

Item No.	FGB Task	Who	Status	Target Date	Notes	Date of FGB
1	Scheme of Delegation should be updated to reflect the revised Governing Body Structure	CA	In Progress	30/06/2020	Final version of Governor Structure now received and this is now half complete.	28/11/2019
2	The Governing Body Annual Planner is to be updated to reflect the revised Governing Body Structure	CA	In Progress	30/06/2020	To complete once SOD complete	28/11/2019
3	All Governing Body members should review and sign the KCSIE annual review policy.	ALL	Complete			28/11/2019
4	Update Strategy Wording document to ensure committee responsibility clear and no overlap	MCB	Complete	12/03/2020	CA to make final edits whilst completing SOD	28/11/2019
5	Check DBS Renewal process for Governors	CA	In Progress	30/06/2020	Cat to check whether Office used auto update for DBS checks applied for. Also LA requirements on renewal term. Then implement renewal on Governor term renewal.	28/11/2019
6	Confirm final costs of Phase 2 build to Governors and whether this includes finishing	JH	In Progress	12/03/2020		28/11/2019
7	Appoint SEND Link Governor	CA	Complete	ASAP	Temporarily filled as Shirley Danby	28/11/2019
8	Meeting dates for 2020/2021 to circulate	CA	To Start	31/07/2020		12/03/2020
9	Confirm AKSDT Trustee nominations to David Moss	CA	Complete	ASAP		12/03/2020
10	Consider options around informing Governors on varying models for future of schools.	RM	To Start	31/07/2020		12/03/2020
11	Do we need a session from the strategy committee regarding the strategic recommendation for full communication, using notes circulated by SSa to ensure full understanding across Governors.	DT	To Start	31/07/2020		12/03/2020

Challenge: \* = Question

\*\* = Action

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

Item	Minute	
1. Prayers		
2. Welcome and Apologies	Present: <b>Chair:</b> Michele Collier Bromelow (MCB) Shirley Danby (SD) Nick Plummer (NP) Jon Hughes (JH) David Tarr (DT) Giuseppe Vitale (GV) Meggen Cantillon (MC) Carrie Stephenson (CS) Sam Crawford (SC)  <b>In attendance</b> <b>Clerk:</b> Cat Atack (CA)	Apologies: Ron Munroe (RM) <b>Headteacher:</b> Sam Saville (SSa) Peter Gray (PG) Jade Smith (JS)  Apologies were accepted by the Governors
3. Pecuniary interest declaration	None declared.	

<b>4. Minutes from meeting of 28<sup>th</sup> November 2019</b>	Minutes were circulated and approved as a true and accurate record of the meeting.
<b>5. Matters arising from meeting of 28/11/2019</b>	<b>**Actions – see updated list on front sheet of minutes.</b>
<b>6. Future of the School inc process for approval and keeping governors informed</b>	<p>Update: LFPS were very complimentary about AKPS offering but had decided to go with local school and form a Federation. It was a remarkable achievement to reach final interview stage and a testimony to the strength of the school. A good learning experience for both the Chair and Strategy committee.</p> <p>SSa has circulated notes with further information to help inform Governors. Currently Oaksey school is looking for a new HT, the strategy committee will approach to see if interested in a partnership. Local schools that match AKPS are few and far between.</p> <p>With regards to the process – this is owned by the Strategy Committee, FGB is informed when a decision is required. The school needs to be open to all possibilities, particularly Partnerships. It was noted that dispersal of information is key and last minute decisions are difficult. The timings regarding the situation with LFPS made it particularly difficult and apologies were made for the short timing of those discussions.</p> <p><b>There was a question</b> as to whether the Strategy committee are actively pursuing partnerships given the existing commitments of the school with Build and no DHT? It was confirmed that this will always be part of the long term strategy of the school, as the school has reached a point where it is looking to strengthen itself and secure a long term future. Careful consideration would be required to go down Federation / MAT route – therefore a soft partnership is favourable. The long term aim would be to build a federation following soft partnerships with 2 or 3 schools as Outstanding.</p> <p><b>There was a question</b> around whether the Strategy committee should be proactive in targeting possibilities? It was confirmed that the Chair and HT are becoming more proactive as they are aware of the need to be ready to replace Wiltshire CC. Executive Learning that SSa has completed has created a passion to move the school forwards.</p> <p>The Governors felt that the lack of information regarding differing models led to a lack of understanding. One Governor felt that they would not be able to currently justify whether a decision was correct regarding Partnership model over any other as not well enough informed. It was felt that the Strategy committee should present options to the FGB to ensure wider discussion, by email if meeting is not possible. It</p>

	<p>was confirmed that the Strategy Committee does discuss options, however the recent situation had overtaken the state of those discussions. It was felt the Strategy Committee should keep the FGB more informed. <b>Question</b> - Do we need a session from the strategy committee regarding the strategic recommendation for full communication, using notes circulated by SSa to ensure full understanding across Governors. <b>**Action DT to confirm.</b></p> <p>It was agreed that in future, the Strategy committee would update the FGB when an opportunity was starting to firm up, alongside likely timescales. Dependent on next steps, a meeting could be called.</p> <p>There was a question regarding education for all Governors on differing models and the need to broaden horizons. <b>** Action for RM to consider options around informing Governors on varying models for future of schools.</b></p>
<p><b>7. Deputy Head Teacher Update</b></p>	<p>Interviewed 2 male and 1 female candidate. It was good news that there had been lots of enquiries for the role.</p> <p>The shortlist comprised 4 candidates, but one dropped out so 3 candidates were interviewed. All candidates were of good calibre and very close between the two favoured candidates. The chosen candidate showed great rapport with children and school council. Experience is mainly classroom based in a MAT. The appointment was unanimous.</p>
<p><b>8. Head Teacher News</b></p>	<p>There were no questions regarding the update from SSa and the Governors thanked SSa for the comprehensive report.</p> <p>It was noted that the SIA had recommended change in format for HT report. It has been shortened to help with SSa time.</p>
<p><b>9. Matters arising from committee reports</b></p>	<p>LE&amp;D – Could the Governors please read the committee minutes in Ron’s absence.</p> <p>RP&amp;C – Funding certificate has been received and budget will follow.</p> <p>COVID 19 Preparations:</p> <p>At this moment in time school is following DFE advice. There is adequate stock of hand sanitiser and soap.</p> <p>Remote learning software is being looked at – around £1000 to buy in and not an immediate fix as training would be required. Contingency planning is underway that should the school be closed outside of school holidays, children will be given learning tasks / packs and members of staff working from home.</p> <p><b>There was a question</b> as to whether home learning packs were a good enough solution and that children may need to be supported further through online learning solutions. SC offered to help investigate software package if required.</p>

	There was a question regarding process if a child or member of staff is confirmed as being positive. This was confirmed as being dictated by DfE rules and a phone number to ring.
<b>10. Ashton Keynes School Development Trust – two Nominated (Governors) Trustees required</b>	Need two new trustees on charitable trust. Sam Crawford – nominated and seconded. GV could be nominated as Governor – SD / MC also backup. <b>**Action – CA to confirm to David Moss</b>
<b>11. Scheme of Delegation</b>	CA is 50% through the update. This will then need discussion with Chair and Wiltshire CC.
<b>12. Annual Planner</b>	This will follow the SOD. <b>Meeting dates for whole year **Action - CA.</b> 17.30 for FGB. Sept, Nov, March, June.
<b>13. Safeguarding</b>	Governors must complete their online training.
<b>14. Policies</b>	Complaints Policy and Pay Policy were approved.
<b>15. School Calendar</b>	N/A
<b>16. AOB</b>	None
<b>17. Date of Next Meeting</b>	<b>Wednesday 24<sup>th</sup> June 17.30</b>