

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON WEDNESDAY 4TH MARCH 2009

- Present:**
- Chair:** Martin_Hook_(MHk)
 - Head:** Chris Davis (CD)
 - Anne Booth (AB)
 - Gillian Clegg (GC)
 - Paul Radley (PR)
 - Jon Raymond (JRay)
 - Jean Robson (JR)
 - Kate Spurdell (KS)
 - Rachel Lawrence (RL)
 - Joanna Tweedale (JT)
 - Gary Smith (GS)
 - Linda Young (LY)
- By Invitation:** **Deputy Head:** Amanda Willis (AW)
- Clerk:** Ranjeet Babbra
- Apologies:** **Vice Chair:** Simon James (SJ)
- Ian Guthrie (IG)
 - Marion Warren (MW)
- Attachments:** Resources committee minutes held on the 25th Feb 2009
- Head Teachers Report
 - Staffing Sub Committee minutes held on 21st Jan 2009
 - Curriculum Sub committee held on 3rd Feb 2009
 - School Improvement Plan 2009/10

Meeting commenced at 19.00hrs

1. Apologies

Apologies were accepted and approved from Ian Guthrie (IG) and Simon James (SJ) and Marion Warren (MW).

It was noted that the last FGB meeting, held in January was Ian Guthrie's last meeting as Governor. The Members of the Governing body would like to express their thanks and appreciation for all his contributions and efforts in his eight years serving as a governor.

2. Declaration of Pecuniary interest

None declared.

The 3 new Governors (RL, JT and GS) completed form SG11.

3. Welcome to New Parent Governors: Joanna Tweedale, Rachel Lawrence, and Gary Smith.

Thanks were relayed to the new governors on applying for the positions and for accepting the role of parent governor.

MH requested that all existing members went round the table introducing themselves to the new governors.

He also mentioned the need for the new governors to be involved in a sub committee that interested them. This would hopefully be established within the next few weeks.

JR raised the question of 'buddying' the new governors to an existing governor; MHk said this would be considered.

Action: New Governors to consider which sub committee they would like to join. JT/GS/RL

4. Approval of Minutes from 21st January 2009

Minutes required an amendment to page 6 paragraph 1.

Detail of amendment:

It read:

"LY asked what the qualifications were for a governor."

It now reads:

"LY asked what attributes were being looked for in a governor."

Minutes will be approved and signed by the chair (MHk) at the next FGB meeting to be held in May

5. Matters Arising from Previous Minutes

Item Number	Description	Applies to
4	SJ and MHk to discuss and report to FGB with update regarding Press.	SJ / MHk
4	CD to report on progress with regard to changes to be made to entrance to school in the morning via 1 gate only	CD
6	Inform parents via next school newsletter	CD
9	Email SIP document to governors	CD

12	Recruitment of Governors – Start election process	Clerk
14.1	Circulate staffing minutes	JR
14.2	Circulate Curriculum minutes	AB
14.3	AB to ask Mark Woodman to create new email address	AB

4. SJ phoned the press with regards to doing an interview about Wanborough being ranked 16th best primary school nationally. The Press had not got back to us and therefore this issue will now be closed as Governors feel that the ideal opportunity has been missed.

4 + 6. CD still intends on doing this. There is the issue with possible congestion around the side of the school where the wooden planters are. Parents will be notified after Easter. This issue is not deemed urgent as the current arrangement is working adequately.

9. SIP was emailed by CD to all Governors.

12. 3 New Parent Governors have been recruited and elected

14.1 Staffing minutes were circulated

14.2 Curriculum minutes were circulated

14.3 Resources committee email address has been created by Mark Woodman

Action: AB to check that the new governors are included on the Wanborough distribution mailing list. AB

6. Head Teachers Report

The report was sent out to all Governors prior to meeting. This section was mainly for Question and answers.

CD started by informing Governors about 2 pupils that would be leaving and admissions.

Pupil 1 would be leaving school due to several reasons. It was felt that the Parents and Teachers perceptions on how this child was dealt with did not match each other, and hence the parents felt it would be better if the child started fresh at a new school. Allegations of bullying had been made at a stage of the pupil's time here at the school, but nothing formally was alleged.

This pupil would be leaving at Easter

Pupil No 2 would be leaving due to personal issues.

The pupils leaving were from years 4 and 5.

CD also stated that the school had 2 pending appeals on Admissions from years 1 and 2.

Questions asked:

MHk: Was there any lessons that could be learnt from the situation with pupil 1?

CD: No, problem was due to what was being perceived as happening. Teachers perceived something different to what parents perceived. The school did offer outside help, but unfortunately the parents chose to remove their child from the school.

JT: There has been a big issue with Admissions for entry to reception this September. Parents have not received their acceptance letters, with the remittance slip. Potentially parents of a first born child could lose their place, because they would not know that they have to inform the school that they accept the place offered.

Action: CD will to talk to Lyn and see what can be done.

CD

RL mentioned that some parents had called the council to request letters; in some cases the council sent letters out via email.

CD mentioned that as a school they had no involvement in the admissions, the school only receives a list of pupils towards the middle of the year.

It was also highlighted that for 30 reception places 50+ applications had been received (not all of these were first choices though)

KS: How did the Eco school audit go?

AW: The Auditor was very impressed with our efforts, and has recommended we receive the flag. We may need to get planning permission for the flag.

Action: Find out about planning permission for the flag pole. AW

LY: Any news on Dave Weston's Report (School Improvement Partner)

CD: It was good, we were looking at the margins, i.e. how to be outstanding with outstanding features. We wanted to look at the school with 'Fresh Eyes', i.e. how we are perceived.

We made a 'Learning walk' – this is where we spent only ten minutes in each classroom to get a snap shot of what our impressions were. There were some surprises and small issues noted, e.g. tidiness – and what this would say about the teacher and what this says to the children, and whether ultimately it has an effect on the children's learning abilities.

The idea is to look objectively at each classroom, if what was noted in the report affects the children then it will be acted on, if it has no bearing on the children's ability to learn it will be left alone.

CD also mentioned that Dave Weston was SIP for four other schools located nationally.

MHk raised a question with regards to the students in Wren and Magpie class. CD responded by saying that the school had a commitment to creating the next generation of good teachers. It was good to observe the new ways in which they handled the children in.

KS: Were the Students wearing identity badges – this would help parents know who they were?

AW: Yes they were all clearly wearing name badges.

AB: Asked for more information with regards to the data Analysis from last years SATs data.

CD: It is still in progress. We are now able to say that the CVA score was 99.9%

Individual subject breakdown was not yet available.

CD will go into the details of the data at the next Curriculum meeting on the 17th March, and will then relay to FGB in May.

Action: Further details of data at Next FGB in May CD

For the benefit of the New Governors CVA was explained:

A pupil's contextual value added score is the difference (positive or negative) between their predicted and actual attainment. Contextual Value Added (CVA) is a measure of how well pupils have achieved relative to what they might have been expected to achieve.

The 'expectation' is produced by a mathematical model that takes into account *not only* each pupil's prior attainment *but also* a range of contextual factors, e.g. gender, month of birth, SEN, EAL, ethnic origin, economic deprivation etc.

The principle is that the contextual factors used are factors which affect performance and are outside of the school's control.

The size of the effect of each of these contextual factors on performance is calculated by analysing national data.

CD also stated that the CVA scores obtained were of children who had left, so you would in essence be using that data to improve the school for the future.

7. School Improvement Plan Questions

Again, this was open for questions. (SIP was circulated to all Governors prior to the meeting)

Overview of SIP was given by CD. SIP was in motion for the year, it's an ever evolving document, and can be changed readily when necessary and required.

It is a document that outlines the Aims / Visions and Values of the school; it was derived by all stakeholders of the school.

This document will be formally adopted at the next FGB meeting in May.

Action: Adopt SIP at next FGB in May CD

The document is set up with 6 aims / Plans:

- 1) Community
- 2) Environment
- 3) Curriculum – incl CVA
- 4) Sustainability
- 5) Support to Teachers / Behaviour management strategies. Also looks at Cashless systems, e.g. paying for items securely over the internet.
- 6) Inclusiveness – Is a standing aim e.g. covers Equality / Race / Disability etc.

The last part of SIP includes a 4/5 year rolling maintenance plan – (upkeep of the school) this is primarily derived by the list that it is sent to the school. All the urgent items are completed as soon as possible the non urgent items are placed on to the rolling plan.

AW mentioned that certain areas of the plan had not made progress, e.g. Painting of the school.

LY suggested that the parents could be asked to do this for the school.

Action: Find out from Health and Safety whether it is possible for parents to come in and help with maintenance. AW

GS asked why the upkeep of the school remains uncompleted on the plan. CD informed governors that the money is spent on the Teaching and Non-teaching staff – this has direct benefit to the children. As a result maintenance gets pushed further down the priority list.

GS queried whether maintenance could be budgeted for in the school budget plan.

CD – we have not got to this stage in the planning yet.

Action: Discussion of the School Improvement Plan.

Does it do what it says?

Is it relevant?

All Governors to read and ask questions at next FGB.

All Governors

GS: How is the plan rolled out?

CD: Internally to the teachers it is done through staff meetings and co-coordinator interviews.

The bigger challenge is external stakeholders, e.g. parents. It has been put on the school website.

Another way of relaying the information is through school meetings with parents. The children are aware of the plan, through school assemblies.

Action: Discuss possibility of informing parents through meetings. Feedback in next FGB CD

MHk highlighted how the previous School Improvement Plan was very detailed and lengthy, and that the current version is more succinct and concise.

RL asked about the schools bid to become Outstanding – and whether members of staff had gone to other outstanding schools to observe? She also highlighted the fact that there is a directory of outstanding teachers.

In response to this CD said that this was mentioned in the School Improvement plan, and that the school already had one outstanding teacher.

8. FMSIS- Financial Management Standard in Schools Audit.

The Financial Management Standard in Schools (FMSiS) sets out what a financially well managed school should look like. Assessments on all schools are being carried out to ensure they all meet the Standard and they will be repeated every three years.

The audit was carried out over 3 days. Some of the areas covered were:

- Governors minutes
- Procedures
- Documents / evidence
- Processes used
- Monitoring inventory
- Etc

Friday 13th March is the date set for feedback with the Auditor.

CD expects a 'conditional pass' with several action points.

Action: Update on outcome CD

9. Sustainability

The Sustainability map is attached to the end of the SIP.

The colours indicate the following:

Green – Completed

Grey – Working towards

White – Need to do

This document was generated with guidance from DFES – 8 doorways. This includes aspects such as food / water etc.

It was agreed that the plan would be reviewed in the Resources committee meeting, and then an update would be given at each FGB meeting.

AW informed governors of the following:

- The pond situated opposite the school entrance was cleared successfully. A platform would be created in the future, so that the pond can be used as part of the curriculum
- Water bottles have been purchased for all pupils, and will be distributed in assembly. – This links in to the need for water and the importance of water.
- N Power has completed an Audit of the school – we are awaiting feedback. The school bills need to be sent to them so that they can help us reduce costs.

Action: AW to provide feedback on results of Audit. AW

- There is a certificate at the entrance of school to show our energy rating – we have been rated Band D. Only New builds are awarded category A and B.
- The chickens are now regularly laying eggs; these are used in the school kitchen.

KS asked about warning signage – and whether there would be a school sign at the entrance of hoopers field, as this is a route used by several parents and pupils. AW said yes the school was looking into this.

MHk asked whether it would be possible to have dates of completion put onto the completed tasks on the sustainability map.

AW - Minutes of all meetings are held, and that dates would be noted on the map.

Action: Put dates of completion onto the Sustainability Map AW

10. Committee Reports – All reports were distributed before meeting

10.1 – Staffing – LY

Overview:

Budgets were discussed.

Office update: There will be a vacancy for Office Assistant – this will be advertised locally (Swindon). The person would be required to undertake the Bursar Qualifications

The TA's Performance Management is underway.

Next meeting will be discussing long term staffing vision.

Next meeting: 22nd April 2009

MHk- suggested that new governors go along to the sub committee meetings in order to obtain a better understanding, and to allow them to decide what committee they would like to be on.

Action: Inform JT / GS / RL when the next meetings are. LY / PR

It was also discussed if Chairs of sub committees could perhaps co-ordinate meetings to ensure minimum number of meetings.

10.2 - Curriculum – PR

Review of policies – mostly unchanged. Will be formally adopted.

Action: Formally adopt policies PR

Jo Jardim (JJ) reported back on topic based teaching – going well.

Classroom monitor - Thought this was a useful tool. Enables online planning and assessment. (Basically a national curriculum on line). This will be in full use by September.

MW hosted a Gifted and talented Audit – carried out by councillors. Still awaiting feedback.

Action: Feedback results of Audit MW

Share and Learn day was a success.

LY – Was there an issue with religion being used as a topic?

CD – It was with regards to whether RE was appropriate to use as a subject. The range of activities on offer was really positive; children seemed to thoroughly enjoy it. Overall, it worked well.

10.3 - Resources – J Ray

CD is confident that at the end of the year we will have a surplus of £11,000

Budget is all on target.

3year rolling budget – was developed over a 4 year period. We now have enough rough figures for the next financial year and are able to link it in with what is required on SIP.

Budget for next year has to be signed off in June

Action: Sign document and adopt next FGB JRay

11. Training

MHK has requested that all chairs of committees go through the training schedule and highlight and arrange for relevant persons to attend. If a governor is unable to attend a meeting / course of importance, to ask a member of the Governing body to attend on their behalf.

Courses to be attended:

- 1) LY – Personnel and Staffing appointments – 17th March
- 2) JRay – Finance Modules 1 and 2 30th April and 7th May

16. AOB

Jean Robson expressed her thanks to the Governing Body. She stepped down from her position as Governor with immediate effect. She commented on how the Governing body has become strategic, and how she enjoyed her role. In response the Governing body thanked her for her contribution and efforts for nearly two terms in office, and would like to wish her well in the future.

AW – Invited all Governors to the Easter service being held in April.

MHK – Gary Sumner has invited Governors to attend a presentation in May with regards to community groups in the village. E.g. youth.

He would like to hear opinions on what Governors think money should be spent on.

Action: Date and time to be confirmed MHK

Vacancy has now arisen for Staff Governor

Action: Formally start process for election Clerk

Action Points

Item Number	Description	Applies to
3	New Governors to decide on which sub committee they would like to join	JT / GS / RL
5	To check that New governors have been included on the Wanborough distribution list	AB
6	Discuss with Lyn about what can be done with regards to the lack of letters sent out for admission to reception in September	CD
6	Find out about planning permission for the flag pole	AW
6	Details of data analysis – Sats	CD
7	Adopt SIP	CD
7	Find out from health and Safety whether parents are able to help with maintenance at school	AW
7	Discussion of the School Improvement Plan. Does it do what it says? Is it relevant? All Governors to read and ask questions at next FGB.	All Governors
7	Discuss possibility of informing parents through meetings – SIP	CD
8	Update on FMSIS audit	CD
9	Provide feedback on N Power Audit	AW
9	Put dates of completion on Sustainability Map	AW
10.1	Inform JT / GS / RL when the next meetings are.	LY / PR
10.2	Formally adopt policies	PR
10.2	Feedback on Gifted and Talented Audit	MW
10.3	Resources – Budget – Sign and adopt policy	JRay
16	Confirm Date and Time for Presentation by Gary Sumner	MHk
16	Start Staff election procedure	Clerk

Signed: _____ . Date: _____ .

Martin Hook

Chair of Governors