



Minutes from FGB Meeting

1st April 2025, 17:30 , In school (SC on Teams)

ACTION LIST

Item No.	Task	Who	Status	Target Date	Notes	Date of FGB
1	School Inventory	RPC	Ongoing	2024	RPC is aware of the need for an up-to-date inventory.	
2	Policies	SS	Ongoing	2024	SS will slowly enter policies onto the system.	
3	Letting Policy	SS	complete	2025	Letters have gone to Clubs and most have replied with SG leads	
4	Staff workload/parent code of conduct/	SSC	Ongoing	2025	SSC are aware	

Challenge: * = Question

**** = Action**

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

Item	Minute		
1. Prayers			
2. Apologies	<p>Present:</p> <p>Chair: Michele Collier Bromelow (MCB) Shirley Danby (SD) Sam Saville (SS) Ron Munroe (RM) Nicola Eagleton (NE) Dan Hockaday (DH) Sam Crawford (SC) Nick Plummer (NP) Jon Hughes (JH) Brian Ridley (BR) Meggen Cantillon (MC) Elaine Hayler (EH) In attendance Clerk: Cath McMurtry (CM)</p>	<p>Apologies:</p> <p>David Tarr (DT)</p>	
3. Pecuniary interest declaration	None declared.		
4. Minutes of previous meeting	Minutes for meeting on 21st November 2024 were approved by the FGB.		
5. Actions and Matter arising from previous minutes	<ol style="list-style-type: none"> 1. RPC is aware of the need for an up-to-date school inventory. It will go onto the next RPC agenda. 2. SS will slowly enter policies onto the system, but time is an issue 3. SS has communicated with all who use the school premises to request written assurance that all are compliant with safeguarding, with a designated Safeguarding Lead. Most have replied. PC will put something to reflect this into all new letting's contracts. This should remove pressure and responsibility from staff. 		

	4. SSC are aware of issues and are looking into it
6. Committee Updates	<p>a. LED provided minutes from their previous meeting. RM noted that a new date will be picked after Easter for monitoring. SS will choose a new area (RE is no longer valid as SIAMS is completed) and advise a date; she invited any Governor to attend. LED would continue to prepare notes.</p> <p>b. RPC provided minutes from their previous meeting. SC noted that there had been an uplift to the funding certificate of some £45,000 (to £1,070, 000); staffing still accounts for some 87% of the school costs. We are waiting for clarification from County on how the NI increase will be covered. AK is in a good position financially. SC indicated that efficiencies are looked at wherever possible in reviewing the budget by looking at receipts to see where we can reduce costs, and by reviewing contracts (eg cleaning contract has made a significant saving). Our meals provision is a high cost, but they give good value for what they provide. SFVS (School Financial Value Statement) is done annually to show we are financially compliant. Governors are advised to watch for emails with Budget information in early June. A date for approval will be forthcoming. SS mentioned her request for Capex spend on more ipads, which are incredibly impactful to the children's learning.</p> <p>c. SSC minutes have been distributed. The 1,3,5 year plan is in discussion and almost complete. SD and MCB are in touch with SS regularly to discuss internal matters and staffing issues.</p>
7. Safeguarding/Child Protection (MCB/SS)	<p>Governors acknowledged the immense amount of work done by SS and her senior team in 'growing' safeguarding issues. SS commented on Safeguarding in her report attached to this meeting. Currently there is a replacement working in the office (while the current safeguarding PA is off sick). But she is not yet able to take on the safeguarding admin. RM again highlighted the increasing day-to-day safeguarding matters requiring input from our senior team, taking time away from regular school matters. The role of the safeguarding PA is to enter the data onto the new Wiltshire system, but this is not yet being done. Following the school's financial benchmark exercise, recently completed by JH, it was noted that admin costs are significantly higher than similar schools (and was the only area to be higher). JH explained that SSC would be looking at this in line with the future impact on school budget. A review will be started of admin costs at AKPS as part of SSC strategy plan.</p>
8. Wellbeing (SS)	<p>SD and MCB continue to support SS regularly, and SD as Wellbeing Governor is in touch with staff wherever needed. A staff yoga day is taking place to support staff wellbeing. A number of staff are off on long term sick, which is difficult to manage, though Governors are providing support. Procedures must be followed.</p>

9. Pupil Premium Update (JH)	JH met with SS in November and will be meeting SI after Easter following her return from maternity. The results for PPG are good, and there is evidence that AK is 'closing the gap' for its PPG children. Attendance will be looked at, as it has dropped slightly. Year 6 PPG children will also be a focus. Wiltshire have asked AK to showcase how they encourage disadvantaged children who have persistent absenteeism. 50% of PPG children are SEND. AK works very hard as a gold standard affordable school which is so important for many families.
10. Head Teacher Update (SS)	<ul style="list-style-type: none"> • SS noted the new rules now state that Heads can't give any appraisal targets linked to performance for children. AK finds more effective, non-data driven ways to do appraisals, but linked to areas of school improvement. • Full information is given in the Head's Report and the SIP document.
11. Governor Business	<ul style="list-style-type: none"> • JH has agreed to continue as a Governor for a further term. Ron M also agreed to extend for a further term. Some Governors might be able to attend at a Parents Evening, or some similar occasion, to try to encourage more parents to join the Governors. • Nothing current re policies for Governors to sign/approve. • Governors gave unanimous approval for Sam C, Jon H, and David T to serve another 4 years on behalf of the school on the AK Development Trust.
12. Governor Feedback and Good News	The school Easter service in church was a lovely occasion. SD's visits to 4 classes in support of the Easter story as part of RE has shown the children's knowledge and enthusiasm is superb. Following the very successful SIAMS, SS, Katy and SD have been interviewed and SS put together a presentation to highlight our best practice, which will be on the Church of England SIAMS website for other schools to access. Four children had volunteered to lead a prayer after Messy Church showing how confident the children are to lead in this way. Year 6 are really looking forward to their post SATs London trip. SS compered at the Wiltshire schools' music festival, and our children were brilliant. Recently our SEND children talked with a group of executive Head teachers and CEO's who were so impressed with how articulately and confidently they talked about their learning. The children were complimented on their confidence and politeness. There will be a marquee in the school grounds in June for the music festival. SS has been selected to join the Diocese Board of Education, which is a great accolade. NP thanked DH for his exceptional teaching and management of year 6, from a very happy parent governor.
13. A.O.B.	JH will send out a link about school benchmarking. (Gov.uk, look for benchmarking for schools) A very interesting read.
14. Date of Next Meeting	Tuesday 10th July, 2025. 17:30. In school (pub afterwards)

