



# Aston Rowant C of E Primary School

Head Teacher: Mrs Helen France

## Minutes of Aston Rowant CE Primary School Full Governing Body Meeting Monday 7<sup>th</sup> October at 6p.m. at Aston Rowant CE Primary School

	<p><b>Present:</b></p> <p>Helen France Head Teacher(HF)          Claire Rogan Chair (CR)          Steve Taylor (ST)          Alan Melady (AM)</p> <p>Sheila Reynolds (SR)          Georgina McCleary (GMc)          Tom Sowerby (TS)          Karen Bennett (KB)</p>	
1	<b>Welcome, Apologies, Absences, Quorum</b>	<b>Action</b>
	<p>Apologies: Des Foote (DF) accepted</p> <p>The meeting was quorate.</p>	
2	<b>Declaration of any Urgent Business (See item 14)</b>	
	<p>Parent survey          Request from Parish Council          School catchment area          Voluntary Contributions from parents</p>	
3	<b>Annual form completion and confirmation of training</b>	
	<p>Item deferred until a Clerk is available</p>	
4	<b>Declaration of Business/Pecuniary interest</b>	
	<p>HF is a Governor at Ibstone C of E Primary School</p>	
5	<b>Election of officers</b>	
	<p>ST Chair proposed by CR, seconded by TS          AM Vice Chair proposed by CR, seconded by SR</p>	
6	<b>Confirmation of roles, terms of reference &amp; annual schedule of business</b>	
	<p>Discussed and agreed the following governor roles:</p> <p>Science – ST                                 <i>SEND/PP – SR</i>          Maths – AM                                    <i>H&amp;S – TS</i>          English – ST                                 <i>Safeguarding – TS</i>          RE &amp; Collective Worship – DF         <i>SIAMS – KB/DF/HF</i>          EYFS – KB                                    <i>Finance – CR</i></p>	
7	<b>Minutes of previous meeting held on Wednesday 10<sup>th</sup> June 2019</b>	
	<p>The minutes were approved as being an accurate record and signed by CR</p>	
8	<b>Matters arising from the previous minutes</b>	

	Covered in the sections below	
<b>9</b>	<b>School Improvement</b>	
	<p>9.1 SEF This document is a work in progress, given the head teacher has only been in post since the start of term. It's proposed to link the SEF with the HT report and the SDP to align these documents to minimise effort and maximise clarity. These documents will be regularly updated as a 'live' record of current progress.</p> <p>HF to share when available</p> <p>9.2 School Development Plan (SDP) See above – work in progress. HF developing ideas with staff. Draft document will be shared with Governors.</p> <p>HF requested that the Vision and Values document be refreshed and proposed a three stage process by sharing with:-</p> <ul style="list-style-type: none"> <li>• pupils, then</li> <li>• parents, then</li> <li>• governors (which could include the Parish Council – see item 14 below)</li> </ul> <p>Agreed to progress after half term. HF to action and request help from Sarah Thomas to act as Facilitator. HF to request help from governors as and when required</p> <p>9.2.1 Agree monitoring schedule. Discussed and agreed schedule for 2019. HF to circulate timetable</p> <p>9.2.2 EYFS Moderation</p> <p>Will be addressed by the SDP. However, the FGB considered that a 'Deep Dive' review was needed to address the concerns raised by the recent EYFS Moderation visit. It was agreed this is a priority and must be initiated this term.</p>	<p>HF</p> <p>HF</p> <p>HF</p> <p>HF</p> <p>HF</p>
<b>10</b>	<b>Curriculum &amp; Achievement</b>	
	<p>KS2 SATs</p> <p>HF to report on progress next meeting</p>	HF
<b>11</b>	<b>Children, Church and Community</b>	
	<p>11.1 SEND</p> <p>SR advised that feedback from some parents needs further consideration and proposed a working party to develop an appropriate action plan. Given the current workload and the agreed priority for EYFS, it was considered work to address the concerns raised should be initiated at the start of the spring term.</p> <p>11.2 SIAMS</p> <p>HF Developing an action plan</p> <p>11.3 Safeguarding</p> <p>Annual safeguarding audit to be carried out with OCC</p> <p>11.4 Mental Health</p> <p>Agreed to purchase the radios required for communication within the school grounds</p> <p>11.5 Reports of Racial Incidents</p> <p>None</p> <p>11.6 Health and Safety</p> <p>TS carried out a Health and Safety Report on 3.10.19. Actions identified a number of issues which need to be addressed</p>	<p>SR</p> <p>HF</p> <p>TS</p> <p>SR/AM/KB</p> <p>HF/TS</p>
<b>12</b>	<b>Finance and Resources</b>	
	The Office Manager has agreed to take on the additional role of Bursar	

	The need for an additional Teaching Assistant (TA) was discussed as current staff were having to provide cover for breaks/lunch times etc. It was agreed that a TA was needed and should be recruited provided that sufficient budget could be allocated for this. Action HF/CR	HF/CR
<b>13</b>	<b>Policies</b>	
	A number of policies require updating and need to be addressed during the school year.  TS to assign responsibilities to Governors  HF offered examples of a number of policies from other schools to assist with updates	TS  HF
<b>14</b>	<b>Any other urgent business</b>	
	<p><b>Annual Parent Survey</b> SR/AM reported back to the Board on the recent Parent Survey and subsequent focus group with volunteer parents. It was acknowledged at this meeting of the successes achieved, which should be praised. However, it was considered by those parents present that a number of issues needed to be addressed. Concern was raised at the meeting that parents should be asked not to discuss ongoing details of the focus group activity until work is completed and results communicated outwards. Report to be circulated to the FGB SR/AM to discuss report with HF.</p> <p>Parish Council SR informed the FGB that the Parish Council had requested a regular update report from the school.</p> <p>HF offered to include a brief update in the "Parish Notes" newsletter.</p> <p><b>School Catchment Area</b>  A proposal to extend the school catchment area was discussed to help increase pupil numbers. However, it was considered this option may not drive the required increase. As an alternative, HF suggested that in addition to open days, regular AR School facebook updates and a presence (ie a stall) at the Stokenchurch Christmas Market. A poster would be required for the open days. HF/KB to action</p> <p><b>Voluntary Contributions</b>  To both simplify and clarify voluntary parent contributions for school trips. HF suggested that a request to contribute to the cost of school trips should be sent to all parents at the start of the school year. The school can then plan to deliver a programme appropriate to the budget available.</p> <p>It was thought the School house Trust could be asked to contribute to this budget</p>	SR/AM SR/AM/HF  HF  HF  HF/KB  HF  CR

<b>15</b>	<b>Date and time of next FGB meetings</b>
	<p>It was suggested that future FGB meetings could alternate between Business Agenda (as above) and Strategy, agenda TBA</p> <p>Proposed dates, start time 6pm</p> <p>Wednesday 6<sup>th</sup> November (Strategy) Wednesday 12<sup>th</sup> February (Business) Wednesday 29<sup>th</sup> April (Strategy) Wednesday 10<sup>th</sup> June (Business) Wednesday ? July (If required)</p>