

**Ashton Keynes Primary School**  
**Full Governing Body Meeting**  
**Thursday 28<sup>th</sup> June 2018 at 5:30 p.m.**  
**Minutes**

<b>Present:</b>	<b>Apologies:</b>
Michele Collier-Bromelow (MCB) Samantha Saville (SSa) Carrie Stephenson (CS) David Tarr (DT) Giuseppe Vitale (GV) Jade Smith (JS) Jan Thompson (JT) Jon Hughes (JH)	Nick Plummer (NP) Peter Gray (PG) Ron Munroe (RM) Sam Crawford (SC) Shirley Danby (SD) Trevor Heath (TH) Hannah Brooks (HB) Clerk  Meggen Cantillon (MC)

<p><b>School Improvement Key areas = 2, 3 &amp; 4</b></p> <p><b>Star Challenge: * = Question</b>  <b>** = Action</b>  <b>*** = Change in procedure/policy</b></p>
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Item	Minute	Action
<b>1.</b>	<b>Opening prayer</b>	
<b>2.</b>	<b>Apologies</b> Apologies were received from Meggen - these were accepted by the governors.	
<b>3.</b>	<b>Welcome</b> The chair welcomed all the new parent governors to the FGB	
<b>4.</b>	<b>Declaration of Pecuniary Interests</b> None were declared.	
<b>5.</b>	<b>Approval of minutes from FGB 22<sup>nd</sup> March 2018</b> The minutes of 22 <sup>nd</sup> March 2018 were accepted as a true and accurate record of the meeting.	
<b>6.</b>	<b>Actions and matters arising from previous minutes:</b> The action and matters arising from previous minutes had been carried out and completed.	
<b>7.</b>	<b>Head teachers' report</b> The Head Teacher is very pleased with the data for this term. The Year 6 SATS were excellent and the results should be in top two. It was great to report that the children enjoyed the SATS week and experience. The final results are due in two weeks. The staff and Governors are very proud of all the children.  A governor gave a massive thank you to the staff and pupils and was pleased that the results and enthusiasm gets better year on year. It is pleasing that no child slips through the net.  * RM The language of education is complex and confusing for some. Could a glossary of acronyms be put together?	
<b>8.</b>	<b>Matters arising from Committee reports</b> 1. SP&C Policies were approved by email. 2. C&M There is a vacancy on the C&M committee. 3. F&P A good routine is now in process with Sam and Preet attending meetings. It was	

	<p>reported that 4.5% of the budget carried over to the new financial year</p> <p>4. Strategy - this committee has not had a recent meeting</p> <p>5. Trustees - this committee has not had a recent meeting</p>	
<b>9.</b>	<p><b>Budget 2018/2019</b></p> <p>The Governors were happy to recommend to the Governing body – approved by all.</p>	
<b>10.</b>	<p><b>Scheme of Delegation</b></p> <p>No changes</p> <p>** To be amended with the four new parent governors and then be sent to the new governors</p>	<b>HB</b>
<b>11.</b>	<p><b>Safeguarding / Child Protection report (included in Head teacher report)</b></p> <p>One CAF open and one joining in September. (Common Assessment Form)</p>	
<b>12.</b>	<p><b>Health &amp; Safety Annual Report</b></p> <p>No comments</p>	
<b>13.</b>	<p><b>Policies:</b></p> <p>a) Code of Conduct</p> <p>b) Governor Visiting Policy</p> <p>All policies were currently being reviewed and would be highlighted at next FGB.</p>	
<b>14.</b>	<p><b>Strategy/Multi-Academy Trust</b></p> <p>Leah P is now on the board of trust for an academy in London that meets x3 times a year. It will be very beneficial for LP to meet new people and get new ideas going forward.</p> <p>* RM This is the most important decision we are going to make – is Strategy making the decision?</p> <p>The Chair confirmed that the Strategy committee will investigate and then report to the FGB who make the final decision.</p>	
<b>15.</b>	<p><b>GB Duty of care to staff</b></p> <p>There are no issues, staff are aware that SD is there to offer pastoral care.</p>	
<b>16.</b>	<p><b>Governor membership</b></p> <p>It was discussed that Sam Crawford would join the S,P&amp;C committee</p> <p>** The new Governors were invited to attend any meeting to find out more information before committing to a particular committee.</p>	<b>CS/GV NP/SC</b>
<b>17.</b>	<p><b>School event calendar; governor attendance</b></p> <p>11<sup>th</sup> July SIP review and Cream Tea at 3:30pm (apologies – RM, SC)</p> <p>18<sup>th</sup> July Afternoon of music</p> <p>19<sup>th</sup> July Secret visit – all welcome</p>	
<b>18.</b>	<p><b>Governing Body Annual Planner</b></p> <p>To be updated. Move over to September</p>	
<b>19.</b>	<p><b>Any Other Business</b></p> <p>A new Parent Governor is also on the Parish Council. The Governor gave a short update on the Highways and development within the village. The Cotswold Community has been approved for 75 (40% affordable) infrastructure levy. Be aware of. Would like to know concerns. Parishioners</p>	

	could go to Parish council meetings.  The Strategy committee will meet and mover forward from September	
<b>20.</b>	<b>Date of next meeting;</b> Thursday 22 <sup>nd</sup> November 2018 5:30 p.m.	

The Chair closed the meeting at 6:30pm

Signed.....

Date.....

**\*\*SUMMARY OF ACTIONS**

1	Scheme of Delegation to be amended with the four new parent governors and then be sent to the new governors	HB
2	The new Governors were invited to attend any meeting to find out more information before committing to a particular committee	CS/GV NP/SC