

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON WEDNESDAY 26TH JANUARY 2011

Present: **Chair:** Martin Hook (MHK)
 Vice Chair: Simon James (SJ)
 Head: Andrew Drury (AD)
 Anne Booth (AB)
 Gillian Clegg (GC)
 Kate Spurdell (KS)
 Rachel Lawrence (RL)
 Linda Young (LY)
 Marion Warren (MW)
 Rebecca Bermingahm (RBM)
 Jill Morris (JM)
 Rob Jackson (RJ)

By Invitation: **Clerk:** Ranjeet Babbra (RB)
 Jo Jardim (JJ)

Apologies: Gary Smith (GS)
 Lindsay Wood (LW) – On maternity Leave
 Joanna Tweedale (JT)
 Jenny Gould (JG)

Attachments: Resources Minutes 13th January 2011
 Head Teachers Report January 2011
 Curriculum Minutes 24th November 2010
 Curriculum Minutes 19th January 2011
 Curriculum sub committee minutes – extraordinary meeting to review policies 12th
 January 2011
 Curriculum Policies list
 Self Evaluation proforma

Meeting commenced at 19.00hrs

1. Apologies

Apologies were received and accepted from:

Joanne Tweedale (JT)

Jenny Gould (JG)

Lindsay Wood – who is on Maternity Leave

2. Declaration of Pecuniary interest

None declared.

3. Approval of Minutes

Minutes from the 17th November 2010 detailed a true reflection of agenda points covered.

Minutes were approved and signed by the chair (MHK).

4. Matters arising from previous minutes

Item Number	Description	Applies to
5	Scheme of delegation – clerk to update and re-send to governors	Clerk
10	Policies – AD to go through policies – some to be reviewed 3 yearly. Ones with an * have to be reviewed annually. Send to committees	AD
	Policies: chairs of committee groups to decide how to review policies	Chairs of sub committees
	Policies: AD to write a blanket statement to say that the policies will remain current until they have been reviewed.	AD
6	Staffing – minutes to be sent to Clerk	LY
	Curriculum – update link governors list and send forms out	Clerk
12	Self Assessment forms – governors to review list and possible ways of improving & discuss at next FGB meeting	All governors
13	Vision: How to move forward on vision to be discussed at next FGB	All governors
17	AD to inform parents that the calculation policy is now on the school website, via school newsletter	AD
18	Snowfall: outcome of this meeting, to be relayed to FGB	AD

5) Completed

10) JG and AD were to meet for Excel tutorial. Curriculum have had 2/3 catch up meetings for policies.

Resources will be reviewing policies soon

Staffing – There are not many staffing policies that require changes, as many of them have not been changed.

AD suggested that we use, where possible policies drafted by the Local Authority. These would be adapted accordingly.

ACTION: The 'Blanket statement' to be written by AD will be placed in the Policy folder. AD

AD informed governors that Lana had been reviewing the policies and placing them in a folder. The policies were also in a new format that would allow policies to be uploaded onto the website as and when the need arose.

6) **ACTION: Staffing minutes were not received - LY to send minutes to RB LY**

All chairs to ensure that minutes are signed and sent to Clerk for filing – Chairs of Sub committees

Link governor forms were sent out by Clerk

12) This will be covered during this meeting see agenda point 7

13) This will be covered during this meeting see agenda point 10

17) This has been completed. There will be a numeracy evening coming up, a letter informing parents will be sent out in due course.

18) Completed. 'Snow policy' – is in place. AD mentioned that it was received well by parents.

5. Head Teachers Report

MHk mentioned at this point, that Gary Smith had resigned with immediate effect. Family and work commitments dictated that he was unable to commit time to the Governing Body.

All governors expressed their thanks for all the time and effort he had put in.

MHk informed governors that he too would be stepping down as governor with immediate effect. It was a decision that was not taken lightly, but he felt that family commitments meant that he was unable to fully commit to the governing Body.

He expressed his thanks to all governors/staff/parents and pupils, past and present, for all their help and support during his time as governor.

He asked whether any governor present would be happy to stand as chair.

RJ was the only volunteer, AD proposed this and MW seconded this.

All governors welcomed new chair RJ.

MW took the opportunity to express her gratitude to MHk; for all that he had achieved and done in his time as governor.

RL – thanked MHK on behalf of all the parents, for all his efforts.

AD – commented on how easier it was to settle into a new school, with MHk's support and guidance.

AD proposed a social event after the next FGB meeting in March.

ACTION: Parents will be informed of governing body changes in due course. AD/MHk

This was sent prior to this evenings meeting.

Any Q's

Main focus of the report was Staffing – parents were told of changes to TA's, as Sian Hanley was leaving.

As of Monday the TA's have volunteered to reduce their hours, therefore no redundancy will be required. This change in staffing will be communicated to parents in the form of a letter. It also needs to state that this was as a result of the current economical situation. All governors agreed that this needed to be open and honest.

ACTION: Inform parents of staffing changes, with reference to TA hours MHK / AD

RJ asked whether the new staffing measure meant that we were 'in the clear'

AD – not quite, the school is in a big deficit, at the moment. By year 2 we hope to be in a better situation, and then again in year 3 we should be greatly improving. This impacts on budgeting for the next few years.

AB asked if there would be a separate letter going out to parents with SEN children, to reassure them that their children would still be receiving there allocated hours.

ACTION: MHk requested that all governors let AD and himself know if there were any other issues that they thought needed to be included in the letter by the end of the week.

All Governors

RBM mentioned that several TA's were concerned that it would be perceived that they were reducing their hours due to them not wanting to support the school, as opposed to volunteering to give up hours to help the school financially.

It was noted that Mrs Mills had volunteered one day.

Leadership and Management

There is a big drive on pupil progress. This has been identified as a main school issue. Internal practices /change of culture in school are being looked at, along with pupil attainment.

Quality of provision

Several events have taken place.

AD mentioned that he went to the O2 with the school choir. It was a fantastic opportunity for the children.

Rachel Law/AD and a sports co-ordinator interviewed yr 5 children for the post of playground leaders. AD was impressed at how well the children did in the interviews, and at how well they handled themselves.

Governance and Finance

AD met with sue from Bishopstone, to discuss the Kitchen grant.

RL asked whether this money could be used for anything else, or did it have to be used for the Kitchen.

AD informed governors that the money was only to be used for Kitchen improvements.

AD expressed the need for a staff handbook. He also informed the governors of the issue around electronic communication, eg Facebook / social networking sites/etc.

He mentioned that this was particularly important when the community was close knit/small and cohesive as in Wanborough. That there was potential for misinterpretation of comments and that there was a need to protect each other.

RL told governors that at her place of employment, the Head teacher had informed staff that they were not to mention work issues on social web sites.

MHk reiterated that this was a hugely important subject

AD informed governors that there was e-safety Policies that could be used and adapted by the school.

LY asked whether the social network sites were blocked within the ICT suite.

JJ assured her that it was impossible for children to access this from school

AD highlighted that use of mobile phones was also an issue. RJ explained that this applied to all communication routes, and that the best way to tackle such issues was to be informed with knowledge. It was suggested that perhaps a seminar on the subject be organized to inform parents and staff, this could be done with Bishopstone School in order to reduce costs, during terms 4 or 5.

LY asked how children would be informed.

RJ said that it was covered during the anti bullying week.

ACTION: Communication Routes seminar to be arranged. AD

ACTION: Child protection policy to be looked at, with this in mind. KS

Parent assemblies – went well, the main area of concern was relating to inconsistencies in homework.

School council will be addressing this to get pupil feedback, staff discussions will also be held on the topic as well as a parent questionnaire to be sent out in the next few weeks.

AD informed that by next academic year the homework situation should be a lot clearer and more defined.

RJ – Do we receive a formal report from Richard Kemps visit?

AD - No, he will send us a planner to help us.

Achievements and Assessments

MHk – How is pupil progress monitored termly?

AD – Through APP – which is a government checklist. This was introduced into the school, but was not embedded. Some teachers use it, others have not used as much. It is a form of continuous assessment. Data is taken 6 times a year for progress to be monitored. Every child has a proforma (eg reading / writing / science / math's) each of these subjects are then split up into levels, once a pupil achieves a level the sheet is ticked.

It is a very personal / concise way of monitoring progress. The marking policy has been changed to reflect the APP judgment.

Once the issue surrounding homework has been resolved, this will then link into it.

Year 1 upwards will be using this system.

6. Annual Child Protection Report

The annual child protection report for 2009/2010 was not received by the borough council. This needs to be completed.

General practice is that the governors see the report in the summer term, and it is then submitted in the September.

ACTION: 2009/20 report to be issued to governors at next FGB meeting. AD

It was suggested that it would be an agenda item every September.

8. School Improvement Plan

AD attended a 3 day inspection skill course.

Most head teachers attended the course.

Highlights were:

The school improvement plan should be about how to improve standards and progress.

The development plan was slightly different – this was more to do with the school facility development.

AD informed governors that he had made a start on the plan (he provided copies of the initial part of the report to governors at the meeting).

There was a huge amount of analysis that was required to monitor progress, which had to be done manually. Data used was from last academic year.

SEF should be driving the school improvement plan.

The quality of pupils learning, as defined by 'Raise on line' for the school would be 'Satisfactory', justification was required to explain why AD marked the school as 'Good'.

The terminology used in the report is dictated by ofsted.

This will be work in progress.

RJ mentioned that secondary schools receive resources, and also a school improvement partner – does this apply to primary schools?

AD – We have Dave Weston (School Improvement Partner), but ultimately the head has responsibility of completing this. He informed governors that it was possible to 'buy in' help but this would be at a cost. The process had been long and laborious, but had allowed AD to get a better insight into the school. He felt that by drip feeding the information to governors, it would allow governors to challenge each aspect of the report.

It was questioned whether a software package could be purchased to aid the data analysis for future reports. Governors felt that it was justified to purchase a software package, due to the amount of time spent on completing this report. Approximate cost for package would be £400.

ACTION: Resources to investigate whether funds are available for this. If not, then the PTA would be approached for help. Resources

MHk asked whether governors were happy to receive the SEF report in sections. After completion of a SEF section the relevant SIP section would be written.

All governors agreed.

9. Academy Status.

AD proposes that a sub committee / working group form to discuss the pro's and cons's of academy status. He felt that either way a decision should be made based on facts.

RJ had been involved in the process of academy status at the Ridgeway school, he said that there were 2 main advantages :1) There were early financial incentives 2)The ability to partner with other schools.

LY agreed that a sub group would be a good approach.

Governors who expressed their interest in being part of the group –

JJ / RJ / AD / KS

ACTION: AD to circulate information on Academy status. AD

11. Committee Reports.

Staffing - LY

No minutes circulated.

2 major issues, one of which was reducing staff hours. Which now means that there will be no redundancy situation.

LY stated that it had been a long process. She thanked the TA's in particular for being patient and for being co-operative. MHk reiterated that the situation had not been pleasant, and that every possible solution was considered.

AD expressed his thanks to the TA's for handling the situation in professional manner. He praised them for being supportive of the process.

All governors expressed their sincere thanks to the TA's.

Curriculum - KS

Minutes circulated prior to meeting.

Meetings have largely been policy based.

Policy list was circulated, all governors agreed with format of bringing certain policies to FGB for approval, and others being approved at sub committee meetings.

RJ asked whether policies could be placed in draft form for others to review for a period of time, if no feedback was received then they would be adopted.

AD – queried whether Merlin had the capability of allowing this. Governors could then access policies.

No further questions.

Resources – JG

Minutes were sent to governors prior to FGB meeting.

No questions asked.

12. Training

Future agreed training days

- JM - Premises
- Finance Module 2

MHk made governors aware of the importance of attending a diverse selection of courses, to ensure skills on the governing body were maintained.

10. Implementing School Vision

MHk reminded the governors that at the last FGB meeting the school vision was ratified. The question still unanswered was 'how this vision was to be implemented'.

The previous eco project was discussed, and the general consensus was that the way it was project managed was ideal; thus making the project achievable. It was queried whether the same approach could be used.

RJ suggested that this be discussed in further detail during the summer terms, separate from the FGB meeting.

AD agreed that during the summer term the SIP was to be completed, and be ready to implement in September. The vision would be fed into this. Therefore it would make sense to discuss this further in terms 5/6 - either in small groups or as a TD day/stakeholders day.

All governors agreed.

ACTION: Date to be confirmed in term 5 for stakeholder's day to discuss Vision. AD

AB reminded governors that the staffing situation was very different when the eco project was undertaken, the situation now is very different, and therefore we cannot assume that the new project will run as smoothly.

7. Self Evaluation Form

Due to time constraints this will be reviewed at the next FGB meeting.

ACTION : Place on agenda for next FGB meeting Clerk

**ACTION: Review sections highlighted in Red – how can we improve these All
Governors**

13. AOB

MHk – Parish Plan update:

-Data assimilation has taken place

-1st draft of questionnaire will be going out to Wanborough residents in the near future.

AD – Due to MHk stepping down, the next FGB meeting will be brought forward to start at 18.00 hours.

He also mentioned that 2 parents have shown interest in becoming parent governor.

KS – School signage issue. A council employee came to school at school finish time, to review the situation. She has now escalated the matter. Feedback will be given in due course.

Meeting finished at 21.05 hrs

Action Points

Item Number	Description	Applies to
4	The 'Blanket statement' to be written by AD will be placed in the Policy folder.	AD
	Staffing minutes were not received - LY to send minutes to RB	LY
5	Parents will be informed of governing body changes in due course.	AD/MHk / RJ
	Inform parents of staffing changes, with reference to TA hours	RJ/MHk/ AD
	MHk requested that all governors let AD and himself know if there were any other issues that they thought needed to be included in the letter by the end of the week.	All Governors
	Communication Routes seminar to be arranged.	AD
	Child protection policy to be looked at, with this in mind.	KS
	2009/20 report to be issued to governors at next FGB meeting.	AD
8	Resources to investigate whether funds are available for this. If not, then the PTA would be approached for help.	Resources
9	AD to circulate information on Academy status.	AD
10	Date to be confirmed in term 5 for stakeholder's day to discuss Vision.	AD
7	Place on agenda for next FGB meeting	Clerk
	Review sections highlighted in Red – how can we improve these	All Governors

Signed: _____ Date: _____

Rob Jackson

Chair of Governors