

ACTION LIST

Item No.	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	30/6/2020	Final version of Governor Structure now received and this is now half complete.	11/28/2019
2	The Governing Body Annual Planner is to be updated to reflect the revised Governing Body Structure	CA	In Progress	30/6/2020	To complete once SOD complete	11/28/2019
3	All Governing Body members should review and sign the KCSIE annual review policy.	ALL	Complete			11/28/2019
4	Update Strategy Wording document to ensure committee responsibility clear and no overlap	MCB	Complete	30/6/2020	CA to make final edits whilst completing SOD	11/28/2019
5	Check DBS Renewal process for Governors	CA	In Progress	30/6/2020	CA 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.	11/28/2019

6	Confirm final costs of Phase 2 build to Governors and whether this includes finishing	JH	In Progress	12/3/2020		11/28/2019
7	Appoint SEND Link Governor	CA	Complete		Temporarily filled as Shirley Danby	11/28/2019
8	Meeting dates for 2020/2021 to circulate	CA	In Progress	31/7/2020		3/12/2020
9	Confirm AKSDT Trustee nominations to David Moss	CA	Complete			3/12/2020
10	Consider options around informing Governors on varying models for future of schools.	RM	To Start	31/10/2020		3/12/2020
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	7/31/2020		3/12/2020



Challenge: * = Question

** = Action

*** = Change in procedure/policy

Item	Minute	
1. Prayers		
2. Apologies	Present: Chair: Michele Collier Bromelow (MCB) Headteacher: Sam Saville (SSa) Shirley Danby (SD) Nick Plummer (NP) Jon Hughes (JH) David Tarr (DT) Giuseppe Vitale (GV) Meggen Cantillon (MC) Carrie Stephenson (CS) Sam Crawford (SC) Ron Munroe (RM) Sarah Igoe (SI) Peter Gray (PG) Dan Hockaday (DH) In attendance	Apologies: SSa was not in attendance at the start of the meeting

	Clerk: Cat Atack (CA)		
3. Welcome	Welcome to DH, the Governors are looking forward to joining the team. Welcome to SI, new Staff Governor.		
4. Pecuniary interest declaration	None declared.		
5. Minutes from meeting of 12th March 2020	Minutes were circulated and approved as a true and accurate record of the meeting.		
6. Matters arising from meeting of 12th March 2020	**Actions – see updated list on front sheet of minutes.		
7. Interim report on CP	The revised CP Policy was agreed outside of FGB to reflect changes due to COVID 19 and subsequent guidelines from the LA. CP report was included in HT report.		
8. Head Teacher News	Delayed until arrival of SSa to meeting.		
9. Matters arising from Committee reports: a. Extraordinary items arising from the Emergency Committee b. Learning, Education and Development c. Resource, Premises and Compliance inc. New Build d. Strategy Committee	<p>Emergency Committee: Meeting notes have been circulated, apologies were given for the delay due to technical issues.</p> <p>The chair of EC reconfirmed the purpose of the committee to the FGB. The committee was set up to provide continuing governance on a weekly or daily basis. Its purpose is limited to the duration of the COVID-19 crisis. The membership is made up of the chair, vice-chair and 2 operational committee chairs. The Government guidance received at the beginning of the COVID 19 crisis emphasised that HTs were responsible for the response to the crisis and that Governors were required to scrutinize that response and endorse it. Distinction is clear between actions of HT and GB, but often this is delegated to Chair’s action at times of urgency. The Clerk, Chair and LED committee had agreed that wider Governance support was required, leading to the proposal regarding the EC from LED committee to FGB 23-4-2020.</p> <p>The summary notes provided are a comprehensive list of topics covered. Governors are aiming to provide support to SSa and to staff. Governors were reminded how far the staff have travelled, from traditional teaching environment to Zoom conferencing and online teaching, with Government requirements change daily. HR decisions were quite constrained and based on DFE and Wilts. The staff team at AKPS have worked amazingly well through that time and the provision compares very favourable with learning environments seen elsewhere. The school is being led by staff that have been working within school for over 6 years and continue to work with a high level of trust which has been fully justified. The EC has been asking questions to ensure all options been considered. The EC was</p>		

aware that some members of the GB were concerned that they did not know what was happening and the GIN was therefore arranged and covered Risk Assessment in some detail.

LED Committee – it was confirmed that because the remit of the LED was concerned with curriculum and development as well as safeguarding, there did not seem a purpose in having a meeting this time around as the matters were covered regularly in light of COVID 19 by the EC. Actions from the previous meeting had been circulated and completed. The committee will meet in September 2020.

RPC Committee - The latest cost for new build was expected to be £160,000. This is down from original figure of £210,000. With the money in hand the target is achievable. The building is looking great and a target date for handover is 21st August.

SSa joined the meeting

There was a discussion regarding the removal of mobile classrooms, as the school is keen to retain the smaller mobile (current Reception Yr) to help through the COVID situation and also to accommodate external staff (Mighty Oaks etc). In the longer term it could be relevant for plans for the school regarding expansion.

There were some questions around costs and liabilities of this mobile and the bigger mobile (current Yr 1 and 2). The Chair of RPC clarified that the benefits of keeping the smaller mobile outweigh the liabilities, however this was not the case for the larger mobile which has already been moved and is unstable and would occupy playground space.

There was an action regarding confirming planning requirements to keep the small mobile permanently (RPC committee).

A broader discussion followed regarding teaching resource, classroom supply and the impact of COVID 19 regulations in relation to retaining the larger mobile. A concern was raised regarding contingency planning in case of a second wave; it was confirmed that the school is responding to Government guidelines as quickly as possible once received. It was confirmed again that the larger mobile could not be kept for H&S reasons as well as playground obstruction, light to new classrooms, finishing building site, cost and liabilities.

A concern was raised that the strategy for retaining mobiles and planning additional classroom space had not had sufficient coverage; the EC confirmed that this had been discussed and that the RPC had also held discussions. Governors discussed whether classroom planning for September should fall under the remit of the strategy committee. It was confirmed that the agenda for the Strategy Committee meeting included September return as well as longer term.

	<p>It was reported that Fundraising was going well and over £50K had been raised. The fundraising team was still targeting 110K. The GB passed on thanks to the Fundraising Team and to everyone involved.</p> <p>SSa left the meeting</p>
10. Budget Approval Delay	<p>The budget was not ready for approval as yet.</p> <p>There has been detailed discussions between JH, SSa and PC following some concerns within RPC committee that the carried forward reserve was too low.</p> <p>A revised budget had been received and now needs to be discussed within RPC committee with total income for school at £976,000. Targeted expenditure of £962,000, £40,000 reserve. There was a question regarding COVID 19 and the requirement to spend more budget than usual to ensure children are on track and staff support is in place. It was confirmed that operational decisions on spending are driven by SSa and if additional budget is required then it would be spent, no constraint is implemented by the RPC. The inclusion of the Government COVID 19 grant in the current budget was confirmed and this was agreed as a reasonable approach.</p> <p>The FGB confirmed that provided the RPC committee approves the changes to the budget then the budget was approved by this FGB.</p>
11. Scheme of Delegation	<p>The Clerk continues to work on this document for completion by end of Summer. This will also require interaction with Wiltshire Governor Services.</p>
12. Annual Planner	<p>The Clerk continues to work on this document for completion by end of Summer.</p>
13. Safeguarding	<p>This matter was being covered by EC on a weekly basis. The school is in contact with all vulnerable pupils. Advice on website is in place as a mandatory requirement. It was confirmed that there is a programme of phoning home / mother hen's network with staff allocated little groups and checking on a regular basis. All vulnerable children are in as expected and a plan is in place to check on everybody.</p>
14. Policies	<p>SEND Policy – Approved</p> <p>Administration of Medicines Policy – Approved</p>
15. Governor Self-Evaluation	<p>Governors were asked to complete the 20 questions document and return to the Clerk. Agenda point at FGB? This will funnel into the Strategy Committee.</p>
16. Chair's Term Renewal	<p>Governors were asked to consider the role of Chair and whether anyone would like to self-nominate prior to the next FGB meeting in the Autumn Term. Anyone wishing to nominate themselves should inform the clerk prior to the next FGB meeting.</p>
17. School Calendar	<p>N/A</p>
18. AOB	<p>The Governors welcomed again DH who has worked in Gloucestershire for 6 years.</p>

	<p>There was further discussion regarding the return to school in September and whether alternative strategies would be shared in advance with the FGB. It was confirmed in response to a question around strategies for September that the return to school was a matter for the HT to determine in light of Governance guidance. Governors were reminded that trust in HT and SLT are paramount at this time, it would not be helpful to share strategies ahead of time and be inundated with Governor views. The wellbeing of staff was paramount to the GB.</p> <p>Governors agreed to discuss this in more detail at Strategy Committee with minutes circulated to FGB.</p> <p>SC noted that everyone is extremely busy at the moment and offered help as required, this was noted and appreciated.</p> <p>In response to a question regarding parent survey and gaining feedback on what has worked well during COVID 19, there was a robust discussion around pros and cons. This discussion included: time, resource, assessment of children on return to school in September, different family circumstances, different teaching platforms, teacher wellbeing, potential detriment to teacher wellbeing from negative feedback.</p>
<p>19. Date of Next Meeting</p>	<p>Meeting dates for next year, all 17:30: Thurs Sept 24th , Thurs 26th Nov, Thurs 19th Mar, Thurs 25th Jun</p>