

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON WEDNESDAY 21ST JANUARY 2009

Present: **Chair:** Martin_Hook_(MHk)

Head: Chris Davis (CD)

Anne Booth (AB)

Gillian Clegg (GC)

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

Ian Guthrie (IG)

Attachments: Governing Body Structure Note

Minutes of the Finance committee held on Thursday 4th December 2008

Minutes of the Finance committee held on Wednesday 7th January 2009

Governors Budget monitoring report 2008/09

Minutes of the Premises meeting held on Tuesday 9th December 2008

Head Teacher's Report

Sustainability Map

Meeting commenced at 19.00hrs

1. Apologies

Apologies were accepted and approved from Ian Guthrie (IG) and Simon James (SJ)

2. Declaration of Pecuniary interest

None declared.

3. Approval of Minutes from 19th November 2008

Minutes 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
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

4. Is an agenda item as item 12.

7. Completed.

9. Strategy Team to meet in Feb

SJ has been in contact with the Local press, as yet no one from the press has been in contact with the school. SJ and MHk to discuss further.

Action: SJ and MHk to discuss and report to FGB with update. SJ and MHk

11. CD will run the proposal past the PTA initially, as there may be issues with the walk way being congested with planters. If this is to go ahead the letter will be sent out in Term 4.

Action: Report back to FGB on Progress. CD

12.2. AW sent this policy sheet out to the necessary individuals. PR will print and send copies to MW and AB.

12.3 This is an on going project. Dates are in the diary to meet and discuss proposals with Architect.

13. Training schedule was sent to all Governors.

5. Head Teachers Report

MHk queried whether there had been any interest in the spaces available at the school. CD informed us that there had been no interest. Although there had been requests for the school to take on children in years that were already full. 1 parent had lodged an appeal, but it was retracted at the last minute.

MHk asked whether appeals took up much of his time, in response to this CD said a very short amount of time was taken up.

MW asked whether CD went to the appeals. CD said yes.

LY asked how the 'Life Education centre' was received. CD said that it had went very well, and that the course leader was very impressed by the parent turn out at the parent question and answer section.

She will be back in 2 years.

MHk asked when we hear about the Green Flag certification – CD said sometime in March.

AW spoke about the Chickens named 'Charlie and Lola'. They would hopefully lay eggs in a month or so.

A big thank you from the school and the Governors to Michelle Howard for purchasing them for the school.

AB asked questions about 'Gift and Talented' issues at the school – she would ask detailed questions at the next Curriculum meeting.

She queried about the provisions made at the top end of the scale, i.e. for more able children.

CD said that he was at the moment looking after this, and that Laura Shaw would be looking after Special needs / SENCO.

MW asked about news of Liz Bowie. CD informed all governors that she had a baby boy named Joshua, and that both mother and baby were well.

The Governors would like to pass on there congratulations to Liz and her family.

6. Receive confirmation that school profile for 2007/2008 has been published and made available to parents.

CD said that this was now available on the school website. Parents had not been formally told of the availability of this, but would be told via the next school newsletter.

Action: Inform parents via next school newsletter. CD

7. Receive analysis of examination results and KS assessments, including RAISE online details and consider implications in relation to targets set.

More information would be provided in the next FGB. However the initial meeting with David Weston, SIP and CD was to validate results. On the whole the results achieved were good. The more in depth results – CVA (value added that children made from KS1 to KS2) – requires review and analysis which CD is currently working on.

The 'Headline figure' was contextual values added which was 99.9%. This was an average score, when compared to all the schools nationally.

Both CD and AW are to analyse results to see what children are, and are not adding value. This would allow teachers to target specific groups of children to ensure that all were reaching their potential. It would also allow the school to see how we could utilise teaching assistants to the needs of the children. It is clear that the school is not impacting on all groups of children effectively since we have had an average score of 99.9% for 2 years running.

Many factors need to be considered, for example whether the teachers are pushing the children hard enough

One obvious result was that the Special needs children add value.

David would be back on the 3rd Feb – again for a validation visit. It is also an opportunity to discuss with him our findings and for us to discuss ways of challenging the children further.

MH asked whether the SAT scores had any impact on the results achieved, CD explained that this was not really the case, and that the impact would be insignificant. So from a CVA prospective the population is a true reflection.

MH raised the question about how the new KS1 moderation was progressing. CD said as long as the LA agreed with the schools marking we should be fine.

The bigger issue is that after 2 years of data – the school/teachers can pick a profile of the child and start to plan and support that child early. Thus allowing that child to reach its potential.

The classroom monitor package was purchased – this is an aid to help teachers monitor the children.

Overall, MHk reminded us all that the results achieved were good and that when the children left for secondary school they all made the necessary progress required.

8. Agree statutory KS2 attainment targets for 2010.

Action for CD – this has been completed and sent off.

The targets set by the school are lower than previously set, but they are still challenging.

Level 4 86% Eng and 92% Math

These have been accepted by Dave (SIP) as challenging targets.

The targets are set against Band D – if achieve these results we will be in the top 25% of schools nationally)

These targets are for this year's year 5.

9. SIP

CD has changed the format and style and will email the document.

Governors will monitor and review this. But it will be devised jointly by the senior management team comprising of CD/AW/JJ. It will consist of 6/7 action plans and each will link in with the school aims. This allows the plan to be ongoing.

There will hopefully be a few opportunities to look at this before the next FGB meeting.

All governors happy to proceed with this, in this manner.

Action: Email document before next FGB CD

10. Head Teacher performance review.

MHk confirmed that CD's objectives had been completed and that he had received a copy of his objectives.

11. Total absences target set.

CD confirmed that this has been completed. The targets are as follows:

2006/07 – 4%

2007/08 – 3.8%

2008/09 – 3%

2009/10 – 3%

School is on track for achieving this.

School attendance on the whole is very good.

12. Recruitment of governors

MHk explained the issue the school had with Governors. Currently Michelle Howard has left leaving a vacancy, William Suter will be no longer be serving as a governor as of today, and there is also a vacancy for a parent Governor. (3 vacancies in total)

On the issue of William Suter leaving, the Governors would like to thank him for all his hard work and his efforts for the school. He has been a valuable source of knowledge in his time as Governor.

In February we have another 2 Governors who will have reached the end of their term. This will leave us with a lack of experienced Governors.

JR will also be joining Ridgeway as a governor, and therefore will be stepping down from her position as chair of staffing. LY has agreed to take over this role. Thanks to LY for taking this on.

AB will step down as chair of curriculum – PR has agreed to take this role on, again thanks for agreeing to this.

SJ will remain involved in the ICT project in order to complete this.

MHk proposes the following:

- 1) AB moves to act as LA governor
- 2) SJ moves to act as Community governor.

All governors agreed to the above proposal.

This allows us to recruit 3 parent governors who can be inducted into the governing body over a period of time, also allowing a smooth and continuous handover to happen.

MHk also requested that governors help with introducing potential new LA and Community governors

LY asked what attributes were being looked for in a governor.

The general conclusion was knowledge of the community and someone that had a wide range of skills and a varied background.

Action: Start election process and send out election letters to parents. Clerk

Premises committee will be absorbed into the Finance committee with the intention that if need be we can arrange a sub committees to deal with various projects as and when required.

It was also noted that there is a lack of KS1 parents – so if governors know of any KS1 parents interested to encourage them to apply.

JRay proposes this.

JR seconded it.

Finally GC will be moved on to the curriculum sub committee.

13. School safety / Security

Nothing to report on

CD reported that the cones were working well and that it had made an improvement to the parking congestion. It was also noted that a few people were parking in Hoopers fields and walking to school, this would hopefully improve by the summer

MHk also informed governors of the new police community officer, named Mark Chippers.

14. Committee Reports.

14.1 – Staffing

JR – no minutes to circulate as yet, meeting was held before FGB's

Performance management - all in hand

Previous roles held by AW still need to be filled. The person lined up for the office vacancy pulled out at the last moment. Therefore vacancy still open.

-Maternity Leave – Liz on leave and Rachel will be leaving soon. It was discussed that the school had been previously well staffed and in future this may not always be possible to maintain. It is not financially viable. CD to look at budgets – ongoing.

-Senior Management team comprises of AW/CD/JJ

2 policies produced by borough on:

1) Leave of Absence

2) Sickness

It was proposed by LY that Governors accept this

MW seconded this

Action: Circulate minutes JR

14.2 - Curriculum

November's minutes to be circulated

Action: Circulate minutes AB

Reviewed what went on last term.

-JJ gave live demo of classroom monitor programme. She also showed its strengths and weaknesses.

-Evaluated last terms topics. The children and staff were asked what went well and what did not go well. Any gaps identified to be filled in at a later stage.

-SMT had scrutinised homework books – outcome was positive.

-Bullying / Share and learn day – went well. The next day will be RE focused.

-Policies have been updated - these need to be signed next meeting.

-Next meeting 3rd Feb at 18.30

14.3 - Premises

-Back door has been completed.

-AW queried whether sustainability and health and safety should be discussed at the FGB or in individual committee meetings. It was decided that sustainability would be discussed at FGB and H&S would be covered in Finance.

-H&S audit - 4th Feb

-CD to attend Asbestos training by borough.

-AW requested a email address for 'resources' – this mail is to include the following persons: MHk / JRay / LY / CD / AW

Action: AB to ask Mark Woodman to create new email address.

14.4 - Finance

- December's meeting was to sign of documents for FMSIS

- January's meeting –proposal- Capital budget for next financial year for ICT project – to cover PC's/laptops/hardware.

JR proposes this and MW seconds this

-Repairs and Maintenance Anomalies on budget sheet were due to unforeseen circumstances, for example

£1000 spent on clearing drains.

£600 spent on plumbing related issues

Historically the Maintenance budget was set at a level as determined by other budgets such as staffing. We need to work to a situation where we give Maintenance and repair its deserved and required status.

This year's budget will be set with real clarity to include all these extras, and to allow for flexibility.

-3 year budget process has started. CD said we were on target for £11,000 rollover this year.

15. Training

Courses to be attended:

- 1) LY – Personnel and Staffing appointments
- 2) MW – Child Protection in March and SEN later in the year
- 3) CD – Child Protection in Feb
- 4) KS – Literacy in March

16. AOB

Finally, Governors would like to say a huge thank you to William Suter for all his efforts and hard work in the 8 years he has been a governor at the school.

Action Points

Item Number	Description	Applies to
4	SJ and MHk to discuss and report to FGB with update regarding Press.	SJ / MHk
4	CD to report on progress with regard to changes to be made to entrance to school in the morning via 1 gate only	CD
6	Inform parents via next school newsletter	CD
9	Email SIP document to governors	CD
12	Recruitment of Governors – Start election process	Clerk
14.1	Circulate staffing minutes	JR
14.2	Circulate Curriculum minutes	AB
14.3	AB to ask Mark Woodman to create new email address	AB

Signed: _____ Date: _____

Martin Hook

Chair of Governors