

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON WEDNESDAY 18TH NOVEMBER 2009

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)
 Marion Warren (MW)
 Jim Sinclair (JS)
 Lindsay Wood (LW)
 Jon Raymond (JRay)

By Invitation: **Clerk:** Ranjeet Babbra (RB)

Apologies: Gary Smith (GS)

Attachments: Curriculum Committee minutes held on 4th November 2009.
 Head Teachers Report 18th October 2009
 Resources Committee minutes held on the 4th November 2009
 Governors Magazine – Autumn Term 2009
 Budget monitoring report October 2009
 Playgroup proposal

Meeting commenced at 19.00hrs

1. Apologies

Apologies were accepted and approved from Gary Smith.

2. Declaration of Pecuniary interest

None declared

3. Approval of Minutes

Minutes from the 23rd September 2009 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
2	All Gobs and Staff to complete CRB form/ Check	All
4	Flag pole - Update	Resources
4	Adopt polices	Curriculum
4	SIP – postponed from last FGB. Update	Curriculum
4	Update on solar panels	MHk
4	GZ mentioned that she would ask other size comparable schools to see what their usage was.	GZ
4	Electricity consumption – look at N power report for suggestions	Resources
5	Governors tour - Send list of issues relating to school	All
6	Emergency procedure plan update – check validity	GZ
7	Schedule governors day	GZ
7	Update with regards to what needs to be done with the play area on the filed. (relates to broken arm incident)	GZ
7	Report changes to SIP	MHk / GZ
11	Send Qualifications list to Clerk	MHK
11	Discuss and update policy. In relation to parents taking children / insurance documents	GZ / MHK
12	Send Training list to GZ / MHk	RB
13	Suggestions for new community governor to be handed to MHk	All
13	Create advert for Liden Magazine – if no new governor has been found	Resources

2) Forms have been coming back to Lyn Harding in the School Office. Those who have not completed a form please do so. LY and JR still need to complete their forms.

4) Flagpole update – This is now with Property services – it is on their list of things to do. They will inform of us of what is required.

Action: Update on outcome of this at next FGB GZ

4) Adopt policies - This has now been superceded – GZ will be looking at this along with curriculum sub committee.

4) SIP

4) Update on solar panels – The details of the company who were providing free installation has been misplaced. MHk to look on internet to find a company that can offer a similar service.

Action: Carry forward. Update at Next FGB. MHk

4) Water and gas consumption is fine, within budget. We have already spent our electricity budget. Electricity consumption will be a target on sustainability. Electricity price has gone up, other comparable schools are in a similar situation. GZ commented that we have recently purchased 30 new laptops that are on all day, and when they are not in use in the evening, the batteries are being charged – all a drain of electricity. Projectors are all used considerably. GZ to ask caretaker how the lights at the front of the school are regulated.

Action: How are lights at the front of the school regulated? GZ

4) N-power report looked at and discussed as above

5) Governors tour – all issues had been sent and actions were acted upon by GZ

6) Emergency procedure plan Update – ongoing issue GZ and MHk reviewing

Action: to inform Governors of outcome GZ/MHk

7) Governors day will be on the 27th November

7) Update on play area surface – Property services are looking into this and will provide a quote for us next week.

Action: relay this information to FGB GZ

7) Changes to SIP – to be done next week

11) Qualification and skills list has been devised.

11) Minibus policy and transporting children – policies were looked at – outcome is that all parents should be responsible for taking their own children to clubs etc.

12) Training lists have been sent to GZ/MHk.

13) MW has suggested 3 people for this position, however 2 have declined and the 3rd is still undecided. MW will discuss further to see if the 3rd candidate has come to a decision.

13) Advert for Liden magazine – not required as MW is still in discussion with a potential candidate.

Action: Update on suitable candidate MW/MHk

5. Head Teachers Report

GZ provided all governors with a copy of the report to read. This was open for discussion and questions.

Question: MHk – under the staffing section you mention that there were 10 children who working below standard.

GZ – yes they are but they are not far off reaching the standard. We have 1:1 tuition for these children.

LW – The 1:1 helps them that little bit further. Some children benefit more from one to one than they would in the class. It covers all aspects of teaching. E.g. Literacy / spelling etc. It's tailored for each child. The funding is received from Swindon Borough Council, they fund for 10 children. It is used for KS2 children. The children have been chosen on priority basis.

Question: LY – What was the issue with the Math's in the corridor?

GZ - The children were in the corridor as a result of preschool taking up a teaching room (single mobile). Now that preschool have moved back into their own facilities we have the single mobile back.

Question: LY – Have we had any children leaving or starting school?

GZ – No not this year, but maybe next year this will be an issue. We have 37 first place applications for 2010 intake

Question: LY – What is the value of the month?

GZ – Respect this month. – GZ did a respect assembly, which was well received by the children.

MHK – any more questions?

None

6. Attendance

GZ spoke about attendance and wanted governors input into how the school would like to handle the issue of absences for holidays. GZ informed governors that EWO had been is this week. Generally attendance is quite high; however there are still many requests for holidays during term time.

Odd days taken here and there are just as disruptive as taking a full week off. In fact it can be even more disruptive. The child would miss the start of topics – which they would need to know about as the rest of the week would continue on the same theme.

GZ had phoned around the local schools to see what their policy was:

Chiseldon – Authorise holidays

Bishopstone – Do not authorise holiday's only exceptional circumstances such as funerals/deaths/marriages etc.

Wroughton infants – Do not authorise holidays

Wroughton juniors - Will authorize up to 10 days only.

The EWO have said that anything above 10 days absence can result in a fixed penalty for the parents JS asked whether this was enforceable.

GZ yes this was. Some parents were asking for long weekends e.g. Monday and Friday

RL asked what the unauthorised absence would look like for this school.

GZ it doesn't make a huge difference to our figures.

AB mentioned that the previous Head Chris Davis looked at each holiday request individually. I.e. looked at the child's needs.

SJ asked GZ what she would like to do in terms of absence and policy.

GZ would prefer if nothing was authorised. It would hopefully encourage parents to think twice about removing their child from school during term time. She also mentioned that the EWO were looking carefully at children who have had more than 10 days away from school. EWO have suggested looking at the cluster schools and seeing what their approach is. GZ will be meeting with the schools in a couple of weeks. It may be beneficial to see what other schools are doing and to unanimously agree on one policy.

Action: GZ to inform governors of outcome of this meeting at next FGB GZ

MHk asked whether Ridgeway would be at the cluster meeting. He queried whether it would be beneficial to see what their approach was, as some parents have children both at Wanborough and Ridgeway, and having a policy that was similar would make it easier for parents to adhere to.

JS suggested that we request parents to give 1 month's notice – any other absence would not be authorised.

SJ – reminded governors that Wanborough's overall absence was low, but unauthorised absence as a part of this figure was high in comparison.

MHk said that the policy governors agree on had to be clear and concise and public for parents to view.

7. Health & Safety / Safeguarding

GZ informed governors of her need to create a separate task force to address issues relating to H&S / Safeguarding. A resources meeting was held and there were lots of items / policies that were not in place.

GZ spoke with property services – they provide a service to cover issues relating to H&S/Safeguarding. We would need work on Fire risk assessment – They will give a free quote which would be in the low hundreds probably. They have also had a look at Premises e.g. Fence around the school / Floor surface of the children's play area on the field / Conservatory roof is leaking / smoke alarms etc

Quotes from the company should arrive next week.

They could also provide us with an H&S audit – from this they would provide a free quote – this would allow us to work from their suggestions.

SJ reminded governors that this area/topic was a priority for Ofsted.

GZ also reminded governors that as the school stands at the moment we would be borderline.

GZ asked for volunteers to help form the task group – Jim Sinclair and Kate Spurdell have volunteered.

GZ also requested a Governor for 'Looked after children' - MW has volunteered.

8. Pre school

SJ declared a pecuniary interest in relation to this subject. He is part of the Scouts club and therefore it would be beneficial for the scouts if the Preschool moved from the village hall premises, as the scouts group could use the storage areas.

GZ informed governors that Pre-school were looking for a permanent home. She also stated that the time they had spent at the school was good.

Questions:

RL: The Pre School at the moment is a registered charity, therefore would be independently run, unless it became part of the school. This was something to think about.

JS – also reminded governors that parents need to be aware that if their child is accepted into the Pre School – this does not mean they have automatic entry into the Primary school. Parents would still need to apply to the Council for a place at Wanborough primary school.

LY asked where the children played.

GZ – they played in the playground, sometimes on their own and sometimes with the other school children. There did not appear to be any problems with the older children being around them.

SJ asked whether there was any disadvantage to preschool being onsite.

GZ replied by saying the issues were: that the school did not want to diminish the size of the playing field, and that currently all rooms were occupied for teaching. However they could look into making a permanent building where the single mobile was.

LY asked what the vision was.

GZ – It was a long term vision – say 2/3 years

SJ suggested governors look into this in further detail

JT asked how this potential move would affect the village hall.

JRay – It would affect them financially

GZ had spoken to the village hall. They had stated that there were people who would be interested in using the village hall if Pre School was not using it.

MHk suggested that this should be presented as a business plan. MHK volunteered to be the point of contact on behalf of the governors.

Action: To ask preschool to draft a business plan so that the details are investigated thoroughly. GZ

9. SIP

Draft Copy will be shared on Friday 27th November.

JRay asked how the new changes link into the budget (as the old SIP was linked to budget). GZ pointed out that she would be going through the plan and allocating money as required. All governors will see and be able to comment when the draft version is released.

RL asked about 'development of governors'

GZ informed governors of 'Governor Day' which was to be on the 27th November.

1.15pm – would be to look at SIP

2.15pm – school assembly

3.00pm – Christmas decorations and mulled wine /mince pies

In the morning governors are free to go into classrooms and talk with staff and children. Governors are encouraged to join in.

GZ also reminded governors that they could only take this opportunity if they had had a CRB check done. Two other governor days will be scheduled for the Spring and Summer.

10. Budget

Budget monitoring information handed out to governors prior to the meeting, by JRay. This was for governors to ask any questions.

Important points raised were:

Staffing costs were particularly high.

Accounting technician would be coming into school early December.

JT asked about the £25,000 deficit, and whether this was a concern.

GZ at the moment this is not a huge concern, money is coming in slowly.

JRay did mention that it was previously estimated to be around £5000 deficit. It is worse than last year's deficit, but at the same time electricity has gone up and staffing costs are up this year.

JT asked how the advance payment (from parents) of school meals was going.

GZ said that once it had time to filter through and become established it should work well, allowing the catering staff to plan more effectively.

MHK pointed out that the catering staff was looked at as an individual cost centre.

11. Sustainability

There is an action plan which Mrs Mills is working through

12. Committee reports.

Staffing – LY – minutes to follow

Covered Scheme of Delegation

Caretaker has resigned – there is now a vacancy

Will advertise for new headship in Jan/Feb 2010 – MHK told governors that the aim was to recruit a new permanent Head teacher before Easter 2010

Curriculum – KS – mins circulated prior to meeting

Looked at children's targets – these are in each child's yellow book. Parents received a copy of targets at the parents evening.

Policies – GZ will be working on Child protection policy and other policies. GZ mentioned the need to be up to date with policies and in control of our policies.

Resources - JRay – mins circulated prior to meeting

Looked at Transportation policy

Need to review the school hall hire charges. Currently we are charging £9ph, which seems to be low.

Existing contracts need to be reviewed with the intention of deciding if there is scope to increase/amend charges.

Need to investigate charges for other local halls including Hoopers field and the village hall. As these would be the schools competitors.

13) Update on Vacancy for community Governor

This was discussed at beginning of meeting and is underway.

14) Parish Plan Update

MHk updated governors.

So far a questionnaire has been drafted, with the intention of sending it to every household. It is anticipated that each person in each household will respond to the questionnaire via various media, e.g. Mail / email / focus groups etc

There are a range of subjects views are requested on. The questionnaire will go out early next year

Next meeting will be on the 30th November

15) Training sessions

MW -SEN training – completed

-Exclusions training in Swindon and Oxford – completed

JS -Foundation governor part 2 and 3 –booked
LY/GC/LW/SJ/MW/KS -Safeguarding/child protection – completed
KS&RL -New ofsted framework – booked
RL -Assessment for learning course – Completed

GZ also mentioned that Laura Shaw was deputy co-ordinator for Safeguarding/child protection.

16) AOB.

SJ informed governors of an issue relating to a long standing community event which was postponed as a result of the school holding an event on the same day. The event was the village hall disco which clashed with the school bazaar event. Perhaps it would be an idea to discuss future events with the village hall.

RL asked about the skills list that was devised – this was given to the Head and chair.

JRay asked about Bill Suter (a previous governor). MHk told governors that he was taken ill with a suspected heart attack.

Action Points

Item Number	Description	Applies to
4	Update on flagpole. Property services to provide us with requirements	GZ
4	Update on Solar Panel	MHk
4	How are the lights regulated at the front of the school? Talk to Caretaker	GZ
4	Emergency procedure Plan – Inform governors of outcome	MHk/GZ
4	Update on play area surface – property services providing quote	GZ
4	Community governor – update on progress of possible candidate	MW
6	Attendance – GZ to inform governors of outcome of cluster meeting at next FGB	GZ
8	Pre-school – Ask pre school to draft a business plan so that details are investigated thoroughly	GZ

Signed: _____ . Date: _____ .

Martin Hook

Chair of Governors