



AMPNEY CRUCIS C OF E PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE
FULL GOVERNING BODY

10th February 2015 at 7pm

Present:

Anne Bridges (AB)
Rosemarie Chapman (RC)
Barbara Di-Nucci (BD)
Janette Denyer (JD)
Rachael Dunn (RD)
Patrick Fryer (PF)
James Haden (JH)
Andrew Lazenby (AL) (Chair)
Mike Speed (MS)
Anne-Marie Wilkie (AMW) (Head Teacher)

In Attendance:

John Cross (JC) (Awaiting confirmation as L.A. Governor to replace JH)
Elaine Ryan (ER) (Clerk)

Note: The meeting scheduled for 2nd December 2014 was cancelled due to the Ofsted inspection.

1. Apologies and welcome

Apologies were accepted from Deborah Cook (DC) and Revd. John Swanton (JS).

AL welcomed everyone to the meeting and introduced John Cross who is awaiting confirmation as an L.A. Governor to replace JH (who is attending his last meeting as a governor).

The meeting then expressed a vote of thanks to JH for all his hard work both as a governor and as Chair of the Finance and Buildings Committee.

2. Register of Pecuniary Interest

Pecuniary Interest Forms will be emailed to RD, PF, MS and JS, the Clerk requested that these be completed and returned to school as soon as possible.

Action: Clerk to email Pecuniary Interest Forms to RD, PF, MS and JS.

Action: RD, PF, MS and JS to complete Pecuniary Interest Forms and return to school as soon as possible.

3. Election of Vice-Chair

There was one candidate for the role of Vice-Chair; PF unanimously elected, unopposed, as Vice-Chair until the first meeting of the academic year 2015/16.

Decision: PF was unanimously elected to the role of Vice-Chair until the first meeting of the academic year 2015/16.

4. Minutes of last meeting held on 7th October 2014

The minutes of the last meeting held on 7th October 2014 were unanimously agreed to be an accurate record and were signed by AL.

Decision: The minutes of the meeting held on 7th October 2014 were unanimously agreed to be an accurate record.

5. Matters Arising

All actions from the last meeting were completed with the exception of the following which are carried forward:

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.

Action Carried Forward.

Action: AMW to ask JS if he would like a representative to attend Governing Body meetings when he is unable to do so.

Action Carried Forward

Action: AMW to speak to JS regarding Foundation Governor vacancy.

Action Carried Forward

6. Chair's Report

Our school had been inspected by Ofsted on 3rd December 2014, the Chair was very pleased to confirm a judgement of OUTSTANDING. The Governing Body congratulated AMW and all the staff on this wonderful achievement and AL thanked the Governing Body for their support and hard work.

Articles about the success of our school have been published in both the Echo and Standard newspapers. A number of letters of congratulation have been received from various individuals and organisations including Sir Michael Wilshaw (Ofsted), the Parish Council, The Pleydell trust and Jo Grills, Director of Learning and Development at Gloucestershire County Council.

In reply to a question AMW reported that the OUTSTANDING judgement will not have any effect on the school budget.

It was noted that since the Ofsted inspection there has been an increase in the number of enquiries for places at the school.

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

(i) Head Teacher's Report

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

- The open afternoon held on 29th January 2014 had been very successful with more than 29 parents attending and some very positive feedback had been received. AMW would consider holding another open afternoon in the summer.
- The visit from the Bishops' Visitor took place on 4th February 2014 and AMW reported that she was very supportive; her report will be shared with the Curriculum and Standards Committee.

Action: Clerk to add Bishops' Visitor's Report to agenda of the next meeting of the Curriculum and Standards Committee.

(ii) Pupil Progress Data

The Pupil Progress Data for the Autumn Term (i.e. Terms 1 and 2) was tabled at the meeting.

AMW reported that two assessment systems are being used at the moment:

Children in Year 2 and Year 6 are following the old curriculum and being assessed via levels as previously.

Children in Years 1, 3, 4 and 5 are following the new curriculum and are assessed without levels.

From next year all year groups will be following the new curriculum and will be assessed without levels.

Year 6 are already making very good progress with 100% being on track to make two levels progress in Writing and 92% on track to make two levels progress in Maths and Reading. There is no significant difference in the progress of children entitled to Pupil Premium and other groups.

Assessment without levels is very challenging and AMW reported that it is difficult to monitor and quantify progress on a termly basis. Schools within the Lazarus Cluster are currently using different terminology, it was felt that this could lead to problems when children change schools.

Workshops will be held to explain the new assessment system to parents.

8. School Development Plan 2014/17

The School development Plan 2014/17 was circulated with the agenda of this meeting, some typing errors were pointed out and JD will pass a marked up copy to AMW for correction of these.

Action: JD to pass marked up copy of School Development Plan to AMW for correction of typing errors.

Decision: The School Development Plan 2014/17 was adopted by the Full Governing Body.

In reply to a question, AMW reported that the School Development Plan (SDP) is currently shared with all staff and governors but not with parents or other external parties. A governor asked whether AMW had any plans to publish the SDP on the school website and the pros and cons of this were discussed - some felt that open publication would clearly demonstrate our vision for the future of the school while others felt that this would provide too much information and suggested that only the priorities be published or the document should only be shared with the Diocese and Gloucestershire County Council. The meeting acknowledged that the benefits of publishing the SDP on the website would be difficult to quantify and no conclusion was reached. It was suggested that governors look at the websites of other schools to investigate the information they publish.

9. Proposed extension and increase in Planned Admission Numbers (PAN)

The Planned Admission Number (PAN) for our school currently stands at 12, this is the maximum number to be admitted to Reception. However, over recent years 13 or 14 children have joined Reception following appeals. The demand for places has further increased due to more families moving into the catchment area and our OUSTANDING Ofsted judgement resulting in prospective pupils being turned away. AMW therefore proposed that the PAN be increased from 12 to 15 which would eventually increase the total number in the school to 105 (i.e. 7 year groups each of 15 children).

It was noted that, as a Voluntary Aided School, the Governing Body is responsible for setting a PAN but the need to ensure that Gloucestershire County Council remain supportive was noted. A governor expressed the opinion that aiming to increase numbers in the school to 105 would be beneficial but it was important to maintain the character of our small village school. Increasing numbers to 105 would have staffing implications but AMW felt that the additional costs incurred would be covered by the increase in budget.

The current number on roll is 93 and increasing above this number would require additional teaching space to be created within the school, the ideal would be four classrooms for Reception, Years 1 and 2, Years 3 and 4 and Years 5 and 6, requiring one additional classroom to be constructed.

A working party consisting of AMW, PF and AL has been formed by the Finance and Buildings Committee and following meetings with an architect a proposal was drawn up to convert the hall into a classroom space and build a new free-standing hall. Initial costings are around £600,000. An opportunity to bid for funding via the Diocese (LCVAP Funding) has arisen and a submission for this has been made. It was acknowledged that this bid is unlikely to be successful at the moment; however, it was felt that this would signal our intentions prior to another bid being made next year. In reply to a question AMW replied that the Governing Body's 10% contribution to the total cost was manageable via contingency and staged payments.

The meeting then discussed the need for an alternative plan which would be easily achievable if the original plan is not successful. It was felt that a portable classroom may be a feasible alternative and the working party will investigate this option further.

The architect will apply for planning permission shortly and AL and AMW will attend a meeting of the Parish Council to inform them of these plans.

Action: PF, AMW and AL to meet outside of the meeting to discuss further.

10. Policies

(i) Best Value Statement (agreed by F&B Committee 19.NOV.14)

The Best Value Statement was recommended to the full governing body by the Finance and Buildings Committee.

Decision: The Best Value Statement was re-adopted by the governing body.

(ii) Statement of Internal Control (agreed by F&B Committee 19.NOV.14)

The Statement of Internal Control was recommended to the full governing body by the Finance and Buildings Committee.

Decision: The Statement of Internal Control was re-adopted by the full governing body.

(iii) Governor Code of Conduct

Decision: The Governor Code of Conduct was adopted by the Full Governing Body.

(iv) Admissions Policy 2016/17

Decision: The Admissions Policy for 2016/17 was adopted by the Full Governing Body.

(v) Schedule of Policy Review

Following the recent Health and Safety Audit, the need for a schedule of all current policies together with their ownership and date of next review was noted. MS reported that the basis of this already exists and a copy was circulated with the agenda of this meeting.

It was decided that MS will produce a list of those policies which need approval by the Full Governing Body.

Action: MS to produce a Schedule of Policies which need to be reviewed by the FGB.

11. Audited School Fund July 2013 – August 2014

The Audit of the School Fund Receipts & Payments Account for Year Ending 31st August 2014 was circulated to all governors with the agenda of this meeting and was unanimously approved by the Governing Body.

Decision: The Audit of the School Fund Receipts & Payments Account for Year Ending 31st August 2014 was unanimously approved by the Governing Body.

12. Questions re: Agreed minutes of Finance & Buildings Committee meeting held on 11th November 2014 and draft minutes of 28th January 2015

There were no questions.

13. Questions re: Agreed minutes of Curriculum and Staffing Committee meeting held on 11th November 2014 and draft minutes of 20th January 2015

There were no questions.

14. Questions re: Agreed minutes of Ethos Committee meeting held on 11th November 2014 and draft minutes of 20th January 2015

In reply to a question, AB replied that feedback has been sent to the Diocese regarding the recent S.I.A.M.S. Inspection and concerns have been expressed to Shahne Vickery who apologised for the way it had been conducted.

AMW confirmed that no letter of congratulations on our OUSTANDING Ofsted judgement had been received from the Diocese.

15. Governor Visits to School

(i) RC – Early years

Two reports on RC's visit to school were circulated with the agenda of this meeting, she noted that she was very impressed with the Early Years Teaching in the school. The Governing Body thanked RC for her very thorough reports.

The following visits to school are planned:

MATHS – AB in Term 4

SEND – JD

READING – BD

EYFS – RC to visit again at the end of this year.

16. Governor Vacancies

There is still a vacancy for a Foundation Governor.

17. A.O.B.

None.

Meeting closed at 8:40p.m.

Signed as a true record:

Andrew Lazenby

Chair

Date:

Meetings to be held in TERM 4:

Health & Safety – Friday 6th March 2015 at 9:00 a.m.

Curriculum & Staffing – Tuesday 3rd March 2015 at 9:00 a.m.

Ethos – Tuesday 3rd March 2015 to follow Curriculum & Staffing

Finance & Buildings – Wednesday 18th March 2015 at 9:00 a.m.
FGB – No FGB in Term 4.