



## 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	CM	Ongoing	2021/2022	Wiltshire Annual Planner is circulated each term. Annual Planner draft is in place and required finalisation.	28/11/2019
5	Check DBS Renewal process for Governors	CM	In Progress	30/06/2022	WCC confirmed every term renewal or 3 months gap	28/11/2019
12	IT Support	SC + RPC	In Progress	Ongoing	This matter is ongoing as per RPC working group managed by Sam Crawford	24/9/2020
22	Clerk to confirm with WCC regarding revised Governor Numbers and make up of FGB	CM	In Progress	ASAP	In discussion with WCC Governor Support Team	24/6/2021
23	Clerk to liaise with S Smith regarding website Governor pages to include updates on numbers	CM	Not Started	ASAP	Will confirm once WCC process complete.	24/6/2021

**Minutes from FGB Meeting  
31-3-2022, 17:30 – 19:00**

Challenge: \* = Question

\*\* = Action

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

Item	Minute		
<b>1. Prayers</b>			
<b>2. Apologies</b>	<p>Present:</p> <p><b>Vice Chair:</b> Shirley Danby (SD)</p> <p><b>Headteacher:</b> Sam Saville (SSa)</p> <p>David Tarr (DT) Nick Plummer (NP) Jon Hughes (JH) Meggen Cantillon (MC) Sam Crawford (SC) Sarah Igoe (SI) Ron Munroe (RM)</p> <p>Clerk not in attendance (Minuted later by CM)</p>	<p>Apologies:</p> <p>Michele Collier-Bromelow (MCB) Jan Thompson (JT) Dan Hockaday (DH)</p> <p>Non attendees: Giuseppe Vitale (GV) Peter Gray (PG)</p> <p>Apologies were accepted by the FGB.</p>	
<b>3. Welcome</b>	The Governing committee ratified the re-election of Jon Hughes as a co-opted member.		

4. Pecuniary interest declaration	None declared.
5. Minutes from meeting of 25 <sup>th</sup> November 2021	Minutes were approved as an accurate representation of the meeting by the FGB; signed electronically by Vice Chair.
6. Actions and Matter arising from previous minutes	<p>Governors had reviewed the actions prior to the meeting – there were no additional comments.</p> <ul style="list-style-type: none"> <li>• <u>Annual Planner</u> – regularly updated.</li> <li>• <u>DBS Renewal</u> – A new rolling DBS system is being investigated although it will take time to implement. Meanwhile KO in the office will ensure all certification is kept up to date. Governors may be contacted.</li> <li>• <u>IT Support</u> – this is continuing and ongoing (SC provided update within RPC section below).</li> <li>• <u>Governor numbers</u> – Clerk will liaise with SD and confirm numbers with WCC.</li> <li>• <u>Website Governors pages</u> - Clerk to liaise with SS to ensure it is up to date once numbers and changes have been made.</li> </ul>
7. Governor terms of office	<ul style="list-style-type: none"> <li>• Following the resignation of Fiona, a new Clerk (Cath McMurtry) has been appointed following an interview. A previous clerk will give some handover experience, and CM will meet with SD to gain a better understanding of Governor and school matters.</li> <li>• Some terms of office are due for renewal: parent governors’ terms of office end June. <b>Action:</b> Clerk to arrange this term.</li> <li>• Peter Gray’s term-of-office ends and he steps down today; the Governors wished to express their particular thanks. Meggen Cantillon’s term of office ends in February ‘23 as a Foundation Governor; the PCC will arrange the post.</li> <li>• The School has agreed the change to 3 parent governors and 3 co-opted governors, which, following recent resignations, is the current position. <b>Action:</b> Clerk to communicate with Right Choice.</li> </ul>
8. Committees a) Structure b) Summary of committee minutes/actions	<p>a) Following the change to the Committee structures, SC noted that the RPC committee has lost 3 out of an original 6 members (the reduced governors were members of the RPC) which could lead to issues of being quorate if 1 member is absent. It might be useful to bring in people with specific experience as associate-governors, when needed. RM suggested that in a future Strategy meeting, it would be useful to look at any overlap in terms of reference between the LED/RPC committees. The option to co-opt expertise to any committee was considered a good idea.</p>

	<p>b) <u>The SSC</u> has not met officially recently, however SSa keeps the Chair and Vice Chair updated regularly on staffing situations and how she is dealing with it. The current strategy hasn't changed, but there is a meeting planned for next term. The SSC has met for an emergency meeting.</p> <p><u>The LED</u> has met and is trying to keep the class-link activities going, which has not been easy during Covid. A full report will be distributed in due course, but the meetings are considered both enlightening and extremely valuable in focusing the efforts of the Governors into what has immediate benefit to the children.</p> <p><u>RPC</u>: The school has had the funding certificate for next year, showing a slight increase. Based on 221 children, the approximate budget is £940K for the school year, up about £20k, approx. £4300 per child. The carry-forward is still 6-6.5%. RPC have had a pre-budget meeting with the Business Manager to outline some things required in the budget. The next budget meeting is 18<sup>th</sup> May in preparation for sending the approved budget to the Council by 30<sup>th</sup> June. Since the next FGB meeting is in July, the budget will be emailed in late May to all for approval. <b>It was queried if recent and expected energy increases have been factored in and if there are any grants?</b> The budget for oil and electricity has been more than doubled, which should be adequate, as during Covid oil consumption was higher (open windows). The electricity bill has dropped significantly since the removal of one mobile building. Some discussion has taken place to consider energy efficiency measures (solar panels, natural light tubes) which would incur capital costs.</p>
<p><b>9. Safeguarding / Child Protection (MCB)</b></p>	<p>Unless all school paperwork is kept up to date and on file (eg references, DBS clearance etc), the single central record could be closed. KO is checking everything to ensure all is accurately recorded. Training is also being monitored for staff and Governors who will be contacted to complete any training due. Concerns are still being recorded, which shows diligence amongst staff. One child has a PP, and 2 - 3 have CIN status. SSa regularly attends classes and talks to the children about their awareness and knowledge of how to keep safe. Observations are very encouraging. The Child Protection Action Plan is regularly updated. All forms are checked and actions monitored to ensure nothing is missed.</p>

<p><b>10. PPG (JH)</b></p>	<p>JH presented comments from his recent school visit, where he saw Jade and class teachers working with, and monitoring, PP children in the class setting, each with individual programs in place. The new Pupil Premium Strategy is now on the website and there is evidence of progress in all 3 key objectives within the strategy, although there is more work to be done. Attendances are being closely monitored, and also recovery plans from the effects of Covid. The budget is clear and is being spent in accordance with the 3-year plan.</p>	
<p><b>11. Headteacher Update</b></p>	<p><b>Head Teacher's Reports.</b></p>	<p>SSa thanked all Govs for reading the reports and was duly thanked for writing them. She responded to a question from a Governor (and also from Challenge Partners) on the data from the Year 3 Writing showing 33% of children are below expectation. This translates to 11 children. Any child who is below age-related-expectations in <u>any</u> subject, is tracked on a data sheet, monitored by a subject leader. Some of the children have EHCP, PPG or SEND (9 children), and in particular Covid has impacted this group who missed key phonics at the end of Year 1 and early Year 2. This has affected their reading and thus their writing abilities. They all have intervention; probably there will only be 7 by the end of the summer term. Progress is being seen already with close support and intervention.</p>
<p><b>12. Governor Business</b></p>	<ul style="list-style-type: none"> <li>a) The school operates a policy of non-discrimination. <b>A check will be made to identify the policy wording to clarify.</b></li> <li>b) There are 4 safeguarding staff at school, who meet regularly to monitor any issues. The school is hoping to move from a paper system to an online recording of information, if it is manageable (? C-Poms). This could easily be accessed by all permitted and records will follow each child through school to eliminate the possibility of paperwork being lost.</li> <li>c) All confirmed that visiting the school (LED link-visits/ PP visits/ worship/ school productions/ fire drills/ H&amp;S checks) is important to interact with staff and pupils; all appreciated and enjoyed visiting.</li> <li>d) SD recently attended Ofsted Governor training. She will send out slides and notes so that all Governors may benefit as much as (or more than) she did. SSa will provide feedback to staff from recent Ofsted updates and will forward information to Governors. NP can provide feedback from his recent SSS training. SSa suggested</li> </ul>	

	<p>Wiltshire Right Choice has a better link which has no charge, which she will forward to Governors, however, the SSS course provided more rigorous checking to ensure the information on child safety was understood fully.</p> <p>e) Although all Governors are visible and known to parents, it was suggested that an end of year letter from the Governing Body highlighting the main impacts to the school with thanks and good wishes would be useful. A summary of what the committees do would be helpful, with examples of things that have been actioned in the year, specifically to show Effectiveness, Efficiency and Excellence. It could be linked to the school vision: Shine Bright and Reach for the Stars eg an example of where the School has shone and the impact it has had, and the next steps where new Governors support would be welcomed. <b>Action:</b> SC and RM to put together a short write-up.</p> <p>f) The H &amp; S Policy sent by SS to RPC will be sent out by SC, and all must acknowledge that they have read it. It is an active and critical document. <b>Action:</b> Clerk to monitor the Policies and identify which policies need updating, getting statutory policies on a rolling cycle. Some policies are directly from Wilts Council, but others need regular updates eg Safeguarding, Assessments and Curriculums.</p>
<p><b>13. AOB</b></p>	<ul style="list-style-type: none"> <li>• Governors and SSa discussed the recent school production in Years 3 &amp; 4 which was excellent and thoroughly enjoyed by children, staff, parents and carers. In particular, many of the children with special needs were outstanding, showing such confidence and progress. The opportunities given to the children to be included and shine are noted and recognised. A Governor also recognised and commended the leadership qualities shown by SI on the evening.</li> <li>• It was noted that Year 5, who have had past difficulties, are now showing a wonderful attitude to their learning.</li> <li>• At the end of term all teachers must hand in their laptops to the learning hub to be updated and added to the network, which is also being upgraded. There was a budget spend for this, and on return from the Easter break the new system should be in place. This item can then be removed from the action tracker.</li> <li>• The Governors expressed much thanks to SC and the team for the hard work in getting the new system installed.</li> </ul>

	<ul style="list-style-type: none"> <li>• NP mentioned that Harry has still not finished the running track; SSa will contact him.</li> <li>• The staff will again be doing their impact presentations for colleagues and Governors (which will be recorded for accessibility), following the same format on each subject. They proved most useful to inspire and motivate each other and contributed to the School’s Area of Excellence in “Challenge Partners Leading with Impact” which is being presented by SSa in London at the end of April. This will showcase Ashton Keynes as one of the leading schools in the country. They are also useful for Ofsted.</li> <li>• SSa is well-prepared for the new School Improvement Plan, a key feature being the new STEM partnership and STEM lab, with the new green-screen installed already. IT and DT can be flagged (to Ofsted for example) as areas which are being focussed on for development. Three schools have joined the partnership for IT (Minety, Oaksey, and Crudwell) with £10,000 funding, and the aim to turn ‘an area of development’ into ‘an area of excellence’. It may not be finished for Ofsted, but the school can show the direction being taken. For DT, there are some great engineering projects planned, including a trip to the Air Tattoo, and AK has been selected as one of ten schools to be involved in an engineering competition. These show AK putting STEM on the school improvement plan as a Partnership Opportunity.</li> <li>• Thanks were given by the Vice Chair to everyone at AK School, SSa, Leadership Team and all Governors.</li> </ul>
<b>14. Date of Next FGB meeting</b>	Next Meeting 7 <sup>th</sup> July 2022