

## Ashton Keynes C of E School

### Minutes of Full Governing Body Committee Meeting

Thursday 1<sup>st</sup> December 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)  
 Linda Tuck (LT)  
 Abi Turner (AT)  
 Alan Waller (AW)  
 Dave Wingrove (DW)  
 Gary Price (GP) Associate

**Apologies:**

Rob Andrews (RA)

Item No.		Action
1.0	<b>Apologies</b> Apologies were received from RA. These were accepted by the governors.	
2.0	<b>Approval of minutes</b> The minutes of the meeting held on 6 <sup>th</sup> October were accepted as a true and accurate record of the meeting.	
3.0	<b>Pecuniary interests</b> No pecuniary interests were declared.	
4.0	<b>Actions and matters arising from previous minutes</b>	
4.1	Internal financial control procedures – Two policies have been completed and one more is to be finished by January	P Cook
4.2	After school club – Contract has been sent to the Diocese and we are still awaiting a reply. KN to chase	KN
4.3	Governor day – agenda item 14.	
4.4	Strategy meeting – agenda item 9.	
4.5	Academies – AM, LT and SP attended the joint meeting of the Salisbury & Bristol Diocese for the C of E schools in the cluster regarding Academies and other partnership options.  AM reported that the meeting raised more questions than gave answers. It is clear that the issue must be investigated thoroughly. Governors should look at all the options available and we need to be well informed so that we are able to do this from a position of knowledge e.g. what will the cluster be able to offer in the future? Do we want to consider VA status rather than VC? We need to evaluate	

	the pros and cons of each option in order to decide which the right one for AK school is. The Governing body agreed to delegate this to the Strategy group. We need to refer to our Trust deeds. AM reported that there may be a joint meeting in the Spring for Headteachers and COG's.	<b>Strag Com</b>
<b>4.6</b>	Governor visits/open day – agenda item 14.	
<b>4.7</b>	The Curriculum and Monitoring Committee responded to the Ofsted consultation process.	
<b>4.8</b>	The issue re TA staff and travelling expenses to attend courses was carried forward.	<b>S,P &amp; Comm</b>
<b>4.9</b>	KN informed the governors that Mrs Mee had a little boy. Mrs. Caroline Lay has been appointed to cover her maternity leave.	
<b>4.10</b>	The Pay Committee needs to ratify the pay policy	<b>Pay Comm</b>
<b>4.11</b>	The draft Governor's letter has been circulated. AM requested any comments by Monday. Photos of new governors will be added.	
<b>4.12</b>	The matter regarding admin resources came up. It was agreed tha SP & AMCEW would meet with KN to discuss this matter further.	<b>AMCEW &amp; SP</b>
<b>4.13</b>	Schools Financial Value Standards – carried forward	<b>Fin Comm</b>
<b>4.14</b>	<b>Trustees</b> DT reported that the architect will come to any meeting with the Governors and will not charge for attending.	
<b>4.15</b>	<b>Strategy Group meeting</b> – agenda item	
<b>4.16</b>	<b>Scheme of Delegation</b> – agenda item 12	
<b>4.17</b>	<b>Code of Conduct</b> – agenda item 8c.	
<b>4.18</b>	<b>Parent Governors</b> – agenda item 16	
<b>5.0</b>	<b>ICT proposal</b> – presented by LB <ul style="list-style-type: none"> <li>➤ Children's views and ideas have been sought</li> <li>➤ Frustrations over problems with ICT, current computers are not supporting the software in school. The school has consulted the LA and received advice from Simon Watkins on the possible routes to follow</li> <li>➤ Governors were presented with a detailed breakdown of 3 quotes and LB explained the difference between managed and unmanaged systems</li> <li>➤ Options have been discussed with staff – suggested having 30 Laptops spread across the school ( 3 in each class with a bank of 12) to create a more flexible environment</li> <li>➤ KN has visited a school where this system is working efficiently – many schools have gone down this route to free up working/learning space</li> <li>➤ The best 3 existing computers will go into the FND stage class. Others can be donated to third world/pre-school; this will be up for discussion.</li> <li>➤ The reasons for updating the ICT system were explained including greater flexibility; special security to lock into</li> </ul>	

	<p>classrooms; more opportunities for developing cross curricular links and Ofsted is focussing on ICT.</p> <ul style="list-style-type: none"> <li>➤ Admin staff will also benefit from an upgrade of Windows 7 and other Microsoft programmes – everyone will be on the same operating system</li> <li>➤ There will need to be a rolling programme of replacement of laptops which currently have a 3-5 life span</li> <li>➤ There will be need to be look at a different insurance to cover possible breakage / theft</li> <li>➤ Governors were happy with the option put forward. RA has worked closely with KN and LB because of his knowledge and expertise in ICT</li> <li>➤ LB requested 5 quotes in total but only received replies from 3 companies. Cheaper quote did not include a lot of detail or answered all the questions, it was not deemed to be a strong proposal.</li> <li>➤ Various questions were raised by governors concerning annual cost and the increased cost implications for our annual budget. There was also a question about broadband speed</li> <li>➤ It was agreed that for the first year the school would purchase both the regular maintenance (apprx 3hrs every 2 weeks) and the emergency call out. This will be reviewed after the first year to see if both options were needed.</li> <li>➤ Governors agreed to accept the option put forward and asked that the following points were looked into: <ul style="list-style-type: none"> <li>1. Speed of broadband</li> <li>2. Insurance</li> <li>3. Length of time tied into agreement</li> </ul> </li> </ul> <p>The governors thanked LB and acknowledged all the hard work that she had put into the project.</p>	
<p><b>6.0</b></p>	<p><b>Headteacher’s Report</b></p> <p>KN presented a verbal report. The following matters were discussed:</p> <ul style="list-style-type: none"> <li>➤ <b>Performance Management:</b> KN confirmed that this has been completed for all staff. SAP also informed the governing body that the H/T’s Performance Management process has been very positive – KN’s hard work and strong leadership has been acknowledged</li> <li>➤ <b>School improvement Adviser’s visit</b></li> <li>➤ <b>EYFS and KS1/2 results:</b> EYFS shows accelerated progress. KS1 results are based on a combination of SATs and teacher assessment. Writing 56% level 2B, Reading 80% and Maths 76%. Two pupils achieving below level 2 have particular problems and two other children have difficulty with literacy and Maths. At KS2 writing is still a concern but overall results are 98% for English and 86% for Maths. All are above the national average.</li> <li>➤ <b>Accidents</b> – nothing serious to report</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ <b>Visits of prospective parents for 2012</b></li> <li>➤ <b>Appointment of Caroline Lay to cover the maternity leave</b></li> <li>➤ <b>Field trip to Conwy</b></li> <li>➤ <b>French links</b></li> <li>➤ <b>Church links</b></li> <li>➤ <b>FoAKS</b></li> <li>➤ <b>Bikeability</b></li> <li>➤ <b>Teacher’s professional development and courses attended</b> – this includes ICT, PSHE, RE, supporting pupils with Down’s syndrome. TA’s have attended cluster inset and observed support for a pupil with Down’s / SEN</li> <li>➤ <b>JC, who teaches games in the school</b>, is moving and has tendered her resignation. KN is seeking a replacement.</li> <li>➤ <b>Tom Robson (Science Adviser for the LA)</b> has invited the school to be part of a research project. There will be a TD day on 30<sup>th</sup> March for 15 staff at Urchfont</li> <li>➤ <b>ND is attending a meeting about the road closure</b> on Monday and the impact on Gosditch. Following this a decision can be made on the next steps.</li> </ul> <p>SAP informed the governors that when she was the link adviser for Governor Support within the LA, the advice was that H/T’s should provide governors with a written report at the beginning of terms 1, 3 and 5 and verbal reports at all other times. This was recommended in order to cut down on preparation time – it’s more important to receive the information than to always have it in a written format. The governors agreed to adopt this policy.</p>	
7.0	<p><b>Matters arising from Committee reports:</b></p> <p><b>Staffing, Policies and Communication:</b> Minutes have been circulated. Most of the matters arising were points of information or referred to policies to be discussed later on the agenda or under AOB.</p> <p><b>Gosditch Residents:</b> AM, KN and RA have met with the residents group. AM has drafted a letter to be sent to the residents – the letter emphasises the need for two-way communication/ conversation.</p> <p><b>Curriculum and Monitoring:</b> Minutes have been circulated. SAP referred to how useful GP’s first impressions of the school had been in identifying strengths and suggesting some development points. The meeting between GP and SAP to discuss pupil progress has been rearranged for 11<sup>th</sup> January. The new SIA’s visit has been very positive and the basis for good working relationships has been established. The new SIA is supportive but challenging. KN appreciates this input but the funding from the LA may only be in place until March 2012. Provision for this type of</p>	SAP GP

	<p>support may need to be provided from the budget after this. The draft Governor Monitoring Cycle is a separate agenda item (10). SAP referred to the updated guidance for governor visits that has been circulated and explained how it was hoped that the changes would make them more user friendly and that it would also help to explain how vital such visits are.</p> <p><b>Finance and Premises:</b> Minutes have been circulated. The monitoring report showed the danger of more than an 8% rollover. The situation was being closely monitored and KN was talking to the staff about what the spending priorities are. The link governor EYFS visit highlights resource implication to address the increase in pupil numbers and providing support for a child with severe SEN needs. AM explained that Andrea Smith, the co-ordinator for “The Together We Can” cluster project which is part of the extended schools programme, has confirmed that funding is available until 2013. This will enable her to provide parent support; activities for the cluster and carry out organisational things on behalf of the cluster – this is to enable all children to have equal opportunities. It is possible to set up a charitable trust e.g. “Together We Can Partnership” in order to keep the extended schools agenda going. It would also be possible to purchase some resources jointly e.g. an Educational Psychologist. AM suggested that it could form part of the Strategy Groups remit to look at the potential of developing this further. KN to keep the governors up to date with any developments in the cluster.</p> <p><b>Benchmarking Report and Income Expenditure:</b> Approval given</p>	
<b>8.0</b>	<p><b>Trustees:</b> No update</p>	
<b>9.0</b>	<p><b>Policies for Approval:</b> H&amp;S ( annual update) A range of HR model policies for : Recruitment and Selection Flexible Retirement – Support Staff Probation – Support Staff Dignity at Work All of the above policies were adopted Governors code of Conduct - adopted</p>	
<b>9.0</b>	<p><b>Strategy Group Meeting:</b> Possible dates were circulated to members and they were requested to let AW know which ones they could attend.</p>	<b>AW</b>
<b>10.0</b>	<p><b>Governor Monitoring Cycle and Action Plan:</b> SAP introduced the draft monitoring cycle drawn up by AM and SAP. She explained the purpose behind the document in underpinning the</p>	

	effective of the governing body and in ensuring that we have a clear focus. It would also help in the process of moving the governance of the school from “satisfactory” to “good” in Ofsted terms. AM and SAP could have mapped out the whole document for each committee but SAP stressed the need of ensuring ownership of the process for all governors. The chairs of each committee will need, therefore, to ensure that their sections of the monitoring cycle are completed. The chairs of each committee could then get together to look at drawing up the governor’s action plan. This was agreed.	<b>Chairs of sub-committees</b>
<b>11.0</b>	<b>Safeguarding update</b> – a copy if this will be available for the next Governor’s meeting	<b>AM KN CK</b>
<b>12.0</b>	<b>Scheme of Delegation:</b> Change to the section on H/T performance management – the COG cannot be an appointed governor for H/T PM. MB removed – he is now an Associate governor. AW on the Pay Committee. Governors agreed all changes.	
<b>13.0</b>	<b>Governor newsletter:</b> Any comments to AM by the end of Monday	
<b>14.0</b>	<b>Link Governor Visit Days:</b> Two dates were agreed – 22 <sup>nd</sup> February (pm) and 11 <sup>th</sup> May (am)	
<b>15.0</b>	<b>Whistle Blowing policy</b> Guidance can be found on the policy server. We need to have an appointed Whistle blowing governor. COG agreed to take on this role	<b>AM</b>
<b>16.0</b>	<b>Update on Parent Governor Elections:</b> There have been 3 nominations. Results will be counted at 10 am on Friday 2 <sup>nd</sup> December	
<b>17.0</b>	<b>Update on Clerk Vacancy:</b> One application for this post has been received. AM to meet with the applicant. AW thanked SAP for taking the minutes at this meeting	<b>AM</b>
<b>19.0</b>	<b>Any other business</b>	
<b>19.1</b>	<b>Traffic/Travel Survey:</b> Very good response received. ND and Mo looked at them. Information from the responses has been passed onto Ruth Durrant at the LA. Identified hot spots and key issues. Came to the conclusion was that we are not in a position to apply for funding because we do not have a solution to the problems. How do we get appropriate people involved to help with advice / find solutions? Need to put more pressure on Transport and Highways. Parish Council is looking to use updated survey data in the next couple of weeks. Parish Council should take the lead with the LA (DW). Email outcomes to DW.	<b>ND MO DW</b>
<b>19.2</b>	It was agreed that a thank you letter should be sent to Julie Carter who taught games to the children.	<b>KN</b>

<b>20.0</b>	<b>Date of next meetings</b> FGB – Thursday 2nd February 2012 at 7.00 p.m.  Staffing, Policy & Communications – Monday 9 <sup>th</sup> January 2012 Curriculum & Monitoring – Wednesday 18 <sup>th</sup> January 2012 Finance & Premises – Monday 23 <sup>rd</sup> January 2012 Strategy Group – tba	
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