



AMPNEY CRUCIS C OF E PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE

FULL GOVERNING BODY

7th July 2015 at 7pm

Present:

Anne Bridges (AB)

Rosemarie Chapman (RC)

Barbara Di-Nucci (BD)

Janette Denyer (JD)

Rachael Dunn (RD)

Andrew Lazenby (AL) (Chair)

Mike Speed (MS)

Anne-Marie Wilkie (AMW) (Head Teacher)

In Attendance:

Elaine Ryan (ER) (Clerk)

Note: The meeting scheduled for 19th May 2015 was cancelled.

1. Apologies and welcome

Apologies were accepted from Deborah Cook (DC), John Cross (JC) and Revd. John Swanton (JS).

Since the last meeting Patrick Fryer (Parent Governor and Vice-Chair of the Governing Body) and James Haden (L.A. Governor) have resigned from the Governing Body.

2. Appointment of John Cross as L.A. Governor (nominated by Gloucestershire County Council)

The appointment of John Cross as an L.A. Governor was proposed by Andrew Lazenby and unanimously agreed by the Governing Body. The appointment will be for a four year term to 6th July 2019.

Decision: John Cross was unanimously appointed as an L.A. Governor. The appointment will be for a four year term to 6th July 2019.

3. Governing Body Vacancies

The Governing Body now has two vacancies - for a Foundation Governor and a Parent Governor. An election to fill the Parent Governor vacancy will be held in September 2015.

4. Register of Pecuniary Interest

Completed Pecuniary Interest Forms were received from RD and MS.

5. Minutes of the last meeting held on 10th February 2015

The minutes of the last meeting held on 10th February 2015 were unanimously agreed to be an accurate record and were signed by AL.

Decision: The minutes of the meeting held on 10th February 2015 were unanimously agreed to be an accurate record.

6. Matters Arising

All actions from the last meeting were completed with the exception of the following which are carried forward:

Action: JS to write a paragraph for the school newsletter asking parents if they would like to be involved in Open the Book.

JS was not present at this meeting.

Action Carried Forward.

Action: AMW to ask JS if he would like a representative to attend Governing Body meetings when he is unable to do so.

Action Carried Forward

Action: AMW to speak to JS regarding Foundation Governor vacancy.

Action Carried Forward

Action: MS to produce a Schedule of Polices showing which need to be reviewed by the FGB and which are to be delegated to committees.

Action Ongoing

MS has now identified all policies which are the responsibility of the Finance and Premises Committee, these have all been marked up and a meeting with AMW will be arranged to decide which are no longer relevant. The remaining polices will then be updated. A similar exercise will be completed for the policies which are the responsibility of the Curriculum and Staffing Committee.

For each policy it will be shown how often it should be reviewed and whether this should be done by the FGB, the Finance and Buildings Committee or the Curriculum and Staffing Committee.

The Governing Body unanimously agreed that minor policies will be delegated to the committees.

Decision: The Governing Body unanimously agreed that minor policies be delegated to the committees for adoption.

7. Chair's Report

AL reported that he came into school as an observer during SATs week. It was noted that the tests were very professionally administered by the staff and all procedures rigorously followed. The behaviour of the pupils was exemplary. Pupils with specific needs were given tailored support as required.

8. Questions re: Head Teacher's Report and Pupil Progress Data for Spring Term

(i) Head Teacher's Report

The Head Teacher's Report was circulated with the agenda of this meeting and was taken as read, the following points were raised:

- One child with S.E.N.D. will be leaving Year 5 at the end of Term 6, one child with LAC will be joining Reception in September.
- In September Maple Class will consist of 13 children in Year 1 and 13 in Reception.
- When Oak 4 and Years 5/6 are combined for P.E. and French they will be split into two groups of 20.
- Area Sports Day – a child from our school finished second in the 600 metres.

AMW reported on the following arts projects that will be taking place throughout the coming year:

- A felting artist will be coming in to school to make a Christmas Banner with Years 2 and 3.
- A wood carver is coming in to work with Years 5 and 6.
- Bollywood dancing and Indian art will take place during Diwali.
- An actor dressed as a WW1 soldier will be in school for a day, staff and children will also dress up.

- A potter will be making a poppy installation.

The Governing Body congratulated the KS1 teachers for enabling the Year 2 children to achieve such great results.

(ii) Pupil Progress Data

The Pupil Progress Data for the Spring Term was not shown to the meeting as the initial SATs results were available.

13 pupils had taken the KS2 SATs, the results were outstanding with 100% achieving LV4+ in Reading, Writing and Spelling, Punctuation and Grammar (SPAG), 92.4% achieved LV4+ in Maths.

1 child achieved LV6 in Writing and 1 in SPAG.

These results will be shared with parents via the last school Newsletter of the year.

It was noted that next year assessment without levels will be used, the cluster schools are being mutually supportive with this.

9. Policies

(i) Health and Safety Policy and Appendices

The Health and Safety Policy was updated by the Health and Safety Committee and approved by the Finance and Premises Committee at their meeting of 24th June 2015.

Decision: The Health and Safety Policy was unanimously adopted by the Governing Body and will be reviewed annually in future.

10. Reconstitution of Governing Body

Copies of the signed and sealed new Instrument of Government dated 27th March 2015 were given to all present for their information.

A copy will be passed to David Vessey, Chairman of the Pleydells Trust, by AL.

Action: AL to pass copy of Instrument of Government to David Vessey.

11. Questions re: Agreed minutes of Finance & Buildings Committee meeting held on 16th April 2015 and draft minutes of 24th June 2015

Roof Void

An Asbestos Survey has been completed and this confirms that no asbestos is present in the roof void, work on installing mesh to catch any falling loose plaster will begin on 20th July 2015. Rob Stephens originally allocated £30,000 of LCVAP funding for the work to include removal of asbestos, as the work required is now simpler and less expensive the Finance and Buildings Committee decided to approach him for some of this funding for refurbishment of the staff toilets. This is considered to be high priority as the toilets are also used by visitors.

Extension

Rather than building an extension it was decided to install a portable classroom at a cost of around £80,000 to £90,000 (three quotes are to be obtained). It was emphasised that this is for educational reasons only - to enable each of the Key Stages to be taught separately.

It was suggested that a letter be sent to parents in September asking for anyone with expertise in areas such as Project Management, Planning, Legal, and Finance etc. to work with the Governing Body.

A governor asked whether the new classroom would have any impact on neighbouring properties, it was clarified that only one property would be affected and that there would be no loss of light.

12. Questions re: Agreed minutes of Curriculum and Staffing Committee meeting held on 3rd March 2015 and draft minutes of 16th June 2015

The Admissions Policy for 2017 will be reviewed at the next meeting.

Action: Clerk to add Admissions Policy for 2017 to agenda of next meeting of the Curriculum and Staffing Committee.

Maternity Cover

The post will be advertised again in September and if no suitable candidate is found it will be re-advertised in October. AL will advise on the wording of the advertisement. It was clarified that the post is to 31st August 2015.

Action: AL to advise on wording of Maternity Cover advertisement.

13. Questions re: Agreed minutes of Ethos Committee meeting held on 3rd March 2015 and draft minutes of 16th June 2015

Revd John Swanton was appointed as Link Governor for R.E.

Decision: Revd. John Swanton was appointed as Link Governor for R.E.

14. Governor Visits to School

Written reports on each of the following visits were circulated with the agenda of this meeting. The following points were highlighted:

(i) AB - Maths

AB reported on the use of the Abacus Maths package as used throughout the school, RD offered to give a demonstration of this to the next meeting of the Governing Body.

Action: RD to give a demonstration of Abacus at next meeting.

(ii) BD – Reading

It was noted that although the free-readers can read fluently they may not always understand some of the vocabulary in the more difficult books. AMW reported that guidance in the choice of books will be given from September.

A list of recommended books for each year group is published on the school website.

Some parents have volunteered to come into school to hear children reading, they will not be allowed to do so in their own child's class.

(iii) RC – Early Years

RC also looked at Abacus in the context of Early Years, it was noted that this is very visually appealing to the younger children.

15. Schedule of Meetings for 2015/16

A Schedule of Meetings for 2015/16 was circulated with the agenda of this meeting, this was unanimously adopted.

Decision: The Schedule of Meetings for 2015/16 was unanimously adopted by the Governing Body.

17. A.O.B.

(i) Statutory Information to be published on website

From September 2015 schools are required to publish information relating to governors on their websites, the Clerk will forward details of this to the Governing Body.

Action: Clerk to circulate details of statutory requirements to the Governing Body.

Meeting closed at 8:55p.m.

Signed as a true record:

*Andrew Lazenby
Chair*

Date:

Meetings to be held in TERM 1:

Health & Safety – Friday 11th September 2015 at 9:00a.m.

Curriculum & Staffing – Tuesday 15th September 2015 at 9:00a.m.

Ethos – Tuesday 15th September 2015 following Curriculum & Staffing.

Finance & Buildings – Wednesday 23rd September 2015 at 9:00a.m.

FGB – Tuesday 20th October 2015 at 7:00p.m.