

## Ashton Keynes C of E School

### Minutes of Full Governing Body Committee Meeting

26<sup>th</sup> April 2012

**Present:**

Aideen McEvoy-Wilding (AM) Chair  
 Kathryn Nicholas (KN) Head  
 Nicola Duckworth (ND)  
 Trevor Heath (TH)  
 Marie O'Neill (MO)  
 Rob Andrews (RA)  
 Shirley Palmer (SP)  
 David Tarr (DT)  
 Linda Tuck (LT)  
 Abi Turner (AT)  
 Alan Waller (AW)  
 Dave Wingrove (DW)  
 Gerald Owenson (GO)  
 Gary Price (GP)  
 Sarah Smith (Clerk)

**Apologies:**

Andrew Sims (AS)  
 Richard Gimmler (RG)  
 Mark Binnersley (MB)

Item No.		Action
<b>1</b>	<b>Opening Prayer</b>	
<b>2</b>	<b>Apologies</b> Apologies were received from MB, RG and AS. These were accepted by the governors.	
<b>3</b>	<b>Pecuniary interests</b> No pecuniary interests were declared.	
<b>4</b>	<b>Ofsted Inspection Feedback</b> All governors have seen email AMW sent out regarding inspection. The school will receive the draft report next Mon/Tue and will then have 24hrs to review and query any factual errors, but we cannot change judgements. The final report will be issued w/c 07.05.12 and then children and parents can be advised on the judgements. KN has already spoken to the children about their behaviour as the inspectors noted that it was very good. The school has received a report from Linda Gregory (SIA).  The Governors are very pleased with the feedback so far and wish to thank KN, all the Staff, and also the children for all their ongoing hardwork.  Overall Staff found the inspection not as intimidating as they	

	<p>thought it might be. KN thanked AMW and SP for all their help on the weekend and run-up to the inspection. SP thanked AMW for all her hard work as Chair.</p> <p>As a Church School we will now receive a Statutory Inspection of Anglican Schools (SIAS) inspection in about 3 weeks. No date at present.</p> <p>Action – To discuss how to report the Ofsted Inspection results to parents.</p>	<b>AMW/KN/RA</b>
<b>5</b>	<p><b>Approval of minutes</b> The minutes of the meeting held on 2<sup>nd</sup> February 2012, one amendment on page 4 - SP to talk to Simon Burke not Mark Brotherton, the minutes were then accepted as a true and accurate record of the meeting.</p>	
<b>6</b>	<p><b>Actions and matters arising from previous minutes</b></p> <p><b>6.1</b> Internal Financial Control Procedures - TH reviewed, need to go to PC next week. Day to day procedures gone to PC.</p> <p><b>6.2</b> After School Club – DT to contact Diocese - carried over.</p> <p><b>6.3</b> Pay policy - carried over.</p> <p><b>6.4</b> Schools Financial Value Standards (SFVS) -MB has began work on this- it is on going.</p> <p><b>6.5</b> Travel Plan – The Wiltshire Council Integrated Transport Team has been given the go ahead to fund their own review of the traffic issues in Gosditch and the surrounding area. Representatives met with ND &amp; DW this week. The Transport Team’s review will take place in the Autumn and will make recommendations for work for 12-13.</p> <p><b>6.6</b> Gosditch residents – Complaint received regarding noise at Twinning’s event that took place over Easter. In future all bookings will be advised to Gosditch Residents not just those going on later in the evenings. Another complaint received at Parish Council meeting. Governors agreed that we would advise Residents as and when bookings were made and that we would not be going down the path of a monthly announcement. DW requested to be on email circulation for future notifications.</p> <p><b>6.7</b> School Improvement Plan (SIP) to be reviewed a C &amp; M.</p> <p><b>6.8</b> Pre-School on Agenda ref 11.</p> <p><b>6.9</b> Child protection - Plan will be reviewed before next FGB.</p>	<p><b>DT</b></p> <p><b>MB</b></p> <p><b>SS</b></p> <p><b>C &amp; M</b></p> <p><b>AMW/CK</b></p>

	<p><b>6.10</b> Scheme of Delegation on Agenda ref 8.</p> <p><b>6.11</b> Lollipop Governors – Thames Water are paying £33.15 per week. Governors on rota are donating the money to the School Development Fund. The rota is working well. It is noted that there are very few unattended children. It is hoped that the ‘Lollipop Governors’ could be a catalyst for something long term. Previously it’s a ‘put-off’ for 1 person to do it, it works as group. The only way it could carry on is if 2/3 parents/carers take it on as a rota basis. Grandparents may be keen to help, as parents are busy at the time required. It was asked if FGB happy to proceed with initiating this? We can put a letter out and also an item in the village magazine. It was pointed out this would need to be run by the group not by the school. Candidates would have also have to be CRB checked. Governors involved confirmed they enjoyed the experience. The children also like it. There have been positive comments from parents and it is good they can put a face to the governors. Ofsted were also impressed. The idea of Local sponsorship was discussed, ideally £50/£60 per week. FGB approved DW to action.</p> <p><b>6.12</b> Horse &amp; Jockey – We will no longer be able to use this parking space as there has been a change of use to residential. This information needs to be put on website.</p>	<p>DW</p> <p>AMW/SJR</p>
<p><b>7</b></p>	<p><b>Head teacher’s Report (Verbal)</b>  Since Easter:  There have been visits by staff to; Lydiard by yr 1 and 2, and Fynamore by EYFS.</p> <p>The school has had the following visitors; Road Safety, Open the Book, The French children and the Water Board (Safety).</p> <p>The School has received an award for Walk to School,</p> <p>Charity/Fundraising;</p> <ul style="list-style-type: none"> <li>• Sports Relief which raised £1,000 – thanks to Clive Brown,</li> <li>• Swindon Foodbank have collected the donations brought in by the children.</li> </ul> <p>There has been a meeting with Pre-School regarding locating the pre-school within the school grounds.</p> <p>Myles Pilling has donated an I-Pad for a particular child in Class R.</p> <p>There have been the following SEN meetings; Traveller Support, Westford, TA training(dyslexia).</p>	

	<p>Also there has been World Book Day, Parents Evening with 100% attendance, Healthy Schools, Easter Service, Maths Staff meeting, T.D day on Science &amp; visit about the Dimensions Curriculum.</p> <p>Healthy Schools – There was an event at St Sampson’s Infants for some of the cluster schools. A couple of children from year 5 took part. The confidence of our children at the event was noted. The staff/parents who went with the children were very proud of them, and also noted that we were further ahead in promoting health. The children have come up with many ideas including a flap jack competition!</p> <p>Number of children anticipated to be on role for EYFS 2012 is 25 so far.</p>	
<b>8</b>	<p><b>Review of Scheme of Delegation</b> Added in new governor AS. We need to do a more thorough review at the next meeting</p>	<b>FGB</b>
<b>9</b>	<p><b>Staff Governor Report</b> See also item 14.</p> <p>TA issues Travelling expenses have been dealt with. It was advised that the TA’s find their hours, 9-3 awkward as learning has started and they leave before learning has finished. They would ideally like 8.45 to 3.15 KN confirmed it is something we will investigate, as we need to refer to the budget but that it is unlikely that this could be implemented across the board.</p> <p>It was discussed that is was AT’s role is to bring Staff issues to governors. The action may then be to go to senior management. TAs need to know they also have other forums not just the governors with which to raise issues.</p> <p>Staff think it would be nice if governors can come in to celebrate successes e.g. AMW gave the prizes on for the Story Writing Competition. Governors need to know when these days are. The FGB hoped that AT as Staff governor has seen and can reflect to Staff the governor’s enthusiasm and commitment to school.</p>	
<b>10</b>	<p><b>Matters arising from Committee reports</b></p> <p><b>a. Staffing, Policy and Communications</b> Prospectus update - SS is now typing up, this will then need editing. To be put on website when completed.</p> <p>Discussed the need for to come up with a strategy for policy management going forward. The current situation is not sustainable in the long term. Discussed how to work better to make sure</p>	<b>SS</b>



	<p>form the ‘working party’. Mainly it was clear that we ‘can’t do nothing’. We need to look at the options. There is currently a £25,000 grant available to examine the possibility of becoming an Academy and to cover the costs of conversion if this is the decision that is made. We have some time to think and consider the advantages/disadvantages e.g. freedoms, local similar schools, economies of scale. Financially there could be issues.</p> <p>Strategy group to define key principles. Aim to maintain our identity. Slant from the meeting was that becoming an Academy may be inevitable.</p> <p>The school has received a £2000 grant from the LA to get some advice on Academies etc from Shelly Whitehead. Action to set up meeting and find out what’s on offer.</p> <p>We are at the ‘Information gathering phase’. We are not being pushed.</p> <p>SP has put together a Strategic plan. The plan has 4 keys areas</p> <ul style="list-style-type: none"> <li>➤ Academies and partnership working.</li> <li>➤ Engaging parents and carers in learning.</li> <li>➤ Looking at how to constantly improve learning environment.</li> <li>➤ Pre-school to come on site.</li> </ul> <p>Plan to be circulated to all Governors.</p> <p><b>e. Trustees</b> Nothing to report.</p>	<p><b>Strategy Grp</b></p> <p><b>KN/AMW</b></p> <p><b>AMW/SS</b></p>
<p><b>11</b></p>	<p><b>Pre-School Update</b> Diocese and LA now have confirmed no objections in principle to pre-school moving onto the school site. Action, need to get this in writing, and then pass this onto Pre-School.</p>	<p><b>KN/AMW</b></p>
<p><b>12</b></p>	<p><b>Ofsted Briefing feedback</b> In light of the recent inspection it was decided not to go through all the issues that came out of this briefing. Two main points were pointed out; Governors are here for the children, and need to be seen raising questions during our meetings.</p>	
<p><b>13</b></p>	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li><b>a. Performance Management Policy-</b> SP made some minor tweaks – FGB ratified.</li> <li><b>b. Charging Policy</b> – FGB ratified.</li> <li><b>c. Whistle Blowing Policy</b> – FGB ratified.</li> <li><b>d. Best Value Policy</b> – FGB ratified.</li> </ul>	

	<p><b>e. Induction of Staff Policy – FGB ratified</b></p> <p><b>f. SEN Policy - FGB Ratified – (Annual report to be presented at next FGB meeting)</b></p>	<b>LT</b>
<b>14</b>	<p><b>Governor Visit Review and Staff feedback/questions. Next Governor Visit (11<sup>th</sup> May a.m.)</b></p> <p>The next Governor visit day is 11<sup>th</sup> May, and it will be different to the previous visit. Whichever governors can make the date to let SP and AT know.</p> <p>Plan is to: For 45mins sit in on a lesson then reflect on this. If you are in a literacy lesson there are devised questions for key stage 1 and 2.</p> <p>Then split into 2 groups, one group will be with the School council. The other group will with KN and look at Staff subject leadership files. The 2 groups will then swap.</p> <p>There will be a Curriculum walk form to complete with any questions/feedback from the staff and the children.</p> <p>Ofsted like the consistency of all curriculum walks (by staff &amp; governors) being in the same format. It was pointed out that the SIAS inspection might be that week- if so we will reschedule.</p> <p>Review of visit on 22<sup>nd</sup> February by AT. Questions from Governors on Dimensions Curriculum. Did Staff enjoy? Yes and it also received good feedback from Ofsted.</p> <p>Do Staff received enough support from governors? ICT budget is tight and needs more items. FGB confirmed that we need a list of items, the items needs to be in order of priority. Lisa is completing ICT list.</p> <p>Do class teachers need more money to spend on particular bits of curriculum? Yes, due to more ‘hands on’ nature of the curriculum there is a need for resources mainly DT items. Children love the curriculum, for example the year 3/4 production is entirely run by the children, they have a budget from PC who they will pay back. They did their own online shopping. Their aim is to fund a trip to the London eye. SP did a visit/report to year3/4 during their production preparations.</p> <p>Teachers and TAs question to governors. What do governors think their role is? How do they support learning and development?</p>	<p><b>FGB</b></p> <p><b>LB/AT</b></p>

- Part of the GB role is to support KN and be a listening ear. Then she is in a position to support staff. Also for KN to sound ideas out.
- GB hope Staff feel they could talk to governors.
- Curriculum & Monitoring meetings are during school time to try to reduce the number of evening meetings.
- Governors are trying to ask pertinent questions so that pupils are making the progress they should be making. Governors have the expertise to support, and want to be in partnership with the Staff.
- Governor's role is also to provide the best environment and make the best use of the money for recourses to enable a positive learning environment. It was commented that the recent replacement of carpets can create a good first impression and create self-esteem at work and is a benefit for everyone.
- SEN governor role is to support the SENCO. It is a joy to see what has happened in last couple of years.

Staff commented that is was good to see governors in school being proactive with a focus on the children not the Staff. There was a good PSHE link.

How do you think children perceive the role of governors?

- It was noted that the Lollipop governors have been good PR. Children have seen the governors and have more opportunity to talk to us and ask questions. It was noted that perceptions change with age of the child; the term 'governors' can be intimidating. The more the children see the governors the more we can change their view so that they are not intimidated. We would like them to see us as supportive friends of the school.

How do governors see the role of others in school?

- Teachers /TAs are there to help provide children effective learning. MDSA for child safety. Administrative Staff ensure the School runs effectively and communicates with parents/carers.

Would the governors be able to come into school to listen to children read?

This would be very helpful and something the children enjoy. Gives you a different perspective, governors may come in anytime. Do not need to make a regular commitment just turn up. Governors can Email AT/KN if prefer.

Governors pointed out that if another pair of hands is required, Staff /Children could invite the governors. Initially it may be better to invite governors to come to school for a specific visit/reason as

	some governors can feel a bit intimidated about coming into school.	
<b>15</b>	<b>Audit of School Fund</b> Reviewed at F & P meeting -FGB signed off.	
<b>16</b>	<b>Governor Courses/Cluster Training</b> Courses from Governors Services are free, can governors please go through the courses and attend when possible. Cluster training is open to all governors.	<b>FGB</b>
<b>17</b>	<b>AOB</b> Consistent Financial Reporting – Completed with Jan (LA Finance Officer)– OK for Chair to sign off.  Discussed putting all GB minutes on website – Are the governors happy for all minutes to be put on the website? There may be issues at some meetings that could be sensitive. It was agreed that each committee would discuss this at their next meeting and bring their thoughts to next FGB meeting. We also need to look at governing law on the matter.	<b>All sub committees</b>
<b>18</b>	<b>Date of next meetings;</b> <b>SP &amp; C – Monday 21<sup>st</sup> May 7.00 p.m.</b> <b>C &amp; M – Wednesday 13<sup>th</sup> June 1.00 p.m.</b> <b>F &amp; P – Monday 11<sup>th</sup> June 7.00 p.m. Budget 14<sup>th</sup> May 7.00 p.m</b> <b>Strategy Grp - TBA</b> <b>FGB – Thursday 21<sup>st</sup> June 7.00 p.m.</b>	