

# WANBOROUGH PRIMARY SCHOOL

## MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON WEDNESDAY 1<sup>ST</sup> JULY 2009

- Present:**
- Chair:** Martin Hook (MHk)
  - Vice Chair:** Simon James (SJ)
  - Head:** Chris Davis (CD)
  - Gillian Clegg (GC)
  - Paul Radley (PR)
  - Kate Spurdell (KS)
  - Rachel Lawrence (RL)
  - Joanna Tweedale (JT)
  - Gary Smith (GS)
  - Linda Young (LY)
  - Marion Warren (MW)
  - James Sinclair (JS)
  - Lindsay Wood (LW)
  - Jon Raymond (JRay)
- By Invitation:**
- Deputy Head:** Amanda Willis (AW)
  - Clerk:** Ranjeet Babbra (RB)
- Apologies:**
- Anne Booth (AB)
  - Gaynor Zimmerman (GZ)
- Attachments:**
- Resources Committee minutes held on 17<sup>th</sup> June 2009.
  - Staffing Committee minutes held on 17<sup>th</sup> June 2009
  - Budget Monitoring Report 2009/10
  - Review of the creative curriculum
  - Sustainability Map
  - SIP 2009/10
  - Parent letter: Class structure for 2009/10
  - Email – photocopying proposal by Jon Raymond
  - N Power Energy Audit Report
  - Head Teachers Report Wednesday 1<sup>st</sup> July 2009

## **Meeting commenced at 19.00hrs**

### **1. Apologies**

Apologies were accepted and approved from Anne Booth (AB)

MHk welcomed all governors to the last meeting of the academic year, and drew the governor's attention to this also being Chris and Amanda's final governors meeting at Wanborough Primary school. On behalf of all governors and himself he expressed his sincere and enormous thanks to both Chris and Amanda for all that they have done and for all the commitment and dedication that they have both put in.

The academic and pastoral achievements are enormous. They have both done huge amounts for the school, and as a result the school has been run very smoothly.

A big thank you!

The Governors would also like to wish them luck in their new positions.

### **2. Declaration of Pecuniary interest**

None declared.

### **3. Approval of Minutes**

Minutes from the 6<sup>th</sup> May 2009 detailed a true reflection of agenda points covered.

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

### **4. Matters arising from previous minutes**

<b>Item Number</b>	<b>Description</b>	<b>Applies to</b>
5	Update with regard to planning position for flag pole.	AW
5	Details of data analysis – SAT's.	CD
5	Find out from Health and Safety whether parents are able to help with maintenance at school.	AW
5	Formally adopt curriculum policies.	PR
7	Discuss what powers the Interim Head will have.	MHk
9	SIP – Informing parents of what was trying to be achieved. This would be discussed at the next Curriculum meeting, and can then be ratified at the next FGB.	Curriculum committee
11	Discuss possibilities of selling / donating the old PC's.	Resources committee
11	Investigate charities that may be interested in receiving computers.	KS
12	Inform governors of outcome of N-Power report.	AW
15	Adopt positive handling policy.	CD
15	Adopt Flu pandemic policy.	CD
15	Discuss Architects plan for front of school.	CD

5) The necessary forms have been sent to the planning office and we are now awaiting a response from the planning office.

**Action: Follow up on progress            AW**

5) SAT's analysis to follow.

**Action: Documents to be sent to governors    CD**

5) On investigation AW found out that there was a new rule that stipulates that when carrying out maintenance, e.g. painting, scaffolding should be used as opposed to using a ladder.

If governors want to pursue this avenue further it may be necessary to check insurance policies. Risk assessments would also need to be carried out prior to completing any jobs.

MHk suggested that perhaps it was wise to judge each job/case independently and assess whether parents with specific skills could and would want to do certain jobs themselves.

5) Curriculum policies to be adopted at next Curriculum meeting

**Action: Progress update at next FGB to ensure policies adopted    Curriculum**

7) Initially the post for interim head was for a period of 3 months, as it has been extended for a year, it is felt that the Head will be given full powers. All Governors agreed.

9) SIP – Informing parents of what was trying to be achieved. This would be discussed at the next Curriculum meeting, and can then be ratified at the next FGB. Curriculum had not had a meeting; this would be done at the next curriculum meeting.

**Action: Update FGB at next meeting in September    Curriculum**

11) Has gone well, All PC's have gone to new homes.

12) This will be covered under the sustainability section of this meeting.

15) AB and CD to meet and work on this further. May need to carry this forward.

SJ asked why the borough template was not sufficient, CD explained that AB had expressed that the borough template was very official, and it would be better for us to make this clearer, succinct and personalise it. The document also required more detail.

15) CD informed governors that a specific policy was not required as it could be incorporated into the existing emergency procedure plan. This emergency procedure policy is relevant and sufficient. The policy is held with Resources.

LY suggested that perhaps there was a need to do a dummy run. i.e. give the school an opportunity to practice how they would react in certain circumstances.

MHk reiterated that the policy should be updated, and that perhaps this should be a standing agenda item for the beginning of each year, which the head could bring.

**Action: Update emergency procedure to include Business Continuity e.g. Flu pandemic.  
Resources**

15) CD suggested that the resources committee look at this plan in detail. It will be more of a long term plan.

CD also mentioned the need to keep applying pressure on the borough for any extra money for school improvements.

MHk asked all governors to keep their eyes and ears open for any possible grants.

## **5. Head Teachers Report**

CD gave a brief overview of his report.

There is currently 1 child who would like entry to year 2 class at the beginning of next year. This is the younger brother of a child in year 3 who was initially refused entry on class size limit. As this no longer applies in KS2 classes, it is anticipated that they will be successful in their appeal. This will result in a class size of 33.

There are potentially other children in similar situations and it is likely that they too will be successful. CD stressed that it is not in the schools power to say that the school would only want class sizes of 30. If a family lives in the village they have a high chance of getting in.

MHk said that it would not deter the school from trying to achieve class sizes of 30.

Mrs. Zimmerman was included in the process, with regards to Staffing for next year.

LY asked whether CD anticipated any questions about placing an NQT in year 6. To this CD responded by saying that he had every faith in the new NQT, and that she was good and with the correct support she could be great. She has been given a full term contract.

MHk asked whether there were any further questions.

SJ – Congratulated CD and AW on the Performing Arts Performance.

CD commented that this time AW let all children that wanted to participate in the evening take part. It was a great success, resulting in all children that took part achieving a personal goal.

MHk – How did the moderation exercise go with Laura Shaw?

CD – The borough pick 25% of schools to moderate. They moderated Laura's work, there were some minor issues relating to working 'Smarter' with regards to record keeping. They agreed with her judgments of the children's abilities. In reception we have a very capable cohort. It will be a challenge for the school to maintain their progress through year 1 etc, to ensure they achieve what is projected for them.

PR – Any feedback on the writing assessment

CD – some work to do, to make sure all teachers do assessment in the same way.

This will be an action for literacy coordinator Lindsay Wood.

LW also commented that every term one piece of work will be marked by each teacher to make sure that all teachers are marking consistently.

RL asked whether this was linked to the targets that parents see in the yellow homework books.

LW pointed out that the children know them as 'Spider targets or caterpillar targets', and as they progress the animal just gets bigger and bigger denoting the level they achieve.

## **6. SIP**

This SIP is an overview of what has been done so far. It will allow Mrs. Zimmerman to understand clearly what the school has achieved and what still remains to do.

CD asked if there were any Q's

Only issue at the moment is the office recruitment - this has been slower than anticipated

LY - Are we ahead of anything in the plan?

CD – No, however action 3.1 – Standard in Schools (which came out of the Ofsted report). We have teachers whose lessons are outstanding, so the jump from good to outstanding isn't that unachievable. This may be one area that we may be ahead in.

MHk asked for this to be kept on SIP. He also mentioned that the academic results achieved by the school were great, and that this was reflected by Wanborough being mentioned 3 times in consecutive years in the Times good school guide.

CD continued by informing governors that the SIP we had in place was a great plan. The only negative was that it lacked the 2/3 year plan. But overall it is a much better plan than most schools have.

MHk agreed with the above comments. He added that the shape and balance of SIP was good – it covers all aspects of the school. It also takes into consideration the schools aims and values.

JS mentioned that as a new governor the document was very informative to read.

GS suggested that perhaps it was an idea to use a 'traffic light' system – so that it is easier to see what needs to be done and what is still outstanding.

**Action Consider using Traffic Light system CD**

### **7. Creative Curriculum update.**

This was presented by AW, and was opened up to the governors for questions.

CD highlighted the fact that the various documents e.g. White paper, are suggesting what we have already been do and implement.

LW informed governors of the training session she attended where fellow teachers were impressed with what was being done at Wanborough, when she showed the review of curriculum.

LY asked whether any comments have been made during the making of the year 6 best bits DVD.

AW responded by saying that nothing had stood out in particular.

PR – Curriculum feedback. This has always been good, WOW days are successful and enjoyed by the children and teachers alike.

AW – The topics covered in each class/ year needs to be tracked, in order to ensure that no topic is missed and that the same topic is not covered over and over again

Jo Jardim will Track KS1.

Lindsay Wood will be tracking KS2.

MHK – Having undertaken this new approach have there been any problems when the children go to Ridgeway where a different approach is taken?

AW – as far as she knows no problems have been encountered

CD added that so far the outcome has been very positive. However, because this is a new approach it may take a few years before any problems manifest – if it does.

PR – Gaps that were apparent – how were these scheduled and worked into the curriculum?

AW – it as been integrated discreetly on a daily basis.

Math - is done daily.

Music – need to keep an eye on this.

RE – need to keep an eye on this.

PE – Is scheduled into the timetable.

RL – How has science gone?

AW – Is about how we deliver science to the children. We have a few issues with the SATs papers being difficult for the children to understand. Perhaps we need to take a different approach in how we do things, e.g. start with the conclusion and work back to the beginning.

MHk expressed his thanks to all that helped with this new creative curriculum.

## **8. Sustainability.**

AW sent map prior to meeting.

Highlights include high spending on the electricity.

New Sustainability Map has changed to reflect the recommendations made in the N Power Audit Report. ( these are under aim 2, includes : investigate solar technologies, consider draught lobby at end of school, retrofit lighting with T5 HF conversion kits and install daylight controls on all lighting.)

Dates have been added to the map

LY – who will be taking over sustainability next academic year?

CD – Mrs Zimmerman has spoken with the senior management team, a decision is yet to be made.

PR – this will be discussed at the next resources meeting, FGB to be informed of outcome next meeting

**Action: Inform FGB of who will take responsibility for sustainability, and provide update.  
Resources.**

SJ informed governors of Ridgeway's Green day - where they discussed ideas such as: selling electric back to the grid a higher price / Solar panels.

CD told governors of another primary school that come to see Wanboroughs impressive eco ideas.

**Action: Find the number for the person who installs solar panels, which were offered at discount prices. MHk**

MHk thanked all members of staff for all the effort and hard work they have put in to make this achievable.

## **9. Committee Reports.**

### Staffing – LY

Staffing committee has been very busy the last few months.

Mrs. Zimmerman has a different view of how the role for admin will be.

MW asked about the issue relating to the Morrison Clarke Family. CD informed governors that an investigation was underway and information at the moment was not available. MHk did stress that this was a very rare occurrence for the school.

MHk thanked LY and Staffing members for all support and help.

### Curriculum – PR

No meeting has taken place since last FGB.

### Resources – JRay

Budget report sent to all governors prior to meeting.

Highlights include:

Electricity spend – very high.

CD said that even though we were turning out lights monitors etc, it was making a very negligible difference to the bill, and that perhaps it was worth checking if there was a 'drain' somewhere.

JS mentioned that electricity prices had gone up and perhaps this was a reason.

MHk asked whether it was worth speaking to other schools to see if their electricity had gone up to.

CD said that the school was already given a discount for bulk buying.

JRay asked whether it was possible to summarise the monthly usage and graphically illustrate it.

Governors were also informed that the school was waiting for 'Smart Meter' to arrive from the borough council. This monitors electric usage in different parts of the school.

KS suggested asking an electrician if he can find any big drain on the system.

**Action: Start investigative process CD**

**Follow up at next FGB Resources**

JRay – Cleaning contract rates have gone up.

CD – Wroughton School had originally agreed to 1.5 days of Spanish lessons, but they have now reduced this to 1 day, which results in us having to forfeit 0.5 day pay from budget.

JRay – had asked whether the Riso quote was accepted.

CD - Mrs. Zimmerman was happy with the quote, and the photocopier will be delivered this Friday.

SJ – This will need to be controlled. i.e. only printing selected items in colour. CD responded by saying that with this photocopier will allow you to track which person is printing what, giving you a greater deal of control.

### **10. Training sessions**

GS / JT / RL – attended the New Governors training.

SJ / LW – to attend Septembers New Governors Training sessions

**Action: All Gobs to send clerk list of courses they have been on All Gobs**

### **11. FGB Meeting dates for 2009/10**

Future meeting dates have been agreed by governors as follows:

23<sup>rd</sup> September 2009

11<sup>th</sup> November 2009

20<sup>th</sup> January 2010

10<sup>th</sup> March 2010

12<sup>th</sup> May 2010

7<sup>th</sup> July 2010

LY / PR / JRay – to schedule own meetings

## **12. AOB.**

### Parish Council Plan

MHk gave an update on the Parish councils plan.

The Parish council is concerned that they are not receiving feedback on what improvements should and need to be made to the village. As a result various stakeholders of the village have been asked to come up with suggestions as to what they would like to do. Suggestions are then sent to the parish council so that they can plan and implant them.

MHk has suggested the idea of devising a plan similar to that of the SIP.

There are approximately 2000 residents in Wanborough.

Stakeholders include:

Tennis club

Bowls

The elderly

Youth / Pre school / eco club

Employers

Scouts

Wanborough School

Vets

Neighborhood watch.

If you would like to make input talk / email MHk.

MW commented that Liddington village was also doing something similar this year.

MHk suggested that all Ridgeway cluster villages discuss major issues together.

**Action: Update at next FGB MHk**

### SAT's Results

High-level overview given by CD. Mrs. Zimmerman will provide in-depth analysis at a later stage.

2009 results

They are really good results considering the broad cohort.

Science has been good – 7 children did not achieve the level 5 they were predicted.

Math's has remained the same.

English has not been good – In particular level 5 writing was not good.

The overall English achievement was good, but this was bulked up by Reading. Results were:

Level 5 – 65% - in reading

Level 5 – 10% - in writing.

School is now trying to make writing interesting and exciting.

SJ asked whether there was any noticeable trend between the achievements of boys V's girls.

CD –No not really.

CD also mentioned that some of the English marking was going to be challenged - which in turn may change our results slightly.

He also said that if writing could be improved, to enable a 40% rate, it would bolster up our SAT's results on a whole. On a whole the results were good, with foundation stage being excellent. These results would probably be our best VA results to date.

RL asked what happens to the KS1 results.

CD answered by saying that he results were sent to the borough, AW added that these were teacher assessments though.

MHk again extended his congratulations to AW and CD – on behalf of all the children who have left the school and have turned out to be wonderful children / youths / adults, it is a credit to you.

MW wished both CD and AW all the best in their respective new schools.

Finally MHk thanked all for another successful year.

MW Relayed her thanks to MHk for chairing the FGB meetings.

### Action Points

<b>Item Number</b>	<b>Description</b>	<b>Applies to</b>
4	Follow up on progress of flag pole.	AW
4	SATS overview to be sent to all governors	CD
4	Progress update at next FGB to ensure policies adopted	Curriculum
4	Update FGB at next meeting in September re SIP	Curriculum
4	Update emergency procedure to include Flu Pandemic	Resources
6	Action Consider using Traffic Light system	CD
8	Inform FGB of who will take responsibility for sustainability, and provide update	Resources
8	Find the number for the person who installs solar panels, which were offered at discount prices	MHk
9	Start investigative process, with regards to electricity consumption Follow up at the next FGB	CD Resources
10	All Gobs to provide list of all training courses they have been onto Clerk.	All Gobs
12	Parish council plans – Update at next FGB	MHk

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Martin Hook**

**Chair of Governors**