



# AMPNEY CRUCIS C OF E PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE

FULL GOVERNING BODY

8<sup>th</sup> July 2014 at 7pm

**Present:**

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)

Anne-Marie Wilkie (AMW) (Headteacher)

**In Attendance:**

Clerk – Elaine Ryan (ER)

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**1. Welcome, apologies and changes to Governing Body Membership**

Apologies were accepted from Anne Bridges (AB) and Revd. John Swanton (JS).

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 20<sup>th</sup> May 2014**

The minutes of the meeting held on 20<sup>th</sup> May 2014 were agreed to be an accurate record and were signed by the Chair.

**4. Matters Arising**

Actions from the last meeting were reported on as follows:

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

**Action Complete.**

**Action: AB to arrange to attend Child Protection Training, DC to attend Safe Recruitment Training.**

DC has attended Safe Recruitment Training, AB was not present at this meeting.

**Action Partly Carried Forward**

**Action: ER to amend minutes of Curriculum & Staffing Meeting of 21<sup>st</sup> January.**

**Action Complete.**

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

JS was not present at this meeting. It is understood that an intern will be working with JS on Open the Book.  
**Action Carried Forward.**

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

**Action Complete.**

The importance of peer-to-peer learning and parental involvement were emphasised.

In reply to a question, AMW replied that approximately 15 children will be invited onto the Achievement For All (AFA) Programme in September 2014.

**5. Chair's Report**

After twelve years of service, VH is standing down from the Governing Body and this will be her last meeting. On behalf of the governing body and staff Andrew expressed thanks to Viv for her expertise, dedication and hard work which has greatly benefited the children of our school.

AL informed the meeting that he has attended an induction evening held at the school for parents of the 14 children joining Reception in September, this was also attended by RC. All school staff were present and it was felt that this gave a very good impression of our school. Holding the meeting in the evening rather than afternoon was a success as most of the Mums and Dads were able to attend.

Along with other governors AL attended the Willow Class performance of Molly and the Pirates, this was very enjoyable and photos will be uploaded to the school website.

**6. Head Teacher's Report**

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

A governor asked whether AMW had concerns about any of the children joining Reception in September, she replied that all the new intake, consisting of eight boys and six girls had settled well during their Induction Days.

Three children currently in Maple Class will be leaving our school at the end of this term. One child will be joining Year 6 in September and will be visiting school shortly.

The excellent KS1 results were highlighted, these showed an improvement in all areas from last year.

The New Curriculum will be implemented from September, governors congratulated AMW and the staff on completing the large amount of work involved in preparing for this. All staff are now ready to begin delivering the New Curriculum from September and various resources have been bought in.

RD reported that a new S.E.N.D. Code of Practice is also to be introduced in September, every child in the school will have a one-page Pupil Profile which will be updated on a regular basis. Those with specific needs will have an Education Health Care Plan (EHC) and a multi-agency approach will be introduced with education, health professionals and Social Services staff working together. Concern was expressed that this may be difficult to implement in practice.

**7. Safeguarding Policy**

The Safeguarding Policy was circulated with the agenda of this meeting.

The designated Child Protection Officer is AMW, Gavin Pugh will be the Deputy and will attend training in September 2014.

Some minor additions, corrections and amendments were noted, the policy was adopted subject to these and will be reviewed annually.

**Decision: The Safeguarding Policy was adopted subject to the above minor amendments. The policy will be reviewed annually.**

**Decision: Deborah Cook was appointed as Child Protection Governor.**

### **8. E-Safety Policy**

The E-Safety Policy was approved by the Curriculum and Staffing Committee on 24<sup>th</sup> June 2014, subject to some minor amendments and was circulated with the agenda of this meeting. The following points were raised:

- A number of references are made to policies, for instance the Bring Your Own Devices Policy, which do not currently exist as these are not applicable to a small school. It was decided to show these as “not currently held”.
- It was noted that emerging technology may affect this policy in future. It was therefore decided to review the policy annually and include E-Safety as a standing agenda item for all meetings of the Curriculum and Staffing Committee.
- A separate Data protection Policy exists, this will be reviewed in due course.
- AMW confirmed that there is currently no problem with children bringing mobile devices into school.
- A governor asked how E-Safety taught in school. AMW replied that this is part of the ICT Curriculum and in addition the Community Police Officer visits school annually to discuss age appropriate E-Safety issues with the children.

The E-Safety Policy was then adopted subject to the above amendments.

**Decision: The E-Safety Policy was adopted subject to the above amendments. The policy will be reviewed annually.**

**Decision: Deborah Cook was appointed as E-Safety Governor.**

### **9. Health and Safety Report**

The minutes of the Health & Safety Committee Meeting held on 12<sup>th</sup> June was circulated with the agenda of this meeting. The following points were raised:

- The playground surface will be made good over the summer holidays.
- All play equipment has been inspected, no problems were found.
- A review of surplus ICT equipment will be completed before September 2014.
- The Emergency Plan was approved by the Finance and Buildings Committee on 2<sup>nd</sup> July 2014, this will be presented to the next FGB meeting.
- MS has reviewed the Medical Policy, no issues were found. The Local Authority are to issue further guidelines shortly, it was clarified that this policy covers the responsibility of the staff to administer First Aid, the school’s responsibility for children who require medicine to be administered during the school day and staff training for this and also defines reportable events.
- The Health and Safety Audit is due in November 2014.
- A review of all Risk Assessments will be carried out in September to ensure that risks associated with the day to day work in the school are identified.

### **10. Questions re: Draft minutes of Finance & Buildings Committee meeting held on 14<sup>th</sup> May 2014 and 2<sup>nd</sup> July 2014**

The minutes of the meeting held on 14<sup>th</sup> May were circulated with the agenda of this meeting. The Clerk apologised for the minutes of the meeting held on 2<sup>nd</sup> July not being completed in time for this meeting.

The following points were raised:

- Discussions regarding the building project are on-going.
- The budget shows a healthy projected carry-over of £21,000 at the end of this year.
- £7,000 will be received for Universal Free School Meals, the school will not now be having a combi-oven fitted.
- No additional income for higher numbers on roll will be received.

**11. Questions re: Draft minutes of Curriculum & Staffing Committee meeting held on 24<sup>th</sup> June 2014**

The draft minutes of the meeting held on 24<sup>th</sup> June were circulated with the agenda of this meeting. In reply to a question AMW clarified that the Parents Questionnaire closes on Friday 11<sup>th</sup> July, the results will be presented in September.

**12. Questions re: Draft minutes of Ethos Committee meeting held on 24<sup>th</sup> June 2014**

The draft minutes of the meeting held on 24<sup>th</sup> June were circulated with the agenda of this meeting. There were no questions.

**13. Governor Visits to School**

**(i) BN visit to focus on Reading**

BN reported that she visited school recently to listen to children reading. She had heard a low, medium and high level reader from each year group and was impressed by the noticeable year-on-year improvement across the school.

She also looked at the selection of books available in school. A full report will be given to the next FGB meeting.

**Action: BD to report to next FGB meeting on visit to school**

**(ii) PF visit to focus on sport and P.E.**

This will now be arranged for September.

**Action: PF to arrange to visit school in September to focus on sport and P.E.**

**(iii) Early Years Governor**

**Decision: Rosemarie Chapman was appointed as Early Years Governor.**

She will attend training with AMW in September and visit school in due course.

**14. Schedule of Meetings for 2014/15**

This was tabled at the meeting, the dates were agreed.

**Decision: The Schedule of Meetings for 2014/15 was agreed.**

**15. A.O.B.**

**(i) RHS Competition**

In a recent competition, held by the Royal Horticultural Society, a pupil at our school has been awarded KS1 Gardener of the Year. The school's kitchen garden also received a Highly Commended Award.

The Governing Body thanked AMW and the staff for all their hard work this year.

*Meeting closed at 8:45p.m.*

*Signed as a true record:*

*Andrew Lazenby  
Chair*

*Date:*

**Meetings to be held in TERM 1:**

**Health & Safety** – Friday 12<sup>th</sup> September 2014 at 9:00 a.m.

**Curriculum & Staffing** – Tuesday 16<sup>th</sup> September 2014 at 9:00 a.m.

**Ethos** – Tuesday 16<sup>th</sup> September 2014 to follow Curriculum & Staffing

**Finance & Buildings** – Wednesday 24<sup>th</sup> September 2014 at 9:00 a.m.

**FGB** – Tuesday 7<sup>th</sup> October 2014 at 7:00 p.m.