

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON WEDNESDAY 20TH JANUARY 2010

Present: **Chair:** Martin Hook (MHk)
 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)

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

Apologies: **Vice Chair:** Simon James (SJ)
 Marion Warren (MW)

Attachments: The effectiveness of the governing body in challenging and supporting the school so that weaknesses are tackled decisively and statutory responsibilities met. - Document
 Head Teachers Report 20th January 2010
 Wanborough Primary schools proposed children's visit to CEIP Ramiro de Maeztu in Andalusia – Presentation by Lis Bowie
 Governors Magazine – Spring Term 2010

Meeting commenced at 19.00hrs

1. Apologies

Apologies were accepted and approved from Simon James and Marion Warren.

Jon Raymond would be arriving late to the meeting.

2. Declaration of Pecuniary interest

None declared

3. Proposed Spanish trip presentation. Q&A

Presentation was given by Language teacher Lis Bowie.

See attachment of presentation.

Overview:

To take a minimum of 10 children from year 5, on an exchange visit to the Link school in Andalusia. This was scheduled for May 2010. 3 Teachers would also be going from Wanborough School.

Lis Bowie opened her presentation by thanking governors for inviting her to do her presentation. She informed governors of the recent disappointing news, that the British council had discontinued funding for such projects. They would only be honoring existing applications, and as a result we would need to look for new funding for this project to be viable.

Q's & A's

LY – How much money will it cost for 10 children to participate in this exchange trip?

LB – At the moment we haven't looked at the cost. This would have been the next thing to look at in detail. Based on the initial trip that Pam Hook went on - we received £500 pounds funding for her, therefore we can assume that it would cost around £5000 for 10 children, approximately.

GC – How long was the trip going to be for??

LB – It was for a minimum of 3 days, as traveling would take up a fair bit of you time.

LY – if we are unable to go there are they not able to come to us first?

LB – No, this isn't possible at the moment as they are unable to get funding. They may be able to get Comenius.

AB – Amanda Willis is doing something for her school – it may worth contacting her to see what they are doing and how they are doing it. Also, are you still hoping for it to be done this year?

LB – We were originally hoping to go in May this year. It is not suitable to go in the Summer time as the weather over there gets very hot.

LW – How do you distinguish which 10 children go and which don't?

LB – In a class of 28 children not all will want to go. We would then look at each child and work out which children would benefit the most, which would be able to cope and who was mature and confident enough.

We are unable to stay with families due to children's safeguarding issues, and therefore the general consensus is to keep all children together.

Mhk stated that this trip would be the pilot trip for the school. We could learn and improve on this initial trip in years to come.

GS – What was the probability that trip would continue?

LB – LB had spoken with Michelle panting (Primary languages Advisor) and they were both confident that it would still go ahead.

GS – how many man hours would it need to investigate funding?

LB – This would be don't out of school hours

GS commented that the school would therefore have nothing to loose to investigate further with regards to funding.

JS – suggested that perhaps children who did Spanish club should be given priority in deciding which 10 children go.

LB – This could be considered, but this would exclude the children from the rest of the class, and we want to be as inclusive as we can.

MHK reminded Governors that when the initial links were set up it was done with the intention of allowing children to go abroad and meet with their counterparts.

GZ – Before any further information is sought on funding, would governors support this trip in principle?

Governors all agreed that this would be good and beneficial for the children and that there was no downside to finding out more information on funding.

LB would inform governors as and when she had more information to present with regards to funding.

4. Approval of Minutes

Minutes from the 18th November 2009 detailed a true reflection of agenda points covered.

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

5. Matters arising from previous minutes

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

4) Flagpole – GZ – This has been looked at with property services as one of the projects we need to do. We have had a new eco board put up in reception and the flag will be placed on this in the time being. This is a costly expenditure that is not deemed a priority for the school at the moment

4) Update on Solar panel – MHk – This has not been completed yet.

Action: Update governors on this at next FGB. MHk

4) How are the lights regulated at the front of the school? GZ spoke with the previous caretaker. He was unaware how this was controlled. Again property services would be investigating this as part of the school development package.

4) Emergency procedure plan – This was not complete.

Action: Governors to be updated at next FGB meeting. GZ / MHk

4) Update on play surface – The school has received 3 quotes all in the region of £8500 - £9000. Again property services will look at this as well. JT mentioned that there was a competition in the Governor magazine to win a playground – up to the value of £10,000.

GZ was unsure whether this would include a surface replacement.

4) Community governor – The person who MW had approached has decided not to become a community governor. MW has one other person in mind. This person is based in Liddington. All governors are happy with MW investigating this further.

6) Attendance – The cluster schools could not reach an agreement. GZ has decided to devise a policy in line with what is already practiced at Wanborough Primary School. We will continue to authorise up to 10 days.

LY spoke with Dave Weston with regards to this issue and his opinion was that it was not a good idea to go to 'Unauthorised absences'.

GZ shared the attendance figures with the governors. The target for last year was 3%; the target for next year is 2.9%.

2007/08 – absence rate was 3.07%

Currently the absence figure stands at 3.6%

JS asked whether this included Sick absence, to which GZ replied no.

AB queried whether the absence figures were published in the league tables.

GZ – Responded by saying that she didn't think that this was done for primary schools.

KS asked what the procedure was, if someone wanted to ask for authorised leave.

GZ informed governors that the procedure was set out in the policy and that the form would be on the web for parents to access or was available from the school office.

JS asked whether the policy explained about taking the 10 days, and how it may be best to take the 10 days.

GZ – It was explained within the policy. The policy would be reviewed by MHk and then would be given to governors to review.

GS asked whether a Monday or Friday carried more weight. I.e. was it more detrimental to be away on these days.

JJ answered this question by saying that in general Mondays are the start of topics, and by missing this you would be unaware of what was expected. A Friday was most likely to be used for assessment of that particular week's topic.

8) Pre-School – GZ has had no further information back from preschool on this matter.

6. Role governors play within the school, as a result of ofsted framework guidelines.

All governors received a copy of this document prior to the start of the meeting. This was also covered during the 'Governors day'.

Q's & A's

KS referred to page 42 – the section on Satisfactory – the last sentence which stated

“Governors engage often with parents and pupils and respond quickly to their views and any significant concerns they may have”

Her concern was that she was unsure of how we actually did this.

JJ informed governors that in previous times governors came to parents evening and were available for parents to ask questions to. MHK informed governors that at the last parents evening he was available to answer questions.

KS was concerned about whether we could show ofsted evidence of doing this. Again GZ highlighted that fact that if ofsted were to ask parents directly they would know that this does occur. She also mentioned that a questionnaire would be going out to all pupils and parents in the next few weeks, and that this would highlight any issues that we as a school may have.

RL added that most enquires / queries are dealt with informally.

LY mentioned that perhaps it needs to be more visible on the website. JJ suggested putting contact details in the school prospectus.

MHK informed governors that if a parent wished to contact a governor they could do so via the school.

Action: Clarify contact details for governors MHK / GZ

GZ suggested that on the governor's day we could inform parents at the end or near the end of school, that governors would be available to take questions if they had any.

KS asked whether governors knew the strengths and weaknesses of the school

LY mentioned that we have 'Raise on line' – this should give us information

GZ said that this would be done, and it would be done at the next curriculum meeting, and that by the next FGB meeting should be validated.

Action: Update on 'Raise online' GZ / Curriculum

MHK will also circulate the governors self assessment form as an exercise for governors to complete. This should also show strengths and weaknesses.

Action: Send out Self Assessment forms MHK

7. Head Teachers Report

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

Admissions.

One child has left reception, as the family has moved from the area. Admissions will look to see if this place can be filled.

There is one space in year 3, there was a pupil ready to take this position at Easter, but this has now fallen through.

Overall we have 24 spaces and a total of 212 children in school currently.

Staffing.

Rachel Law has returned from maternity leave and is working with 9 children. The majority of children are from year 6, there is one child from year 5. This seems to be working well.

A new caretaker has been employed. His name is David Tucker; he is from the Covingham area. He was by far the best candidate for the role. He has also shown interest in becoming a mid day supervisor – Awaiting his CRB check before he starts at school.

1 mid day supervisor is on long term sick.

Miss Shaw was off for longer than expected with her wisdom teeth; as a result a supply teacher was brought in to cover.

Achievements and Standards.

Assessment results are back. All staff have greater ownership and accountability on children's results. All tracking and results have been entered on to SIMS

The APP is not satisfactory, but advisable. It is working but requires further work to improve it.

The Oscar evening was a huge success. We have had lots of positive feedback.

Ridgeway School is unable to do the Math's group for gifted and talented. We will endeavour to provide for these children ourselves.

March will be Gifted and Talented focusing on Arts.

AB asked about the gifted and talented register.

LW said that this still needed refinement

KS2 target settings – for 25 pupils (year 5), below are the predicted targets that these children are expected to achieve.

Level 4 Eng – 92%

Maths -92%

Eng & Math's – 82%

Level 5 Eng – 48%

Maths – 48%

Eng & Math's – 92%

KS - will these targets be checked again?

GZ – yes these will be checked, and progress will be reported to governors.

The SIP is nearly ready and will be distributed to all governors soon.

The Parent pupil survey was due to be distributed prior to Christmas, it will now be sent out next week. (W/C the 25th)

Classes have all started new topics.

Trips for this term:

Yr3 – Steam Railway Swindon – they have already been here.

Yr1 & 5 – Warwick Castle

Yr2 – Natural History Museum

Yr4 – Marwell Zoo

Yr6 – Morris Dancing – this is to be done in School.

JT mentioned that there was a Morris dancing group in Bishopstone. GZ informed governors that they had declined, and that if anyone had any information with regards to Morris dancing to contact Tracy or Alison.

GZ also informed governors that some topics were not covered, in particular PHSE and circle time. These will now be focused on more.

It is statutory that KS2 are taught languages – this will be done by LB.

Thank you to LW for the inset day. She has been very busy, and we are grateful for all her efforts.

Property services have been in to the school looking at various projects. Resources committee will look at these and prioritise them.

There will be an H&S audit on the 29th Jan 2010. Thank you to KS for attending the H&S training.

KS asked what Merlin was about. GZ told governors it was a way for teachers and pupils to store work onto a network, which is then accessible remotely. Pupils are then able to take this login with them to Ridgeway School.

Governance Leadership & Finance

From April 1st we will be opting out of Swindon Payroll. It will now be done at the school.

Well being

The Staff survey will be distributed – this is an aspect that ofsted will want to look at.

General

Feb 2nd 16.00 – 18.00hrs – Child protection training

Feb 4th 16.00 – 17.00hrs –

Andrew Bennet from Parish council will be holding a meeting for the cluster – All governors welcome.

GZ wanted to thank Pam Hook for all work with regards to the Spanish trip. It takes time, effort and hard work which is very much appreciated.

Ray Pethwick from the Wanborough Wasps has donated £500 – this will be used for a new greenhouse / tools and a hand sanitizer unit (to be placed near the chickens)

Celebration assembly – this will be when parents are invited in to see children's work. A letter will be sent to parents a week in advance.

8. School Improvement plan

Has already been covered.

9. Budget

Only information that is new, is that the current deficit figure has decreased from approximately £9000 to £7500.

Breakfast club is losing the school money.

JS asked how much? GZ told governors that the school was losing a couple of thousand pounds.

The issue was that in order for the school to be breaking even they would need 16 children to attend each day. The breakfast school would be full in the next week or so, but we are unable to recoup the loss made.

JT suggested re-advertising the facility.

GZ said that there was a need to get parents to commit to the club. Currently it was being used ad hoc. Food had also gone up in price and that this had an impact on the club and its costings

GS asked whether we could sell packages to parents – i.e. Buy 10 days in advance.

AB highlighted that most other childcare facilities do not allow you to use them adhoc and that you were required to pay for your space even if you did not attend.

MHk – any further questions?

None

10. Sustainability

This will be part of SIP

It will now be covered in the relevant committee meetings.

Alison Mills is currently focusing on Electricity consumption

LW informed governors that NPower Cops were into see children from year 4 and 5

The first Eco – club meeting had been held this week.

11. Committee Reports

Staffing – LY

Last met in November

Action: Send out minutes from this meeting to Clerk LY

Staffing is now focusing on the recruitment of the New Head Teacher – this should be complete by Easter.

GS mentioned that he had been asked why governors had left it so late to place an advert for a new head teacher, when other schools have already placed adverts.

MHk re-iterated that our agreement was to place an advert before Easter.

LW suggested that a letter be sent out to parents informing them of the schools proposed plans.

Action: Send out letter informing parents of Head teacher recruitment timescales. MHk / LY

Curriculum – Cancelled due to bad weather

Resources – Cancelled due to bad weather – JRay to meet with Accountant Andy next week.

12. Training

JS – has completed Foundation Stage course

RL & KS - Have completed the Ofsted standards course

KS - booked on an H&S course Feb 9th and also English and Literacy on Feb 2nd.

13. AOB

GC's term has expired.

No other teaching member of staff has shown an interest in taking over this role. There fore GC to stand again for another term. GZ to confirm this at the next staff meeting

Action: Confirm whether any other teaching staff has shown interest in taking over the position from GC. GZ

AB asked how long she should be holding minutes for.

GZ to find out and inform AB.

Action: How long are minutes kept for? GZ

KS alerted governors to a complaint that she had had from a parent during the week in which there was heavy snow fall. The Parent expressed concern with the following issues;

- 1) That the school was closed and others were open
- 2) That school did not appear to be doing anything constructive in clearing the snow.
- 3) There was no contact at the school when they called / mailed.

GC mentioned that the Web was updated very quickly informing parents of whether school was open, and that also there was a prompt text message service for parents.

JJ also highlighted that if parents wanted to talk to individual members of staff they could do so via the school web page.

AB informed governors that each school was different and that comparisons between schools could not be made.

MHk said that the priority was for children's safety, and that this was paramount when opening the school.

LW added that pipes within the school had frozen and in some cases the classrooms were not heated. Staff also had issues with travelling to school in dangerous conditions.

During the first week, when the snow had fallen the staff did meet to plan for future events. They had organised a clearout which was well attended by parents, friends and staff of the school. This allowed us to open the school, for the following week.

All governors were supportive of all decisions made during the weeks in which heavy snow had fallen.

**Action: Governors to look at possibility of having a link on the web site for emergency OR possibility of some member of staff being allowed access remotely to mails.
GZ/MHk**

Action Points

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

Signed: _____, Date: _____.

Martin Hook

Chair of Governors