

# WANBOROUGH PRIMARY SCHOOL

## MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON WEDNESDAY 19<sup>TH</sup> NOVEMBER 2008

**Present:**       **Vice Chair:** Simon James (SJ)

**Head:** Chris Davis (CD)

Anne Booth (AB)

Gillian Clegg (GC)

Ian Guthrie (IG)

Michele Howard (MH)

Paul Radley (PR)

Jon Raymond (JRay)

Jean Robson (JR)

Kate Spurdell (KS)

William Suter (BS)

Marion Warren (MW)

Linda Young (LY)

**By Invitation:** **Deputy Head:** Amanda Willis (AW)

**Clerk:** Ranjeet Babbra

**Apologies:**   **Chair:** Martin\_Hook\_(MHk)

**Attachments:** Minutes of the Finance committee held on Wednesday 5<sup>th</sup> November 2008

Minutes of the Curriculum meeting held on Tuesday 7<sup>th</sup> October 2008

Minutes of the Premises meeting held on Thursday 6<sup>th</sup> November 2008

Head Teacher's Report

Matters relating to issues of Child Safety and security on or around school site.

School Improvement Plan 2008/09

Performance management panels

Performance management policy

Annual child protection report to governors 2008

**Meeting commenced at 19.00hrs**

**1. Apologies**

Apologies were accepted and approved from MHk

**2. Declaration of Pecuniary interest**

None declared. JRay did mention that Angela had completed a few paid days, working at the school.

**3. Approval of Minutes from 24<sup>th</sup> September 2008**

Minutes detailed a true reflection of Agenda points covered. It was mentioned by CD that minutes need to be specific when committing to actions, this needs to be done in line with FMSIS.

Minutes were approved and signed by the Vice chair (SJ).

**4. Matters Arising from Previous Minutes**

Item Number	Description	Applies to
3	Matters arising from previous minutes Ask police if we are able to put cones outside the school as a preventative measure.	MHk
6	Election re election Enquire before the next FGB meeting about the rules around Governing bodies. All Governors to inform MH via email any thoughts and ideas they may have on this issue To look at introducing non parents as governors, as majority of current governors are parents or have some link to the school	MHk / ALL  CD
7	Head Teachers report To update Governors when CVA data comes through. To arrange meetings with regard to writing and Science – to see where and how we can improve	CD
12.1	Staffing committee: Minutes to be circulated	CD
12.4	Finance committee: All committees to think about cap Expenditure for next 3 / 4 years. Information to be given at next FGB meeting.	ALL
13	Inform MHk if any Governors are interested in filling the positions, of Numeracy and Literacy Governor	ALL

3. Police were asked and it was approved that we can use cones outside school to prevent inconsiderate parking

6. It was decided that the first priority was to get the number of Governors back up to Quota before looking at the possibility of having a 'bank' of governors in place.

By the end of Feb 09 we will have 3 vacancies for parent governors. As a result of MH coming to the end of her term we also have a vacancy for a community Governor. As a result, a request for new Parent Governors will be issued after Christmas. It was discussed that perhaps we should approach companies to see if there are any individuals who have an interest in becoming a governor.

**Action:**

**To devise a proposal for election, and for recruiting a new Community Governor.**

**CD and MHk**

7. No data as yet. Most likely to be available early next year, they are still remarking papers. The issue with writing and science was discussed at sub committee meetings and actions were given to co-ordinators

12.1 Minutes were circulated

12.4 Feedback was given, and priorities will be considered at next Finance Committee who will then report to FGB.

13. Kate Spurdell will be Literacy Governor and Paul Radley will be Numeracy Governor.

**5. Committee – confirm meeting dates for 2008/09 and request all minutes to be forwarded to Clerk**

As part of FMSIS it is required for a register to be in place, to document those who attended meetings and when the meetings are scheduled. This is already in place and all Governors agreed to forward relevant minutes.

**6. Membership renewals**

MW was re elected as a Community Governor proposed by LY and seconded by PR

MH to stand down with immediate effect. We would like to take this opportunity to thank Michele for her 8 years of service as governor. Her efforts and contribution have been most appreciated by the Governing body.

**7. Bench Marking exercise – Presentation by CD**

CD went through 2007/08 financial data which was released. The information allows us to compare ourselves to other similar schools.

The program generates comparisons between Wanborough and other similar schools. Overall it shows Wanborough favorably in all areas.

CD showed the key areas we were benchmarked against:

- Spending on teaching staff per pupil was £1983 – this was above average
- However we do not spend on supply staff. Cover of staff is done internally with existing staff which shows as £9 per pupil on Supply staff. This was below the average.
- Spending on Educational support staff – this was in line with average
- Spending on Administration – was below average
- Spending on Premises per pupil was £305 per pupil which showed as average
- Spending on occupation per pupil was £113 which was below average
- Spending on Educational supplies was £258 this was above the average
- Spending on delegated funding per pupil was £2553 – again below average
- The average KS2 point score was 30.8 above average.
- Wanborough pupil to teacher ratio was 20.3 the average being 23.7 – there were only 3 schools that had a better ratio than Wanborough.

With all of these comparisons you can go into further detail if required using the program. It also allows you to make your own comparisons.

The one problem with the program is that you are unable to identify the particular schools.

It appears to be a useful tool financially for us – allowing us to make comparisons on our spending.

MH asked whether Governors had access to the program, CD responded by saying that all Governors would receive the password for the system to enable them look at it in more detail. Any question which arise as result will be dealt with in the next FGB meeting

#### **Action**

**Provide Governors with password, questions resulting will be dealt with at next FGB.**

**CD**

#### **8. Confirm school prospectus has been updated to include new statutory requirements**

CD referred to the new Equality policy – a minor change was made to the wording

Votes were cast on whether Governors agreed that the school prospectus relates to the school

This was proposed by WS and seconded by MH.

Formally agreed on Scheme of delegation, proposed by WS and seconded by MH

All governors were satisfied with the proposed changes

CD and AW went through the Annual Child Protection report.

AB queried whether CP1 training was 2 days, CD clarified that yes it was and it was the Borough training Course. CD and AB would be attending this.

MH asked whether this document would be put on the school website for parents to view – CD commented that this information needed to be available to the parents in some form.

JR queried a reference made to school link book – CD clarified this as being the school homework diary.

AB raised the question of teacher training and whether this was done by the Borough or the school. CD clarified that training of staff was done internally.

#### **9. Head Teachers report / SIP**

SIP is work in progress – the bigger issue is to make this a 3 year plan of continuous improvement. SJ mentioned that it was good practice to stop and check the objectives periodically to ensure that objectives were still being met and that they had not changed or detracted from the original issue, and that they were still relevant.

#### **Action**

**Strategy team to meet in FEB 09 – for review**

**CD / SJ**

Head Teachers report

1) Staffing

As a result of the impending departure of Teacher Gemma Penny from year 6, a letter was sent to all parents of pupils inviting them to a meeting (to be held on the 24/11/08) to discuss the future teaching arrangements for the class.

KS asked whether it was compulsory for all parents to attend the meeting. CD explained that the meeting was an opportunity for parents to ask questions, and that if parents had no questions then they did not have to attend.

CD also explained that the vacancy would be filled by internal members of staff lead by AW. It is to be a group effort, and was decided that this would be in the children's interests, as opposed to hiring a new member of staff, who would have to get to know the children first. There would always be 2

school staff members, at least one a qualified teacher with the children at all times. The number of children in year 6 is 40; however this could change to 38 by the end of Christmas.

KS raised the question of who would be SENCO and Gifted and Talented coordinator as this was previously occupied by Gemma Penny. CD informed governors that this would now be dealt with by Laura Shaw.

Miss Alice Crocker will be looking after KS1 PPA and PPA in Magpie and Wren classes

Mrs. Sue Winslow will also be due back on 25<sup>th</sup> November for two days per week

We have another member of staff that will be going on Maternity leave early May 2009.

## 2) Admin

We are looking to recruit an administrator for the school after Christmas; this will allow AW to leave the office.

We will then have 2 admin staff; both will learn each others job. The person we recruit would ideally have previous school experience.

## 3) General notes

MH asked about how the year 6 residential went, CD said it was very successful. It was a packed program, and that the instructors were good. Overall an enjoyable trip.

SJ commented on Wanborough's achievement in The Sunday Times Parent Power List. It was ranked 16<sup>th</sup> in the UK. As result CD was interviewed on BBC Swindon.

MH asked whether the local paper had been in touch, it was suggested that the Governors call and ask the paper to do a piece on the school as a result of this achievement.

### **Action**

**SJ to discuss with MHk whether this is something that should be done.**

**SJ**

## **10. Approval to use LA school financial regulations**

CD explained that this manual was used to derive our scheme of delegation, and that most schools adopted the LA's regulations.

MH asked whether the manual was available to Governors, CD said yes.

The question 'were there any reasons not to adopt this' was raised by SJ, in response CD said no.

Approval to use the LA school financial regulations was proposed by WS and seconded by JRay

No objections made.

## **11. Security & Safety**

CD suggested a change with regards to entrance to the school in the morning. I.e. that one gate was to be open to allow the children in; this would allow one member of staff to be at the gate and the other to be in the playground.

MH asked how this would be relayed to the parents. CD said that parents would be informed of the change in a news letter.

CD also mentioned that the biggest issue we had was the inconsiderate parking, and that it was still not improving. It was mentioned that the children were keen to be involved in a scheme to encourage parents to park elsewhere.

SJ asked whether we could link the issue in with perhaps 'Road Safety week', CD said this was a possibility, although we have just had a road safety week.

Various options were discussed, e.g. Formal lines – but this would take to long to do.

Temporary measure included: placing cones opposite the gates to prevent a chicane being formed.

It was decided that the school would escalate this as and when necessary.

AB asked whether both gates would be open at the end of school – response to this was yes.

### **Action**

**Inform parents of changes to be made on entrance to school in morning via one gate only.**

**CD**

## **12. Committee reports**

### 12.1 Staffing:

JR spoke about recruitment of staffing, and that because of the audit we would want to recruit well in advance.

Need to look at staffing areas we lack expertise in e.g., Science, ICT

Looked at performance management policy – minor changes were made to the wording at the end of page 1. Previously said 'review at set time' – this was changed to 'review annually'.

Looked at Continuous personal development policy

Heads Performance management meeting to be held 2<sup>nd</sup> December 2008.

Formally adopted Performance Management policy, proposed by JR and seconded by LY. No objections made.

### 12.2 Curriculum:

Looked at topic based Teaching, and how it was going.

Planning Scrutiny that AW has completed – largely good. Any gaps will be addressed at TD day

Share and Learn day – just had the 2<sup>nd</sup> one and it has been a success. Both children and staff have benefited from it. Good for children social skills, and has allowed teachers to know more of the children.

2 new Link Governors – PR and KS.

Need to look at policy sheet – AW to send an updated version to AB

CD to meet with Dave Weston – he's coming to do validation next week

### **Action**

**Send AB updated policy sheet**

**AW**

### 12.3 Premises

AW received Quotes for new back door. 2 quotes were in the region of £3000 – these were similar to double glazed doors. The quote that was accepted and has been subsequently ordered was for a wooden door, similar to what is currently used for £900. This will be fitted this week or next week.

Concentrating on a 2-3 year plan, so that figures of expenditure can be relayed to JRay.

#### **Action**

**Need to appoint a professional architect to see what can be done with front end layout of the school.**

**CD/AW**

### 12.4 Finance

Point 1. Statement of internal control FMSIS 1.4 – CD to meet with Auditor (20/11/08) to see what needs to be done.

Audit due 6<sup>th</sup> Jan 2009

MH pointed out that the largest variance was LEA Optional Services – what did this mean?

CD explained that this included services such as Governor Support / PAT testing / Personnel and Licences which don't always show up regularly.

AB asked whether we get charged for support services such as 'English as a second language' CD said no but we have basic packages only.

KS asked about the school trips deficit – it was explained that for trips such as the Pantomime it was necessary to pay for this in advance, and as yet the children have not paid for it. But this would be rectified when they paid.

### 13. Training Sessions

It was suggested that instead of putting the training on the Agenda, that a separate document would be sent to Governors detailing the training sessions and to whom it was most applicable to. This would in turn perhaps allow sub committees to attend at least one training session, and to further discuss the courses offered to them.

#### **Action**

**Send out Spring training session**

**Clerk**

### 14. AOB

AW reiterated the following:

Christmas dinner – All Governors invited

Pantomime – All Governors Invited

KS 1 & 2 Play on the evening of the 9<sup>th</sup> of December – All Governors invited

KS 5 & 6 Play on the evening of the 11<sup>th</sup> of December – All Governors invited

JR spoke about the Numeracy meeting held on the 15<sup>th</sup> October where there was a formal handover to PR. They went through action plans. Spoke about Assessment of maths – if all assessment is going then we need to think about this.

JR said how much she has enjoyed being the numeracy Governor. On this note CD commented how JR always challenged him and this was what Governors should be doing. He conveyed his thanks to her.

KS thanked CD for taking the YR 6 pupils on their residential, and also thanked Mark Woodman for a fantastic Blog.

**Action Points**

<b>Item Number</b>	<b>Description</b>	<b>Applies to</b>
4	Point 6 – Election re- Election To devise a proposal for election.	CD / MHk
7	Bench Marking Exercise CD to provide Governors with password, questions resulting will be dealt with at next FGB.	CD
9	Head Teachers report Strategy team to meet in FEB 09 – for review Whether school should talk to local press on Sunday Times Parent Power List SJ to discuss with MHK whether this is something to be done	CD / SJ SJ
11	Security and Safety Inform parents of changes to be made to entrance to school in the morning via 1 gate only	CD
12.2	Curriculum – Send AB updated Policy sheet	AW
12.3	Premises – Need to appoint professional architect to see what can be done with front end of school	CD/AW
13	Send out Spring training session	Clerk

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

**Martin Hook**

**Chair of Governors**