

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON WEDNESDAY 6TH MAY 2009

- Present:**
- Chair:** Martin_Hook_(MHk)
 - Vice Chair:** Simon James (SJ)
 - Head:** Chris Davis (CD)
 - Anne Booth (AB)
 - 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)
- By Invitation:**
- Deputy Head:** Amanda Willis (AW)
 - Clerk:** Ranjeet Babbra (RB)
 - Jo Jardim (JJ)
- Apologies:** Jon Raymond (JRay)
- Attachments:**
- Sketch Floor Plan 1:200 & Costings
 - Sustainability Map
 - Resources committee minutes held on the 22nd April 2009
 - Head Teachers Report Wednesday 6th May 2009
 - Scheme of delegation
 - Interim Head teacher advert
 - Permanent KS2 Teacher advert
 - Staffing Sub Committee minutes held on 22nd April 2009
 - FMSIS – G4 assessment tool 2008/09
 - Wanborough Pandemic flu plan
 - Wanborough Physical Restraint Policy
 - Swindon Borough Council – Swindon Internal Audit Services Memo

Meeting commenced at 19.00hrs

1. Apologies

Apologies were accepted and approved from Jon Raymond (JRay)

New Governors were introduced at this stage. Lindsay wood (LW) who has taken up the position of Staff Governor. Jo Jardim (JJ), who will now be sitting as an 'invited' member of staff. She is the last remaining member of the senior management team. James Sinclair who was formally introduced in the special recruitment meeting held on the 20th April 2009.

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

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

2. Declaration of Pecuniary interest

None declared.

JS Completed form SG11.

3. Approval of Minutes

Minutes approved from meetings held on the following dates:

21st January 2009

4th March 2009

20th April 2009 – Special recruitment meeting.

Minutes detailed a true reflection of agenda points covered.

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

4. Re – elect Jon Raymond as Community Governor

MH proposed that JRay be re-elected as Community Governor, MW seconded this nomination.

5. Matters Arising from Previous Minutes

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?	All Govs

	Is it relevant? All Governors to read and ask questions at next FGB	
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 of 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.

3. JT/RL/GS – will be sitting on the Staffing sub committee – RL will move to Curriculum at a later stage.

JS – will decide at a later stage.

5. AB confirmed that they had been added to the distribution list.

6. We are now aware of who will be attending school in September. CD said the process was just haphazard. SPC – sent their apologies in relation to this situation.

6. Still in progress – to be updated next FGB

Action

Update with regard to planning position for flag pole

AW

6. To be carried forward to next FGB meeting

Action

Details of data analysis – SAT's

CD

7. Completed – All governors unanimously agreed to accept SIP.

7. To be carried forward to next FGB meeting

Action

Find out from Health and Safety whether parents are able to help with maintenance at school

AW

7. Will be discussed in this meeting.

7. Will be discussed in this meeting.

8. FMSIS audit – We obtained a Pass.

9. AW will discuss with CD the outcomes of this audit. It will be relayed to Governors at the FGB meeting.

9. Completed.

10.1. Completed

10.2. To be completed next FGB

Action

Formally adopt curriculum policies

PR

- 10.2. Completed
- 10.3. To be completed in this meeting
- 16. MHk / AW / CD will be attending
- 16. Completed.

Matters arising from meeting held on the 20th April – Recruitment Special

Item Number	Description	Applies to
4	LY requested that CD help with devising the advertisement for the interim head position. This would be undertaken during the staffing sub-committee meeting to be held on the 22 nd April 2009	CD / AW / LY
4	MHk to update CS and SF on the situation, as and when required	MHk
4	CD to contact male student and inform him of vacancy	CD
5	We still need to recruit for an Admin Assistant	CD
6	MHk mentioned that if parents wanted information on the current situation to refer them to CD or himself. Parents would be updated through the Newsletter on Friday 24 th April. Teachers would be told of outcome to today's meeting on Wednesday 22 nd April at the staff meeting by CD	MHk / CD

- 4. Completed
- 4. CS and SF will be updated as and when required.
- 4. Male student has already taken up a teaching position.
- 5. The Advertisement for this vacancy will be going out next week.
- 6. Parents have been updated via Newsletter.

6. Recruitment Update

LY gave Governors an update of current situation.

The advertisement for Interim head and KS2 teacher has been published. It is estimated that there could be 40 people interested in the KS2 teacher position, and approximately 8 interested in the Interim Head position.

Application forms will be sifted through on Friday 8th May.

May 18th – Will be the interview for the Interim Head Position.

May 19th – Will be the interview for the KS2 Teacher Position.

Interviews will consist of a range of activities.

JJ asked who would be involved in the interview process.

LY responded by informing governors that for the Interim Head interview the following persons would be involved: CD / a person from Curriculum / MHK / LY.

For the KS2 teacher interview, RL / JT / SJ / AW or CD would be involved.

The candidates would be invited to stay for lunch, this would enable other staff members to meet potential candidates, and they would also meet with the pupils from the school council.

LW asked whether the new Interim Head would be involved in KS2 Teacher interview. LY informed governors that this would not be possible, as he/she would not know enough about the school at this stage. The Substantive Head Interview would take place at a later stage.

LY also informed governors that they were actively looking at recruiting an Admin Assistant.

AB asked whether the substantive head advert would be posted this term or next.

LY informed governors that she was still drafting a plan, but was looking at advertising for the position in June.

KS raised the question about what would happen if we did not find a suitable candidate.

LY reassured governors that some of the candidates that had applied for the Interim Head position were willing to stay longer if required. It was also highlighted that there would be adequate time to re-advertise if no suitable candidates were found.

The Substantive Head advertisement would be going out nationally to ensure maximum coverage.

At this point both LY and MHK wanted to re-emphasise to governors that it was important to get the right person, and therefore governors would continue with the process to ensure the right person was employed. All Governors unanimously agreed with this.

7. Formally agree Scheme of Delegation

MHK proposed that that the scheme of delegation be formally accepted.

SJ asked what the major changes were to the document. AW informed governors that references to 'Premises' had been removed. MHK also highlighted the few changes to Appendix A.

SJ queried whether the Interim head would have the same powers as the substantive head; MHK said that this would be decided once the appointment had been made.

Action

Discuss what powers the Interim Head will have.

MHK.

MHK requested governors to approve the scheme of delegation – All governors agreed and approved the document.

8. Head Teachers Report.

The Head Teachers report was circulated prior to the FGB meeting. Questions were answered at this stage.

SJ asked what the Parent Support Advisor was and what she did, and whether the school were paying for this service.

AW responded by saying that this was a service provided by the borough council. AB informed governors that the advisor was offering 1st Tier child mental health advice, and that they act as a liaison between home / school and other children's services.

KS asked how parents could contact her.

AW told governors that parents were informed through the newsletter and the school website. It was emphasized that the service was a confidential one.

Admissions.

MHk informed all governors of the importance of a member of staff attending appeals. At this point CD told governors of 2 appeals that he would be attending on Monday 11th for 2 pupils wanting entry to reception, this September.

The admission intake to year 2 increased by 1 – through an appeal. It was mentioned by CD that the school was not informed of this appeal until the appeal had taken place.

LY asked whether, if the school had been told and a member of staff had attended, would it have made a difference to the outcome. To this CD replied that the borough council had said no.

MHK queried whether the school would be impacted if it was continually over subscribed, and what effect this would have on pupils and staff alike; and stressed the importance of attending appeals and challenging them.

CD also informed governors that once an appeal had been successful it was not possible for the school to appeal an appeal.

PR asked whether it was rare for the school to lose an appeal. CD said he was unsure of this.

It was also mentioned that there would be a further appeal for entry to year 1.

MW highlighted the fact that distance was measured 'As the crow flies' and not the route you took to school. She also re-iterated that each appeal was held individually, and that they were very thorough. Each case was assessed with great thought and care.

CD told governors that although the school had a capacity of 243 – to achieve a 21st century school the school would need to make room to encompass new technologies, and hence would not be able to achieve this if the school was full to capacity.

9. School Improvement Plan

CD thanked RL for her input regarding informing parents of what staff were doing and trying to achieve in terms of curriculum; he also added that information could be continually added to the document as it was a 'live' document.

Action

This would be discussed at the next Curriculum meeting, and can then be ratified at the next FGB.

Curriculum committee

MHk proposed that the School Improvement Plan be adopted in its new format.

All Governors agreed

10. Budget

CD presented the budget, and informed governors that it was changing weekly to reflect the changing circumstances of the school.

Overall the budget shows a surplus of approximately £5551, the following year would be £10,142. The 3rd year shows a deficit of approximately £3000.

The budget was based on the assumption that the new head received a similar salary to CD (which would be top of the band), and also that the KS2 teacher would be a mid range teacher.

The next 2/3 years would be a tight budget

CD pointed out that this current budget was very well detailed, and that all expenditures including items that had previously been unexpected had been accounted for.

All items on the budget sheet have notes attached to them to inform admin of what to pay and when.

It was also mentioned that the school had more teachers than was required and that this was to ensure that the larger classes had enough staff to cover them. If experienced teachers were required and wanted (i.e. recruiting for Head / KS2 teacher) then it may be necessary to increase their pay. As a result 'deductions' would have to be made elsewhere, e.g. the programmes required for the new PCs could be adjusted.

The budget has to be given to the Borough Council by the end of June, in its finished format.

This was the last opportunity for all Governors to ask questions.

GS asked who formed and monitored the budget?

CD pointed out that he 'ran' the budget but it was subsequently checked by JRay, it went through a third check by the accounts technician from the borough council. The template used for the budget was provided by the council. CD drew governor's attention to the fact that the budget would only work next year based on an assumption. This was that one member of staff would leave early next year. If no member of staff left then it may be necessary to make a redundancy, as this would cause a cost implication.

PR asked whether we could be criticised for making a permanent employment.

CD said that this was a possibility if someone did not leave, however the school had gone for quality.

GS queried whether JRay had access to all the budget information in light of CD leaving. Governors were reassured by CD that JRay had all information and Lynn (admin officer) had access to information of cost centers, payments due etc.

Finally, MHk asked whether governors were in agreement of the budget. All Governors agreed.

11. Resources committee

CD requested that governors adopt the recommendation for the purchase of new computers – documents were circulated prior to this FGB. The proposal was written by Jeff (he advises and helps the school with issues relating to computers).

Criteria for the purchase included:

- A household name computer e.g. Dell
- 30 Laptops
- 26 Desktops – 16 of which would be used in the Computer suite and the remaining would be distributed between the classrooms.

Questions asked:

JS – what security measure do we have in place to stop them going missing?

CD – 2 lockable cabinets can be used for the laptops (to be stored overnight). However we do need to look at the security of the windows. MHk commented that it was previously mentioned that all blinds would be drawn, in order to prevent attention.

JS – would the computers be encrypted?

CD – yes – Jeff would be doing this.

MHk asked governors to accept the Dell Option proposal.

All governors unanimously agreed with this option.

KS asked what would happen to the old PC's.

CD said that there was nothing wrong with the computers and that once the memories had been cleared, that they were fully functional machines

SJ informed governors that they were still an asset to the school, and that we could look at the possibility of selling them or donating them to a charity.

JT suggested donating half the PC's to charity and perhaps giving the others to parents of pupils of the school who would benefit from having access to a PC.

CD said that he knew of parents that would perhaps benefit from having a PC – and that this idea and the other ideas could be discussed at the resources committee meeting.

Action

Discuss possibilities of selling / donating the old PC's.

Resources Committee

Action

Investigate charities that may be interested in receiving computers.

KS

GS highlighted the fact that one PC could be used as a learning tool for the pupils. I.e. it could be taken apart and important features of the computers could be discussed. CD said that this was a good idea.

12. Sustainability

- AW ensured Governors that dates would be added to the map when it was next updated.
- N-Power report had arrived, and outcomes of this would be discussed with CD before informing Governors at the next FGB.

Action

Inform Governors of outcome of N-power report

AW

- Walk to week – again Hooper's field would be used for this. AW highlighted that although it is successful during the walk to week, ensuring that parents use the field at other times depended on many issues such as the weather / and what they were doing straight after school.
- Change 4 life questionnaires had gone out.
- One school was intending on visiting Wanborough to see what we did.

LY requested that a key be put on the map explaining the colours.

AW explained green represented items that had been completed, and that grey indicated items that were in progress.

13. Committee reports.

1) Staffing - LY:

- was explained in detail in agenda point 6. Were focusing on the recruitment of Interim Head / Substantive Head / KS2 teacher.

2) Curriculum – PR:

- All Staff are using PSHE handbooks.
- CD has been doing a special assembly.
- Topic based teaching was going well. It has enabled gaps to be identified, and these have mostly been in science. Teachers feel that these gaps can be addressed.

AW had completed a questionnaire for staff and children, to assess their opinions and to see whether this approach to learning was successful. She also devised a plan of what children had covered, so that when they move teachers, the new teacher is able to see what they have previously covered.

- LY asked how the recent share and learn day had gone.
- AW explained that the topic for the recent share and learn day was based around science and that it had been received well by staff and pupils. It gave a 'snap shot' of science. CD commented that it was about creating a spark amongst the children; it was to stimulate / motivate the children into asking further questions and to create an interest.

3) Resources – MHk

- Main topic was related to the budget which was previously covered as an agenda item.
- Purchasing of new PC's / Scheme of delegation / FMSIS – CD informed governors of the pass received, and that the DCSF would send the certificate in the near future.
- MHk relayed his thanks and governors thanks to CD and all those involved with the FMSIS audit, for all their hard work and efforts.

14. Training

MHk informed governors that we should all be receiving regular updates of training via Governor Support. He also encouraged all New Governors to attend the 'New Governor Training' course.

RL & JT – New Governors training - 17th June

JT – Safer recruitment – next week

15. AOB

AB mentioned the 2 policies that were circulated:

- Positive handling policy
- Flu pandemic Policy

CD replied by asking Governors to send all comments relating to the Positive handling policy back to him. The policy was based on a borough template.

Action

Adopt Positive handling Policy

CD

JS asked whether the policy would be published on the web for parents to access. CD said that this would have to be discussed at a later stage. MHk added that by making policies visible parents would be better informed.

PR queried whether staff received training in positive handling. CD had asked the borough council for advice and guidance and was informed that there was training available, at an approx cost of £1000. 'Team Teach' is an accredited team / system that train staff.

The Flu Pandemic Policy was written by the Borough Council. Thanks to Gorse Hill infants for co-ordinating this policy with the council, all schools in Swindon have this generic policy.

Action

Adopt Flu Pandemic policy

CD

CD distributed improvement plans for the front of the school, developed by architects, as well as a costing sheet.

Action

Discuss Architects plan for front of school.

CD

Finally, CD mentioned that all support staff had received offers of compensation this week, from the council. This was in relation to a discrepancy between the rates of pay between women and men who carried out similar jobs / or jobs that were generally seen to be carried out by women. Staff are able to accept or decline offers made by the council. As a result Single status has taken a back seat until this equal pay issue has been resolved.

Action Points

Item Number	Description	Applies to
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

Signed: _____ Date: _____

Martin Hook

Chair of Governors