

Ashton Keynes C of E School

Minutes of Full Governing Body Committee Meeting

Thursday 2nd February 2012

Present:

Aideen McEvoy-Wilding (AM) Chair
 Kathryn Nicholas (KN) Head
 Trevor Heath (TH)
 Gary Price (GP)
 Marie O'Neill (MO)
 David Tarr (DT)
 Linda Tuck (LT)
 Dave Wingrove (DW)
 Richard Gimmler (RG)
 Gerald Owenson (GO)
 Sarah Smith (SS) Clerk

Apologies: Shirley Palmer (SP)

Alan Waller (AW)
 Rob Andrews (RA)
 Abigail Turner (AT)
 Nicola Duckworth (ND)

Item No.		Action
1	Apologies Apologies were received from SP, AW, RA, AT, and ND. These were accepted by the governors.	
2	Welcome to new governors RG and OW were welcomed to the FGB. MB will be mentor to RG.	
3	Review of Pecuniary interests No pecuniary interests were declared.	
4	Approval of minutes from FGB The minutes of the meeting held on 1 st December 2011 were accepted as a true and accurate record of the meeting.	
5	Actions and matters arriving from the previous minutes 5.1 Internal Financial control procedures - only one received KN to chase Preet. 5.2 After School Club - No further progress regarding contract from diocese - DT to contact Malcolm Barton. 5.3 Strategy committee see item 8.4 5.4 Travel expenses - This was discussed at SP&C and a way forward had been agreed. 5.5 Pay policy – AMW to email to DT the policy for 11-12 - due to be ratified by FGB. 5.6 Schools Financial Value Standards – At F&P RG had agreed to	<p style="text-align: center;">KN</p> <p style="text-align: center;">DT</p> <p style="text-align: center;">AMW/KN</p> <p style="text-align: center;">RG</p>

	<p>complete a comparison with FMs and report back to F&P.</p> <p>5.7 SP and GP held meeting regarding GP professional development and also regarding pupil progress data. A report on pupil progress is expected at the next Cur & Mon meeting.</p> <p>5.8 Strategy meeting held 16th Jan.</p> <p>5.9 Travel survey -The data was collected and MO,ND & DW had compiled a report which has been sent to LA along with the funding application. A copy of the report has also been sent to the Parish Council who have forwarded a copy to the Highways Dept. A reply is expected, either this week or next week.</p> <p>5.10 A presentation was made to leaving staff member Julie Carter at the Christmas church service.</p>	
<p>6</p>	<p>Head teachers Report KNs written report had been circulated. The following matters were discussed.</p> <p>Numbers on Role There are currently 168 pupils on role, which is down on last year's figure of 184. KN has conducted several visits recently and is expecting more children on role after the Easter holidays. Therefore this figure is expected to rise again. It was expected to have a dip in numbers this year and next. It is not currently anticipated that reception in Sep 12 will be as full as it was in Sep 11.</p> <p>Cluster improvement plan AMW asked if there was any high level summary of this? KN advised that at the recent cluster heads conference they discussed ways in which cluster schools could work together more closely. AMW confirmed that it was important that KN kept the governors briefed regarding the cluster and any future developments.</p> <p>TD days Staff will be working on the development of creative curriculum on the next TD day.</p>	
<p>7</p>	<p>Staff Governor Report AMW explained to the governors that this was a new item on the agenda. AT would present a verbal report at each FGB on behalf of the staff outlining any issues they wished raised. In her absence KN advised AT wanted to make governors aware that year 1 and 2 would be out on a visit on governors visit day (Feb 22nd). She also wanted to confirm that staff morale is good.</p>	

	<p>the diocese. KN advised that the ‘goal posts’ have changed in Ofsted. There is a feeling that if a school is not judged good or better you may be pushed into becoming an academy. We are not due a full inspection before the summer, however we could have a subject inspection before then.</p> <p>SP is to talk to Mark Brotherton about funding we would receive if we became an academy as it is unclear how much more we would receive as a small primary.</p> <p>AMW advised we would see what arises from the Ofsted briefing and discuss this in the strategy meeting.</p> <p>Other issues that would need to be considered include implications for staff.</p> <p>LT advised that if we wanted to become an academy with another school it would have to be a church school.</p> <p>KN confirmed that there was information on the Ofsted website governors could research.</p> <p>KN has received calls from outside sources offering to help us become academy.</p> <p>Capital development -getting rid of mobile classrooms; In the current climate it is very unlikely that we will get any money for major development in the near future. We should aim to see what we can do with money that we have now to optimise the space available. ICT is the current priority, then perhaps get thoughts from an architect. See if any grants are available.</p> <p>Pre- School - on agenda see item 9.</p> <p>SP is going to compare other schools plans and draft a strategic plan for discussion.</p> <p>Trustees – AK School Development Trust for capital projects. It is a charitable trust. DT advised the 6 trustees meet once a year unless there are any specific requests from the school. DT thinks the current balance is approximately £4000.</p>	
<p>9</p>	<p>Pre-School Letter</p> <p>The request of Pre-School relocating to school grounds was discussed at the strategy meeting. Wiltshire council has offered PS a free mobile classroom. They would need to pay transportation and installation. The strategy sub-committee had recommended that the idea of relocation pre-school to the school site should be agreed in principle. FGB agreed with this recommendation. AMW confirmed that she had acknowledged the original letter and advised it would be discussed at FGB. KN pointed out how positive it would be for children in village and for the school for pre-school to be on the school site. It was pointed out that PS will have to do a lot of fundraising, cost of getting transport is high. AMW to contact Gill Roth chair of PS and suggest meeting to</p>	

	formulate a plan of action – Governors were asked if they would like to be involved at this stage and it was agreed that at the moment AMW and KN would proceed with the initial discussions.	AMW/KN
10	Child Protection Report AMW asked if any governors had comments on the report, which had been circulated – none advised. It was noted that Cheney Kibblewhite was a good proactive key Child Protection person (key area for Ofsted in past). CK and AMW will review the action plan in March.	CK/AMW
11	Policies 11.1 Sex and Relationships Education FGB thanked MO for all her hard work. She has compiled a well put-together policy this was approved by FGB - review 2 yrs. 11.2 Complaints The revised policy was approved by FGB. FGB would like thank SP for all her hard work; the new policy is very good. 11.3 Pay – carried forward. 11.4 Overpayment – standard LA procedure, approved by FGB.	
12	Terms dates consultation 2013-14 (LA Letter) 2 options regarding 2 day longer holiday in Summer or October. FGB agreed we should go with staff preference. GP will take to the next staff meeting for decision- letter needs to be returned by 10/02/12.	GP
13	Scheme of Delegation AMW confirmed that DW, RG, and OW had been appointed to sub committees. AMW advised that the ‘Performance Management’ governor cannot also act as the ‘appeals’ governor if chair, so there is a vacancy, and requested a volunteer - RG agreed. Staff dismissal committee MB taken off. AMW to update SofD and email to SS to distribute. AMW considered it likely that due to all the recent changes in legislation the Scheme of Delegation will need a thorough review in the next 12-18 months.	AMW/SS
14	Governor visit February 22nd 2012 Governors attending: AMW, DT, MO, ND, AW, DW, TH, LT (unless teaching commitment). Apologies received from RA and RG. KN/AMW advised that AT believes this day will have a positive effect for all.	
15	ICT Update KN confirmed this will be installed during half term. Notification of the project had been sent to the LA. KN and Lisa project managing all in hand. All expected to go to plan.	
16	Thames Water Road Closure DW advised the Parish Council only heard about this closure, which is for 16 weeks, when residents got letter before Christmas. It is believed that access to properties will be maintained. The diversion is very long,	

	<p>via A419 and Cricklade and whilst HGV may use this route there is concern that cars will simply cut through the village and so greatly increase the volume of traffic on the High Road. The works are due to start towards the end of March. People turning around in Gosditch would cause problems. DW confirmed we have no rights to close roads. We can advise parents not to drive down Gosditch during this period.</p> <p>KN confirmed that Thames Water are coming to the school on the evening of 20th Feb and also to see the children at school. The children can also be ambassadors to parents. KN advised Thames Water should be clearer at this meeting on the details of the road closure and when we have more information we can decide how to proceed. LT and ND had previously talked to Thames Water about the traffic problems the closure would cause in Gosditch. FGB agreed we would need to advise parents to park elsewhere, not in Gosditch during the closure. GO commented that the High road will have a greater volume of traffic and it would be an accident waiting to happen. Is there a possibility of a supervised crossing? KN advised police would need to be involved. DT asked if the water company would pay for a lollipop lady? DW happy for governors to be involved as well as Parish Council. KN suggested petition/survey may be an idea? -volume of people worried about their children. LT suggested the possibility of a 20 mph speed limit for duration? DW confirmed there were many regulations involved to change road speed. Police probably would not see this as high priority. AMW confirmed the need to tackle Thames Water on the issue of how they were going to ensure the safety of the children travelling to/from school whilst the road closure was in place. KN confirmed Highways also, as they are responsible for road safety. LT advised that we need to make sure parents are aware of the meeting on 20th Feb, so that they may attend.</p> <p>Way forward – DW confirmed that Parish Council meet next week. KN and DW to meet 9th Feb and discuss compilation of a letter strongly emphasising the safety issues to Thames Water cc Highways. Also to discuss the advising of parents.</p>	DW/KN
17	<p>Election of Chair/Vice Chair</p> <p>AMW confirmed she was happy to continue as chair for a term of 2 years. DT nominated KN seconded. FGB confirmed AMW as Chair.</p> <p>DT happy to continue or stand down if any other interested governors. AMW nominated KN seconded. FGB confirmed DT as Vice Chair.</p>	
18	<p>Clerk’s Role</p> <p>AMW requested FGB approval that clerk was paid to minute the sub committee meetings – FGB approved. KN requested SS to advise Preet for budget purposes.</p>	SS
19	<p>Governors Courses/ Cluster Training</p>	

	<p>AMW confirmed training was available from Wiltshire Governors Services and the Dioceses. Governors were reminded to advise the clerk of any training undertaken for the records. GP pointed out Ofsted are keen for governors to do training.</p> <p>There is a cluster session on the new Ofsted on 7th March at St Barts, Wootton Bassett.</p>	
20	<p>AOB</p> <p>20.1 AMW attended a governing meeting at St Barts', Wootton Bassett, she confirmed they had many similar issues as AK. AMW found it a useful and interesting experience and the St Barts' chair asked if she could attend a meeting here, FGB agreed.</p> <p>20.2 The FGB thanked ND, MO, and DW for all their hard work on the travel plan.</p> <p>20.3 AMW asked if governors had acknowledged the Child Protection Policy. SS advised that all governors had confirmed receipt of the CPP and copies of emails will be given to CK.</p> <p>20.4 DW wanted to know the implication of being apart of a cluster as far as governors are concerned. It was discussed that at his point there isn't really an answer and we would need to investigate further if we went down that road.</p> <p>20.5 KN drew attention to the fact that GO is a governor at another school and it would be useful to have feedback for comparison. GO confirmed he was just finishing his time at Purton and was leaving after the April meeting. He confirmed he held the position of chair of Finance and Premises and Vice Chair of FGB. AMW confirmed that any comments/suggestion would be very welcome to the FGB. GO confirmed he would be happy to give feedback when he was settled into his role.</p>	SS
21	<p>Date of next meetings FGB - Change of date from 19th to now Thursday 26th April. Email to go to all governors to advise.</p> <p>Staffing, Policy & Communications – Monday 12th March 2012 Curriculum & Monitoring – Wednesday 14th March 2012 Finance & Premises – Monday 26th March 2012 Strategy Group – Monday 16th April 2012</p>	SS