



ACTION LIST

Item No.	Task	Who	Status	Target Date	Notes	Date of FGB
1	The Governing Body Annual Planner is to be updated to reflect the revised Governing Body Structure		Ongoing	2021/2022	We have been working from the Wiltshire Annual Planner that is circulated each term. An Annual Planner draft is in place and required finalisation.	28/11/2019
2	School Vision	Working Group		?	1,3,5 year school vision	29/9/22
3	Policies Code of Conduct MC Instrument of Governance SD Governor Expenses/Allowances SC Governor Induction SD Governor Visits RM Scheme of Delegation JH/RM			ASAP	School Policies are up to Date. Governor Policies are being checked.	29/9/22
4	Governor Skills Audit			ASAP	All have been collected except one.	29/9/22
5	Governor Vacancy Development Trust vacancy	SC			There is a vacancy for a 3 rd member of the Development Trust.	29/9/22

6	Safeguarding training update	SD/DT			Almost complete	29/9/22
7	Governor website pages	RPC		ASAP	Reports from Shirley, LED and RPC are now on the school website.	29/9/22

**Minutes from FGB Meeting
24-11-2022, 17:30 via Teams**

Challenge: * = Question

**** = Action**

***** = Change in procedure/policy**

Item	Minute	
1. Prayers		
2. Apologies	Present: Chair: Michele Collier Bromelow (MCB) Headteacher: Sam Saville (SSa) Shirley Danby (SD) Ron Munroe (RM) Nick Plummer (NP) Meggen Cantillon (MC) Sarah Igoe (SI) Dan Hockaday (DH) David Tarr (DT) In attendance Clerk: Cath McMurtry (CM)	Apologies: Apologies: Jon Hughes Nicola Eagleton Sam Crawford
3. Welcome		

4. Pecuniary interest declaration	None declared.
5. Minutes from meeting of 29 ^h September 2022	Minutes were approved as an accurate representation of the meeting by the FGB.
6. Actions and Matter arising from previous minutes	<ol style="list-style-type: none"> 1. Clerk will obtain an annual planner from Wilts Council, and internal discussion will indicate if it is a duplication of existing plans on the Scheme of Delegation or Committee agendas. 2. This agenda item (not to be confused with 1,3,5-year strategy plans) can be removed. The school has a clear vision: a Christian vision, life in all its fullness and Reach for the Stars. 3. Policies, see item 13 4. All skills audits have now been received (Clerk will collate for next meeting). 5. Meggen C is willing to consider becoming a Development Trust Governor after checking finer details. 6. In line with KCSIE and the requirement for annual Governor Safeguarding training, we are now complete. The strategy from September 2023 is that all Governors will complete the updates in the school hub together. 7. (Reports have been received from SD, SC and RM for the website.)
7. Safeguarding/Child Protection (MCB/SSa)	<p>SSa provided a full action plan for Child Protection and Safeguarding reflecting the effort and impact within the school. The Chair thanked the Head and all DSL/DDSL staff for the considerable effort for this key work to enable all children to achieve and progress. SSa sent a summary of ‘reminders’ to staff and Governors, which all should read. The Chair asked about the MASH course? SSa indicated that it was very useful, although repeating much of what staff at AK already deal with.</p>
8. PPG (SI/JH)	<p>SI and JH met recently. The biggest spend is on tutoring children, to give them 5 hour-long extra sessions, normally after school. The payment to staff of £20/hour has not been increased in a long time; it makes for a poor remuneration for something which impacts the children’s progress so significantly. Staff then need to work much later in the evening to do lesson preparation, which is then ‘unpaid’. Wiltshire Council have so far blocked any request to increase this amount. Staff wellbeing must be recognised. Further communication with Payroll at WC might help. Chair queried if anything could be used from Covid catch-up, but the small amount remaining has to be used for many more children. The Governors formally expressed their full support to bring the matter back to Wiltshire Council to find a solution for increasing the pay to teaching staff for tutoring, to compensate for the lost time available for preparation.</p>

<p>9. Head Teacher Update (SSa)</p>	<p>SSa has sent a number of documents for Governors' information, showing that the SEF and SIP are up to date. RM commended the staff on the attention that is paid to individuals to get them to target levels, for able and particularly the less able children. SSa reiterated that any areas in focus from last year's data (eg EYFS SEND boys in maths) are targeted by staff, tracked and monitored so that each and every child gets the support they need.</p>
<p>10. SIP and Governor SIP Areas</p>	<ul style="list-style-type: none"> • Area 1 – Phonics and Reading (SSa/NP) • Area 2 – Diversity across Curriculum) SSa/SD) • Area 3 – STEM Partnership (SSa/DH) • Area 4 – Mental Health and Emotional Wellbeing (SSa/MCB) <p>RM clarified for the FGB the changes which have been agreed in LED, to extend the remit of Class Link Governors to include subjects, and also to give each CLG a SIP responsibility area. Members of LED also are responsible for aspects of the SEF. The reports from LED (due 3rd and 6th terms) on monitoring the quality of education will therefore embrace the areas of the SIP and SEF. FGB endorsed the changes agreed by LED.</p> <p>This aspect will not remain an agenda item or responsibility of FGB but will be reported back to FGB from LED during the Committee Updates, avoiding any duplication of effort or responsibilities.</p>
<p>11. Wellbeing</p>	<p>SD is kept up-to-date with the Wellbeing of staff and children; she visits the school regularly, meeting with staff when needed. She attended an excellent workshop on Resilience and there is a Wellbeing Week planned for February 2023. There have been several challenges recently, and SSa thanked SD for her support. The SIP reflects the strong focus on wellbeing and mental health. A parent with strong expertise is working with SSa as part of a two-year program, beginning with the workshop and introducing children ambassadors for wellbeing.</p>
<p>12. Review Scheme of Delegation (incl Financial spending limits)</p>	<p>JH has provided some input on the spending limits. RM has continued with the body of the document and made some amendments, although has not tackled the 17 appendices. The SoD that SD found from Wiltshire Council might cover much of the appendices. Looking at SoD from other schools will also be helpful. As it is important to get something workable as soon as possible, it was proposed that SSC take control of the document setting a deadline of the end of this term (16th December) to produce a Scheme of Delegation which reflects our school.</p> <p>RM will forward the document as it stands to SSC and members will work on it together by email.</p>
<p>13. Governor Policies</p>	<p>Governors formally approved the Governor Expenses and Allowances Policy and the Instrument of Governance document. Those few Governors who have not done so should read the Governors' Code of Conduct and the November 2022 Health and Safety Policy and send emails confirming these have been 'read and understood' to the Clerk/school Office.</p>

	It was agreed that the remaining two Governor Policies (New Governor Induction and Governor Visits), which require more detailed amendments, could be left until the SoD was completed as this has a greater priority.
14. Committee Updates	<ul style="list-style-type: none"> • RPC – no current updates. • LED – the expanded role of LED and CLGs has been discussed and will report in terms 3 and 6. • SSC – Sport and IT facilities have had a clear impact from the improvements. An exploratory report (confidential item) will be presented in March. SSC monitors the monitoring that LED is doing. A 1.3.5 year strategy plan will be provided. Sam C is to send out a 1-page document for other SSC members to contribute to. Ssa updated the committee on staffing situations. <p>The Working Minutes from the latest committee meetings will be distributed prior to FGB meetings. If any chair of a committee is missing, they should submit a short report.</p> <p>RM questioned whether rising energy costs have been factored into budgeting and was assured that it had. However, the Government has not raised the ‘per pupil’ amount so increased teaching staff pay will not be affordable for all schools in future years and could lead to budget deficits.</p>
15. Governor Code of Conduct	The Code of Conduct requires endorsing by the Chair of Governors. Remaining Governors to read and respond as per item 13. Clerk will send reminders.
16. Wiltshire Governor Training	Clerk forwards all training options from WC to all Governors as they are offered. Governors should let the Clerk know what training they attend for recording purposes and in case any aspects may be shared.
17. A.O.B.	SD thanked Katy for the spirituality report at the beginning of the year; it was lovely to see the work that was done. Ssa pointed out that our Church School Inspection is delayed. SD and MC are completing the applications to continue as Foundation Governors after their current terms-of-office end in February 2023. DH gave a quick STEM update. Minety, Oaksey and Crudwell have given a ‘thumbs up’ for the Stem partnership, although due to some illness from supporting individuals the deadline for the project may slip into the following year. Good News Items: Governors and staff mentioned many positive activities following a great fund-raising fireworks, including pantomimes to museum trips, the nativity and Year 6 boys coming 3rd in a recent football tournament.
18. Date of Next Meeting	Thursday 30th March 2023, 5.30pm

