



# AMPNEY CRUCIS C OF E PRIMARY SCHOOL

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

**Present:**

Anne Bridges (AB)  
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)

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**1. Election of Chair and Vice-Chair**

Andrew Lazenby was re-elected, unopposed, to the role of Chair for a term of one year.

Proposed by John Swanton

Seconded by Anne Bridges.

There were no nominations for the role of Vice-Chair, this post remains vacant.

**2. Register of Pecuniary interest**

Completed Pecuniary Interest Forms were received from all present with the exception of Barbara Di-Nucci and Rachael Dunn.

**Action: BD and RD to return completed Pecuniary Interest Forms**

**3. Apologies and changes to governing body membership**

There were no apologies.

Antony Bursey's term of office as a Parent Governor has now expired, the Governing Body recorded a vote of thanks to him for all his hard work as a governor and as Chair of the Finance and Buildings Committee.

The Chair explained that he has resigned from the role of Parent Governor and his application to become a Foundation Governor is being processed.

There are now two vacancies for Parent Governors and an election has been called.

**4. Minutes of previous meeting held on 2<sup>nd</sup> July 2013**

The minutes of the last meeting held on 2<sup>nd</sup> July 2013 were agreed to be an accurate record and were signed by the Chair.

**5. Matters Arising**

All actions from the last meeting were completed.

## **6. Chair's Report**

The Chair was pleased to report that a team of children from our school won the final of the Gloucestershire Wildlife Quiz. This is a great achievement as over 100 schools originally took part. The Governing Body recorded a vote of thanks to Mrs Hardy for working with the children on this. Mrs Hardy has indicated that she does not wish to continue with the Wildlife Quiz this year.

Children from our school have also been very successful in the Soroptomist International Creative Writing Competition. This was the first year our school has participated and there were winners and merits in all categories.

Four nominations have been received for the two parent governor vacancies, this is a very positive indication of the success of our school. The Head has received an email from a parent questioning the election process of one parent one vote (as specified in the guidelines published by the Local Authority), proposing that votes be allocated based on the number of children a family has in the school. As we are a Voluntary Aided School the election process is a decision for the Governing Body. The Governing Body confirmed that the school would continue to follow guidance specified by the Local Authority for the election of parent governors.

**Decision: The Governing Body unanimously elected to continue using the Guidance published by the Local Authority for the election of parent governors.**

The Head proposed that the school purchase the support package offered by Governor Services which includes a helpline and training for governors at a cost of £300. The Governing Body agreed to purchase this.

**Decision: The Governing Body unanimously agreed to purchase the Support Package offered by Governor Services at a cost of £300.**

The Governing Body extended thanks to JS for leading the recent Harvest Festival, this had been very much enjoyed by all who attended.

## **7. Head Teacher's Report to include Pupil Progress**

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

### **Reception Intake**

Twelve children entered Reception class in September and all have settled in well. A governor pointed out that an intake of thirteen was expected at the end of last year, the Head replied that one pupil who was to join Reception had left the area and the parents of another child who had indicated they may appeal for a place had not done so.

### **Standards**

A governor asked about the results of the Spelling and Grammar SATs Test, which is not shown separately this year, the Head reported that the results had been very good.

Results at both KS1 and KS2 were very good, and the results in Writing were up by 20% from last year, this demonstrated the impact of the focus on writing throughout the school.

JD pointed out that there were some errors in the KS1 results shown on the school website. AMW will check this.

**Action: AMW to check KS1 results shown on school website.**

The focus on Times Tables is also working well. RD explained that the children are tested weekly and the results are tracked, the children are keen to learn and AMW is looking at reward systems.

In reply to a question regarding how the progress of children in Reception is measured, AMW explained that a baseline assessment is carried out on entry, this is then used to predict their expected results at the end of the year. Assessments are made via on-going teacher observations and the results are collated across the cluster to decide on the support needed by the Early Years Team.

#### Achievement For All

In reply to a question AMW replied that the schools she is currently coaching are keen to continue with her support, so there will be no impact on the budget in the short term.

#### Progress Data

Detailed Progress Data for all year groups was tabled at the meeting for governor's information, the details of this are not minuted for reasons of confidentiality. However, it was noted that children entitled to Pupil Premium and those with S.E.N.D. are making very good progress which is equivalent to all other groups across the school.

### **8. School Development Plan 2013/14**

The School development Plan Diagram was circulated with the agenda of this meeting, this is based on the five areas of the Every Child Matters agenda. The following additions were suggested:

#### Enjoy and Achieve

Add S.E.N.D. Children

Awards

#### Stay Safe

E-Safety Talks

First Aid – a T.A. is undertaking a three day training course.

#### Be Healthy

School Dinners

Sports Clubs

A governor asked whether all areas had equal 'weighting', AMW replied that the New Curriculum will have to have a high priority this year.

### **9. Scheme of Delegation and Governor Decision Matrix**

The Scheme of Delegation and Governor Decision Matrix was circulated with the agenda of this meeting, it was re-adopted without change.

**Decision: The Scheme of Delegation and Governor Decision Matrix was re-adopted without change.**

### **10. Policies**

#### **(i) Pay Policy**

It was noted that two appendices were not included, these will be added.

<b>Decision: The Pay Policy was adopted subject to the appendices being included.</b>
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The Pay Policy will be reviewed annually.

A Pay Panel was appointed consisting of the following members of the Finance and Buildings Committee:  
James Haden

Andrew Lazenby  
Rosemarie Chapman

An Appeals Panel was appointed as follows:

Anne Bridges  
Barbara Di-Nucci  
John Swanton.

**(ii) Finance Policy**

The Finance Policy was circulated with the agenda of this meeting, it was re-adopted subject to the amendments listed in the minutes of the Finance and Buildings Committee meeting held on 25<sup>th</sup> September 2013.

**Decision: The Finance Policy was re-adopted subject to the above amendments.**

**(iii) Statement of Roles and Responsibilities**

The Statement of Roles and Responsibilities was circulated with the agenda of this meeting, it was re-adopted subject to the amendments listed in the minutes of the Finance and Buildings Committee meeting held on 25<sup>th</sup> September 2013.

**Decision: The Statement of Roles and Responsibilities was re-adopted subject to the above amendments.**

**11. Admissions Policy for 2015**

The Admissions Policy for 2015/16 will be the same as that for 2014/15, JS requested that all references to 'Rector' be replaced with 'Vicar'.

**Decision: The Admissions Policy for 2015/16 was adopted subject to the above amendment.**

**12. Teaching School Alliance**

A document giving details of the Teaching School Alliance was tabled at the meeting. AMW is working with the Heads of Powell's, Meysey Hampton and other schools within the Lazarus Cluster to produce a bid for the Teaching School Alliance, there are six parts to the bid, as listed, and each part has to be written within 200 – 300 words. AMW is working on the Initial Teacher Training part of the bid and has met with representatives from Cheltenham and Worcester Universities. The deadline for the bid is 18<sup>th</sup> October 2013. We have applied to work with Cheltenham University initially and AMW felt that our cluster can offer a very good package of large and small schools and both outstanding and Special Schools.

It was noted that there is no other Teaching School Alliance in the area, the bid will be assessed by the DfE and there is no appeal process, the result will be known in January 2014.

AMW clarified that even if the bid fails the cluster can still go ahead with the Initial Teacher Training part of the bid and the next step is to work with UCAS to get a link from their website in place,

**13. Appointment of Health and Safety Governor**

Mike Speed, a Health and Safety Consultant, visited school recently and his visit was very useful. The possibility of asking him to join the governing body as an Associate Member or act as a Health & Safety Advisor was raised, AMW will approach him regarding this.

**Action: AMW to approach Mike Speed re providing Health and Safety advice either as an Associate Member of the Governing Body or as a Health and Safety Advisor.**

The requirement to produce a Health and Safety Policy as soon as possible was noted.

**14. Questions re: Draft minutes of Finance & Buildings Committee meeting held on 25<sup>th</sup> September 2013**

The following points were raised:

Contingency Funds will be used to fund the P.E. Coaches until the money from the Olympic Legacy Fund is received.

JH has now arranged for Bruce Wilkie (husband of AMW) to provide ICT support to the school and a letter has been sent to Farmor's asking for a refund in lieu of services they failed to supply.

AMW has now spoken to Rob Stephens regarding the playground, he is aware of the problems and will visit at the end of term 2 to assess.

**15. Questions re: Draft minutes of Curriculum and Staffing Committee meeting held on 17<sup>th</sup> September 2013**

The T.A. currently on sick leave is not expected back in school before Christmas, the extra hours are being covered seamlessly by another T.A.

**16. Questions re: Draft minutes of Ethos Committee meeting held on 17<sup>th</sup> September 2013**

Margaret James, the S.I.A.M.S Manager for the Diocese will visit school on 21<sup>st</sup> November regarding the Self Evaluation, members of the Ethos Committee have been invited to attend.

**17. Governor Visits to School**

The Governing Body thanked BD for her report. The improvement in reading for last year was noted.

**18. AOB**

**(I) Governor / Staff Lunch**

It was decided to provide a supper for staff at a twilight staff training session, AMW will arrange a date and time for this and inform AB.

**Action: AMW to inform AB of the date and time for governors to provide a supper for staff at a twilight staff training session.**

**(ii) Free School Meals for children in KS1**

A recent government announcement has specified that all children in KS1 will be entitled to a free school meal every day. AMW confirmed that the school kitchen has the capacity to provide this but there may be other issues in future.

**(iii) Date of next meeting**

AL asked if it would be possible to change the date of the next FGB meeting from 3<sup>rd</sup> December to 26<sup>th</sup> November, the meeting agreed to this.

**Decision: The date of the next FGB meeting will be changed to Tuesday 26<sup>th</sup> November (from 3<sup>rd</sup> December).**

*Meeting closed at 9:05p.m.*

*Signed as a true record:*

*Andrew Lazenby*  
*Chair*

*Date:*

**Meetings to be held in TERM 2:**

**Finance & Buildings** – Wednesday 13<sup>th</sup> November 2013 at 9:00a.m.

**Curriculum & Staffing** – Tuesday 19<sup>th</sup> November 2013 at 9:00a.m.

**Ethos** –Tuesday 19<sup>th</sup> November 2013 following Curriculum & Staffing

**FGB** – Tuesday 26<sup>th</sup> November 2013 at 7:00p.m.