

# WANBOROUGH PRIMARY SCHOOL

## MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON WEDNESDAY 23<sup>RD</sup> SEPTEMBER 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)  
Gary Smith (GS)  
Linda Young (LY)  
Marion Warren (MW)  
Jim Sinclair (JS)  
Lindsay Wood (LW)  
Jon Raymond (JRay)

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

**Apologies:** Paul Radley (PR)

**Attachments:** Resources Committee minutes held on 9<sup>th</sup> September 2009.  
Budget Monitoring Report 2009/10  
Ofsted Feedback  
Head Teachers Report Wednesday 23<sup>rd</sup> September 2009

**Meeting commenced at 19.00hrs**

**1. Apologies**

Apologies were accepted and approved from Paul Radley. MHk was informed that Paul had resigned as governor with immediate effect. This has now left us with a vacancy for a community governor. MHk asked governors if there was anyone who would like to chair the curriculum sub committee.

MHk welcomed GZ to her first FGB meeting at the school and on behalf of all governors offered their best wishes in her new post.

Each Governor introduced themselves to GZ.

GZ thanked all for making her feel welcome and part of the team.

**2. Declaration of Pecuniary interest**

None declared

Forms SG11 – completed by all Governors.

It was mentioned that Governors are required to be CRB checked. If they had been CRB checked within the last 2 years they needed to provide Lynn Harding with a copy of their CRB form, otherwise all are required to complete a CRB check.

LY asked whether the school should have a policy in place to show that all staff and governors are CRB checked on a regular basis.

SJ explained that there was a new policy that was to be phased in during October, which stated that there would be CRB checks carried out as well as a new check known as ISA. The ISA would be the next stage on from carrying out a CRB check and would be more detailed. With this check, the person would be given a unique number.

LY proposed that a new policy would be written for CRB checking – and that all governors and staff would be required to do this every 2 years.

SJ seconded this.

GZ also mentioned that the new Ofsted had come out in September. The expectation was that on carrying out their assessment they would initially want to see a central record of all staff – this would detail all checks carried out as well as qualifications obtained. It was also noted that Ofsted have now put in an extra half day on just looking at 'Safeguarding children' – this includes CRB / Qualifications / Bullying etc etc. If this was not in place Ofsted would not carry out the remaining assessment, and would place the school in the category 'Special measures'.

**Action: All Govs and Staff to complete CRB form/ Check**

**ALL**

**3. Approval of Minutes**

Minutes from the 1<sup>st</sup> July 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
4	Follow up on progress of flag pole.	AW

4	SATS overview to be sent to all governors	CD
4	Progress update at next FGB to ensure policies adopted	Curriculum
4	Update FGB at next meeting in September re SIP	Curriculum
4	Update emergency procedure to include Flu Pandemic	Resources
6	Action Consider using Traffic Light system	CD
8	Inform FGB of who will take responsibility for sustainability, and provide update	Resources
8	Find the number for the person who installs solar panels, which were offered at discount prices	MHk
9	Start investigative process, with regards to electricity consumption Follow up at the next FGB	CD Resources
10	All Gobs to provide list of all training courses they have been onto Clerk.	All Gobs
12	Parish council plans – Update at next FGB	MHk

4) Flag pole – We have the flag. Alison Mills has found the info regarding this. She will need to talk with planning regulations with regards to erecting a pole.

MW will also ask Liddington Parish because they have just had a flag pole erected.

**Action: Update at next FGB**

**Resources**

4) Sats Overview – Sent by CD – completed

4) Adopt policies – No meeting has taken place

**Action: Carry forward. Update at Next FGB.**

**Curriculum**

4) SIP - postponed

**Action: Carry forward. Update at Next FGB.**

**Curriculum**

4) Flu Pandemic – completed

6) Will be covered under SIP

8) Alison Mills and Ian Guthrie to be responsible for sustainability

8) Solar Panels

**Action: Update on Solar Panels info at next meeting**

**MHK**

9) Eco club were monitoring electricity usage. There has been a 22% drop in usage, but this has been overshadowed by the 92% increase in price.

GZ mentioned that she would ask other size comparable schools to see what their usage was.

**Action GZ**

AB asked whether we could shop around, JR informed governors that we were getting a special deal with the council.

SJ pointed out that it may be worth our while to look through N-Power audit which was carried out.

**Action: Update at FGB**

**Resources**

10) Completed

12) The intention is to send out a questionnaire to all households to ask for their comments and opinions. Each member of each household will be encouraged to pass on their comments and opinions. It is hoped that the data will be collated in a number of ways. E.g. paper / e-mail / through group meetings etc.

From this, the information will be analysed and feedback will be given to all stakeholders of the parish. A plan will be developed from this information.

Next meeting is to be scheduled for the 2<sup>nd</sup> November.

MW asked whether it would be beneficial to ask for guidance from Liddington Parish, as they have already started to implement this.

MHK – stated that it would be good to speak to someone from the Liddington parish.

This will be standing issue on next FGB agenda.

### **5. Governors tour**

GZ asked governors to walk around the school and grounds for 10 mins – noting all aspects of the school. E.g. the efforts of the teachers have made in preparing the classrooms to the fabric of the school / health and safety issues etc etc

MHK – commented on how parts of the school were looking 'tired'. He asked GZ how she would like comments to be fed back to her.

All points and issues were to be sent to GZ / MHK. These would be then listed and acted on.

**Action: List to be made and issues to be dealt with accordingly by Resources committee  
Resources- ALL**

GZ also commented that the school is our shop window – it has to be of high quality and high standard.

Other comments included:

AB – Boxes on top of cupboards pose a health and safety risk

JS – There was a box near the fire exit / Bins with no lids

GZ mentioned that some of the issues were due to lack of storage.

RL - When you compare Wanborough with what a new school has, this school does not compare.

JT asked why there was only one hand sanitizer in the school, and this was located in the ICT suite. GZ replied by saying this is where they were asked to put it.

### **6. Emergency procedure plan – check validity**

**Action: Update at next FGB                      GZ**

### **7. Head Teachers Report.**

GZ went through her report in detail. (See report attached)

Highlights were:

Admissions:

- 2 children from year 5 have moved aboard.

- There was an appeal for entry into Reception on the 16<sup>th</sup> September – this was refused on class size limits.

#### Staffing:

- Rachel Law will be returning to work on the 24<sup>th</sup> November?– Part time.
- NQTs were settling in well, and support is in place.

#### Ofsted changes

- The bar has been raised. If you were deemed a 'good' school previously, you would now been judged as average.
- GZ anticipates that we may have an inspection soon, because there has been a downward trend in KS2 for the last 2 years.
- Ofsted assessment – this is linked with 'every child matters'. Ofsted are looking at independence and active learning of the children; how well they work individually and independently. As a result inspectors are in classrooms more.

#### Standards

- At the top of KS2 there has been a decline/plateau – we are not achieving the level 5's that we should be.
- We have had very high results for foundation year. GZ has requested that an early year's advisor come in to discuss results. LY asked whether the assessment was self scored. GZ informed governors that the assessment was based on 3 random children / and the setting.
- Writing needs to improve
- Targets that are to be used are the ones set by Chris Davis. Teachers will also set targets, and these will be compared to what was set by Chris.
- There will be an emphasis on 'whole school targets' – these will then filter down to individual targets for the children. Parents will be informed of this at a later stage.
- Need to look at Gifted and Talented children in each class, from across all boards. E.g. Art/math/reading/sport etc
- Need to improve parental discussion – therefore newsletter will go out weekly. There will be curriculum meetings for parents.
- Need to ensure that there is equality in each classroom. I.e. all rooms to have equal PC's /laptops etc.
- Policies need to be reviewed. Behaviour policy to include aspect on exclusion.

#### Governance Leadership & Finance

-SMT comprises of Jo Jardim – CPD

Lindsay Wood – Assessment

Laura Shaw –SENCO

SMT meets regularly on a Monday, as a team it is working well.

-Governors need to fill in some roles

-Lindsay Wood is heading up a project for the borough. She is also one of the leading literacy teachers.

- Mentioned the possibility of having 'Governor Days' where governors come into school for the day to observe and chat with teachers. All governors agreed to this.

**Action: Schedule Governors day**

**GZ**

-GZ informed governors of her mentor at Greendown School.

-Play equipment on the school field – there has been several falls including 1 broken wrist in recent weeks. Need to look at the area, to ensure it is safe.

**Action: Update with regards to what the intention is for the play area on the field. GZ**

-Recording of incidents – the last recorded incident was in 2008. As a result incidents will be logged by the class teacher and a record will be kept with each teacher – confidentially. This will also record bullying.

JS asked whether these would be confidential, to which GZ responded yes.

-Next term parents will be invited to assembly on a Friday – this is when achievement is celebrated.

-Robin has asked for 1 service for Harvest this year.

#### General

-GZ will be providing training to staff and gobs 10<sup>th</sup> November 3.30-5.30 –

-David Weston (SIP) will be at school on the 26<sup>th</sup> Nov to discuss performance management.

-Parents tea afternoon with GZ went well. Feedback has been positive from parents.

-Parent Support advisor – advising one family.

-Teachers attending the yr 6 trip are: Mrs. Mills / Miss Bryant / Mrs. Finnegan / Mr. Hook.

Contact for year 6 trip will be Lindsay Wood / Kate Spurdell / Simon James.

MHK – any questions for GZ?

SJ informed governors that Ofsted were in Swindon and were looking at school data in a big way.

KS asked about sats analysis – the predicted targets were way off. The question raised was, were the targets set incorrectly?

GZ told governors that targets were set 2 years in advance

LW also mentioned that there would be assessment weeks each term – and not just teacher based assessment as was previous.

LY also reminded governors that the cohort of children was very large in the previous 2 years.

AB said that some individual targets were way off – LW replied that these were to be investigated.

LY asked what the outcome was of the papers that were sent of for remarking.

GZ - these have been sent back unchanged.

JS – expressed his thanks for the curriculum meeting held for year 1.

MHk – SIP – changes to be reported to Governors at next FGB

**Action: Report changes to SIP MHk / GZ**

## **8. SIP**

This has been covered in head teachers report.

## **9. Budget**

Covered under resources sub committee

## **10. Sustainability.**

Alison Mills, Ian Gutherie and GZ to have a meeting to discuss progression.

**Action: Update at next FGB                      GZ**

## **11. Committee Reports**

### Staffing – LY

No meeting held.

Next meeting will be in October

### Curriculum -KS

No meeting held.

MHk asked if anyone was able to step forward to chair this meeting. KS agreed to be the chair with AB as her mentor. GC would take minutes.

RL moved from Staffing committee to now being Governor for assessment on the Curriculum committee.

GS asked whether it was useful for governors with expertise to use them on the 'governor open days' e.g. If you had expertise in H&S then this could be used to help the school. All governors thought this would be beneficial.

**Action: MHk to send list of Governor Qualifications to RB                      MHk**

### Resources – JRay

Budget report sent to all governors prior to meeting.

Questions & Highlights include:

-KS queried - In the matters arising section point 8 – minibus policy. No body asked to see Ks's insurance documents when taking children to and from school events.

GZ assured governors that there was a policy, and that documents should be seen, and that there should be 2 adults in the car. All parents who take children should also be CRB checked. Parents that take children should have business car insurance to cover them, or each parent should take their own child to events.

LY – how do we inform parents of their duty? MHk would discuss this further and inform governors at next FGB meeting.

**Action: GZ / MHk to discuss and update policy. Update at next FGB.                      GZ/MHk**

## **12. Training sessions**

**Action: Send training list to GZ/MHk RB**

## **13. AOB.**

- Next FGB to be changed from 11<sup>th</sup> November to the 18<sup>th</sup> November.

- JRay mentioned the need to appoint a community governor. MHk suggested that all governors seek to recruit a new member. If this failed an advert would be placed in The Liden magazine for November's issue

**Action: Suggestions for new community governor to be handed to MHk before the 10<sup>th</sup> October. All gobs**

**Action: Create advertisement for community governor for Liden Magazine. Resources.**

- JRay mentioned that there was an activity centre opening locally. The proprietors were hoping to invite the school for a look around.

-GZ asked for governors thoughts on keeping the front door to the school closed at end of school (3pm). This was to safeguard children and to ensure safety of members of staff alike. It was also deemed to be a safety issue when the door was kept open.

All governors agreed that the door should be shut.

GS proposed this, and it was seconded by MHk.

### Action Points

<b>Item Number</b>	<b>Description</b>	<b>Applies to</b>
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

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

**Martin Hook**

**Chair of Governors**