

**Ashton Keynes Primary School
Full Governing Body Meeting
Thursday 30th November 2017 5:30 p.m.
Minutes**

Present:	Apologies:
Michele Collier-Bromelow (MCB) Caroline Hukins (CH) Samantha Saville (SSa) Shirley Danby (SD) Jon Hughes (JH) Jan Thompson (JT) Peter Gray (PG) Meggen Cantillon (MC) David Tarr (DT)	Ron Monroe (RM) Leah Perring (LP) Chris Powell (CP) Jade Smith (JS) Hannah Brooks (HB) Observing Clerk Sarah Smith (SS) Clerk Trevor Heath (TH) Sarah Harris (SH)

School Improvement Key areas = 2, 3 & 4

Star Challenge: * = Question

**** = Action**

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

Item	Minute	Action
1.	Opening prayer	
2.	Apologies Apologies were received from TH and SH, these were accepted by the governors.	
3.	Welcome and introductions (JS, RM, CP, HB) A warm welcome to new governors RM Authority Governor, JS Staff Governor and Chris Powell Parent Governor. All the governors introduced themselves. Governors play a crucial role to the school and it is entirely voluntary it is great that new members have come forward to join the team. Welcome also to HB who is taking over as clerk to governors. Thank you to SS for her time in the role.	
4.	Declaration of Pecuniary Interests None were declared.	
5.	Elect Vice Chair of Governors CH was proposed by MCB and seconded by JT. CH is duly elected Vice Chair of Governors.	
6.	Correspondence a. AK Premises conditions survey 2017 (County) The County premises conditions survey of our school has been received. It is a large detailed report and is allocated to **Finance and Premises committee for further review. b. Link from DFE to the latest version of 'The constitution of governing bodies of maintained schools' circulated by email on 20.09.17 All governors have been given the link to this updated document. The Nolan principles mentioned have been incorporated into the Scheme of Delegation. c. Term dates consultation 2019-20 Deadline 02.02.18 It was agreed to go with option 2; the longer October half term and finishing the Summer on 22 nd July helps with absence figures as families are able to fit in holidays without requesting special leave. The governors were happy to support the schools view and go with option 2. **Response to be given to county by 2 nd February.	F&P HB

7.	<p>Approval of minutes from FGB 15th June 2017 The confidential and public minutes of 15th June 2017 we accepted as a true and accurate record of the meeting.</p>	
8.	<p>Actions and matters arising from pervious minutes:</p> <p>8.1 DT & PG to completed Term 6 H & S Inspection by term end This has been completed. Term 2 inspection has also been completed.</p> <p>8.2 C & M Committee to complete review of Equalities Information Policy This has been completed and the policy was approved by the FGB over email.</p> <p>8.3 F & P Committee to investigate possibility to creating new staffroom This was discussed in their meeting of 28.09.17 it was agreed the initial priority of the governing body is to focus on the development the KS1 area as the mobiles are in need of update. When possible the staff room area will also be taken into consideration. This action has been passed onto the strategy committee</p> <p>8.4 SS to action new parent governor nominations Completed; CP is our new parent governor. Following the resignation of Chris Padley we have another parent governor vacancy it was agreed to request nominations for this in the new year. **HB to action.</p> <p>8.5 Sub-committees to arrange meeting schedules at first meeting Completed bar Curriculum and Monitoring who will be setting the meetings for the rest of the academic year at their January meeting.</p> <p>8.6 SS to update annual planner Completed.</p> <p>8.7 SS to confirm approval of fitting TMVs to Business Manager Completed and the thermostatic valves have been fitted by Kier (County).</p>	HB
9.	<p>Head teachers' report The following documents had been circulated to the committee:</p> <ul style="list-style-type: none"> • Head teachers report • AKPS Finance report • Safeguarding action plan • AKPS School Improvement Plan (SIP) 2017-18 • SEND to Report to governors from SENDCO • FFT AKPS attainment and progress KS1 2017 • FFT AKPS attainment and progress KS2 2017 • FFT AKPS attainment and progress (EYFS & Phonics) 2017 <p>The governors thanked SSa for the very comprehensive report and the large amount of information and data provided.</p> <p>*Q The original plan was to advertise the two temporary posts in October, what is the current stance? Stability is best for the children so this action has been delayed to until Easter. Both positions are currently working out well and they are flexible if needed which is advantageous.</p> <p>PG arrived at 17.53 p.m.</p> <p>*Q EYFS GLOD (Good Level of Development) is under national average why is this? The cohort had a low-level entry and a high percentage of Summer born. However, the progress that has been made from the baseline is phenomenal. The few that did not achieve GLOD were merely a matter of maturity that will be reached early year 1. The main reason they were not put through</p>	

	<p>was due to writing. It is strongly felt children should not be put through if they are not there. The LA did question the levels but it was felt important to stand by the correct decision.</p> <p>The CASP (Challenge and Support Partner) has been in school today; she is impressed with our school. The current year R is on track for above national GLOD. Year 1 are making good progress and taking time to mature. Q* Will we have the same GLOD level this year and are there concerns regarding low starting points? They are on track for 83 – 90% by the end of KS1. Children feed the school from various sources which can mean different base levels at the onset of year R.</p> <p>Tracking grids are being utilised in all pupil progress meetings, aspirational targets are set and it is discussed what is needed to achieve the targets. Conversations in meetings promote best outcomes for children. AK firmly believes that any child can achieve their best, all staff buy into this ethos and share the passion and drive. We aspire to the power of three scenario (Reading, Writing & Maths) if a child can achieve in one subject there is no reason why they cannot achieve it in another. We aim to achieve a high level combined figure for all our children. Giving children the belief they can do it and learning from failure. AK has high expectations and will help them to get there. AK is proactive with timely interventions.</p> <p>SSa has been in Nottingham for the last 3 days reviewing a school for Challenge Partners. The unvalidated data is on and ours looks amazing with no areas for development. Our progress is in the top 10% nationally. Progress data has now been good for 2 years. The GLOD level is not a trend. We have outstanding results. A governor login has been created for ASP and circulated via email.</p> <p>Thank you to Adam Loveridge who was designed some amazing new school promotion posters, these were passed around the governors to see. There will be various poster drops doctors' surgeries, village shop etc.</p>	
<p>10.</p>	<p>Matters arising from Committee reports</p> <p>a. Staffing, Policy and Communications</p> <p>The minutes of 27.09.17 had been circulated to governors. Q* How can we market/promote our school open day to get more to attend? The committee discussed how they could market this more this year. Parents have to apply by January so now is the time to promote. The new promotional flyers look very professional. Q* How far can we go out? The local villages will be targeted. * Q Do we have any information on the demographic of AK at the moment? The birth rates/housing report taken from doctors' surgeries did predict the 2017 entry drop. We have also lost from that class due to relocation. Housing is expensive in Ashton Keynes. We would not wish another low rate in September 2018. *Q Could we advertise in the Primary Times? This depends on the cost and the likelihood is that the deadlines have passed for the next issue but could be worth investigating for June in time for the open day. We are an attractive school to potential parents with all that we offer and two years of excellent results. Many parents are willing to drive to attend a good school. We will promote on our website, and posters can be put up in local villages such as Somerford Keynes. We could also advertise at toddler groups. If any governors have any further ideas please email MCB who will coordinate efforts under this committee.</p> <p>Governors have all been allocated an ashtonkeynes.wilts.sch.uk email address. Data protection laws are soon to change and this will protect governors from the 'right to subject access' law where you have to give access to your email account. This way your private emails will remain so. ** HB to confirm email addresses/passwords to all governors.</p> <p>b. Curriculum and Monitoring</p> <p>The minutes of 11.10.17 had been circulated to governors. The information has also been covered in the head teachers' report. No further questions.</p>	<p>HB</p>

	<p>c. Finance and Premises The minutes 28.09.17 & 09.11.17 had been circulated to governors. School finances are in good shape. A formal audit has been undertaken of the Breakfast Club accounts and all is in order. The finance report from the business manager has been forwarded to all as part of the head teachers report. It was suggested that the fact we have a breakfast club could be added to the promotional as it is an asset that some parents seek.</p> <p>d. Strategy Committee The Strategy group met to discuss the focus areas of the long-term plan and update the present position on each item annotating the document as a record. It is clear that there is no funding available from County for any development of the KS1 area any time soon and our mobiles are in poor condition. The LA have confirmed we are a priority rating but there are others higher. In response, they would like to establish a working party of governors who will act as a fundraising committee bringing in local stakeholders, key community members, charities, FoAKS, Leigh Trust and the Development Trust. As well as the fundraising element, they will establish the schools wish list of requirements and investigate costings. It will need to be a step by step project which would proceed in phases. This method worked well when funds were raised to build the school hall. The following governors volunteered to be a part of the working party: CH, CP, MCB, JH, DT and MC. If any other governors are interested please email HB.</p> <p>e. Trustees The Trustees have not met. As resigning governor Chris Padley was the governor rep we need a new volunteer. JH is happy to do this.</p>	
11.	<p>Scheme of Delegation Amendments as follows:</p> <ul style="list-style-type: none"> • Addition of the 7 Nolan Principles as a code of conduct for all governors • Deletion of CP and addition of RM, CP & JS • RM added to Performance Management panel • Volunteer required for Staff Appeal Panel – CP to take this role. <p>The amendments were approved.</p> <p>Committee review – Do any governors wish to change sub- committee? All happy with status quo.</p>	
12.	<p>Link Governors List Positions to be filled:</p> <ul style="list-style-type: none"> • History - RM • Geography - RM • PE - CP • Health & Safety – CP <p>The amendments were approved.</p>	
13.	<p>Governor monitoring of School Improvement Plan (SIP) – Governors to be allocated to 1 of the 4 focus areas. To ensure progress in non-core subjects is in line with core subjects and consistently seen in books:</p> <ul style="list-style-type: none"> • JT • JS <p>To develop pupil leadership across the school to work with subject leaders to enhance subjects:</p> <ul style="list-style-type: none"> • TH 	

	<ul style="list-style-type: none"> • CH • CP <p>To further develop the schools' partnership with the Church and links with the community:</p> <ul style="list-style-type: none"> • SD • DT • MC <p>To further develop pupil enterprise skills:</p> <ul style="list-style-type: none"> • JH • RM • PG <p>Governors will be invited in by SSa at various points of the academic year for focused monitoring. Governors are welcome to visit the school at other times also. **MCB to liaise with those not here and allocate a focus area.</p>	MCB
14.	<p>Safeguarding / Child Protection report (includes in Head teacher report) The Child Protection report and action plan had been circulated to governors as part of the head teachers report.</p> <p>School works hard on safeguarding it is an issue that takes considerable time and care.</p>	
15.	<p>Policies</p> <p>a. Child Protection Policy – Governors to sign to confirm receipt Policy approved.</p> <p>b. Health & Safety Policy – Governors to sign to confirm receipt Policy approved.</p> <p>c. Health & Safety Procedures Procedures approved.</p> <p>d. Pupil Premium Policy Policy approved.</p> <p>e. HR new- Vaping Policy Model HR policy approved.</p> <p>f. HR updated – Apprenticeship Policy Model HR policy approved.</p> <p>Equalities Information – This was approved via email.</p>	
16.	<p>Church School Partnership Award An application has been made to the Diocese for the Church School Partnership Award. AK hosted a Head and Parish partners session with a presentation from SSa and SD, the children also sang i:Sing pop to the visitors and it all went really well. Liz Townend and Ali Driver from the Diocese are coming in on Monday to assess if we get the award. SD and SSa have worked hard on an action plan which shows what we aim to achieve, alongside this there will be a Worship Council tour of the school, and a MISP (Massage in Schools Programme) session in class 6. Thank you to SD for working so hard behind the scenes it is very much appreciated.</p>	
17.	<p>SMOOGA Update SSa and CP have been leading the smooqa project. The aim is to install the smooqa early next year; providing we hit the financial target required. FoAKS have accrued a legacy of £12k, we have also received a £2,500 grant from the Malmesbury board which is fantastic. We are currently in the Tesco blue coin scheme; Cirencester primary is in the lead for the top donation but second place is up for grabs. This will be promoted to parents over the next month as it is until January. We will receive either £3k or £1k so it is worth fighting for. It is estimated we will be £1,500 short depending on a negotiation on price. We will also have a quote for an all-weather path leading to the smooqa. We will be asking for parent donations where they will be</p>	

	able to have permanent stickers with their names on around the smooqa fence. The smooqa will be a huge asset to our school enabling more space at playtimes for children to let off steam, sports leaders to thrive and the ability to provide quality sports in all seasons; Mr Tanner is very keen to use the space for lessons. No planning permission is required as it is a moveable structure. It is not the same style of structure as the village muga at Bradstone grass does come through the flooring but it is not muddy. It was benefit the community, groups such as Mighty Oaks and scouts would be able to utilise it. Every child will benefit. Morton Cullimore has been in for a meeting with SSa regarding possible donations of material and it was agreed that it would be nice if the smooqa could be a legacy of the parents fundraising and save any possible building material donations for future projects. Thank you to SSa and CP for all their hard work on this exciting project	
18.	<p>Strategy/Multi-Academy Trust MCB and SSa are currently keeping an eye on the local and national situation and have recently attended a meeting at RWB. We are aware that as a school we must be financial viable in 2019. Local schools are considering the Diocese Multi Academy Trust (DMAT) (Church Schools) and or Royal Wootton Bassett Multi Academy Trust (RWBMAT). The issue is on the remit of the Strategy Group Committee and has been discussed at length. We are concerned about losing our identity as a school, it is a priority to keep autonomy. We also have the option of becoming a stand-alone academy where we can support other schools. As a Church school, we would need permission from the Diocese if not joining a DMAT. We need sound advice so we may consider all options very carefully; once you have made the decision it cannot be reversed. We are an aspirational school and would wish to go with like-minded schools. Some schools may be good but progress is the key issue.</p> <p>*Q Where do you receive funding from as an academy? You receive funding direct from the government. Currently the money goes to County and they take a slice to provide the various services which we have in place. It would mean we would need to source the necessary services ourselves; you may obtain better deals if this is done as a MAT or cluster. The governors acknowledged that 2019 is now not far away however it is possible government initiatives may also change in the meantime.</p> <p>*Q Are we doing enough to advance this journey? Next year RWBMAT will come and talk to governors (as they have previously). Wiltshire have committed to provide services until 2020. The last few years have been a period of growth for our school and has been our main focus. We are now at a point where the focus can be on our future status.</p> <p>*Q A working party has been set up for the school development, do we need to do the same to investigate this issue or is there enough people on the Strategy Group committee? It was agreed that SSa and MCB would keep a hand on this issue. Strategy Group would be involved with discussing possible future steps. The current advice is still to wait and not rush. Some stand-alone academies are now struggling. The development of the KS1 area is the current priority.</p>	
19.	<p>GB Duty of care to staff There are no issues, staff are aware that SD is there to offer pastoral care.</p>	
20.	<p>Governor membership We have a parent governor vacancy for which we will be requesting nominations in January.</p> <p>We have had a Co-opted governor vacancy for some time, **HB to enquire if TH would like to change roles from his position of Associate Governor.</p>	HB
21.	<p>School event calendar; governor attendance 05.12 Whole School Pantomime; MCB/JS attending. 06.12 Class 4 assembly to parents/carers; CP/CH attending. 08.12 FoAKs pocket money stalls; great event for the children. 12.12 Breakfast Club Christmas party JH/ MCB attending. 12.12 @ 1:30p.m. KS1 Nativity Governors may come in for lunch please email HB if you would like to order a meal as the deadline is the 6th December.</p>	

	<p>13.12 @ 1:30 p.m. KS1 Nativity. 14.12 @ 6 p.m. KS1 Nativity. 15.12 @ 1:40 p.m. Christmas service Holy Cross Church; MC /MCB attending. 15.12 @ 3:15 p.m. Annual Christmas Market; Every class aims to raise £100 to pay for their tickets to the Charlotte's Web Production next year. The class can choose how they spend any profit above this. It is also Christmas jumper day in aid of Save the Children. 17.12 Whole village event Santa fun run festive fancy dress encouraged; suggested donation of £10 per family or £3 individual. The money raised will be split between FoAKS and Alzheimer's research. Thank you to CH and Bec Buckle for organising this fun event. 19.12 AK's Got Talent CP 9 – 11 a.m. MC/CH attending. 19.12 @3:15 p.m. FoAKS Christmas movie night. 20.12 @ 9:00 a.m. Heroes & Heroines assembly with takeaway luxury coffee 8:45 a.m. provided by year 6.</p>	
22.	Governing Body Annual Planner All aspects reviewed, **SS to update document.	SS
23.	Any Other Business 23.1 Pay Committee The pay committee met and were presented with evidence for changes in pay scale for 2 staff members which were accepted.** JT to make a brief note of the meeting and email to the clerk for the records.	JT
24.	Date of next meeting; Thursday 22nd March 2018 5:30 p.m.	

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

Signed.....

Date.....

****SUMMARY OF ACTIONS**

1	F & P to review AK premises conditions survey	F&P
2	HB to action term date consultation response to County – option 2	HB
3	HB to request parent governor nominations in new year	HB
4	HB to confirm new email addresses/passwords to governors	HB
5	MCB to liaise with absent governors regarding monitoring group	MCB
6	HB to ask if TH would like to change governor role	HB
7	SS to update annual planner	SS
8	JT to forward Pay committee meeting notes to HB	JT

