



AMPNEY CRUCIS C OF E PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE
FULL GOVERNING BODY
26th November 2013 at 7pm

Present:

Anne Bridges (AB)
Rosemarie Chapman (RC)
Deborah Cook (DC)
Barbara Di-Nucci (BD)
Janette Denyer (JD)
Rachael Dunn (RD)
James Haden (JH)
Patrick Fryer (PF)
Viv Hilton (VH)
Andrew Lazenby (AL) (Chair)
Mike Speed (MS)
Revd. John Swanton (JS)
Anne-Marie Wilkie (AMW) (Headteacher)

In Attendance:

Clerk – Elaine Ryan (ER)

1. Welcome, apologies and changes to Governing Body Membership

AL welcomed everyone to the meeting and introduced two newly elected Parent Governors (Deborah Cook and Patrick Fryer) and Mike Speed who is standing to be co-opted onto the Governing Body as an Associate Member.

There were no apologies.

2. Register of Pecuniary interest

Completed Pecuniary Interest Forms were received from DC, BD, RD, PF and MS.
The Register of Pecuniary Interest is now complete.

JH Declared an interest in agenda item 15(ii) as he is a resident of School Lane.

3. Co-opting of Mike Speed as Associate Member with responsibility for Health and Safety

Mike Speed was unanimously co-opted onto the Governing Body as Associate Member with responsibility for Health and Safety.

Decision: Mike Speed was unanimously co-opted onto the Governing Body as Associate Member with responsibility for Health and Safety.

4. Appointment of Health and Safety Governor and creation of Health & Safety Committee

Mike Speed was appointed to the role of Health and Safety Governor.

Decision: Mike Speed was appointed to the role of Health and Safety Governor.

A Health and Safety Committee was formed which will consist of AMW, MS and Jane Templeton (School Administrator), this will be chaired by MS and will report to the Finance and Buildings Committee.

The Health and Safety Committee will carry out regular site inspections and produce an Action Plan. MS will also produce an updated Health and Safety Policy.

Decision: A Health and Safety Committee consisting of AMW, MS and Jane Templeton was formed, this will report to the Finance and Buildings Committee.

5. Election of Vice-chair

There were no nominations for the role of Vice-chair, this will be carried forward to the next meeting.

6. Minutes of the previous meeting held on 8th October 2013

The minutes of the previous meeting held on 8th October 2013 were agreed to be an accurate record and were signed by the Chair.

Decision: The minutes of the meeting held on 8th October 2013 were agreed to be an accurate record.

7. Matters Arising

All actions from the last meeting were completed.

The governors will provide a **lunch** for staff during the INSET Day on 24th February 2014. AB will coordinate this.

Action: AB to co-ordinate staff lunch during INSET Day on 24th February 2014.

AMW reported that the KS1 data shown on the school website is now correct. The website was unavailable for a time due to technical problems experienced by the website provider, this has now been addressed.

Co-incidentally problems with the school's broadband are on-going, the connection has now been restored after being unavailable for a time but remains unstable. It was noted that similar problems have been experienced by a number of local schools. The meeting expressed concern as a reliable broadband connection is critical for the business continuity of the school and dealing with these problems is time-consuming for staff.

8. Chair's Report

AL reported on the work he has been involved with since the last meeting:

(i) Election of Parent Governors

Following the recent election for two Parent Governors, AL attended the count of ballot papers and reported that this process had been very positive for our school. However, one parent had raised a query regarding the procedures followed - a meeting of five governors, chaired by AL, met to review this and verified that the correct procedures had been used throughout and followed rigorously. AL then held meetings with the two new Parent Governors.

(ii) Cluster Meeting re: Academy Status

AL attended a meeting of Heads and Governors from the Cluster Schools regarding Academy Status which was briefed by a speaker from the National College. No new information was obtained.

(iii) Schools Briefing

This was run by the Local Authority and was very useful.

(iv) Head Teacher's Performance Management

The Head Teacher's Performance Management has been completed by AL, BN and the School Improvement Partner (SIP). Targets have been set for 2013/14.

(v) Visit to School

AL made a visit to Maple Class to assess the impact of the refurbished outdoor classroom area which is used both for focused teaching activities and play initiated by the children themselves to enable them to take ownership of their own learning. It was emphasised that the outdoor classroom area can be used in all weather conditions.

9. Head Teacher's Report

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

Standards

A governor queried the reason behind the dip in the results of the annual reading tests, AMW replied that this was due to a very strong cohort in Year 6 last year with all but one achieving level 5 in the SATs reading test.

From September 2014 funding for children with Special Educational Needs and Disability (SEND) will change and a new code of practice will be introduced. Statements will be replaced with Education, Health and Care Plans and a multi-agency approach will enable parents to make more informed choices. It was noted that more services will need to be bought in. AMW and RD have begun to investigate the likely impact of this and are carrying out an audit and producing an Action Plan.

There are 11 children in the school on the Achievement for All (AFA) Scheme who are not classed as having S.E.N.D. Structured Conversations are being held with their parents.

One T.A. continues to be off work due to an injury, this is not having an impact on the children as her hours are being covered by the other T.A.s

Progress Data will be presented to the next meeting.

Cluster Schools

The Teaching School Alliance bid was submitted on 18th October 2013, the result of this is expected in March 2014.

In reply to a question, AMW explained that the Teaching Alliance will involve 23 schools and other partners working closely together to develop six areas including Teacher Training. If the bid is successful funding of £60,000 will be received for two years after which the Alliance is expected to be self-sustaining, a part-time Business Manager will be employed initially for 7.5 hours per week.

Along with other cluster schools our school will become a Teaching Direct School, the cluster will offer six fee paying places to trainee teachers who will receive an excellent grounding in teaching with the opportunity to work in both large and small schools.

Christmas Productions

All governors are welcome to attend the productions of Wiggly Nativity and Cinderella Rockerfella on 10th and 11th December and the school Christmas Dinner on 18th December.

10. Policies

(i) Complaints Procedure (Example)

An example Complaints Procedure was circulated with the agenda of this meeting, it was proposed that this forms the basis of a Complaints Procedure for our school. Some changes to wording and corrections to

formatting to the example policy were suggested. The Complaints Policy was agreed subject to these changes and will then be adopted.

Decision: The Complaints Procedure was agreed subject to minor changes to wording and formatting corrections, it will then be adopted.

(ii) Best Value Statement (subject to prior agreement by F&B Committee)

The Best Value Statement was agreed by the Finance and Buildings Committee. Some minor changes to wording were suggested and it was agreed by the FGB subject to these. It will be re-adopted for 2013/14.

Decision: The Best Value Statement was agreed subject to minor changes to wording. It will then be re-adopted for 2013/14.

(iii) SFVS Evaluation (subject to prior agreement by F&B Committee)

The SFVS Evaluation was agreed by the Finance and Buildings Committee. The meeting requested that evidence be added to section 19. The SFVS Evaluation was agreed subject to this.

Decision: The SFVS Evaluation was agreed subject to evidence being added to section 19.

11. Questions re: Draft minutes of Finance & Buildings Committee meeting held on 13th November 2013

JH explained that it had not been possible to discuss some agenda items due to problems with the school broadband. The following points were raised:

The Olympic Legacy Funding has still not been received, sports coaches have been employed and contingency funds have been used to cover the cost. This will be discussed further at the next committee meeting.

AMW will meet with Rob Stephens (Advisor for School Development, Diocese of Gloucester) to discuss the possible refurbishment of the playground, they will also discuss the recent problems with the roof.

The meeting expressed thanks to the Friends for raising £4,000 for improvements to the adventure playground, this has been discussed with the School Council and quotes are being obtained.

12. Questions re: Draft minutes of Curriculum and Staffing Committee meeting held on 19th November 2013

AB explained that most of the meeting had been spent analysing the RAISEonline results which were excellent. A copy of the full RAISEonline report will be sent to those governors who were not present at the committee meeting.

Action: ER to email RAISEonline Report to those governors who were not present at Curriculum and Staffing Meeting of 19th November 2013.

AMW reported that dialogue is being held with the secondary schools regarding transition arrangements. In reply to a question AMW replied that legacy data for pupils who previously attended our school is not currently received from the secondary schools. AMW will investigate the possibility of obtaining this.

Action: AMW to investigate the possibility of obtaining legacy data from the secondary schools.

13. Questions re: Draft minutes of Ethos Committee meeting held on 19th November 2013

This meeting focused on the S.I.A.M.S Inspection due in 2015. A meeting with Margaret James, S.I.A.M.S. Manager for the Diocese of Gloucester, was held on 21st November, AB reported that this had been very useful. The following points were raised:

- An additional heading of “Evidence of Christian Value” will be added to the School Visit Template for governors.
- The children are to be introduced to terminology relating to The Trinity, JS will visit school to give tutorials.

JS informed the meeting that the Diocese will be commemorating the start of World War I in the summer and it was decided that the value for the summer terms will be ‘Service’ to link with this.

AMW reported that a number of prayers for our School Prayer Book have already been received and these have been used in collective worship.

14. Governor Visits to school – James Haden

The meeting thanked JH for a very thorough report which was circulated prior to the meeting.

The next governor to visit school will be RC who will look at how T.A.s are utilised and the impact they have.

Visits for other governors will be arranged throughout the year.

15. A.O.B.

(i) Governor Training

Induction Training for DC and PF will be arranged for February 2014.

AB will arrange to attend Child Protection Training and DC will undertake online training in Safer Recruitment.

Action: AB to arrange to attend Child Protection Training and DC to undertake Safe Recruitment Training.

(ii) Proposed Housing Development in School Lane

Plans have been submitted for a development of eight houses in School Lane, four of these will be social housing. The school has been approached by the Parish Council for the views of the Governing Body specifically in relation to pupil numbers and increase in traffic.

The following points were raised:

Pupil Numbers

- The school is currently not full with 80 pupils on roll, the optimum number is 84.
- It is difficult to predict the future long-term impact on pupil numbers of Watermoor Primary School relocating to Kingshill but it is thought that this may reduce the number of children attending from Cirencester.
- There is no formula for calculating the number of additional children likely to attend our school from the proposed development.

The meeting expressed concern that if the proposed housing development goes ahead it may lead to further development in the village and emphasised the importance of maintaining the character of our school.

Traffic

- The proposal to make School Lane one-way would not affect the school.
- Any increase in traffic speed resulting from a one-way system would increase the danger to pedestrians and cyclists using School Lane.
- The area in front of school is busy at the start and end of the school day, any increase in traffic along School Lane would be a Health and Safety concern at these times.

AMW and AL will now draft a reply setting out the views of the Governing Body to the proposed development in School Lane. Any other points should be sent to AMW or AL.

Action: AMW and AL to draft a reply to the Parish Council setting out the views of the Governing Body, this will be emailed to governors for comment

Meeting closed at 9:25p.m.

Signed as a true record:

*Andrew Lazenby
Chair*

Date:

Meetings to be held in TERM 3:

Finance & Buildings – Wednesday 15th January 2014 at 9:00a.m.

Curriculum & Staffing – Tuesday 21st January 2014 at 9:00a.m.

Ethos – Tuesday 21st January 2014 to follow Curriculum & Staffing meeting

FGB – Tuesday 11th February 2014 at 7:00p.m.