



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
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	Need to discuss results, to choose a new Governor	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			Hopefully finished	29/9/22
7	Governor website pages	RPC		ASAP	Update from RPC?	29/9/22

**Minutes from FGB Meeting
30-03-2023, 17:30 via Teams**

Challenge: * = Question

** = Action

*** = Change in procedure/policy

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

3. Welcome	
4. Pecuniary interest declaration	None declared.
5. Minutes from meeting of 24^h November 2022	Minutes were approved by the FGB.
6. Actions and Matter arising from previous minutes	<ol style="list-style-type: none"> 1. Clerk will keep a gentle monitor on the twice-termly planners which come out to see if anything is relevant at each point. 2. Policies, see item 13 3. All skills audits have now been received and the results show a slightly lower skill level for finance and premises. SC pointed out that it is not essential to have a finance background for RPC; NP is willing to transfer to RPC for the remainder of his time with the Governing Body. He will produce a written update for Reading (LED) which he has handled successfully for some time. SSC will communicate to begin the process of finding another Co-opted member. 4. A number of governors had expressed interest in joining the Development Trust. JH sent a formal offer to join, and his offer was accepted. (MC would also join if required in the future). SC will begin the paperwork. 5. The last two Governors successfully completed the safeguarding training. 6. No further action
7. Safeguarding/Child Protection (MCB/SSa)	There were two Child Protection cases, but one has recently been stepped down to Child-in-Need. Regular updates are still required, and a staff member meets with the family. It is hoped that ongoing support will not cause the case to be 'raised' again.
8. Head Teacher Update (SSa)	SSa has sent a number of documents for Governors' information, with: HT Update; SEF and SIP; the Ofsted Inspection report; Challenge Partners review and mid-year report. MCB commended the Head for the level of detail and effort to produce these comprehensive documents. SC noted that there would not be a finance section in the Head's report, as finance matters were covered within RPC minutes. Governors also took this opportunity to repeat their enormous appreciation to the Head and all staff for their efforts during the inspection, particularly in light of the difficult inspections recently suffered by other schools. The Governors formally recorded their praise and congratulations to all staff for the outstanding inspection results, achieved under a particularly stringent framework.

9. Committee Updates	<p>Recent Minutes for committees have been circulated prior to the meeting.</p> <ul style="list-style-type: none"> • RPC – no current updates. SC pointed out that the Budget deadline comes before the last FGB, so again RPC will need to circulate the proposed budget in late May which will need approval by email from Governors. All Governors should be alert to respond promptly to this email. • LED – No specific updates or questions • SSC – No specific updates or questions. SD noted that several items are confidential.
10. Wellbeing	<p>The Ofsted inspection did have an impact on the wellbeing of the Head and some staff under very onerous conditions, during the week and afterwards. To get the excellent results AK achieved was at a cost, and we need to ensure that staff wellbeing remains a continuous priority. Governors wished the staff a restful break. SD commended Dan on covering brilliantly for SSa while she is absent; DH expressed gratitude to SD for her support in return. MCB and SD will meet with SSa to discuss some form of celebration and Thank You to staff.</p>
11. Governor Business	<ul style="list-style-type: none"> • Clerk has located council termly planners which show items that require actions, either statutory or recommended. Both the Admissions Policy and proving AK complies with Equality objectives are statutory items. (Clerk forwarded planner to Chair). • Governor membership and skills audit has been discussed above.
12. Governor Policies	<p>The Scheme of Delegation was formally approved. (Adjustments had been made to the spending limit of <i>small</i> and <i>minor</i> projects to give greater flexibility to the authorising power of the Head). Governors approved the Smoking and Vaping Policies (with a few changes more pertinent to a Primary School, if possible).</p>
13. Governor Feedback and News	<p>NE commended Stacy and Josie for the Amazing Year 3 and 4 production which the children clearly enjoyed, and which showed the hard work and enthusiasm of the staff and children. SC noted that this is something that is observed by parents, which is important as it shows the confidence the children gain through the nurturing given by staff. Both DH and SI have had to step in and lead events which both did so well. NP commended the children’s behaviour in assemblies which has been excellent. SD commended the wonderful children and the worship council who led the Easter worship at St Johns, despite little rehearsal. Year 2 have been looking at sin and forgiveness as part of their Easter RE. They shared their excellent learning in the service. This week the Diocese gave the school a W.I.R.E. gold award (Widening Inclusivity in RE) which reflects Katie’s hard work with the children in RE. Governors expressed their congratulations. SI mentioned her visit to another school recently on a Challenge Partners review, which had been listed as outstanding, but where their application for an area of excellence was rejected. This highlighted how difficult it</p>

	is to achieve areas of excellence although AK has done so each time. Achieving this is only done through a high level of work and effort. The Chair repeated Governors' huge appreciation to all staff for their continued efforts, consistently above and beyond
14. A.O.B.	<p>A Risk Assessment walk-around is overdue. Several Governors volunteered to take a part of the job. SC suggested the school office divide up the tasks and RM, JH, SC, MC, CM, and NE would find time to undertake an area, at a time of their convenience. Before the end of the first week of term.</p> <p>NP noted how cold the Year 3 area of the school is. SC responded that it is in the budget for next academic year.</p> <p>SC reiterated the impact, to RPC particularly, of the Governing Body being a member down. SSC to initiate co-opting another member after Easter. (See 6.3 above)</p>
15. Date of Next Meeting	Thursday 13th July 2023, 5.30pm