



Ashton Keynes Primary School
Full Governing Body Meeting
Wednesday 25th SEPTEMBER 2019 17:30 – 18:55

Minutes

Present:		Apologies:
Samantha Saville (SSa)	Shirley Danby (SD)	Jade Smith (JS)
Michele Collier-Bromelow (MCB)	Leah Perring (LP)	Carrie Stephenson (CS)
Giuseppe Vitale (GV)	Peter Gray (PG)	<i>received</i>
Jon Hughes (JH)	Ron Munroe (RM)	
Nick Plummer (NP)		
David Tarr (DT)	In Attendance:	Not in Attendance:
Meggen Cantillon (MC)	Hannah Brooks (HB) Clerk	
Sam Crawford (SC)		

School Improvement Key areas = 2, 3 & 4

Star Challenge: * = Question

**** = Action**

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

Item No	Item	Action
1.	Opening prayer	
2.	Apologies Apologies were received from JS & CS. These were accepted by the governors.	
3.	Welcome Thanks were given to the Clerk as this is the last meeting she will be clerking. The Chair welcomed everyone to the September FGB 'Lite', which would be brief meeting as no data available as vey early into the new school year.	
4.	Pecuniary interest None	
5.	Approval of minutes from FGB Wednesday 25th June The minutes of 25 th June 2019 were accepted as a true and accurate record of the meeting.	

6.	<p>Actions and matters arising from previous minutes; **SUMMARY OF ACTIONS OF PREVIOUS MEETING</p> <table border="1" data-bbox="263 302 1380 593"> <tr> <td data-bbox="263 302 399 336">1</td> <td data-bbox="399 302 1220 336">Investigate setting up GoogleDrive access</td> <td data-bbox="1220 302 1380 336">LP</td> </tr> <tr> <td data-bbox="263 336 399 369">2</td> <td data-bbox="399 336 1220 369">Operation Policy catch up will commence</td> <td data-bbox="1220 336 1380 369">all</td> </tr> <tr> <td data-bbox="263 369 399 436">3</td> <td data-bbox="399 369 1220 436">Dates to be discussed and a Strategy meeting to be arranged before the end of Term 6</td> <td data-bbox="1220 369 1380 436">Strategy committee</td> </tr> <tr> <td data-bbox="263 436 399 470">4</td> <td data-bbox="399 436 1220 470">The Visitor Policy is to be sent via the clerk for approval</td> <td data-bbox="1220 436 1380 470">HB</td> </tr> <tr> <td data-bbox="263 470 399 593">5</td> <td data-bbox="399 470 1220 593">A working party should be put together to start data collection and collation for the Travel Plan and year 6's should be involved before the end of Term 6.</td> <td data-bbox="1220 470 1380 593">SC/NP</td> </tr> </table>	1	Investigate setting up GoogleDrive access	LP	2	Operation Policy catch up will commence	all	3	Dates to be discussed and a Strategy meeting to be arranged before the end of Term 6	Strategy committee	4	The Visitor Policy is to be sent via the clerk for approval	HB	5	A working party should be put together to start data collection and collation for the Travel Plan and year 6's should be involved before the end of Term 6.	SC/NP	
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7.	<p>Matters arising from Committee reports;</p> <ul style="list-style-type: none"> a. Staffing, Policy and Communications – <i>the committee reported that the first meeting of the year would be held on 10th October meeting</i> b. Curriculum and Monitoring – <i>the first meeting would be held w/c 11th November</i> c. Finance and Premises – <i>the chair of this committee reported at the building work is the big project, the school have got planning permission, appointed a builder and will now start costing the extra bits</i> d. Strategy Committee – <i>a meeting was held and the minutes are yet to be distributed. The document created by Nick P 'Lessons Learnt' will be sent to all governors.</i> e. Trustees – <i>a fundraising committee has been created and will meet for a second time in October. David Moss has written to local managing directors of a number companies and is awaiting promises of materials. Had a positive response from Cullimore.</i> 																
8.	<p>Scheme of Delegation</p> <p>** ACTION The current Scheme of Delegation will be distributed to all Governors via DropBox.</p> <p>This document is 31 pages long and two pages require amending. These contain the makeup of each committee, which has changed for 2019-2020.</p>	HB															
9.	<p>Safeguarding</p> <p>The school are training two further members of staff as DSL to future proof the school – JS & SI. This will ensure that a DSL is always onsite.</p>																
10.	<p>Policies</p> <p>The Child Protection Policy and Staff Behaviour Policy need to be approved by FGB. All governors are happy to approve the policies and these will be put on the website.</p> <p>RM left the meeting at 6:40pm</p>																
11.	<p>Strategy/Multi- Academy Trust</p> <p>This will now be called 'Future of the School'</p> <p>NPQ Exec – Ssa has been accepted to carry out this qualification – learning how to be an executive head teacher in an academy. (invited to apply but had to go through rigorous application process) Congratulations to SSa were given by the Governors.</p>																

12.	GB Duty of care to staff SSa is writing a wellbeing policy. Once written will be sent around to all governors.	
13.	Governor Membership Red Impact Folder – please can all Governors remember that the red folders are very important. It is all about the IMPACT.	
14.	OFSTED/Governor Best Practice Quality Mark – know where we are and having a catch up. The governors and head teacher are aware that we are behind in some areas and once it gets going and the infrastructure is in place and it will pick up and catch up.	
15.	School event calendar; governor attendance <ul style="list-style-type: none"> Tuesday 22nd October – last day of term (Heroes & Heroines) 	
16.	Governing Body Annual Planner ** ACTION – The Governing Body Annual Planner is to be updated and sent out by the clerk.	HB
17.	Any Other Business New clerk; the school are already looking to recruit and have received two applications. Governors are volunteers and the commitment is really important to the school. Everyone is part of a team. Each Governor does not necessarily need to attend every meeting but contribute in a small, good way. Meeting closed at 18:55	
18.	Date of next meeting; Thursday 28th November 2019 at 17:30	

**** SUMMARY OF ACTIONS**

1.	The current Scheme of Delegation will be distributed to all Governors via DropBox.	HB
2.	The Governing Body Annual Planner is to be updated and sent out by the clerk.	HB