



AMPNEY CRUCIS C OF E PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE
FULL GOVERNING BODY
20th October 2015 at 7pm

Present:

Anne Bridges (AB)
Rosemarie Chapman (RC)
Deborah Cook (DC)
John Cross (JC)
Barbara Di-Nucci (BD)
Janette Denyer (JD)
Rachael Dunn (RD)
Revd. John Swanton (JS)
Anne-Marie Wilkie (AMW) (Head Teacher)

In Attendance:

Elaine Ryan (ER) (Clerk)

1. Apologies and welcome

Apologies were accepted from Andrew Lazenby (AL) and Mike Speed (MS).
AMW welcomed everyone to the first meeting of the academic year.

2. Election of Chair and Vice-Chair

Chair

There was one nomination for the role of Chair; Deborah Cook was proposed by JS and seconded by JD.

Decision: Deborah Cook was elected, unopposed, to the role of Chair for a one-year term of office ending at the first meeting of the academic year 2016/17.

Vice-Chair

There was one nomination for the role of Vice-Chair; Rosemarie Chapman was proposed by AMW and seconded by AB.

Decision: Rosemarie Chapman was elected, unopposed, to the role of Vice-Chair for a one-year term of office ending at the first meeting of the academic year 2016/17.

3. Code of Conduct for Governors

The amended Code of Conduct for Governors was circulated with the agenda of this meeting.

Decision: The amended Code of Conduct for Governors was adopted unanimously.

4. Register of Pecuniary Interest

Completed Pecuniary Interest Forms were received from all present. AL and MS will complete forms at the next meeting.

Action: AL and MS to complete Pecuniary Interest Forms at the next meeting.

5. Minutes of the last meeting held on 7th July 2015

The minutes of the meeting held on 7th July 2015 were agreed to be an accurate record of the meeting and were signed by DC.

Decision: The minutes of the meeting held on 7th July 2015 were agreed to be an accurate record of the meeting.

6. Matters Arising

All actions from the last meeting were completed with the exception of the following which is 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.

Action Carried Forward.

Maternity Cover

AMW reported that an appointment has been made and will be announced to parents at the start of Term 2.

7. Questions re: Head Teacher's Report and Pupil Progress

The Head's Report was circulated with the agenda of this meeting, the following points were raised:

- The Open Day held on 13th October had been very successful and regular enquires are being received for places throughout the school.
- The new class structure is working well.
- In reply to a question AMW clarified that My Plan relates to the 'whole child' and includes sensory and behavioural as well as academic problems.
- Some children are on the 'Concern List' and are being monitored.
- The RAISE Online Report has been issued today, this will be discussed at the next meeting of the Curriculum and Staffing Committee.

Pupil Progress data for children in years 1, 3, 4 and 5 last year were tabled at the meeting. Pupils are tracked as being above, at or below the age related standard. Data was shown separately for pupils with SEND, English as an Additional Language and those entitled to Pupil Premium. AMW clarified that children in those years were studying the new National Curriculum. Targets were set for each child and teachers used their professional judgement to make the assessments. An improvement in progress was noted across all year groups.

It was noted that performance management has been completed for all teaching staff.

8. Admissions Policy for 2017/18 and 2016/17

The Admissions Policy for 2017/18 was circulated with the agenda of this meeting, a new statutory section regarding deferred school entry for summer born four year olds has been added. This was also added retrospectively to the Admissions Policy for 2016/17.

A governor pointed out that the list of ecclesiastical parishes listed under paragraph 3 includes Down Ampney which has a local school and does not appoint a Foundation Governor to the governing body of our school.

In reply to a question AMW reported that no requests for deferred entry have been made to date, however, she would be open to this should the situation arise.

Decision: The Admissions Policy for 2017/18 was unanimously adopted.

The amended Admissions Policy for 2016/17 was unanimously readopted.

9. Freedom of Information Policy and Publication Scheme

A Freedom of Information Policy Template and Publication Scheme were circulated with the agenda of this meeting. It was decided that the Freedom of Information Policy Template will be customised for our school.

Decision: The Freedom of Information Policy was approved, subject to the template being customised for our school.

Decision: The Freedom of Information Publication Scheme was unanimously adopted.

10. Scheme of Delegation

The Scheme of Delegation was circulated with the agenda of this meeting. The meeting decided to make some changes to this and refer the amended version to the next meeting.

Action: Clerk to amend Scheme of Delegation and add to the agenda of the next meeting.

11. SFVS Documents

(i) Statement of Internal Control

The Statement of Internal Control was circulated with the agenda of this meeting. It was unanimously adopted and signed.

Decision: The Statement of Internal Control was unanimously adopted.

(ii) Financial Control Checklist

The Financial Control Checklist was carried forward to the next meeting.

Action: Clerk to add Financial Control Checklist to the agenda of the next meeting.

12. Questions re: Draft minutes of Finance & Buildings Committee meeting held on 23rd September 2015

The draft minutes of the Finance and Buildings Committee meeting held on 23rd September were circulated with the agenda of this meeting. The following points were raised:

- Fundraising for the new classroom has not yet been addressed due to lack of time.
- AMW has contacted three companies for quotes for the new classroom, two have been received for £62,000 and £120,000, the third is expected after the October holiday. The installation is expected to take four weeks and will be completed during the summer holiday.

The refurbishment of the staff toilets and fire doors will begin tomorrow.

13. Governor Visits to School

No visits have taken place during Term 1. The following visits were planned for Term 2:

SEND	JD will meet with RD at 2:00pm on 20 th November 2015.
Collective Worship	DC will visit on 20 th November 2015.

14. A.O.B.

(i) Demonstration of Abacus

RD gave a short demonstration of Abacus, this relates to the new National Curriculum and is in the second year of use.

(ii) Governing Body Vacancies

There are currently vacancies for a Foundation Governor and a Parent Governor.
JS will progress the appointment of the Foundation Governor.
An election for the Parent Governor will be held at the start of Term 2.

Action: JS to progress appointment of a Foundation Governor.

Action: Clerk to prepare documents for Parent Governor Election.

(iii) Terms of Reference – Finance and Buildings Committee

The Terms of Reference for the Finance and Buildings Committee were unanimously approved.

Decision: The Terms of Reference for the Finance and Buildings Committee were approved.

Meeting closed at 8:40p.m.

Signed as a true record:

*Deborah Cook
Chair*

Date:

Meetings to be held in TERM 2:

Health & Safety – Friday 6th November 2015 at 9:00a.m.

Curriculum & Staffing – Tuesday 10th November 2015 at 9:00a.m.

Ethos – Tuesday 10th November 2015 following Curriculum & Staffing.

Finance & Buildings – Wednesday 18th November 2015 at 9:00a.m.

FGB – Tuesday 1st December 2015 at 7:00p.m.