



AMPNEY CRUCIS C OF E PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE
FULL GOVERNING BODY
11th February 2014 at 7pm

Present:

Anne Bridges (AB)
Rosemarie Chapman (RC)
Barbara Di-Nucci (BD)
Janette Denyer (JD)
Rachael Dunn (RD)
James Haden (JH)
Patrick Fryer (PF)
Viv Hilton (VH)
Andrew Lazenby (AL) (Chair)
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. Apologies were accepted from Deborah Cook (DC) and Mike Speed (MS).

AL started the meeting by wanting to put on the record the great achievement of the school coming top of this year's league table of all primary schools in Gloucestershire. This was due to the hard work and commitment of teachers, support staff and all those who support the school.

2. Register of Pecuniary interest

There were no changes to interests previously declared.

3. Election of Vice-chair

No nominations for Vice-chair were received, PF will discuss the role with AL.
This item will be carried forward to the next meeting.

4. Minutes of the previous meeting held on 26th November 2013

The minutes of the meeting held on 26th November 2013 were agreed to be an accurate record and were signed by the Chair.

5. Matters Arising

All actions from the previous meeting were completed with the exception of the following:

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

The action for AMW to investigate the possibility of obtaining legacy data from secondary schools was closed due to lack of time. It was decided to include this in the Three Year School Development Plan (SDP).

Action: AMW to include possibility of obtaining legacy data from secondary schools in the Three Year SDP.

Other Matters Arising

- RD informed the meeting that a new S.E.N.D. Code of Practice is to be in place by September 2014.
- In reply to a question, AMW replied that the school broadband is now working correctly and appears to be reliable.
- The governing body expressed a vote of thanks to Mike Speed (Health and Safety Governor) and Jane Templeton (Health and Safety Officer) for doing such excellent and thorough work.

6. Chair's Report

The Chair reported that since the last meeting he has attended a number of meetings and events as follows:

- A meeting at the Village Hall regarding the proposed housing development in School Lane.
- The dress rehearsals of both school Christmas productions which were excellent.
- The school Christmas Dinner, the exemplary behaviour of the children was noted.
- A meeting at school with the head and a member of staff.
- Meetings relating to the playground refurbishment, this has moved very quickly and the work will be carried out next week starting on Monday 17th February. The school has received excellent support from the Diocese and the professionals involved.

The Chair invited any governors who are in the village during the February Holiday to visit the school site and speak to the contractors, AMW will visit on Tuesday 18th February. It was clarified that letters have been sent to all neighbouring properties informing them that preliminary work will begin on Thursday 13th February, when a wall will be dismantled and tracking laid through the wildlife area to enable vehicles to gain access, this will be made good when the work is complete. Children will be able to use the playground immediately after completion, and markings will be added during the Summer Holiday.

The Chair reported that the proposed Solar Farm has now received planning permission (this was discussed at the FGB Meeting held on 2nd July 2013). It was hoped that the school may receive some funds from a donation from the developers to an Ampney Crucis Community Trust which was in the process of being established.

7. Head Teacher's Report and Pupil Progress Data for Autumn Term

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

Free School Meals for Key Stage 1

It is estimated that 58 children will be having a school meal each day from September 2014 - an increase from the current number of 39 to 41; it was clarified that all food is freshly cooked on site. An audit of the kitchen facilities has been carried out and this recommended that a combi-oven be installed and re-configuration be carried out. This work will be completed over the Summer Holiday at a cost of £8,000 - £10,000 which will be met by the Local Authority.

It is currently not clear what the funding support for free school meals will be and a suggestion was made that parents be approached for a voluntary contribution if necessary.

Wildlife Quiz

Alison Fryer has kindly volunteered to take over the Wildlife Quiz.

Pupil Progress Data

Pupil Progress and Attainment Data for the Autumn Term Maths, Reading and Writing was tabled at the meeting. It was emphasised that the data shows progress and attainment at the end of Term 2 compared to the expected attainment and progress at the end of Term 6. For reasons of confidentiality details of this

data is not recorded in these minutes, AMW invited any governor who wishes to do so to come into school and examine the data in greater detail. It was noted that S.E.N.D. Pupils and those entitled to Pupil Premium are making similar progress to other groups.

Some governors felt that they would like help in interpreting the data and AMW will arrange a workshop for this.

Action: AMW to arrange a workshop for governors on Pupil Progress Data.

8. Questions on Section 1 of the Self Evaluation Statement (S.E.F.)

Section 1 of the Self Evaluation Statement was circulated with the agenda of this meeting.

In reply to a question AMW replied that attendance is stable and parents have taken on board the message regarding not taking family holidays during term time.

JD suggested some minor changes to wording, AMW will update the S.E.F. to include these.

9. Audit of School Fund

The Audit of the School Fund Receipts & Payments Account for Year Ending 31st August 2013 was circulated to all governors with the agenda of this meeting and was approved by the full governing body.

Decision: The Audit of the School Fund Receipts & Payments Account for Year Ending 31st August 2013 was approved by the Governing Body.

10. Indicative Budget 2014 / 15

The Indicative Budget for 2014 / 15 has not yet been received, governors expressed concern that this is now very late.

11. Admissions 2014

Six children will be leaving Year 6 at the end of this year, at least ten are expected to join reception in September 2014.

12. S.F.V.S:

(i) Statement of Internal Control

The Statement of Internal Control was recommended to the Governing Body by the Finance and Buildings Committee.

Decision: The Statement of Internal Control was adopted by the Governing Body.

(ii) Best Value Statement

The Best Value Statement was recommended to the Governing Body by the Finance and Buildings Committee.

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

(iii) S.F.V.S. Return

The completed S.F.V.S. Return was circulated to all governors with the agenda of this meeting. This was approved and will be submitted by 31st March 2014.

The S.F.V.S. Return was approved by the Governing Body.

13. Questions re: Draft minutes of Finance & Buildings Committee meeting held on 14th January 2014

The draft minutes of the Finance and Buildings Committee meeting held on 14th January 2014 were circulated with the agenda of this meeting. The following points were noted:

- The government have recently announced that Olympic Legacy Funding will now be extended to five years rather than two.
- A new P.E. Shed will be installed after the February Holiday.

14. Questions re: Draft minutes of Curriculum & Staffing Committee Meeting held on 21st January 2014

The draft minutes of the Curriculum and Staffing Committee meeting held on 21st January 2014 were circulated with the agenda of this meeting. A correction to these minutes was noted:

From September 2014 Statements of Special Educational Needs will be replaced by is Education Health and Care Plans (EHCP). School Action and School Action Plus will be abolished and replaced by Universal, Targeted and Specialist Action.

Action: ER to amend minutes as above.

15. Questions re: Draft minutes of Ethos Committee held on 21st January 2014

The draft minutes of the Ethos Committee meeting held on 21st January 2014 were circulated with the agenda of this meeting. In reply to a question JS explained that Open the Book involves children, staff and others in producing dramatized versions of Bible stories. The scheme has been operating at a local school for some time and is greatly enjoyed by all. Parents will be asked, via the school newsletter, if they would like to be involved with this, JS will write a short paragraph for inclusion in the newsletter.

Action: JS to write a paragraph for the school newsletter asking parents if they would like to be involved in Open the Book.

16. Governor Visits to School – Rosemarie Chapman

RC visited school in November 2013 and her report was circulated with the agenda of this meeting. The Governing Body thanked her for producing a very thorough report.

Governors are invited into school to meet Daphne Philpotts, the Bishop’s Visitor, who will be visiting on Friday 14th February.

Forthcoming Governor Visits are to be arranged as follows:

Governor	Area of Focus	Date of visit
Viv Hilton	S.E.N.D	Term 4
Janette Denyer	Pupil Premium	Term 5
Patrick Fryer	Sports	Term 6
Barbara Di-Nucci	Reading	June 2014

17. A.O.B.

(i) Governor / Staff Lunch

Governors will be providing a lunch for staff at the INSET Day to be held on 24th February 2014. The menu has already been decided and dishes allocated. AB emphasised that ALL staff and governors are invited, and this will provide an opportunity for staff and governors to meet socially. Any donations of soft drinks will be very welcome!

Meeting closed at 8:50p.m.

Signed as a true record:

Andrew Lazenby

Chair

Date:

Meetings to be held in TERM 4:

Health & Safety – Friday 7th March 2014 at 9:00a.m.

Curriculum & Staffing – Tuesday 11th March 2014 at 10:00a.m.

Ethos – Tuesday 11th March 2014 following Curriculum & Staffing

Finance & Buildings – Wednesday 19th March 2014 at 9:00a.m.

FGB – No meeting this term