



# AMPNEY CRUCIS C OF E PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE  
FULL GOVERNING BODY  
26<sup>th</sup> February 2013 at 7pm

## **Present:**

Anne Bridges (AB)  
Antony Burse (AJB)  
Barbara Di-Nucci (BD)  
Janette Denyer (JD)  
Rachael Dunn (RD)  
Viv Hilton (VH)  
Andrew Lazenby (AL) (Chair)  
Revd. John Swanton (JS)  
Anne-Marie Wilkie (AMW) (Head Teacher)

## **Absent:**

Tony Williams

## **In Attendance:**

Clerk – Elaine Ryan (ER)

---

### **1. Apologies and Welcome**

The Chair welcomed everyone and thanked governors for rescheduling this meeting from 5<sup>th</sup> February 2013. Apologies were accepted from James Haden (JH)

### **2. Register of Pecuniary interest**

There were no interests to agenda items or changes to interests previously declared.

### **3. Minutes of the previous meeting held on 27<sup>th</sup> November 2012**

The draft minutes of the meeting held on 27<sup>th</sup> November 2012 were agreed to be an accurate record of the meeting and were signed by the Chair.

### **4. Matters Arising**

The actions from the last meeting were reported on as follows:

#### **Governor Induction Pack**

#### **Action Carried Forward**

**Action: Governor Induction Pack to be obtained by JH.**

JD has now viewed the Governor Induction Pack and marked up a number of updates and changes, these have now been implemented by the Clerk. It was noted that the Governor Induction Pack is difficult and time consuming to keep up to date and it was suggested that some or all of the information it contains be uploaded to the school website. It was decided that the information in the pack will be reviewed by JH and JS and then a decision will be taken regarding uploading any or all of the contents to the website.

**Action: JH and JS to review the contents of the Governor Induction Pack.**

**Action: Clerk to add Governor Induction Pack to agenda of the next FGB meeting.**

#### **Health & Safety Policy**

#### **Action Carried Forward**

**Action: TW and JS to update Health & Safety Policy**

**Action: AL to mark up changes to wording in S.E.F and pass to AMW.**

### **5. Chair's Report**

AL reported that since the last FGB meeting he has attended the following events and meetings:

- The school Christmas Production which was excellent, as always.
- The end of year assembly held in the church.
- A Reading Skills Workshop which proved to be a very good initiative to encourage parents to help children with their reading skills. More than 50% of parents attended.
- The School Funding Workshop with AMW, this was a Cluster event and provided a very interesting overview of school funding and budgets.
- A meeting regarding the new Statutory Inspection of Anglican and Methodist Schools (S.I.A.M.S – previously S.I.A.S). AB has made some notes on the meeting which will be discussed at the next meeting of the Ethos Committee.
- The South Cotswold Ministry Evening.
- A meeting on Academy Status at Powell's School with AMW and JS.
- Cycle Coaching Session at Kingshill School organised by British Cycling. It was clarified that this is not Cycling Proficiency, but designed to encourage children to take up cycling as a sport through clubs. Grants are available to facilitate this.

AL has been asked by a local newspaper for the school's reaction to the relocation of Watermoor School to Kingshill and referred them to the letter written by JS which was published on Gloucestershire County Council website in response to the consultation.

AL has also made a governor visit to school focusing on writing and the teaching of letters and sounds; this is discussed under agenda item 19 of this meeting.

*During this agenda item two members of the Parish Council entered the meeting to take photographs for the Ampney Crucis Year Book celebrating the Diamond Jubilee.*

### **6. Questions on Head's Report**

A written report was circulated with the agenda of this meeting, there were no questions.

The need to celebrate the A.F.A. Quality Lead School Award was emphasised, our school is the only one in the area to achieve this.

#### **Pupil Progress Data for the Autumn Term**

Pupil Progress Data was tabled for governors to view at the meeting, to prevent individual children being identified this was collected and shredded at the end of the meeting; for this reason, details of the data are not included in these minutes.

AMW explained that the data is taken from the Target Tracker package and covers Maths, Reading and Writing and is based on teacher assessments carried out in November 2012. Further termly monitoring has taken place in the form of Pupil Progress meetings (at which the progress of each individual child has been discussed as well as each year group cohort) and work scrutinies carried out by AMW. Progress data for S.E.N.D. pupils and those entitled to Pupil Premium were shown separately.

The target set for pupils in our school is to achieve 16 progress points between the end of KS1 and KS2. It was noted that most year groups are making good progress, but there are some concerns regarding Year 5; measures have been put in place to address this - reading booster groups have already been started and Maths groups will start after Easter. AL pointed out that our school deploys staff and TAs well to target interventions as needed.

Many schools are now entering the most able Year 6 children for Level 6 SATs papers, which are taken in the afternoon during SATs week when the children will be tired after sitting tests in the morning. AMW will discuss this with the parents of children concerned.

The governing body thanked AMW for providing very clear and helpful information, and expressed thanks to all staff at the school for their hard work.

Teachers will begin the Spring Term assessments next week, and updated progress data will be presented to the governing body in the Summer Term; this will allow the impact of Pupil Premium to be evaluated.

### **7. Academy Status- next steps**

AMW, JS and AL attended a meeting on Academy Status on 5<sup>th</sup> February 2013 at Powell's School but felt that it did not provide sufficient information to enable the pros and cons of Academy Status, nor the process involved to be understood.

Governors emphasised the need to be well informed in order to make a decision for or against Academy Status and felt that more information was needed. It was noted that schools may be forced into becoming academies in the future. The pros and cons are finely balanced – for instance academies do not have to use the National Curriculum but there is some concern about whether small schools would be viable as academies due to the additional admin resources needed to operate the business model.

The governing body were interested in speaking to governors from a school which has become an academy in order to understand the reasoning behind the decision and, more importantly, the impact this has had on the children's progress. JS reported that the Head of Cirencester Primary School has done research into Academy Status and is giving a talk to the governing body of Down Ampney Primary School; he will ask if governors from our school are able to attend this.

**Action: JS to ask if governors can attend the talk on academy status at Down Ampney School.**

In reply to a question, AMW replied that there is no longer any financial incentive for schools to convert to academies; as the government will now only pay the costs of the legal fees.

The need to keep a watching brief was noted.

### **8. Ofsted Interim Report**

AMW has received a letter from Sir Michael Wilshaw of OFSTED informing her that our school will not be inspected before 2014. It was noted that the criteria for achieving this has increased recently and this reflects the improvements made since the last inspection. The governing body congratulated AMW and the staff on this achievement.

### **9. Indicative Budget**

The indicative budget for 2013/14 stands at £343,720 including a contingency of around £10,000.

### **10. Audit of School Fund**

The Audited Account for the School Fund year ending 31<sup>st</sup> August 2012 was tabled at the meeting and was approved by the Governing Body.

**Decision: The Audited Account for the School Fund, year ended 31st August 2012 was approved by the Governing Body.**

### **11. Appointment of New Governor Mentor**

**Decision: JS was appointed as New Governor Mentor.**

An Early Years Governor is also required; AL offered to take on this role with JD possibly taking it over later.

**Decision: AL was appointed as the Early Years Governor.**

### **12. Health and Safety Update**

This item was carried forward to the next meeting as TW was not present.

### **13. School Development Plan (SDP)**

The amended School Development Plan was circulated with the agenda of this meeting. It was suggested that the following groups be added under Section 6 – Partners and Stakeholders:

- Parents
- Pleydells Trust
- Ampney Crucis Village Community
- The cluster schools.

VH had noted a couple of typos in the document and will pass these onto AMW.

**Action: AMW to amend SDP as above.**

The SDP will be reviewed again in the Summer Term.

### **14. Assessment Policy**

The Assessment Policy was approved and recommended to the FGB by the Curriculum and Standards Committee. It was unanimously adopted by the Governing Body.

**Decision: The Assessment Policy was unanimously adopted by the governing body.**

### **15. Admissions – September 2013**

AMW has received 37 names but it is not clear which of these have put our school as first choice. The final numbers will be known in April.

At the moment it is expected that 12 children will be joining reception in September.

### **16. Questions re: Draft minutes of Finance & Buildings Committee meeting held on 16th January 2013**

A governor asked AMW to clarify the issue of ICT support. AMW replied that Farmor's have now offered 8 support visits per year for £400 starting next month.

Central re-charges have been bought in from County to support the admin computers.

### **17. Questions re: Draft minutes of Curriculum and Staffing Committee held on 22nd January 2013**

There were no questions.

### **18. Questions re: Draft minutes of Ethos Committee meeting held on 22nd January 2013**

The Bishop's Visitor was in school today; she was very supportive and asked some searching questions. AMW is awaiting her report.

It was noted that a member of the Ethos Committee is required to monitor collective worship in our school.

### **19. Governor Visits to School**

VH visited school in November 2012 to observe provision for S.E.N.D. pupils; a detailed report was circulated with the agenda of this meeting. VH explained that the report provided a snapshot of the day and recognised how much work is involved in assessment, marking and planning. The actions raised in the report have been now been addressed via the Assessment Policy.

AL visited school in February to focus on writing and the teaching of letters and sounds; his report was

circulated with the agenda of this meeting. The high standard of writing, good progress in spelling, and excellent behaviour were highlighted.

It was noted that the pre-visit meeting with AMW was very useful.

Future visits:

AB has visited school to focus on Maths; a report will be given at the next meeting.

BD will visit in the Summer Term to look at reading

AL will make a visit as Early Years Governor in the Summer Term.

**20. A.O.B**

**(i) Vacancy for Foundation Governor**

JS has given forms to someone who has expressed an interest in joining the governing body. These have not yet been returned.

*Meeting closed at 9:00p.m.*

*Signed as a true record:*

*Andrew Lazenby  
Chair*

*Date:*

**Meetings to be held in TERM 5:**

**Finance & Buildings** – Wednesday 1<sup>st</sup> May 2013 at 9:00a.m.

**Curriculum & Staffing** – No meeting

**Ethos** – No meeting

**FGB** – Tuesday 21<sup>st</sup> May 2013 at 7:00p.m.