



ACTION LIST

Item No.	Task	Who	Status	Target Date	Notes	Date of FGB
2	The Governing Body Annual Planner is to be updated to reflect the revised Governing Body Structure	CA	In Progress	18/03/2020	To complete once SOD complete	28/11/2019
12	IT Support	SC/MC/CS	In Progress	Ongoing	This matter is ongoing as per RPC working group managed by Sam Crawford	24/9/2020
16	Governors to read SIA report	All	In Progress	18/3/21		26/11/20
17	Governors to read National Standards of Excellence for Headteachers	All	In Progress	18/3/21		26/11/20

**Minutes from FGB Meeting
26-11-2020 17:30**

Challenge: * = Question

** = Action

*** = Change in procedure/policy

Item	Minute	
1. Prayers		
2. Apologies	Present:	Apologies:
	Chair: Michele Collier Bromelow (MCB) Headteacher: Sam Saville (SSa) Shirley Danby (SD) Nick Plummer (NP) Jon Hughes (JH) David Tarr (DT) Jan Thompson (JT) Giuseppe Vitale (GV) Meggen Cantillon (MC) Carrie Stephenson (CS) Sam Crawford (SC) Ron Munroe (RM) Sarah Igoe (SI) Dan Hockaday (DH) In attendance Clerk: Cat Atack (CA)	Peter Gray (PG)
3. Welcome		
4. Pecuniary interest declaration	None declared.	

5. Minutes from meeting of 24 th September 2020	Minutes were circulated and approved as a true and accurate record of the meeting.
6. Scheme of Delegation	Governors approved the Scheme of Delegation
7. Matters arising from meeting of 24 th September 2020	Please see separate action planner above Annual Planner will be progressed in line with the SOD. IT support working group is ongoing as per RPC report.
8. Matters arising from Committee reports: a. Learning, Education and Development b. Resource, Premises and Compliance inc. New Build c. Strategy & Staffing Committee d. Pay Panel	<p>The LED Chair summarised a report of the Committee’s meetings to Governors, including a review of the Catch-up Statement, internally produced performance data and position on the Times List of schools. The Chair of LED congratulated staff at AKPS on the performance of the school. An update was provided regarding class link Governor roles which had been welcomed and endorsed by staff members.</p> <p>Overall children had returned to school positively with attendance above the national average. Lunchtimes were challenging and a plan to encourage positive behaviours at lunchtimes was being led by the Deputy Head.</p> <p>The SIA report was highlighted and **Governors encouraged to read the report as an objective review of the positive progress of the school.</p> <p>The Chair of RPC confirmed that the budget was on track, with carry forward in line with expectations. Breakfast Club was highlighted as an ongoing consideration. A Risk Assessment visit had confirmed no issues.</p> <p>The new build was now complete and meetings had taken place with the Chair of Ashton Keynes School Development Trust to confirm timings and amounts of payments required by the Trust.</p> <p>The Chair of SSC reported that the application to the DFE for the school to become a Centre of Excellence had been discussed, with the committee fully supporting the application. The Chair congratulated the Head Teacher on the work required in the application submission.</p> <p>The school vision was now 6 years old and has taken the school on its journey, but the committee will look at the vision again in March 2021.</p> <p>DT had stepped down as Chair of SSC and Governors thanked DT for everything he had done for the SSC as well as the school.</p> <p>HTPR Panel – the Panel had begun to assimilate the new HTPR model from Wilts. All targets had been achieved and SSa was congratulated on successful leadership of the school during the challenges of the year. Targets had been set for the coming year. **Governors were asked to make themselves familiar with the National Standards of Excellence for Head Teachers.</p> <p>Thanks were passed on to SSa for her hard work.</p>
9. Election of Chair	MCB was re-elected as Chair of Governors

10. Election of Vice-Chair	SD was elected as Vice-chair of Governors
11. Election of Co-Opted Governor	JT was elected as co-opted Governor. JT congratulated SSa on the new build, performance through COVID and attendance data. JT summarised her background in primary schools and will become SEND Governor.
12. GB Duty of Care to Staff	This will be added to the SSC agenda; SD had reviewed the toolkit provided by WCC and summarised the 3 key parts: <ol style="list-style-type: none"> 1. Strategic and organised approach to Health and Wellbeing (H&WB) as part of school, staff and pupil life 2. Assess levels of H&WB support for Staff and Leadership Team 3. Be aware of Governance demands placed on Staff and Leadership Team
13. HT Report	SSa provided a summary of the report including: <ul style="list-style-type: none"> - Internal data had been produced to provide insight for LED committee - Pupils had returned positively and were making excellent progress - Culture of challenge adopted in tandem with National Leaders conference / Challenge Partners - The whole staff team were working incredible hard to ensure children are happy and progressing, with particular efforts in place at lunchtime - School film had been made for new parents / fundraising thank you - Work being undertaken on remote learning and planning for curriculum - SSa highlighted that phonics screening had improved in Yr 2 from 75% in Sept to 96% in Nov.
14. DFE Teaching Hub - Update	SSa thanked Governors for their support with the application which was a fantastic opportunity for the school and increased confidence levels. The next application stage deadline was January 2021.
15. School News	The Chair of Governors congratulated the Staff and Teaching team on the news that the school was placed 125 th in the Times top 250 Primary schools in England, a very proud moment for the Governing Body. The Governors passed on thanks to the whole school team as they continue to work incredibly hard, embodying the school vision of 'Shine bright and reach for the stars'.
16. Safeguarding / CP	The safeguarding review had gone to Wiltshire Council with one CP case open. The CP report had been circulated to Govs. Improvements to CP learning were being constantly looked at and paperwork checked. JT to complete safeguarding training.
17. Policies	H&S Policy was approved by Governors.
18. AOB	Q - Had there been anything that has gone out to parents that might highlight the fact that they could be eligible for school meals? SSa confirmed that this action would be taken forward.

	<p>NP provided a fundraising update; the target should be hit by end of the year and orders for stars and bricks would close end of the month. There was still a requirement to fully kit out the learning hub. Governors congratulated the Fundraising Team, as well as DT for the 'David Tarr Learning Hub'.</p> <p>RM raised a question regarding the website as it needed attention in certain areas. CS confirmed that this was being covered at RPC. SSa confirmed that actions were in progress to update.</p> <p>MC raised a question regarding FOAKS finances and whether a funding shortfall would impact pupils. JH confirmed that the budget would be adequate for the year.</p> <p>The Chair of Governors thanked SSa, the Senior Leadership Team and all the Governors for taking the time to attend meetings when there were so many other pressures ongoing.</p>
19. Date of Next Meeting	<p>Meeting dates all 17:30: Thurs 18th Mar, Thurs 25th Jun</p>