

**Ashton Keynes C of E School  
Full Governing Body Committee Meeting**

**Thursday 7<sup>th</sup> February 2013**

**Present:**

Aideen McEvoy- Wilding (AMW) Chair  
David Tarr (DT) Vice Chair  
Rob Andrews (RA)  
Richard Gimmler (RG)  
Trevor Heath (TH)  
Shirley Palmer (SP)  
Gary Price (GP)  
Linda Tuck (LT)  
Abi Turner (AT)  
Dave Wingrove (DW)

**Apologies:**

Adam Loveridge (AL)  
Marie O’Neil (MO)  
Kathryn Nicholas (KN) Head  
Gerald Owenson (GO)  
Andrew Sims (AS)  
Alan Waller (AW)  
Sarah Smith (Clerk)

Item No.		Action
<b>1</b>	<b>Opening prayer</b>	
<b>2</b>	<b>Apologies</b> Apologies were received from KN, MO, GO, AS, AW and SS. These were accepted by the governors.	
<b>3</b>	<b>Declaration of Pecuniary Interests</b> The meaning of this was explained and all governors confirmed they understood. None were declared.	
<b>4</b>	<b>Approval of minutes</b> The minutes of the meeting held on 6 <sup>th</sup> December 2012 were accepted as a true and accurate record of the meeting.	
<b>5</b>	<b>Actions and matters arising from previous minutes</b>  <b>5.1 School Financial Value Standards (SFVS)</b> – this is an agenda item (10).  <b>5.2 School Improvement Plan (SIP)</b> – due to the cancellation of the C&M Committee meeting this item will be carried forward to next meeting.  <b>5.3 Data Protection</b> – carried forward to next meeting.  <b>5.4 Attending other committee meetings</b> All governors were encouraged to attend other meetings outside their own sub-committee.  <b>5.5 Businesses approached to fund projects</b> – carried forward to next meeting.	

	<p><b>5.6 Use of footballs at playtimes</b> – carried forward to next meeting.</p> <p><b>5.7 Headteacher Performance Management</b> - DT and AMW to make recommendation to pay panel.</p> <p><b>5.8 Anti-social behaviour strategy</b> – assumed done.</p> <p><b>5.9 Annual Planner</b> – this is an agenda item. HT/PM review will be re-scheduled to April due to ill health and the shorter terms.</p>	<p><b>DT/ AMW</b></p> <p><b>SS</b></p>
<b>6</b>	<p><b>Head Teachers Report</b> GP presented the report in KN's absence. 3 more pupils will be joining the school, one in each of the years 2,3 and 4.</p> <p>GP agreed to produce a brief summary of the outcomes of the book trawl with the AfA's coordinator for governors.</p> <p>Pupil progress meetings have taken place and these were very positive.</p> <p>Katie attended a course on the new punctuation and grammar requirements for the KS2 SAT's and has shared the outcomes with staff. As yet no guidance has been received about what the national benchmarks will be, even though the tests will be held in May.</p> <p>There is a cluster meeting at Longleaze School on 18<sup>th</sup> February at 7pm and is open to any governors who can make it – the key speaker is Chris Gardner from the Co-operative Trust.</p> <p>SP clarified some of the reasons behind the dip in SAT's results at end of KS2 for 2012 (current Yr.7). This was mainly due to changes within the cohort and a high percentage of special needs pupils. More detailed information will be given when C&amp;M have had a chance to discuss this further and after the next meeting with the SIA. We are also still awaiting the validated data from Raise online.</p> <p>The FGB thanked GP for presenting the report.</p>	<p><b>GP</b></p> <p><b>All Govs</b></p> <p><b>KN/SP</b></p>
<b>7</b>	<p><b>Staff Governor Report</b> AT confirmed that there are a lot of exciting things going on in school but there was nothing specific to report back at the moment.</p>	
<b>8</b>	<p><b>Matters arising from Committee reports</b> <b>8.1 Staffing, Policy and Communications</b> The minutes of the meeting from 21.01.13 were reviewed. The main focus for the committee to date has been communication and a range of documents have been added to the website. Various policies have been reviewed and updated.</p> <p>The Annual planner and Monitoring schedule has been reviewed and updated.</p>	

	<p>Because KN has been absent the staffing matters update has been deferred until after her return.</p> <p>The next Governors' newsletter is now due and it is hoped to send this out by the end of this month. Input is needed from all chairs of committees. SP said that ideally we need the validated Raise online data before we send the 2012 SATs info to parents.</p> <p>The committee discussed a request from the strategy group to organise a questionnaire to parents on home learning. This needs to be discussed with KN first before a decision is made whether to do so or not. SP pointed out that by seeking parents' views there is an implication that their responses will be considered and changes will be made in light of these and we may not be in a position to make changes. GP informed the governors that new guidelines have been published about Home Learning and these make it clear that the Headteacher is responsible for deciding what form home learning takes – expectations and parameters have changed. It makes sense to seek parents' views on this matter if and when the school is reviewing its approach to Home Learning. SP suggested that we ask KN and the SLT for their suggestions on the areas that we might seek parents' views in a questionnaire.</p> <p>Pupil Recruitment leaflet – agenda item</p> <p>School Closure Communication – website was updated by 8 am – can we make even better progress on this? GP noted how useful the website was in this situation. RA and AL are meeting to look at parent mail/ webmail in more detail.</p> <p><b>8.2 Curriculum and Monitoring</b> The meeting, due to be held on 23.01.13, was cancelled due to the ill health of 2 members and 2 other members could not make the meeting for personal reasons.</p> <p><b>8.3 Finance and Premises</b> The minutes of the meeting on 21.01.13 were reviewed. DT has yet to meet with the architect to review the office space in order to try and make it more user friendly.</p> <p>RG reported that the budget forecast is good. Reductions have been made on copier spend and there have been less ICT callouts. There will be just under an 8% rollover and there is a proper plan in place to spend this. It can take 6 weeks for the costs to come through the system.</p> <p>We received a letter from Wiltshire Council as part of a consultation on</p>	<p><b>GO/RA/SP AMW</b></p>
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	<p>the future of surplus balances. They are looking to relax the rules on surplus balances and withdrawing control. The committee could not see any downside on relaxing the rules. A response was returned.</p> <p>The audit by the LA took place on 05.12.12. A response to the points raised in the action plan still needs to be provided.</p> <p><b>8.4 Strategy Committee</b> The Strategy group met on 10<sup>th</sup> December and reviewed the strategic plan - SS made some amendments. The pre-school proposal is a longer term issue since they need to purchase their accommodation. Government survey now in February. AMW will update the toolkit provided by Shelly Whitehead. The strategy group plan to meet around the 10<sup>th</sup> June.</p> <p><b>8.5 Trustees</b> Have not met - nothing to advise.</p>	KN
9	<p><b>Policies</b></p> <p><b>9.1 Internal Financial Control Procedures</b> Recommended at FPC. FGB approved.</p> <p><b>9.2 Day-to-Day Financial Procedures.</b> Recommended at FPC. FGB approved.</p>	
10	<p><b>Schools Financial Values Standard (SFVS)</b> RG explained that this was required by the Local Authority and it replaces FMSIS, which was onerous and bureaucratic. SFVS is more sensible. Not subject to audit. There is a checklist for governors to confirm that what we are doing meets requirements which RG feels is based on common sense. There are clear terms of reference; 23 questions to answer, which needs to be backed by evidence. Has to be ratified pending any questions. RG confirmed that what we have in place meets these questions. It is a good process and is cross referenced. DT proposed that the SFVS was ratified. Agreed by FGB. RG was thanked for all his hard work on this.</p>	
11	<p><b>I &amp; E return</b> Approved by FGB</p> <p>Quotes: Photocopier renewal is due in October. We are awaiting a second quote on the telephones. It was agreed that these would be discussed again when more quotes were available so that comparisons could be made. PAT testing (Portable Appliance Testing) SRD offers a reasonable price so it was agreed that we would remain with them. RFL – proactive and reactive ICT technical support. Staff reported that some aspects can drag on – it needs managing. A lot of the subject leader’s time is spent liaising between the technician and staff. The</p>	

	<p>school receives 3 hours technician support every 2 weeks. The reception class has only recently acquired their computer - some dissatisfaction exists. Is this something that can be addressed through the cluster as part of the co-operation partnership? ICT plays a greater role now and is integral to learning. Laptops are used a lot more, can always have ICT as part of your lesson. Staff are enthusiastic about ICT and are more forward in their own learning. It was agreed that we would:</p> <ul style="list-style-type: none"> <li>• Ask Preet to request an extension of 1 month on the contract so that we can talk to RFL after the holidays. Put out feelers for other options. Governors to let Preet know of other people that can be approached to compare with RFL.</li> <li>• Approach cluster to see if any school has good support and if they would recommend their providers</li> <li>• Talk to LB about the issues that the school is facing with RFL</li> <li>• Look at termination timescale in current RFL contract</li> </ul>	<b>Preet/KN LB/RA</b>
<b>12</b>	<p><b>School Journeys Report</b></p> <p>The response that DW has received, from other governors, suggests that they are happy with his recommendations. There was a full discussion around the summary of the proposals that DW made. One change agreed and that was “yes, to formally adopting the High Road Playing Field for parking.” It was also agreed that the word “recommended” would be changed to “suggested”. The FGB agreed that they were happy to support DW’s recommendations and response to the LA. AMW thanked DW for his work on this and asked for herself and SS to be copied into to his response to LA.</p>	<b>DW</b>
<b>13</b>	<p><b>Pupil Recruitment Flyer</b></p> <p>Change of photo, GP has already spoken to AL about this. Leaflet will be sent as a final draft for last read through. Everyone agreed that this was an excellent document with good PR potential. Go to SPC meeting in March – link to FPC committee re costs. Recommended that consideration is taken of the cluster in determining its circulation.</p>	<b>AL</b>
<b>14</b>	<p><b>Governor Newsletter</b></p> <p>All chairs of committees need to write a bit for the newsletter. Aiming for this to go out by the end of February. SP explained that the data that we currently have is un-validated and this may have implications for the section that she produces for the C&amp;M committee.</p> <p>AL suggested that parents could be asked what they would like to see in the next newsletter and SP also suggested that we could ask what would they like to know about the governing body. This would be a powerful opportunity for seeking their views as well as arousing potential interest in them becoming governors at some stage in the future (succession planning).</p>	<b>RA</b>
<b>15</b>	<p><b>Child Protection Report to Governors</b></p> <p>The GB received the Child Protection Report &amp; action plan. One MDSA needs foundation training.</p> <p>The annual LA audit has only just come out (later than in previous</p>	

	years). AMW will meet CK to complete	AMW/CK
<b>16</b>	<p><b>Feedback from Budget Road-show</b></p> <p>AMW and KN attended the budget road show. Total budget for 12/13 is £660,157. For 13-14 the likely per pupil figure is £2,800 plus a lump sum of £100,000. The pupil premium is £900 per pupil (those eligible for FSM) and we have 9 pupils. Less money will be received for NPA (Named Pupil Allowance). The approximate anticipated delegated funds for 13/14 is £616, 897. We receive some money from the FOAKS. There is still a minimum funding guarantee in place if there is a 1 ½ % difference. We are not anticipating that we will fall into this since we haven't done so previously. We do not know what funding formula will be applied in 15/16. No further AFA money will be received because we received this all in 2012.</p>	
<b>17</b>	<p><b>Consultation on Term Dates</b></p> <p>It was agreed that the governors would hand the decision to staff and support whatever their preference was. GP explained that the staff were looking at option 3 e.g. an extra 2 days at half-term. This preference will be emailed to the LA by the school tomorrow in order to meet the deadline for the consultation process</p>	GP
<b>18</b>	<p><b>Governor Training</b></p> <p>The cluster have arranged for Chris Gardner (from the Co-operative trust) to talk to Heads and governors at Longleaze School on Monday 18<sup>th</sup> February at 7 pm.</p> <p>David Marriott will be leading a session at AK school on Wednesday 20<sup>th</sup> February at 7 pm called "Holding your school to account." The following governors confirmed their attendance: KN, AMW, RA, GP, DW, TH, DT and SAP. If any other governors are able to attend could they please inform either SS or KN.</p>	All Govs
<b>19</b>	<p><b>Scheme of Delegation</b></p> <p>Carried forward to next meeting.</p>	
<b>20</b>	<p><b>Governor Annual Planner</b></p> <p>This has been reviewed and updated in each committee meeting. The next governor' visit will be arranged for some time after Easter. The focus is likely to be on "values" as part of the follow-up from the SIAS inspection. Since LT is stepping down as a governor, another will be needed to take on the role of link governor for SEN. The latest monitoring visit has been done by LT and the note of visit will be circulated. We will also need to recruit a Foundation governor to replace LT. After some discussion it was suggested that TH became a Foundation governor and that a Local Authority governor is recruited instead. This recommendation was accepted by the FGB. LT will remain as an Associate governor.</p>	SS/ AMW
<b>21</b>	<p><b>Any Other Business</b></p> <p>AMW thanked GP and the staff for covering in KN's absence so well. GP said this was down to the team effort.</p> <p>AMW thanked LT, on behalf of the governor, for all her hard work as a</p>	

	governor over many years. LT was presented with a plant and a card.	
<b>22</b>	<b>Date of next meetings;</b> Strategy Group 10 <sup>th</sup> June 7.00 p.m. Finance & Premises 18 <sup>th</sup> March 8.00 p.m. Staffing, Policies and Communications 18 <sup>th</sup> March 6.30 p.m. Curriculum & Monitoring Committee 13 <sup>th</sup> March 1.15 p.m. FGB 11 <sup>th</sup> April 7.00 p.m.	