



AMPNEY CRUCIS C OF E PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE
FULL GOVERNING BODY
20th May 2014 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)
Revd. John Swanton (JS)
Mike Speed (MS)
Anne-Marie Wilkie (AMW) (Headteacher)

In Attendance:

Clerk – Elaine Ryan (ER)

1. Welcome, apologies and changes to Governing Body Membership

JS apologised for joining the meeting late.

AL welcomed everyone to the meeting.

2. Register of Pecuniary interest

There were no changes to interests previously declared.

3. Minutes of last meeting held on 11th February 2014

A correction was pointed out in item 14 – the correct term for the Health Education and Care Plan (H.E.C.P.) is Education Health and Care Plan (EHCP). The name of the author Tracey Corderoy was misspelt. The minutes will be corrected and signed at the next meeting.

Action: Clerk to correct minutes of the meeting held on 11th February, these to be signed at next meeting.

4. Matters Arising

Actions from the last meeting were reported on as follows:

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

Action Carried Forward

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

Action Closed due to lack of time

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

Action Complete

The workshop was attended by two governors who found it very useful.

Action: ER to amend minutes of Curriculum & Staffing Meeting of 21st January.

Action Carried Forward.

Minutes to be amended as minutes of FGB 11th February (see above).

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

Action Carried Forward.

Other Matters Arising

The Staff / Governor Lunch was held on 24th February 2014 and was enjoyed by all who attended. It was proposed that this become an annual event to be held on an INSET DAY.

5. Election of Vice-chair

There was one nomination for the role of Vice-Chair, Patrick Fryer was proposed by Anne Bridges and Seconded by Viv Hilton.

Decision: Patrick Fryer was unanimously elected to the role of Vice-chair.

6. Chair's Report

AL reported that he attended the Staff / Governor lunch which was very enjoyable. He also visited school with PF and DC and spent some time in each class, the calm environment, confidence of the children and the high quality of relationships between staff and children were noted.

AL has also attended:

- A meeting with the County Architect to discuss the proposed extensions to the school. PF, RC and DC also attended.
- A meeting regarding the problems being experienced with the new playground surface, this was attended by Andy Aram, the Project Manager, Cotswold Surfacing and MS. It was not clear what had caused the problems and this will now be raised with the supplier of the surfacing material. Making good will take place over the summer.

AL and AMW attended an Update Briefing for Heads and Chairs, a number of changes are taking place at the moment including S.E.N.D., Universal Free School meals for KS1, the New Curriculum and the Reconstitution of Governing Bodies.

In accordance with DfE recommendation, AL observed the SATs tests and reported that all procedures had been correctly followed.

JS JOINED THE MEETING

7. Head Teacher's Report

The Head Teacher's Report was circulated with the agenda of this meeting.

A governor asked whether the classrooms would be big enough to accommodate the increased numbers on roll, AMW replied that this would not be a problem as Year 4 children in Oak Class will be taught separately for most of the week.

There are now potentially 14 children joining Reception in September, a family are expecting to move into the village in August, their child will be made a formal offer of a place when they have moved in. Eight of the children joining Reception currently live in the village.

AMW clarified that Moderation data is used by the L.A. to check the equality of judgements across schools, the work of a sample of children in Reading, Writing and Maths is examined.

The new Adventure Playground will open on Monday 2nd June. It was decided to recognise the work of the Friends by holding a small opening ceremony, two members of the Friends will be presented with flowers by the School Council. AL and VH will attend.

8. Pupil Progress Data for Spring Term

Pupil Progress Data from the March assessments were tabled at the meeting. AMW explained that children in Year 1 and Year 2 are expected to make 6 points progress per year and those in Years 3 to 6 are expected to make 4 points per year. It was also acknowledged that learning and progress are not linear.

Attainment is very good in all year groups, by March most attainment was already at the level expected by the end of year. AMW pointed out one slight area of concern regarding Year 5 Maths, a booster group for specific children will begin in Term 6.

There is no significant difference in the progress of SEND pupils and those entitled to Pupil Premium and other groups.

AMW explained that robust systems are in place including Cluster Moderation and work scrutinies carried out by the Head and the Literacy and Maths Co-ordinators, the results of these feed back into the Maths and English Action Plans.

9. Self-Evaluation Form (S.E.F.) Part 2

Part 2 of The Self Evaluation Form was circulated with the agenda of this meeting. The following points were raised:

- Prime Learning Goals are specific to the Early Years Foundation Stage.
- Staff visit the feeder pre-schools and nurseries and liaise with the teachers.
- On entry to school children are expected to be able to hold a pencil correctly, write and recognise their own name, go to the toilet and dress and feed themselves. Parents will be given this information.
- A standard baseline assessment is used throughout the Cluster, the result of this is used to create target groups.
- KS1 girls' attainment in Reading is slightly below boys, this is due to the particular cohort and not an indication of a trend.
- Writing in KS2 is Outstanding.

A governor queried why progress is better in KS2 than KS1, AMW explained that this is due to the fact that children have been in school for longer.

10. Budget 2014 / 15

The Chart of Accounts for the 2014/15 Financial Year was tabled at the meeting. The Finance Officer will visit on 9th June 2014 to verify the Contingency of £20,000. The budget was approved subject to this verification.

Decision: The Budget for 2014/15 was approved subject to verification by the Finance Officer.

11. Health & Safety Policy

One minor change was suggested – paragraph 1.4. to be amended to read:

*“The Governing Body will take all reasonable steps to identify hazards and **remove or** reduce them.....”*

Decision: The Health and Safety Policy was adopted subject to the above amendment.

12. Questions re: Draft minutes of Finance & Buildings Committee meeting held on 19th March 2014

The minutes of the meeting held on 19th March were circulated with the agenda of this meeting. AMW explained that additional funding has been received by the L.A. to be shared among schools, meetings with Stewart King of Gloucestershire County Council have been arranged for 2nd and 4th June 2014.

The County Architect has visited to discuss the improvements to the school, another meeting will be held this week.

In reply to a question AMW explained that the details of funding for Universal Free School Meals for KS1 are still unclear.

The Governing Body thanked MS and Jane Templeton for their Health and Safety work.

13. Questions re: Draft minutes of Curriculum & Staffing Committee meeting held on 11th March 2014

The draft minutes of the meeting held on 11th March were circulated with the agenda of this meeting. The following points were raised:

- Writing Week was great fun and enjoyed by children throughout the school.
- The results of the annual Spelling Test were excellent.
- No explanation was received as to why the students from Cheltenham University didn't attend school as expected. Teaching Direct remains a focus for the Cluster and students will be in school during the next academic year.

14. Questions re: Draft minutes of Ethos Committee Meeting held on 11th March 2014

The draft minutes of the meeting held on 11th March were circulated with the agenda of this meeting. AB reported that work on the S.I.A.M.S. Self-Evaluation is continuing, a meeting scheduled for 6th May did not take place and will be rearranged.

The after school Bible Club is now running and is very well attended by a wide age range, very positive feedback has been received. JS thanked Jane Hardy for helping with the club.

15. Governor Visits to School

(i) Use of T.A.s as a valuable school resource

The meeting thanked RC for her report which was circulated with the agenda of this meeting. The value of T.As contribution to our school was acknowledged.

(ii) S.E.N.D. Learning Walk and observations

The meeting thanked VH for her report which was circulated with the agenda of this meeting. VH emphasised that there was no difference in attitude to work between S.E.N.D. pupils and others and that behaviour was exemplary.

It was decided to add the last paragraph of the report to the Celebratory Book:

"I could not identify SEND pupils by their attitude to work or their disposition. All pupils, in the classes I observed, were eager and engaged with their work. They appeared happy and confident. Behaviour was exemplary."

It was also suggested that all visitors to school be invited to sign out with a comment.

(iii) Pupil Premium

The meeting thanked JD for her report which was circulated with the agenda of this meeting. Discussion took place regarding the possible impact on Pupil Premium Funding of Universal Free School Meals for KS1:

in order for the school to receive Pupil Premium Funding parents in receipt of certain benefits would have to register their children for Free School Meals – even though children in KS1 will automatically receive free meals from September 2014. AMW explained that letters will be sent to all parents, including those of children joining reception in September, explaining the benefits of Pupil Premium.

In reply to a question AMW explained that pupils don't know they are entitled to Pupil Premium and that these children are not taught as a separate group.

JD recommended that all governors familiarise themselves with the Sutton Trust research evidence via the website www.suttontrust.com/research/teaching-and-learning-toolkit.

Action: All to familiarise themselves with Sutton Trust research evidence.

16. A.O.B.

None.

Meeting closed at 9:00p.m.

Signed as a true record:

*Andrew Lazenby
Chair*

Date:

Meetings to be held in TERM 6:

Health & Safety –

Curriculum & Staffing –

Ethos –

Finance & Buildings –

FGB –