as the client (i.e. it is a school managed project rather than an LA managed project). Permission will also be required from the LA for the works. It was noted that the GB need to appoint someone to fully manage the project.	FGB
7	<p>Head teachers' report</p> <p>The report had been circulated to governors. Governors were reminded to refer to the school website, which is updated regularly and contains a lot of information.</p> <p>There have been lots of interesting things and good work going on. The head of 'Dimensions' is coming to visit the school and look at all the good work the children are doing.</p> <p>Holiday forms are an issue. Some holidays that have taken place, were booked prior to the law change. It is the general view that Heads are not comfortable with the process, and the time involved. Holidays can be agreed in exceptional circumstances. Parents cannot be stopped taking their children out of school, but the absence can be recorded as unauthorised and this will be seen by the Educational Welfare officer when they next come to school. It was noted that in Wiltshire Court cases are happening. AWi will forward a general letter that can be to sent out parents.</p>	AWi
8	<p>Staff governor report</p> <p>Noting raised.</p>	
9	<p>Matters arising from Committee reports (Previous 2)</p> <p>a. Staffing, Policy and Communications</p> <p>The minutes of last 2 meetings were reviewed. The committee is working hard on putting out more information to parents. The class newsletters now give parents more information on the curriculum. An example of a parent encouraging others to look at the website for information was noted.</p> <p>A leaflet has been sent out by the Parish Council, requesting feedback on a number of issues. The GB felt that it was inappropriate to request comments about the leadership of school.</p> <p>b. Curriculum and Monitoring</p> <p>The minutes of the last 2 meetings were reviewed. It is important for the GB to be aware of the SENCO issues. (Report to be circulated).</p> <p>It has been decided to split 'Able, Gifted and Talented' and possibly change the terminology; GP will be providing a report to C & M at their next meeting.</p> <p>c. Finance and Premises</p> <p>Online banking – JH to write the process over the next couple of weeks. A system will be put in place to protect the school and individuals involved.</p> <p>Following a query on the budget monitoring figures an amendment has taken place improving the figures. A change in maintenance figures will be shown on the next report.</p> <p>School Financial Value Standards (SFVS). There are minor amendments, which Preet Cook (PC) will implement. The supporting file needs to be completely updated working to a timescale of approx. 2 weeks. The SFVS is an annual requirement. The deadline is 31st March.</p> <p>d. Strategy Committee</p> <p>No meetings held.</p> <p>e. Trustees</p> <p>No meetings held.</p>	
10	<p>Policies</p> <p>a. Code of Conduct (Signatures required from staff)</p> <p>SPC approved. Wiltshire Model Policy. FGB ratified.</p>	

	<p>SS to request Donna email to all staff including; admin, supply, Mr Brown, Mr Groom and David Clover, record of acknowledgements to be kept.</p> <p>b. Governor Visits SP reviewed and updated. FGB ratified.</p> <p>c. Behaviour Principles It is a statutory document, which we have not had before. The list of principles must be approved by the GB in conjunction with staff, parents and pupils. SP's draft of principles has been circulated to governors.</p> <p>Amendments: 4th line from the bottom take out 'proactive reflective'. 5th line from the bottom take out 'always'. Ensuring regular attendance- omit. Transpose document into 'Primary language' KN and AMW to action. Once this is complete the document will go out to consultation.</p> <p>Staff consultation – KT to action at staff meeting. Parent consultation – Via Parentmail requesting comments by a certain date. Pupil Consultation- GP to action at school council.</p> <p>d. Online banking procedure As advised in item 9c.</p>	<p>SS</p> <p>KN/AMW</p> <p>KT KN/AMW GP</p>
11	<p>Review of Governor Visits The governor visit record has been circulated. Visit to add - DT RE moderating meeting with KT last week of term in Dec. The list of governors visiting the school was reviewed and governors were encouraged to arrange a visit, as it is an important part of their role.</p> <p>Ofsted have issued a new inspection handbook. Leadership and management of schools has been up levelled. The bar has been raised for governors. They need to know about the school and data. SP presently does a lot of the data work and communication of this information. The GB needs to think about going forward how this will continue. KN email Ofsted info to SS to circulate.</p>	<p>SS</p> <p>FGB</p> <p>KN/SS</p>
12	<p>Governors Note of Visit 15th November The visit was based on the theme of 'Values'. In response to the SIAS action points. It was attended by AMW, SH, JH, DT, TH and AL. All governors enjoyed the morning and felt it was a lovely visit. The children were brilliant. It was very positive. There were no further questions.</p>	
13	<p>I & E Dec 2013 Reviewed at F & P. FGB Ratified. Following problems with finance support, Jan the previous advisor is attending on Friday. The I & E has been returned but may be amended if Jan picks anything up. This would not be considered our fault and should be green marked with regards to return time.</p>	
14	<p>Lydiard Millicent SH, KN and AMW attended a meeting with the Chair and Head of Lydiard Millicent Primary School. They had requested a talk about federating. They are actively looking for schools to federate with, and have also approached other schools. It was felt that there could be positives and negatives to federating. You would not have the same control of the school as previously which was felt a concern.</p> <p>Consideration of what will happen with the Teaching Alliance is also linked. The Head of Wootton Bassett is going to talk to Chairs about how this may develop in the cluster and become more formalised. Cluster heads have asked Dave Clark to organise someone to come in and talk to Chairs and Vice Chairs.</p>	

	<p>It was noted that recently there have been huge changes from government. One school in the cluster in Salisbury diocese were refused conversion to Academy status. They will now not allow 'stand-alone' and 'umbrella academies', favouring 'Multi Academies'.</p> <p>It was agreed that though strategically we are open to all options, we are not presently in the position to progress. Currently it is not the right thing for this school. AWi confirmed that the Diocese would also have a view. AMW to compose a response.</p>	AMW
15	<p>Free School Meals</p> <p>The letter from Michael Gove and David Laws, regarding the implementation of free school meals for reception and year 1 & 2 had been circulated. Another letter has been received today.</p> <p>Talks have been held with Cygnet to discuss how it would work (starting before Christmas). It is not yet known if Cygnet can provide the service.</p> <p>There are many aspects to consider with regards to how it will logistically work. There are a number of resources issues such as; tables, cutlery, lack of space, MDSA cover, who will pay for another server from Cygnet, how will billing/menus work? Can we get the kitchen equipment required by Sept? Do we need to buy soon before stocks run out? Where would you locate a second serving point? Where do sandwich children sit? Children who would have been eligible for Free School meals and data monitored will no longer be distinguished. There is a lot of work to be done. County had no further information to assist at the Budget Roadshow. Everyone in the cluster is in the same position though there are many different circumstances.</p> <p>It has been confirmed that the school will be paid in arrears. So therefore we may need parents to book the meals a term in advance so the amount we will get back is known. At £2.30 per head we could be in significant arrears.</p> <p>It was agreed that there is positivity in the scheme but it's a short period in which to implement.</p> <p>Volunteers were requested to assist GP in the implementation. JH and RA to action.</p>	GP/JH/RA
16	<p>St Sampson's Consultation</p> <p>As a neighbouring school AK has been sent a consultation document regarding the closure of St Sampson's infant school and the change of the junior school to infants and juniors. Both schools are on the same site. The background information was reviewed. The GB agreed it was the best solution and agreed to support the proposal. AMW to complete the response. It was noted that there had been some enquiries from parents potentially interested in AK.</p>	AMW
17	<p>GB Duty of care to staff</p> <p>No matters raised.</p>	
18	<p>SATs Data (SP)</p> <p>Guide to the analysis was circulated. It was noted that there were high targets. Only one child not achieving their target could mean the school missing its target. Children that arrive part way through year 5 will no longer be included on the data as they cannot be expected to settle right in and it wasn't fair on schools if they had not been levelled correctly. There is an issue with the use of P levels from EYFS to Yr 1. The GB will await the validated SATs results and see what questions arise. SP report carried over to 03.04.14.</p>	SP
19	<p>SATs Presentation Feedback</p> <p>This has been reviewed in SP&C and C&M. No further action required.</p>	
20	<p>Scheme of Delegation</p> <p>No further amendments are needed until we have new governors.</p>	
21	<p>Governing Body Annual Planner</p> <p>Every aspect was reviewed and the planner updated.</p>	SS
22	<p>Governing Body Vacancies</p> <p>Discussed see item 6.11.</p>	
23	<p>Budget Road Show</p>	

	KN and JH have attended. No good news. Funding Cert should be released earlier than last year, by the end of February.	
24	<p>Head Teacher Recruitment Update</p> <p>The advertisement will be out imminently for TES, it will also be in E Teach Glouc/Oxfordshire and Wiltshire bulletin next week. It includes a person specification, job description, Chairs letter, and 'what the children want' document. It was noted that the children were brilliant in the task. The cost for TES was £1,100. Tomorrow the selection panel are meeting a potential acting head, as it is unlikely the permanent post will be filled by Easter. The candidate was sourced from Anne Davidson LA advisor. There was another candidate who dropped out as they may wish to apply for the post permanently.</p> <p>The interviews for the fulltime head will take place Friday 21st March. Governors will be phoned with half-hour notice to come to the school and ratify either the appointment or no appointment. This would be approximately 5-6 p.m. AWi confirmed that the selection panel would offer the job to the candidate subject to FGB ratification, DBS etc. so that it is known if they will accept prior to the ratification.</p> <p>It was queried what would be the plan if the acting head does not pan out? AWi advised the GB not to rush the decision. If it came down to it the Diocese would appoint, and they would be a candidate capable of the job.</p>	
25	<p>Any Other Business</p> <p>Governor Training Governors were encouraged to attend training offered by governor services.</p> <p>Cleaning Services PC is considering an alternative cleaning arrangement. There had been concerns with the standard, though this has improved. PC has obtained 2 quotes from Glen and Imperial they are similar quotes. She may use the quotes to get existing provider Mainline down. It was noted that with new service providers it is important talk to other schools they clean and obtain references.</p>	FGB
26	<p>Date of next meetings: C&M – Wed 12th March 1.15 p.m. F&P – Mon 17th March 6.30 p.m. SP&C – Mon 17th March 8.00 p.m. Strategy Group – TBA FGB – Thurs 3rd April 7.00 p.m.</p>	

The Chair closed the meeting at 9.30

Signed.....

Date.....