

**Ashton Keynes Primary School  
Full Governing Body Meeting  
Thursday 15<sup>th</sup> June 2017 5:30 p.m.  
Minutes**

<b>Present:</b>	<b>Apologies:</b>
Sarah Harris (SH)	Mark Cryer (MCr)
Michele Collier- Bromelow (MCB)	Jan Thompson (JT)
Samantha Saville (SSa)	Trevor Heath (TH)
Shirley Danby (SD)	Caroline Hukins (CH)
Jon Hughes (JH)	Katy Thomas (KT)
Meggen Cantillon (MC)	David Tarr (DT)
Peter Gray (PG)	
Chris Padley (CP)	
Sarah Smith (SS) Clerk	

**School Improvement Key areas = 1,3, & 4.**

**Star Challenge: \* = Question**

**\*\* = Action**

**\*\*\* = Change in procedure/policy**

Item	Minute	Action
<b>1.</b>	<b>Opening prayer</b>	
<b>2.</b>	<b>Apologies</b> Apologies were received from MCr, JT, TH, CH, KT and DT. These were accepted by the governors.	
<b>3.</b>	<b>Declaration of Pecuniary Interests</b> None declared.	
<b>4.</b>	<b>Elect Chair of Governors</b> SH proposed MCB was as new chair of governors. This was seconded by CP. All were in agreement. MCB is duly elected as Chair of this governing body.  Thank you to SH for her amazing amount of hard work and dedication she has given as chair, alongside a very demanding job. Team AK is very appreciative. SSa wished to thank SH on behalf of the school and as a support to all staff and to SSa personally helping her grow. SH was presented with flowers.	
<b>5.</b>	<b>Correspondence</b> <b>a. LA circular A109/17 information for parents/carer regarding unauthorised absence from school</b> The document had been circulated to parents as a deterrent for booking holidays in term time.	
<b>6.</b>	<b>Approval of minutes from FGB on 23<sup>rd</sup> March 2017</b> The minutes of 23 <sup>rd</sup> March 2017 we accepted as a true and accurate record of the meeting.	
<b>7.</b>	<b>Actions and matters arising from previous minutes:</b> <b>7.1 SSa to send out possible dates for Mindfulness session</b> If governors would still like this session it would be easier for Mrs Tromans to hold an afternoon session.  <b>7.2 KT/MC &amp; SD to arrange meeting to discuss SIAMs</b> Completed see agenda item 14.  <b>7.3 SS to make approved amendments to Scheme of Delegation</b> Completed.  <b>7.4 JT to review Equalities Information Policy alongside LPh</b> Policy is still under review with Curriculum & Monitoring Committee as a few tweaks are required.	

	<p><b>7.5 SH to attend meeting with SIA</b> SH was unfortunately unable to join the meeting on the arranged day.</p> <p><b>7.6 SD/DT/MC to complete School Vision &amp; Christian Character document</b> Completed and on the website.</p> <p><b>7.7 CH to look into organising a sponsored school marathon</b> The marathon is taking place next Tuesday, thanks to CH for driving the event.</p> <p><b>7.8 SS to add review of link governors to June 15th FGB agenda</b> See agenda item 15.</p> <p><b>7.9 **Governors to complete their own governor impact sheet after making visits</b> This will be an on-going action for all governors.</p> <p><b>7.10 **Governors to speak to potential members of the community who may consider current vacancies on the body</b> For further update see item 20 Governor membership.</p> <p><b>7.11 Advise MCB of any businesses which could be added to contact list for potential governors</b> This will be ongoing and linked to one of the new core School Improvement Plan areas for 2017-18.</p> <p><b>7.12 SS to update governing annual planner</b> Completed and circulated.</p> <p><b>7.13 DT/TH to complete H &amp; S inspection before the end of Term 4</b> The Term 4 inspection has been completed. **DT &amp; PG to complete Term 6 inspection.</p>	<b>DT/PG</b>
<p><b>8.</b></p>	<p><b>Head teachers' report</b> The head teachers report and associated documents had been circulated to all.</p> <p>*Q Has the Education Health and Care (EHC) Plan replaced the old statement? Yes, the plan follows the child until the age of 25. It takes longer to access and funding is given with consultation with the family and it is good for individual transition to the future</p> <p>Final data cannot be confirmed as KS2 SATs results are not in until 4<sup>th</sup> July.</p> <p>We are very pleased with year 1 Phonics and year 2 SATs results.</p> <p>EYFS Good Level of Development (GLOD) the cohort has a high percentage of Summer born. Therefore, they have to further travel. Those who have not made GLOD is due to maturity and no other reason another few months and they will be there, it is not an issue.</p> <p>*Q The new staffing structure for Sept 17; are we happy with the number of job shares? SSa is very happy with the staffing structure in place which will provide stability for the classes and has no concerns. SSa is confident that those who have reduced their hours will give more and be more energetic in their role. Formal advertising for the temporary filled roles will begin in September, permanent posts will be made in October.</p> <p>It was noted that job share roles are deemed as one fixed term contract. If one person leaves and a replacement is not found the other has to leave, though this would be an unlikely scenario.</p> <p>The staffing structure for 2017-18 will be communicated to parents before the end of term.</p>	

	<p>Q* Has the staffing changes had a negative impact on the budget? No in fact there had been a beneficial effect on the budget due to changes in contracts and scales.</p> <p>Q* More staff requires increased management time from SSa, are you happy with that? SSa in comfortable with this, the staffing structure creates opportunities and she also has the deputy in support.</p> <p>Thank you to SSa for all the arrangements made and the very comprehensive report.</p>	
<p><b>9.</b></p>	<p><b>Matters arising from Committee reports</b></p> <p><b>a. Staffing, Policy and Communications</b></p> <p>The minutes of 07.07.17 had been circulated to the committee. It was acknowledged how the new staffing structure was very positive with talented teachers in post. With the new structure, there is a beneficial effect on the budget with changes in contracts/rates. There is increased management time for SSa with a larger staff but she is comfortable with that. The new structure and numbers creates opportunities to be flexible and proactive with early interventions.</p> <p><b>b. Curriculum and Monitoring</b></p> <p>The committee met yesterday for their meeting so a verbal report was given to the committee. AK had a very positive SIAMs outcome and as per the HT report indications of the data is showing we are on track. Staff are delivering the curriculum with impact. The Equalities Information Policy is still under review with the committee alongside Laura Phillips. Link governor CH has monitored school food with visits to Breakfast club and a school lunch. She concluded that the standard has significantly increased particularly in Breakfast Club with the implementation of a healthy menu, we are offering a really good package with all the special cooking sessions and craft activities. The committee has a standing agenda item where the committee members share something positive they've seen in school as governors. It is nice to hear the feedback and SSa can relay this back to staff. The committee will be meeting again in July so they can review pupil progress and KS2 SATs results.</p> <p><b>c. Finance and Premises</b></p> <p>The minutes of 08.06.17 had been circulated to the committee. This meeting focused primarily on the final budget monitoring documentation for the year and the 2017-18 budget (see agenda item 10) The monitoring figures last year showed that we were bang on predictions, so it has been a great year for successfully managing the budget. The committee are continuing to monitor and action various maintenance issues including obtaining quotes for new blinds in the hall and a new magnetic access door system to increase security for safeguarding of the children. It enables a quick lockdown. It would prevent people walking in and about school. If a fire alarm goes off an auto button releases all doors. *Q What is the time scale for the security project? 2 further quotes are needed. It is unlikely to be completed this holiday. Due to the cost, full governor approval will be required before commencing with the project. It can be completed in stages and the process and implementation will be carefully thought through. *Q Do we have the money to fund this project? It is a big chunk of money which is why careful planning is needed, we do have the funds accrued to be able to complete.</p> <p><b>d. Strategy Committee</b></p> <p>The committee are due to meet term 1 next academic year.</p> <p><b>e. Trustees</b></p> <p>The committee haven't met.</p>	
<p><b>10.</b></p>	<p><b>Budget 2017-18</b></p> <p>A copy of the proposed budget for 2017-18 had been forwarded to the committee. The proposal is recommended for approval to the committee by the Finance and Premises committee.</p> <p>In overview income is up 8% last year. Though the amount of funding available per pupil has gone down (we receive £4,100 per pupil) the overall figure has risen solely due to AK having a higher</p>	

	<p>number of children on roll. There has been good control of the budget this year and this is set to continue. The biggest proportion of the budget as expected is staffing costs at 77% there have been slight benefits with the new structure but it is important to acknowledge the changes were not made for budget reasons as these do not drive the budget. We are always doing what is best for the children at AK. We carry forward a contingency of £43,000 which at 5.5% is a sensible amount. It is prudent to maintain a carry forward of this level. The final draft showed an overspend of £3,000 which is an acceptable level. *Q Should we be worried about increasing deficit? A deficit figure is put in the budget for 5 years but in reality it is irrelevant. We have a comfortable buffer; we do not wish to carry forward too much. Finance and Premises keep a strong rein and have a very good process of monitoring budget management. We have a growing school inclusive of all children we often have to appoint 1-1 with no funding. Sometimes new pupils start with no budget in place, in these situations SSa and JH have a discussion and react quickly. We overestimate costs in the budget to be able to do this. We budget to be prepared for unknown changes and to break even.</p> <p>The full governing body were happy to approve the budget for 2017-18.</p>	
11.	<p><b>Safeguarding – Chid Protection Report – Site Security</b> The Child Protection Report from Safeguarding Lead Cheney Kibblewhite had been included in the Headteacher Report. Site security has been discussed under item 9c.</p> <p>A confidential matter was discussed.</p>	
12.	<p><b>Health &amp; Safety Annual Report.</b> The annual Health &amp; Safety report had been circulated to governors. No further questions.</p>	
13.	<p><b>Policies:</b></p> <p><b>a. Best Value Statement</b> Policy approved.</p> <p><b>b. Equalities Information</b> Still under review with Curriculum and Monitoring committee, carried over.</p> <p><b>c. Governor Code of Conduct</b> Policy approved.</p>	
14.	<p><b>SIAMS Inspection</b> Well done to team AK following an ‘outstanding’ grading awarded! Particular thanks to SSa, KT and SD, MC and DT. There has been some lovely feedback from parents. It was a good experience and a great place to be in. SSa is delighted that everyone has taken notice, the parents that came in to speak to inspector were incredible; the inspector was very impressed. Big thank you and congratulations to everyone.</p>	
15.	<p><b>Review Link Governors List</b> Over the last 3 years governor monitoring has evolved from a one day governor visit to governor of the month and currently governor of the term. Governors and staff are meeting on the 28<sup>th</sup> June to look at the 4 core areas of the School Improvement Plan (SIP) for 2017-18. For example, pupil leadership and accreditations. SSa proposes that the governors divide into 4 groups and each team will be responsible for the monitoring of one of the core areas. Each group could have a team leader the monitoring and reporting is then spread through the governing body and is more manageable and less onerous than one person per term. We will still keep the link governor list; it is nice to have continuity. Governors were offered the chance to change their current link; no one requested a change.</p> <p>Volunteer required to take on the role of Health &amp; Safety link governor – thank you to CP for volunteering.</p>	
16.	<p><b>Governors of the Term / Link governors monitoring visits</b> See above item (15).</p>	
17.	<p><b>Governor Impact</b> Governors are to continue to use the impact sheets to monitor the impact of their visits. The AK</p>	

	<p>star system is to be used when filling in the sheets e.g. * for a question, ** for an action *** for a change in policy/procedure. ‘So what?’ is a phrase learned from Challenge Partners, this is what must always be in mind when evaluating the impact of an action. For example; So what, we have termly Zumba? It has the impact of healthy engaged children. If there is no impact, then we would make a change.</p>	
<b>18.</b>	<p><b>Strategy/Multi- Academy Trust – North Wiltshire Learning Trust</b></p> <p>Nothing is happening at the moment with the Trust. It is likely we will receive more pressure from parties with our outstanding SIAMs rating, as we are a great asset. The current focus is on our school, making it the best we can be. This will ensure we are in strong position with the ability to take on others, this would also fit in with SSa’s own growth and development, strongly supported by the Deputy head and staff. Another 2/3 years of stability maintaining the high levels of teaching and learning, enrichment opportunities and high level results will put us in a strong position for spreading good practice. The current national environment dictates that a school our size will not be able to stand alone for ever, being a strong school will provide us control of the next step with greater options, when the time arises and we need to be ready. In September Strategy Group are planning to organise a meeting with local stakeholders with the aim off looking at where we would like to be in 10 years time. It is an exciting period with lots to think about.</p>	
<b>19.</b>	<p><b>GB Duty of care to staff</b></p> <p>SD as well-being governor is a tremendous support to SSa and staff. It is fantastic that staff know SD is there not just in the church sense. SH has also been very supportive as Chair. It is an issue that the way school is set up there is nowhere for staff to really relax, take a break and get away. Creating a space for staff or a better staff room space would be beneficial to well-being. Occasionally children are tutored in the staffroom leaving nowhere to go and relax, staff are eating lunch on their own in their classrooms often never having a proper break. There is some ‘dead’ space the other side of the music room, it would not be a big build to utilise this space. ***The committee asked if Finance and Premises would take the action to investigate this further. The need was agreed in principle.</p> <p>Thank you to the committee for being mindful to staff with the earlier and daytime meetings as it is much appreciated.</p> <p>7:00 PG left the meeting.</p>	<b>F&amp;P</b>
<b>20.</b>	<p><b>Governor Membership</b></p> <p>MCr has confirmed he will be resigning by the end of June. Thank you to Mark for all his hard work. This means we will have a vacancy for a new parent governor. A request for parent nominations will be sent out end of September to allow the new parents to settle in *SS to action.</p> <p>SH has agreed to continue for another term as Co-opted governor this has been ratified by the governing body via email.</p> <p>JH’s term as Co-opted governor expires on 19/06/17 JH is happy to continue for another term. Governors ratified another term.</p> <p>The governing body has 2 vacancies – Co-opted and Authority. Ron Munroe who is husband of a Margaret a local volunteer (who is an ex head) is visiting the school on Monday and is interested in joining the team. JH is also going to chat with possible candidates. We also have a current advert with SGOSS (School Governors One Stop Shop).</p>	<b>SS</b>
<b>21.</b>	<p><b>Meeting dates 2017-18</b></p> <p>All sub committees have arranged their first meeting of the academic year and will agree their year schedule at their first meeting.</p>	<b>ALL</b>
<b>22.</b>	<p><b>School event calendar; governor attendance</b></p> <p>Governors can refer to the school website for the school event calendar and are welcome to attend any event and feedback to the committee or perhaps write a small report for the website.</p> <p><b>Upcoming events:</b></p>	

	<p><b>Marathon;</b> next Tuesday CH will be there all morning all welcome.</p> <p><b>School fest 24<sup>th</sup> 3-7 p.m.</b></p> <p><b>Sports week</b> - last week in June, Lots events going on daily. Sadly, the wheel chair basketball team has had to cancel but will be coming back in Sept.</p> <p><b>Sports day</b> - Morning of the 30<sup>th</sup> June.</p> <p><b>AK music festival</b> - 2<sup>nd</sup> July the children are performing iSing pop in the Bradstone Marques.</p> <p><b>Open morning</b> - 10<sup>th</sup> July starts 9:15 a.m. Governors can be available for questions from perspective and current parents.</p> <p><b>Yr 5/6 performance</b> - ‘Pirates of the Curry Bean’ 12<sup>th</sup> &amp; 13<sup>th</sup> July.</p> <p><b>Fairford Airshow</b> - 14<sup>th</sup> July SSa is taking 22 adults please let her know if you are interested.</p> <p><b>Leavers Services</b> - 12<sup>th</sup> July, Holy Cross Church 1:30 p.m.</p> <p><b>Levers Assembly</b> - 18<sup>th</sup> July 11 a.m. followed at 12 p.m. by balloon release and rounders in the afternoon.</p> <p><b>AK has talent</b> – 20<sup>th</sup> July a.m.</p> <p><b>School treat</b> - 20<sup>th</sup> July 1:45 -2:45 p.m. a treat for children, staff and governors a surprise arranged by SSa as a thank you to everyone working super hard. A production of the Lion the Witch and the Wardrobe.</p>	
23.	<p><b>Governing Body Annual Planner</b> All aspects reviewed SS to update document.</p>	SS
24.	<p><b>Any Other Business</b></p> <p><b>24.1 TMVs</b> An email had been circulated to all regarding the need for the fitting of Thermostatic Valves with an estimate of £1,349.24 provided from County to install 5 TMV’s for the mobile classroom toilets. The committee approved. SS to confirm to the Business Manager.</p> <p><b>24.2 Query regarding location of oil tank</b> *Q Is the current location of our Oil tank a fire hazard tank? The location is not thought to be a hazard. We are professionally risk assessed for fire safety and this has not been brought up as an issue.</p>	SS
25.	<p><b>Date of next meeting; Thursday 30<sup>th</sup> November 5:30 p.m.</b></p>	

The Chair closed the meeting at 7:30 p.m.

Signed.....

Date.....

**\*\*SUMMARY OF ACTIONS**

1	DT & PG to completed Term 6 H & S Inspection by term end	DT/PG
2	C & M Committee to complete review of Equalities Information Policy	C & M
3	F & P Committee to investigate possibility to creating new staffroom	F & P
4	SS to action new parent governor nominations	SS
5	Sub-committees to arrange meeting schedules at first meeting	ALL
6	SS to update annual planner	SS
7	SS to confirm approval of fitting TMVs to Business Manager	SS