



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	Complete	26/11/2020	First draft complete and circulated for feedback	28/11/2019
2	The Governing Body Annual Planner is to be updated to reflect the revised Governing Body Structure	CA	Ongoing	2021/2022	We have been working from the Wiltshire Annual Planner that is circulated each term. An Annual Planner draft is in place and required finalisation.	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	Complete	30/06/2020	WCC confirmed every term renewal or 3 months gap	28/11/2019

6	Confirm final costs of Phase 2 build to Governors and whether this includes finishing	JH	Complete	12/03/2020	JH – confirm final costs has come down to £150,000 which has come down £10,000 from the last estimated. The amount needed to fundraise for the build itself is £82,000. The rest of the fundraising money (£28,000) will be put towards kitting out the Hub. There was a question about the rest of the funds which was answered with a summary of figures from the build.	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	Complete	31/07/2020	Circulated	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	Closed	31/07/2020	Transferred into Strategy committee actions / kick off list	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	Closed	31/07/2020	Transferred into Strategy committee actions / kick off list	12/03/2020
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
13	Appointment of Strategy Chair process	CA	Complete	10/06/2020	CA to check SOD regarding appointment of Strategy Chair. This is done within the committee.	24/9/2020
14	All Governors must email KCSIE to Kim Olden and complete 2020 Safeguarding catch up course	All	Complete	ASAP		24/9/2020
15	CA to resend safeguarding link	CA	Complete	ASAP	Complete	24/9/2020
16	Governors to read SIA report	All	Complete	18/3/21		26/11/20
17	Governors to read National Standards of Excellence for Headteachers	All	Complete	18/3/21		26/11/20
18	Safeguarding Training for New Governor	JT	Complete	ASAP	Complete	26/11/20

19	Parent Communications	SD	Complete	ASAP	Action to send communication to Parents re. expectations on comms with teachers was agreed and actioned.	18/03/2021
20	Safeguarding and PPG earlier in meetings	CA	Complete	ASAP		18/03/2021
21	Diocesan Priorities	DT/MC	In Progress	ASAP	Governors had received a letter from Diocesan Education asking if they would like to complete questions to help the Diocese look at priorities for next few years	18/03/2021

**Minutes from FGB Meeting
24-6-2021 17:30**

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) Jan Thompson (JT) Giuseppe Vitale (GV) Meggen Cantillon (MC) Sam Crawford (SC) Ron Munroe (RM) Sarah Igoe (SI) Dan Hockaday (DH) In attendance Clerk: Cat Atack (CA)	Apologies: Peter Gray (PG) David Tarr was not present at the beginning of the meeting and sent his apologies in advance. Apologies were accepted by the FGB.
3. Welcome		

4. Pecuniary interest declaration	None declared.
5. Minutes from meeting of 18 th March 2021	Minutes were approved as an accurate representation of the meeting by the FGB and signed electronically by the Chair.
6. Matters arising from meeting of 18 th March 2021	<p>Governors had reviewed the actions prior to the meeting – there were no additional comments.</p> <p>The Clerk was thanked for the actions list.</p> <p>Governors discussed the action to pick up on DBS checks for Governors with KO in the school office (CA).</p>
7. Safeguarding / Child Protection (MCB)	<p>The Safeguarding Central Records (SCR) system and associated processes were in place, induction and staff training in place and linked to the SCR. The new online training package was providing very good value.</p> <p>Learnings had taken place from another school where a chronology of the school’s involvement had been requested.</p> <p>A full section 8 inspection had happened at the school in question, including a case study record.</p> <p>There was currently one open case at AKPS and one potential future case.</p>
8. PPG (JH)	<p>The virtual meeting with Mrs Smith (JS) had gone well. Results were still good and robust process were in place with all staff overseen by JS with regards to PPG.</p> <p>Teacher assessment from June 2021: Pupils had moved up several grades and showed an excellent result despite the difficult times. Wiltshire wanted to use AKPS as a beacon for the county on the processes in place, which has started already. JH had been volunteered as an excellent Governor ambassador.</p> <p>Number and funding: Funding was down to £17,000 next year based on the numbers of children. JH and JS had discussed actions to ensure any families that qualified for support were claiming. Reception parents had all received an explanatory letter as well as a Parentmail to all parents.</p>
<p>9. Matters arising from Committee reports:</p> <p>a. Learning, Education and Development</p> <p>b. Resource, Premises and Compliance</p> <p>c. Strategy & Staffing Committee</p>	<p>LED:</p> <ul style="list-style-type: none"> - There had been a report from the school on COVID-19 catch up actions which was very impressive. - The report from Cathy Milton (SIA) was also very positive with useful actions identified. - A separate meeting with the SIA had been held to develop the committee’s work. - The school attendance report was very impressive at 98%+ after the lockdown. All categories were excellent on attendance including SEND and EHCP. - Class link meetings were due to take place during Global advocacy week; these reports would be collated before the end of term. The committee had decided not to meet in June due to the number of meetings scheduled.

	<ul style="list-style-type: none"> - RM had attended the subject leader meetings which were outstanding and were extremely confident in all their areas. <p>RPC:</p> <ul style="list-style-type: none"> - Most work recently had been on budget. - Breakfast club had turned a corner and was back where it needed to be on numbers and budget. - Edwards & Ward food supplier had given notice, so the school was gaining quotes regarding a replacement. - Major spend projects included the Canopy. - There was a question around whether funding had been received by the Diocese. It was confirmed this had been received. <p>SSC:</p> <ul style="list-style-type: none"> - A small group will be progressing a revisit of the Vision before the end of term. - The IT strategy is continuing, led by SC. - Sport – the running track was in progress and activity areas for children at lunchtime led by DH. - The committee had revisited the composition of the SSC as per the SOD which will mean there will be one other person from the committees as well as the Chairs (this Governor TBC). - The committee had also discussed the FGB composition to reduce to 12 rather than 15 which had been discussed with Wiltshire CC previously.
<p>10. Budget 2021-2022 (SC)</p>	<p>It was noted that funding was increased this year.</p> <p>The budget has been approved by RPC and had been widely discussed. It was noted that the formal budget showed as a deficit – this is not an issue and has been agreed and discussed at the RPC Committee.</p> <p>Two maternity covers in the next academic year were to be covered by savings. Buildings and ground works had a larger budget assigned this year, these had shown to be lower against other schools.</p> <p>Question what was the in year revenue / deficit (5 years) and was it accurate? It was explained that Years 4 and 5 on the template were not generally used by the Council.</p> <p>Question - What was the target for a comfortable amount of reserve? School were comfortable with 8% as a surplus to cover any spend.</p>

	<p>Does income go up to compensate statutory pay awards year on year? It was confirmed that the school budget was not linked to statutory pay increases. Staff costs were monitored closely as they were the biggest cost. This year the school was lucky enough to have retained staff which then does trigger pay awards.</p> <p>The Headteacher ensured that creative usage of staff reduced need for contractor staff, making cost efficiencies. Groundwork was also being done in getting capacity increased for Reception.</p> <p>The budget was approved by the FGB.</p>
<p>11. HT Report</p>	<p>SSa thanked the Fundraising team for the media coverage for Reception places. Reception places had been filled and were now being contested through appeals. 30 places had been filled for Reception and more siblings joining throughout the school.</p> <p>The Headteacher hoped the Governors found the report comprehensive, and it had now gone to the SLT for review. EHCP parents were being individually notified of one-to-one care, then the report would be sent to teaching staff. SSa was meeting with every member of staff to ensure there was trust in the structure.</p> <p>The usual pressure of OFSTED and Wiltshire were returning despite the pandemic, which was an added challenge. The SLT had contributed to the report and had been instrumental to the running of the school.</p> <p>There was a question about whether parental communication levels had improved? It was confirmed that in the main part things had improved, but some parents still overstepped the mark.</p> <p>The Governors thanked the Head Teacher for the comprehensive report.</p> <p>7th July was the new academic year SIP meeting, and the HT invited the Governors to come and celebrate the future at this session.</p> <p><i>MC temporarily left the meeting.</i></p> <p>SSa congratulated the School, Teachers, Parents and the Governors for a year of progress despite the pandemic and everything it had thrown at the school.</p>

<p>12. SIP Areas Preview</p>	<p>On the 7th July a presentation on zoom was planned as a year in pictures of the great year that has taken place to cover impact of the SIP through the previous academic year. There were three new areas to suggest to Governors which the SIA is happy with.</p> <p><i>MC re-joined the meeting.</i></p> <p>The Chair re-iterated that all staff must look after their wellbeing and share the workload, especially the Head Teacher.</p>
<p>13. Succession Planning (CA)</p>	<p><i>David Tarr joined the meeting.</i></p> <p>The proposal that had been discussed within the SSC and with Wiltshire County Council was to reduce the FGB numbers to 12, per a separate note from the Clerk.</p> <p>Governors endorsed the new structure of the committees and that these were working well. It was noted that 12 was probably as low as the FGB could reasonably go.</p> <p>The FGB approved the proposal to reduce the Governor numbers to 12 as per the proposal from the Clerk. The Clerk to action this change with Wiltshire County Council and on the website.</p> <p>There were 5 roles due for renewal in 2022.</p>
<p>14. AOB</p>	<p>The Clerk role was discussed in terms of hours and overtime – it was suggested that this was increased to 4 hours initially and the RPC confirmed that budget was in place to do this.</p> <p>The FGB approved this approach.</p> <p>For the Shine 150 Yr Party on 25th September, the council was going to try to make a request to close Gosditch for the duration of the party.</p> <p>There was significant wiring work taking place during the school holidays. SC had spoken to all parties that this impacted. NP added that the running track might be impacted.</p>

	<p>The Governors thanked the Clerk for the work that had taken place as this was due to be the current Clerk's final meeting.</p> <p>Final checks were due on the new build before final sign off, Governors were asked to confirm anything that needed fixing on the new build before the 6th July.</p>
<p>15. Date of Next Meeting</p>	<p>TBC – CA to circulate and consider staff attendance and check that staff were ok to attend.</p> <p>The Chair noted the enormous amount of day to day work that is done by the Staff and Governors gave a great big thank you to all the staff.</p> <p>The staff were wished a very happy summer holiday.</p> <p>The Governors were thanked for their time and for continuous support of the FGB during a difficult year.</p>