



AMPNEY CRUCIS C OF E PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE

FULL GOVERNING BODY

2nd July 2013 at 7pm

Present:

Anne Bridges (AB)

Antony Burseby (AJB)

Rosemary Chapman (RC)

Barbara Di-Nucci (BD)

Janette Denyer (JD)

Rachael Dunn (RD)

James Haden (JH)

Viv Hilton (VH)

Andrew Lazenby (AL) (Chair)

Revd. John Swanton (JS)

Anne-Marie Wilkie (AMW) (Headteacher)

In Attendance:

Clerk – Elaine Ryan (ER)

1. Apologies and Welcome

There were no apologies. The Chair welcomed Rosemary Chapman, a potential Foundation Governor, to the meeting.

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 21st May 2013

The draft minutes of the meeting held on 21st May 2013 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 Complete

Action: Governor Induction Pack to be obtained by JH.

Action Complete

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

Discussed under agenda item 8 of this meeting.

Health & Safety Policy

Action Closed

Action: TW and JS to update Health & Safety Policy

TW is no longer a member of the Governing Body. VH's husband has kindly offered to help with H&S, the Policy will be discussed at the F&B Meeting in September.

Action Complete

Action: AMW to amend SDP as per changes supplied by VH (see agenda item 13 of 26th February 2013).

Action Carried Forward

Action: AMW to try to get a speaker from a school which has been through the process of converting to an academy (or multi academy trust) for the next meeting.

Action Complete

Action: Clerk to add Performance Management Policy to the agenda of the next meeting.

Action Complete

Action: Clerk to check whether AB can give a visit report to the next meeting.

Action Carried Forward

Action: ~~BD~~, AL and JH to liaise with AMW to arrange visits to school.

BD has visited school and will report to the next FGB meeting. JH will arrange a visit to focus on behaviour in Term 1. AL will arrange an Early Years visit in September 2013.

Action Complete

JS to follow up potential Foundation Governors.

Discussed under agenda item 14(i) of this meeting.

5. Chair's Report

The Chair was pleased to report that a team of children from our school have won a place in the finals of the Wildlife Quiz; and reported that the children had demonstrated a very impressive level of knowledge.

AL has attended some District and Area sports matches at Kingshill School, teams from our school were awarded first and third places. He also attended a Singing Day at Farmors School which was very enjoyable and also provided an opportunity for Year 6 children to meet children from other Primary Schools who will be attending the same Secondary School.

6. Questions re Head Teacher's Report

The following points were raised:

New intake for September 2013

A governor asked whether there were any appeals pending for admission into Reception. AMW replied that there are currently 5 children on the waiting list and the parent of a sixth child has obtained the paperwork to make an appeal. A family with a reception age child (and two younger children) will be moving into the village shortly, they have visited school and have expressed an interest in their child joining Reception in September, if they are successful this would mean a Reception intake of 13. AMW and AL will meet to discuss this.

The head clarified that children join our school from a variety of pre-school settings including the Opportunities Group in Cirencester which is attended by a number of children with S.E.N.D. It was emphasised that our school caters for the needs of all children.

Phonic Screening

AMW clarified that one child was disapplied from the phonic screening test last year and took the test this year, although this child did very well they did not pass.

Benchmarking

In reply to a question, AMW explained that the reading level of all children in Years 1 and 2 is individually assessed by staff to ensure they are allocated the appropriate level of reading book based on their progress. Benchmarking of Maths will begin in September to identify where any interventions are required.

Subject Action Plans

Action Plans have been produced for Maths, Reading and Writing. Staff look at the optional SATs papers taken by children in Years 2, 3, 4 and 5 and draw up a list of areas requiring further attention, these will then be incorporated into the School Development Plan.

The RAISE On-line data will be looked at in detail at the FGB Meeting in October. The importance of governors understanding the data and the reasons behind the results was emphasised, and it was noted that in a small cohort the results of a single child can skew the data.

Reading Moderation

A governor asked for more details of the reading moderation, AMW explained that this involves collecting evidence to support teachers' judgements which are then quality controlled by another member of staff.

Reading moderation will be carried out annually along with moderation of Writing, Maths and Science.

Parental Involvement

Parental involvement in reading is now in place and the focus will move to Maths in September, a series of parents workshops looking at times tables will be set up.

A meeting for parents of children in Reception and Years 1 and 2 will be arranged giving details of how letters and sounds are taught including word building and decoding.

Willow Class Production

Governors are invited to attend the Willow Class Production at one of the following times:

Monday 8th July at 9:30 – Dress Rehearsal

Tuesday 9th July at 2:00p.m.

Wednesday 10th July at 6:00p.m.

The production will last for approximately 40 minutes.

7. Policies

(i) Best Value Statement

The Best Value Statement was adopted without amendment and was signed by the Chair.

Decision: The Best Value Statement was adopted by the Governing Body.

(ii) Performance Management Policy

It was noted that this is a new policy directly linked to the new Pay Policy which will be implemented in September 2013; Teaching Staff will no longer receive automatic annual increments and pay will be related to the achievement of targets which are set for all staff at the beginning of the year.

It was noted that the appendices were missing from the policy, AMW will look for these and they will be circulated to the governing body.

Action: AMW to look for Appendices of Performance Management Policy, these will then be circulated to the governing body.

The Performance Management Policy was unanimously adopted without change.

Decision: The Performance Management Policy was adopted by the Governing Body.

8. Governor Induction Pack

JH has reviewed the Governor Induction Pack and felt that although the information it contains is relevant, he had found the Governor Induction Day together with conversations with the Head and Chair had been more useful.

The meeting then discussed the possibility of uploading some of the (non-confidential) information to a governors' area of the school website.

Action: AMW to contact Matt Atherton re: the possibility of uploading some of the information from the Governor Induction Pack to a governors' area of the school website.

It was also felt that it would be useful for all new governors to be invited to each of the committee meetings.

9. Academy Status

AMW is working with a local school which is in the process of converting to academy status on its own. However it is now felt that this will no longer be an option for smaller schools and in future clusters of schools with a total of around 1000 children would convert to academy status.

Our school is a member of the Lazarus Cluster along with

- Kempsford C.E. Primary School,
- Meysey Hampton C.E. Primary School,
- Hatherop C.E. Primary School,
- Southrop C.E. Primary School,
- Bibury C.E. Primary School,
- Siddington C.E. Primary School and
- Powells C.E. Primary School.

The Cluster schools are already working very well together and are looking for ways for formalise and cement their working relationship. To this end the Heads of the Lazarus Cluster met last week to discuss forming a Teaching School Alliance.

AMW explained that a Teaching School Alliance involves a group of schools working together with external 'sponsors' who bring expertise rather than money to the alliance. The aims of the Alliance are to:

- Develop training of the teachers of the future
- Develop Leadership
- Provide support for other schools
- Engage in research and development
- Further professional development
- Identify Leadership potential.

The following sponsors have already been identified:

- Worcester and Bath Spa Universities – as providers of outstanding teacher training
- The Diocese of Gloucester
- Achievement for All
- Secondary Heads Alliance

An application to form the Teaching School Alliance has begun and will be worked on over the Summer holidays, it is hoped that this will be available in draft form by September. If the application is successful funding will be received as follows to share between the schools:

Year 1 - £40,000

Year 2 - £30,000

Year 3 - £30,000

This will be shared between the schools. The Alliance is expected to be self-funding by Year 4.

AMW also pointed out that even if the application is not successful it will still be useful as a means of formalising the Cluster and the good practice already taking place.

A governor asked how this would tie in with Academy status and AMW replied that it could be thought of as being a step towards this, some of the schools in the Alliance have already decided that they want to become academies, others are not sure but all can be accommodated.

In reply to a question regarding how the Alliance could become self funding, AMW replied that this would be by the Alliance being paid to provide expertise such as the delivery of training, schemes of work etc. The appointment of a Business Manager would be necessary.

The meeting felt that this was a very positive step.

JS informed the meeting that a group of local Primary Schools are currently exploring the academy option, the total number of children in these schools is around 700 – 800.

10. Questions re: Draft minutes of Finance and Buildings Committee meeting held on 19th June 2013

A governor asked for more details of the funding of the proposed extension to the front of the school. AJB replied that this is a capital project expected to cost between £25,000 - £30,000. Devolved Formula Capital funds of £15,000 would be used (consisting of £5,000 from last year, this year and next year), the Friends would be asked to fundraise for the remainder. The meeting felt the project should be publicised to gain community involvement, and it was suggested that the Schroeder Trust or Ernest Cook Trust could be approached for funding.

JS informed the meeting that he has drafted a letter to the developers of a solar farm in the local area asking for donations for the church roof, school and village hall.

There were no other questions.

11. Questions re: Draft minutes of Curriculum and Standards Committee meeting held on 18th June 2013

AMW clarified that the extra P.E. Funding will be available for two years only. In order to provide sustainability, some of these funds will be used to pay for coaches to come into school and train teachers in delivering sport and P.E. lessons.

There were no other questions.

12. Questions re: Draft minutes of Ethos Committee meeting held on 18th June 2013

A governor asked when Open the Book was likely to start, JS replied that this would be in September 2013.

There were no other questions.

13. Governor Visits to School

A report written by AB on her visit to school in February 2013 was circulated with the agenda of this meeting. The visit had focused on Maths, and AB reported that she had observed excellent progression in the work of children from Reception up to Year 6. She confirmed that there is very strong evidence of problem solving within the school. The meeting thanked AB for a very informative report.

BD will report on her visit at the next meeting.

14. AOB

(i) Vacancy for Foundation Governor

RC attended this meeting and will be joining the Governing Body as a Foundation Governor.

A second potential Foundation Governor has been approached and has indicated that he would like to become a governor at our school.

(ii) Thanks to Staff

The Governing Body recorded its appreciation of the work of the Head and all the Staff and thanked them for everything they do in the interests of the children of our school.

AB and BD suggested that governors could show their appreciation by providing lunch for staff at a forthcoming INSET day, AMW and RD agreed that this was a lovely idea and a date will be arranged for this to take place in the next academic year.

Meeting closed at 9:05p.m.

Signed as a true record:

*Andrew Lazenby
Chair*

Date:

Meetings to be held in TERM 6:

Curriculum & Staffing – Tuesday 17th September 2013 at 9:00a.m.

Ethos – Tuesday 17th September 2013 to follow Curriculum and Staffing.

Finance & Buildings – Wednesday 25th September 2013 at 9:00a.m.

FGB – Tuesday 8th October at 7:00p.m.