

Ashton Keynes C of E School

Minutes of Full Governing Body Committee Meeting

Thursday 6th October 2011

Present:

Kathryn Nicholas (KN) Head
 Aideen McEvoy-Wilding (AM) Chair
 Nicola Duckworth (ND)
 Trevor Heath (TH)
 Marie O'Neill (MO)
 Shirley Palmer (SP)
 David Tarr (DT)
 Abi Turner (AT)
 Alan Waller (AW)
 Dave Wingrove (DW)
 Gary Price (GP) Associate
 Jane Saunders (JS) Clerk

Apologies:

Rob Andrews (RA)
 Mark Binnersley (MB)
 Linda Tuck (LT)

Item No.		Action
1.0	Appointment of community governor Dave Wingrove had been nominated by the Parish Council as their representative – the governors approved this appointment.	
2.0	Welcome to new governors Dave Wingrove, Abi Turner (staff governor) and Gary Price (deputy head and associate governor) were welcomed as new governors.	
3.0	Apologies Apologies were received from RA, MB and LT. These were accepted by the governors.	
4.0	Approval of minutes The minutes of the meeting held on 23 rd June were accepted as a true and accurate record of the meeting.	
5.0	Pecuniary interests No pecuniary interests were declared. The pecuniary interest and CRB form was circulated and updated.	
6.0	Actions and matters arising from previous minutes	
6.1	Internal financial control procedures – AM and Preet Cook (PC)(Business Manager) had met. PC still completing the work. KN to follow up.	KN
6.2	After school club – KN had chased this but no reply as yet. KN will speak to the Diocese again.	KN
6.3	Governor day – still outstanding.	KN/AM
6.4	Format of school reports – the new reports had been sent out and were generally well received (only about two negative comments).	
6.5	Strategic meeting to look at ways of spending capital balance – this is on-going and discussed at the Strategic group meetings.	Strategy Group

<p>6.6</p>	<p>Academies – AM reported that several meetings had been attended LT, KN, SP and herself as there is a need to keep up to date with this.</p> <p>After half term there will be a joint meeting of the Salisbury & Bristol Diocese for the C of E schools in the cluster to find out what the Diocese plans are regarding setting up trusts etc. Clerk to email date once known.</p> <p>The headteacher from Torbridge who gave one of the presentations has offered to come and talk to the chair and head in each cluster school about their school’s particular circumstances. AM to follow this up with L Shep.</p> <p>KN has attended meetings with other schools in the cluster and explained that they are looking at alternatives, for example whether services can be bought as a cluster rather than from the LA and how the cluster schools can work more collaboratively.</p> <p>AM has also requested that there be a joint meeting of the cluster heads & chairs to discuss where the cluster has got to so far. AM to follow this up with L Shep.</p> <p>There are concerns over future funding as currently larger schools are ‘top sliced’ to help smaller schools, this will not happen if the larger schools become academies. Schools can look at forming different clusters but they must be within the same LA, agreements can be formal or informal. The governors agreed that it is important that the school keeps abreast of developments by either KN or the governors attending meetings and feeding back to the FGB.</p>	<p>JS</p> <p>AM</p> <p>AM</p>
<p>6.7</p>	<p>IT consultancy – included in Head’s report (point 7.7)</p>	
<p>6.8</p>	<p>Communication survey letter – this has been sent.</p>	
<p>6.9</p>	<p>Reception outdoor surfacing – this work has been completed. Thanks to ND for her work on this project.</p>	
<p>6.10</p>	<p>Open evening – AM reported that some parents did come and speak to the governors.</p>	
<p>6.11</p>	<p>Governor visits/open day – still to be discussed.</p>	<p>AM/KN</p>
<p>7.0</p>	<p>Headteacher’s Report A written report had been circulated.</p>	
<p>7.1</p>	<p>There is consultation ongoing regarding a new OFSTED framework which includes teaching staff being observed for longer periods and a more intense one to one interview. It was noted that the Unions were not happy with this. It was decided that the Curriculum and Monitoring Committee should look at this and that the governing body should comment. It was noted and agreed that the governing body have a duty of care to the staff.</p>	<p>C&M</p>

<p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> <p>7.8</p>	<p>The SIP (School Improvement Partner) has been replaced by a School Improvement Advisor and for Ashton Keynes this is Linda Gregory. She has still to make her first visit to the school. Feedback has been positive and it is felt that Linda is supportive yet challenging.</p> <p>School Journey – this has been proposed as Conway as there is the castle, estuary and the historic town to visit. The governors approved this visit.</p> <p>The Chair asked whether the Big Write was continuing, KN explained that the Big Write was continuing and that children were now also working on story telling.</p> <p>KN explained that the TA staff could no longer claim for travelling expenses to attend courses, this had been agreed by the Unions. KN wants them to attend courses and the majority of these are some distance away. S,P & C committee to examine what options there might be for reimbursing TAs for travel . KN will also find out what other schools in the cluster are doing about this. The governors are supportive of the TA’s but care needs to be taken as the Unions have agreed this approach. A governor suggested that perhaps the school fund could be used.</p> <p>Maternity cover for Mrs Mee – interviews are taking place on Friday 7th October. There would also be an interview for a TA to work with statemented reception child on 7th October.</p> <p>ICT – an advisor is visiting and speaking to one of the teachers. KN is also talking to other cluster schools regarding their position on laptops.</p> <p>KN informed the governors that Class 5 were visiting Westminster Abbey on the 14th October as the prize for one of the pupils winning a competition to design a banner for the Bristol Diocese.</p>	<p>S,P & C</p> <p>KN</p> <p>KN</p>
<p>8.0</p> <p>8.1</p> <p>8.2</p>	<p>Staffing, Policies and Communications A written report had been circulated.</p> <p>AM explained that the Pay Policy still needs to be reviewed and will be done so on 19th October when the Pay Committee is meeting.</p> <p>AM reported that a resident in Gosditch had complained about the summer holiday club run by Mighty Oaks. They were complaining about the noise and the fact that they hadn’t been informed that the club was running.</p> <p>The governors took steps as soon as the letter was received asking Mighty Oaks to locate noisier play away from the residents’ gardens and</p>	<p>Pay</p> <p>C’tee</p>

8.3	<p>not allowing children to play outside before 9.00 a.m.</p> <p>A meeting has been arranged to speak to the residents on 17th October where the governors will apologise again for not informing them of the scheme.</p> <p>However, it was pointed out by KN that the school has a duty to provide 'wrap around care' for the children and schemes will be running again during school holidays.</p> <p>A letter has been drafted to send to the residents closest to the school advising them of the club being run at half- term.</p> <p>A governor commented that other residents nearby had reacted positively and enjoyed hearing children playing.</p> <p>Governors' Newsletter – AM will draft and send to all governors for their comments. Another would be produced later in the term when the validated SATs results had been published.</p>	AM
9.0 9.1 9.2 9.3 9.4 9.5	<p>Curriculum and Monitoring Minutes had been circulated.</p> <p>SP commented that she had been really impressed with GP particularly the way he had communicated with new parents and assessed a child's needs.</p> <p>Data Guidance – E-profile is very good with most now in the top range of average with no weak areas. A very positive picture.</p> <p>SP commented that MO was currently working with member of staff on updating the PSHE policies.</p> <p>A confidentiality clause was discussed as there is no specific school policy for this however it was pointed out that this is included in the Teacher's Code of Practice.</p> <p>The Home School Agreement is now being sent out annually.</p>	
10.0 10.1 10.2 10.3	<p>Finance and Premises Minutes had been circulated.</p> <p>DT went through the premises maintenance.</p> <p>KN reported that roof repairs to class 3 have now been completed.</p> <p>Site Security – information has been sent to all allotment holders and locks and keys are being supplied.</p>	

10.4	AM raised the matter that admin resources need to be reviewed.	AM/MB/ KN
10.5	AM showed the governors a new document the SFVS – Schools Financial Value Standard. The Finance Committee are going to review this but all sub committees may need to have input into this document.	F&P
11.0	Trustees DT reported that a meeting had been held and it had been agreed that the Trustees would allocate money for an architect to draw up plans for the school when necessary. DT to contact architect.	DT
12.0	Academies – see point 6.6	
13.0	Strategy Meeting Minutes had been circulated. The meeting scheduled for 10 th October was cancelled. AW to email with possible dates to rearrange.	AW
14.0	Scheme of Delegation This needs to be updated due to changes in governors. David Tarr – Headteacher’s Performance Management Aideen McEvoy-Wilding - Appeals Dave Wingrove - Staffing, Policy and Communications Abi Turner - Curriculum and Monitoring Committee. Dave Wingrove – staff dismissal panel The governors agreed all the changes. AM to update and JS to circulate to all.	AM/JS
15.0	Governor Newsletter – see 8.3	
16.0	Lettings policy This had been updated to take into account guidance from the LA concerning the fire rules. Governors approved.	
17.0	Training AM asked new governors to think about whether they wanted a mentor and to let her know if they do.	DW/AT /GP
18.0	Volunteers for Bonfire night MO requested governors to help with this event – several had already volunteered.	
19.0	Any other business	
19.1	Code of Conduct needs to be reviewed. JS to send copy to all governors. S & P Committee to review but comments welcomed from all governors.	JS/ALL
19.2	Governor vacancies – MB wanted to stand down as community governor but agreed to carry on as an associate and chair of the finance and premises committee.	

	<p>AM's term of office as a parent governor expires in November and it was agreed that she would become a community governor. This leaves vacancies for two parent governors. Elections for these vacancies would begin after half term.</p> <p>DT proposed for AM to become community governor. SP seconded and all governors agreed.</p> <p>19.3 Governors asked about the impact of all reception class children starting school full time from September. KN reported that the class teacher had held four meetings with the new parents and they had all been well attended. Governors wanted their thanks passed on to her. It was noted that the Reception class was large (30) SP will go and observe the impact of such a large class and will feedback to the C&M committee.</p> <p>19.4 TH commented that the Harvest Lunch had been held in the school hall and that the acoustics were terrible! KN said that the hall was good for singing but could be noisy at other times. They had looked into the cost of improving the acoustics but it was prohibitive.</p> <p>19.5 AW commented that the 'Dates for the Diary' addition to the newsletter was useful.</p> <p>19.6 Some of the governors had attended presentations by Classes 3 and 4 and commented how good they were. A governor stated that the teamwork between the children was very positive.</p> <p>19.7 AT showed the governors some books that were being produced in school which gave a record of the work being done in each class in words and pictures. The governors were impressed.</p>	<p>AM/JS</p> <p>SP</p>
<p>20.0</p> <p>20.1</p>	<p>Date of next meetings</p> <p>FGB – Thursday 1st December at 7.00 p.m.</p> <p>Staffing, Policy & Communications – 7th November Curriculum & Monitoring – 9th November Finance & Premises – 21st November Strategy Group – tba</p> <p>Future dates – also on governors' calendar on website.</p> <p>FGB – Thursday 2nd February 2012 Thursday 19th April 2012 Thursday 21st June 2012</p>	

	<p>Staffing, Policy & Communications – Monday 9th January 2012 Monday 12th March 2012 Monday 21st May 2012</p> <p>Curriculum & Monitoring - Wednesday 18th January 2012 Wednesday 14th March 2012 Wednesday 30th May 2012</p> <p>Finance & Premises – Monday 23rd January 2012 Monday 26th March 2012 Monday 11th June 2012</p>	
--	--	--