

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON WEDNESDAY 10TH MARCH 2010

Present: **Chair:** Martin Hook (MHk)
 Vice Chair: Simon James (SJ)
 Head: Gaynor Zimmerman (GZ)
 Anne Booth (AB)
 Gillian Clegg (GC)
 Kate Spurdell (KS)
 Rachel Lawrence (RL)
 Joanna Tweedale (JT)
 Linda Young (LY)
 Jim Sinclair (JS)
 Lindsay Wood (LW)
 Jon Raymond (JRay)
 Gary Smith (GS)
 Marion Warren (MW)

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

Apologies: **N/A**

Attachments: Budget monitoring report – 2009/10
 Curriculum Minutes from 240210
 Head Teachers Report 100310
 Governing body self assessment analysis report
 Child Protection policy
 Policy List March 2010
 Staffing Committee report from November 2009

Meeting commenced at 19.00hrs

1. Apologies

All Governors present

2. Declaration of Pecuniary interest

None declared

3. Approval of Minutes

Minutes from the 20th January 2010 detailed a true reflection of agenda points covered.

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

4. SIP Partner David Weston – Talk on Ofsted Inspections and the New Framework.

David Weston (DW) gave a talk to governors on the New ofsted framework. Below is an outline of areas/subjects discussed.

-Last term was the first term of the new framework.

-Results of inspections carried out were significantly different to those carried out previously. 5% of schools have failed the new inspection – or have been graded as inadequate (grade 4), this figure is twice as many as the previous year. 40% of schools were graded as satisfactory.

-Inspectors are cautious – they appear to be following the guidelines that have been set out rigorously.

-Safeguarding appears to be a 'Hot' topic. Inspections are usually carried out by 2 inspectors, for 2 full days and 1 additional inspector for half a day, this inspector focuses solely on safeguarding, and the single central record held by the school. They also look at premises and look at data collated by the school. Child protection is also a key issue with inspectors, and how governors and staff are trained in this.

-Last term the schools that did not pass all aspects of Safeguarding were given a Notification of Improvement – i.e. they had failed the inspection. An example of this would be: At one school the side gate was left open – it should have been secured.

- Something to be considered is whether Safeguarding should be kept as an agenda item on the FGB meeting. This would show that Governors and the school are looking and assessing this on a regular basis.

-MHK highlighted at this point that governors had done a walk about of the school - and that this has been documented. Governors and the school are aware of what is required but as a school we are not 100% there yet.

-DW suggested that this should be written in the minutes, and perhaps in the School development Plan (SDP).

-All governors need to have been on the Safeguarding training.

-The inspectors are looking for rigid structures for child safety, and school sites need to be as secure as possible, but at the same time need to be accessible and approachable for the wider community – to show community cohesion.

-MHK asked how long schools were given to act on a failed inspection.

-DW replied that most schools were given 6 months to improve, or if possible, actions should be taken to improve the situation immediately.

-Ofsted wants inspections to be transparent – therefore all documents that are used by inspectors are available on the website, including sample questions that you may be asked.

-‘**The Evaluation Schedule For Schools**’ – This is the core document.

-‘**Conducting Inspections**’- Is also another important document.

Typical Inspection:

-Inspectors give schools typically 2/3 days notice of an inspection. The most common procedure is to contact the school on a Thursday, and to inspect the school on the following Tuesday. On the Friday in between they will phone the school to speak to the head – this is when the actual inspection starts. The telephone conversation between the head and the inspector is to ascertain information on the following areas:

- They will have downloaded the SEF
- They will have read the schools last Ofsted Report.
- They will look through the ‘Raise online’
- They look at the school website
- They also look at the SDP

From the above documents they will note any trends and discrepancies – this is what the telephone call will initially be about.

LW asked about foundation years information – as raise on line only had data for KS1 and KS2.

DW said that as a school you could offer them as much information as you can. Also, from 2010 Foundation stage information will also be accessible on Raise online.

Who carries out the inspection?

Ofsted do not do the inspections themselves, it is contracted out to a company called TRIBAL. Most inspectors are private contractors. 10% of Inspectors are HMI (Her Majesty’s Inspectors) (they are employed by the government).

-Last term there were 2000 schools inspected, there are 26,000 schools in the country.

-Inspections have changed in that they are giving the school more ownership of the inspection. They want to involve the Senior Management Team (SMT) in the process. E.g. they ask staff members/head what they think about the teaching quality of each class, whilst doing observations of each class.

-They will also inspect anything else you have on the school site, e.g. if there was pre-school or breakfast club. Anything the school takes responsibility for is open to inspection.

-They look for communication between the school and its surroundings – e.g. Questionnaires for children/staff/parents / they may speak to governors.

-‘The Effectiveness of the Governing Body’ - This guidance is what the inspectors use and will be assessing governors against.

-‘Outcomes’ – encompasses everything a child does/has at the end of their school time. E.g. Achievement/attendance/punctuality/citizenship etc.

They will want to know how governors ensure that this is done.

-‘Leadership & Management’ – encompasses governors / SMT / Head.

Under the heading of Community cohesion comes:

-‘Extended Services’ – This is a new aspect of the inspection

-‘Partnerships’ – This is where the inspectors will be looking at the schools links with different bodies, i.e. pre-school – does the school lead or support the Early Years Training/learning.

This also applies to the links with the secondary school, and cluster group working. Or businesses/local Industry/Village community/church/voluntary groups / clubs etc.

i.e. Working with village shops. Is there scope to do this?

-Inspectors also look at ‘groups of children’ in particular **vulnerable children** – this includes SEN / Looked after children / Children for whom English is a second language.

-They will also look at trends between girls and boys

- Gifted and talented children – With this aspect it needs to be clear on how you track them / identify them and provide for them. The results of your provisions are also looked at.

-School budget – If the school has a budget deficit/surplus of 5% - the school will be asked to explain this. Need to be able to identify all balances.

-Inspectors will also want to talk to governors in particular Chair of Governors or anyone who may be around at the time of the inspection.

KEY Questions:

Q- How do governors monitor and evaluate the effectiveness of the school Improvement Plan?

Q- What are the procedures for safeguarding pupils and how have training needs been met?

Inspectors have been known to ask the same question several ways to extract information.

Q- Can governors give examples of when parental/community views have been sought and acted on?

Further questions raised by governors:

DW also mentioned that typically if you were a good/outstanding school you could expect to be inspected on a 5 year cycle. However, you could be subjected to an earlier inspection if, for example your data dropped / or you had safeguarding issues.

-In the middle of the 5 year cycle you may also be subjected to a **‘PC Health Check’** – This is where ofsted carry out a computer based health check on the school based on data provided by the school. If this is deemed satisfactory then you will not get an inspection in the near future.

-**‘Aspect Inspection’** – this is a one day inspection on a certain area – it could be community cohesion / literacy / numeracy etc. Once on site they will look around, and if they see something they are not happy with – it could lead to a full inspection.

-Ofsted tends to look at data for 3 years – this gives them a more accurate picture of what is happening at the school.

DW did say that Wanborough was a good school but it could be an outstanding school.

The key words to remember were **‘Processes and Outcomes’**.

SJ- What we would need to do in order to make Wanborough an outstanding school?

DW – Key issue is to establish a secure SMT – long term with good structures. Key focus on Outcomes – e.g. last year the school had good KS2 results with many pupils achieving level 4, but to be outstanding need to be achieving level 5's. Pupils need to have an awareness of the wider community/world. Every Child Matters Agenda – needs to be the focus of the school ethos.

The school needs to have a 3 year vision.

There were only 6% of schools that achieved Outstanding.

Provisions for Gifted and Talented.

Gifted – encompasses the academic ability of the children – You need to be able to show 10% of the community. Ofsted will expect the school to have a register, e.g. whether the school has engaged with secondary schools to arrange 'Master classes'.

Talented – encompasses a wider range of children. Perhaps they are musically talented, or talented in sport / art, etc. The school also needs to demonstrate that they have made provisions to allow these children to showcase their abilities.

There needs to be identifiable criteria for Gifted and Talented children.

The Governing body Thanked Dave Weston for his talk and the time he spent with governors going through important aspects of future Inspections.

5. Matters arising from previous minutes

Item Number	Description	Applies to
5	Update governors on Solar panels	MHk
5	Emergency procedure plan – update was not complete at last FGB meeting	GZ/MHk
6	Clarify contact details for governors	MHk/ GZ
6	Update on 'Raise online'	GZ / Curriculum
6	Send out self assessment forms to governors	MHk
11	Staffing – send out minutes from Novembers meeting	LY
11	Staffing – send out letter informing parents of Head teacher recruitment timescales	MHk/LY
13	Confirm whether any other teaching staff has shown interest in taking over from GC	GZ
13	Find out how long minutes are required to be kept for?	GZ
13	Governors to look at possibility of having a link on the web site for emergency OR possibility of some members of staff being allowed access remotely to mails.	GZ/MHk

5. MHk has passed on the information to GZ. There are grants available, however with the school budget as it is – it is not looking possible to go ahead with this in the near future. GZ

mentioned that Mrs. Mills was working with the children, and that she would be looking at getting a company in to cost up solar panels. From this it would be possible to determine whether this was cost effective and whether the school would save money doing this.

5. Emergency Procedure Plan – This is work in progress. The original computer copy cannot be found at the moment. If it is not located, the plan will be retyped.

6. Clarify contact details for governors – This will be addressed as an agenda point next FGB.
AB mentioned that there were issues over the half term holidays with access to the school. I.e. cleaning / building work / chicken feeding – AB was contacted
GZ mentioned that gates have been closed and this is why issues are occurring. Previously gates were not locked. Tuesdays the gates have to remain open for the Refuse collection.

Action: Contact Issues for Governors GZ/MHK

6. Raise online – this will be covered at the next Governor Day on the 26th March. It has also been covered in the curriculum meeting.

LY queried whether this should be covered when all governors are present.

Action: To be covered on the Saturday Governor Day May 8th 2010. GZ

6. All completed.

11. This was distributed.

11. Update was sent out in form of school newsletter. No feedback was received from parents.

13. One member of Staff – Rebecca Bermingham – has expressed an interest in becoming a governor.

Action: Clerk to find out whether 2 TA's can be on Governing Body. RB

13. Minutes are to be kept for 6 years

13. This is linked with item 6 – and will be covered as an agenda point next FGB meeting.

6.Self Assessment Form Feedback

MHK requested that all governors read through this and come up with ways of making progress on the highlighted items.

Action: To be discussed at next FGB meeting MHK

GZ asked whether this could be done any quicker, as she was in the process of completing the SDP.

MHk responded by saying that with time commitments it would be unlikely that governors would be able to do this any quicker, if required it could be attached to the SDP at a later stage as an additional page. The SDP was a 'live' document.

LY queried whether the results values were lower than the previous times it had been completed.

MHk suggested that perhaps it was due to new governors – and hence lack of experience with governing bodies.

7. Head Teachers Report

Copy of head teachers report has been sent to all governors prior to meeting.

Q & A's

LY – Could you clarify what was meant in the section 'Governance Leadership and Finance' the last sentence in the last paragraph says:

Quote:

'Miss Shaw was surprised that the Foundation stage had been graded as outstanding in all areas, it was agreed by the SMT that although the achievements were outstanding that the provision we have at present could only be good as there is still a great deal to put in place'

GZ – There is a new SEF as of January. Laura Shaw was surprised to see that foundation stage was outstanding. The issue was that the teachers / SMT had not seen this previously. It needs to be transparent.

It was suggested that perhaps it was a good idea for governors to arrange a Saturday where they could view important documents altogether. E.g. policies / Raise online / SEF

The amount of work governors are expected to take on is huge.

The document will be available at the next Governors day.

GZ also mentioned the issue with admissions for the coming academic year. In particular there was an incident with a family who had a child at the school– but the 2nd child was not given a place at Wanborough for the coming academic year. This has caused distress to the parents. They are on the waiting list and are appealing. The school/governors are not allowed to be involved in the admissions process.

LY asked whether the situation applied to only one child.

GZ responded by saying that there were a few families with similar issues. The waiting list for pupils wanting to come to Wanborough is mainly comprised with children from outside the village.

MHK – Informed governors that Rachel Law would like to reduce her hours from 3 days to 2 days a week, due to family commitments.

GZ pointed out that she would not want to lose a good teacher and that she was prepared to work around her request with existing staff to cover this day.

All governors agreed for Rachel law to reduce her work hours from 3 days to 2 days. This will be ratified at the Staffing Sub committee.

GZ also informed governors of the proposal she received from playgroup, outlining their vision of being able to use the school facilities as their new pre school.

JT informed governors that pre school did have provisions to realise their future plans.

GZ raised her concern, as the current single mobile which pre school envisage on using is already being used by the school as a teaching room.

Governors agreed that the proposal would be sent to the resources committee for further discussion, and that meanwhile GZ would write to the Pre school asking them to meet with the school for an initial discussion on their proposal.

**Action: Proposal to be sent to Resources committee. GZ to respond in writing to Pre school.
GZ**

Lastly, GZ mentioned that world book day was a great success and was enjoyed immensely by all children. All classes/children contributed to writing one story book - this was then read out in assembly. GZ to see if she can have this published.

8. School Improvement plan

Has already been covered in Curriculum and Resources committee meeting.

9. Budget

GZ – the situation currently is that the school is in £9000 deficit. We can justify this figure.

The budget is not looking good for next year. There have been 2 draft budgets so far. The next budget will be received by the 17th march. This is when the Borough will confirm budgets for next year.

JT asked about breakfast club, and whether there were anymore uptakes after the newsletter went out?

GZ – No more uptakes. The issue with breakfast club has contributed significantly to our deficit. We need to run with 2 members of staff, which means a minimum of 16 children are required to attend. We will look at the situation again in September with a view to making a decision as to whether it continues to run by December this year.

SJ asked whether we could put costs up. This would be considered in due course.

10. Update on Committee member vacancy

MW has been unable to recruit anyone for this position.

Governor Support has been in touch and has recommended a person for the role.

The person in question is a teacher from Bishopstone School, by the name of Jill Morris.

MHk proposes that she be approached.

MW seconded this move.

11. Admissions

This was covered in the Head teachers report.

12. Governor responsibilities.

Health and Safety Governor – Lindsay Wood to take this role on.

Numeracy – Jim Sinclair

Marion Warren – suggested that the Gifted and Talented governor should not be a parent governor.

13. Committee Reports

Staffing – LY – Several meetings have taken place as the process of recruiting a new head teacher is now underway.

-19th March – sifting through applications.

-25th March – interviews to be held.

As of Monday we had received 7 applications, 2 were from outside the area, and the remaining 5 were from teachers looking to move up from their current position.

The vacancy was advertised in the TES, and will be advertised locally.

Curriculum – KS

LW highlighted error in minutes under section 'Report on talk for writing'. Sentence three said it was a 2 week intervention, when it should have been 2 month intervention.

KS thanked LW for all her good work with this topic.

She also thanked RL for her efforts – in analysing last year's results.

It was noted that yr 2's results had dipped down and targets had not been met.

Still an issue with reading – Parents do not appear to be listening to their children read.

LY suggested that perhaps we could investigate industries coming in to listen to children read.

KS asked about whether the issue should be raised again with parents.

-RL and LW to meet half termly to go through Raise online – the results will then be fed back to committee.

KS asked whether governors got an allowance for paper. MHk suggested that big documents be printed of at school.

Policy Adoption:

Policy to be adopted: 'Child protection policy'

Proposed by MW

Seconded by LY

GZ informed governors that the previous list of policies that were to be written were distributed between the head and the deputy head. Policies should be distributed between several people.

Action: Policies to be distributed and acted upon by several members of staff. MHk/GZ

Resources – JRay – Minutes to follow.

FMSIS – stock audit to be done.

CapEx has been ordered and prioritised as follows:

- 1) Fencing / Smoke Alarm / Heat Sensors
- 2) Solar Switch for outside front of school

3) Conservatory issues / Play surface

GZ spoke with Premises about the possibility of using bark chips as safety flooring for the play area. The issues with this are:

- It is low cost - £3000 for 50m²
- It needs to be continually topped up
- Downside it attracts cats who use it as cat litter – which will be a health and safety issue.
- The alternative is a spongy floor at a cost of £8500

Budget sheet errors to be noted:

Note 3 – should be 17%

Top of second sheet – Should be based on figures from mid Feb.

14. Training

To be followed up next FGB meeting

13. AOB

-MHk Has announced that he would like to step down as chair of governors – if there is any other governor who would like to take this on – please contact MHk. If any governor has an interest in becoming Chair then they will be involved in the recruitment process of the new head teacher. Handover for this position will be dependent on how long the new chair would like support for.

As no governor has expressed an interest in becoming chair, governors agreed that MHk continue with his involvement in the recruitment of a new Head teacher.

MW expressed her thanks and gratitude on behalf of all governors to MHk for all his hard work over the 6 years of being chair.

MHk would like to step down by end of July.

-JRay – Would also like to Step down from his role of Chair of Resources – if there is any governor who would like to take his role as chair to notify JRay.

JRay will approach a few accountants to see whether they have an interest in filling his role.

Action: Update governors on vacancy replacement. JRay

Governors would like to thank JRay for all his hard work and effort as a governor and as chair of Resources.

-GS asked whether the Saturday event for governors was going to be organised.

It was decided that the 8th May – from 09.00-12.00 would be the next Governor Day - where policies and important documents would be available and discussed.

MHk requested that all governors look through the Self Assessment form – Topics that governors would like to discuss should be mailed to 'all' governors so that everyone has a list of what should/could be discussed on the 8th May.

The next Governor Day in school time was to be held on the 25th June.

-KS mentioned that a parent had asked why after school clubs were cancelled last minute.

LW – told governors that Hockey may have been cancelled at last minute due to bad weather, and would have been a health and safety issue. This was not possible to predict in advance. Other than that parents were given a weeks' notice.

Action Points

Item Number	Description	Applies to
5.5	Clarify contact details for governors	GZ/MHk
5.6	Raise Online – update To be covered on Saturday 8 th May	GZ
5.13	Clerk to find out whether 2 TA's can be on Governing Body	RB
6	Self Assessment Feedback form - Discussion	MHk
7	Preschool Proposal to be sent to Resources committee. GZ to respond in writing to Pre school	GZ
13	Policies to be distributed and acted upon by several members of staff	MHk/GZ
15	Update on Governor vacancy for Chair of Resources	JRay

Signed: _____ . Date: _____ .

Martin Hook

Chair of Governors