



MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON

WEDNESDAY 6TH JULY 2011

Present: Rob Jackson (RJ) Chair
Jenny Gould (JG) Vice Chair
Andrew Drury (AD) Head Teacher
Marion Warren (MW)
David Rogers (DR)
Lindsay Wood (LW)
Rachel Lawrence (RL)
Kate Spurdell (KS)
Jill Morris (JM)
Gillian Clegg (GC)
Anne Booth (AB)
Joanna Tweedale (JT)

By Invitation: Jo Jardim
Sarah Jackson Clerk

Apologies: Linda Young (LY)

Absent: Jim Sinclair (JS)

Attachments: Head Teacher Report July 2011
List of FGB Meeting dates 2011/2012
Scheme of Delegation



Meeting commenced at 18:30

1. Apologies

Apologies were received and accepted from Linda Young.

2. Declarations of pecuniary interest

JG advised that her declarations of pecuniary interest stand as last time having accepted a post with FS4S when voting on contracts.

No other declarations of pecuniary interest were declared.

3. Approval of minutes

Item number 14, Page 8, Jo Tweedle was changed to Jo Tweedale.

Minutes of the meeting dated 11th May 2011 details a true reflection of the points covered. Minutes were approved by the full governing body and signed by the Chair (RJ).

4. Matters arising from previous minutes

Item Number	Description	Applies to
11	Update Scheme of Delegation (Finance Signatories)	Chair
9	Send copy of Scheme of Delegation to LY	Chair
7	Amend Scheme of Delegation and discuss with committee chairs (new subcommittees)	Chair
11/1	Copy of SEF to all governors	AD

Items 11, 9, 7 The Scheme of Delegation has now been updated, a copy has been sent to LY and has been sent to all governors. It has adopted the split in Resources to Finance & Premises/H&S. The Scheme of Delegation was then approved by all governors present at the meeting and signed by RJ & AD.

Item 11/1 AD has sent a copy of the SEF to all governors. AD said this will be constantly reviewed from September 2011.

5. Strategic Planning 27th May – outcomes

AD discussed this within the Head Teachers report.

18:40 AB joined the meeting



6. Committee Reports

Minutes of all sub-committee meetings had been circulated to all governors by email prior to this meeting.

Staffing

No meeting was held. AD advised that the May meeting had been cancelled. JT said that the matter is in hand.

Curriculum

The Curriculum Committee had met and minutes had been circulated. KS thanked JJ and Lindsay for all their hard work with Literacy and Numeracy. KS asked for volunteer governors to get in contact with her to help look at the policies outstanding for review.

Finance

JG advised that the Finance Committee had had a few meetings and emails. JG advised that at first thought the capital budget would be £8k but was now £6.4k. JG advised that a decision had been made on purchasing LED Projectors for the school. This would save on costs in the future, approximately a £600 per projector saving. They are still looking at suppliers at the moment. Some companies had been coming in and JG has received some costings for comparison. AD said that they are hoping to get 3 comparable quotes. AD said that ideally he would like each classroom to have an LED Projector in the near future, hopefully in time for September 2011. JG said that minutes were circulated on 24th June 2011 and they are currently sticking to budget.

Premises

DR advised that he had not held a subcommittee meeting and he was still thinking along the lines of a scheme to build a meeting plan.

DR said that he would like a list from each member of teaching staff on what they would like such as a 'wish list'.

JG Said that a company had come into the school and had undertaken a room by room condition survey.

RJ said that hopefully with the restructuring of the subcommittees some policies will migrate from curriculum, this would kick off next year and hopefully have a fairer balance with less policies for Curriculum subcommittee who could then focus on other areas of the curriculum..

7. Scheme of Delegation - Finance and Premises/H&S Subcommittees

The Scheme of Delegation was voted on by the Governing Body and unanimously agreed, it was then signed by RJ & AD.

8. Head Teachers Report

AD started by apologising to all governors for the lateness of sending out his report.



Admissions

AD distributed a copy of the Head Teachers Report at the meeting. The admissions figures had since changed and AD will provide new figures in his September report **AD**

JG said that a company called Inception will produce reasonable rates for printing and photocopying and are half the price of other supplier so that when we need to run a marketing campaign for the school they should be considered as a supplier.

AD said that LW has been booked on a marketing course to start in September 2011.

RJ asked all governors to spread the word that there are vacancies within the school for admissions.

Staffing

JT asked for it to be noted that she was very happy that the strike didn't happen at Wanborough Primary School.

Basia Wojcik discussed – see items held confidential.

Sam Allen is now returning to work on Thursday 14th July not as previously mentioned on 18th July.

Laura Sumner has now sent in her letter of resignation and will leave on 13th July.

The proposed new leadership structure is currently in a 20 day consultation period, this was discussed under AOB.

AD is currently reviewing the office support staff job descriptions which are near to completion. He said he has been upfront with them both about the school needs and that in fact there is a need for three positions in the admin department which should include the role of a Business Manager/H&S/HR.

JG pointed out that AD is currently doing the role of Business Manager as well as his own. RL asked when will the school be looking to recruit a Business Manager. AD replied that it will be when the school can afford it. AD said that he would like it to be some time next year, all other schools have a Business Manager and if Wanborough Primary were to go down the Academy route they would need a Business Manager.

AD said some of the areas can be covered by the Caretaker and he has been discussing with these with the school's Caretaker, Dave. The Caretaker currently works 10 hours a week. The Caretaker is very flexible, but there is an issue with site security as a member of staff should be locking up the school. RJ said that we should be looking at creating the Business Manager position regardless of Academy status due to the workload involved in selecting traded services, collaboration with other schools and generally exercising best practice. JG said that it is important we go down the right route for recruitment of the Business Manager and ensure they have the right skill sets.

AD thanked RJ/JG/DR for all the hard work they have put into helping the school above and beyond what is asked of them as governors. For all their help in the premises, obtaining quotes and running the finances. AD said he would hope that the Business Manager would do this in the future to free up the governors time to be more strategic and to free up himself to do more teaching.

Achievements and Standards

The figures on the report given have now changed and will be reissued for the September 2011 meeting.

AD said that Ofsted are continually challenging schools to perform better. There are 6 children that have done better and 6 children that haven't in KS1. The school is on its 5th year in a row of being average in the value added table. Those children that have had some intervention have gone from a 2A to a 5.



AD said that many parents look at the SATs results when deciding on a child's school; it is a marketing tool that helps the school.

The school needs a jolt for a change to improve value added. The school has obtained outstanding in KS1 and Reception.

AD said that Year 6 children have had quite a journey. We need to ensure that all cohorts going through the school are identified and tackled. JG asked how AD planned to do this. AD said that he is planning to do regular intervention. AD said that he has 9 TA's (FT) and very low SEN children. AD said that he has the resources at the school to tackle the issue, the school just need to tackle the right children.

RJ said that it wasn't ideal for governors to only look at the end of year results and asked if it could be done throughout the year. AD said that he was hoping to look at some form of result or benchmark each term. He would like to set in place something that is robust and thorough.

JJ said that in the past it was done solely on SATs results but now teacher assessments are taken into account. LW said that it is a lot more reliable. LW said that teachers have had to be moderated.

AD said that if Ofsted came into each year group, looked at the progress of each year from start to finish they would have a better picture.

RJ suggested that the first FGB next year we look at the figures again.

AD said that we can expect a different format of figures. AD said he can give constant benchmarks and can provide them at meetings. KS said that usually they did have figures at curriculum but hasn't had time to review them due to working on the policies. RJ asked have we always done it.

LW said it has always been done, but not fed back to governors.

AB asked the question why the KS2 results had a vast range. AD replied that is was because some children could go either way and it was based on what was available to him last week.

Quality of Provision

AD said that the school would like to set up a Comenius project in 2011/2012 and were looking at linking with a school in maybe Wales, Finland, France or Spain. It doesn't necessarily mean a trip to the country as the link could be formed via email, internet and webcam. He was looking to apply for funding to join a project in February 2012.

RJ asked if anyone on the governing body had any links to Comenius schools.

AD said that Pam Hook and Martin Hook had found a school in France but this was not guaranteed.

RL said that Wanborough is twinned with a group exchange in France already.

Community and Stakeholders

AD said that he was very impressed by all the staff at the sports day and that it was a very pleasant day. RL said that the children were all very well behaved. JG said that everyone enjoyed the picnic.

AD said that on the pupil questionnaire there was an interesting find that the children commented on other children's behaviour.

AD said that on his unannounced visits to the classrooms he noticed there were pockets of low level over confidence; this should be put in the SIP. Little things like tucking in of school shirts and calling out in class were observed by AD. AD did say it was worth noting and taking on board what the pupils had to say on other pupil's behaviour.



AD said that they had looked at which areas are holding the school back. They talked about changes, environment, ICT refurbishment, lack of resources, and discussed how tight it is financially. The school needs to improve the admissions numbers to be able to employ staff. AD said that the school could have a better reputation and this needs to be built on within the school.

The governors in the school need better communication, this could be improved with SLT's, teachers etc. AD said that we should all know the vision of the school and questioned if teachers should get a copy of the SEF. AD said that it would be ideal to have governors within the school. They should be informed on meetings and clear on what is going on within the school

RJ said that it was clear on the day that everyone had a desire to see the school as outstanding and more. AD said that that he saw sports day as a secret ingredient and that it was something special.

CPD/Training

AD said well done to JJ for completing her Leadership Pathways course.

9. School Governance – learning from the best

RJ Governors were identified as one of the factors holding the school back. This was disappointing but not surprising. We need to get focused on what the role is of a governor is. There needs to be a clear understanding of the role of each governor.

MW said that the school should let the children know what a governor role is within the school and that each governor should be assigned a class and get to know the pupils.

RJ said that he had emailed the link to the document School Governance- Learning from the Best, in May or June He agreed to send it again. **RJ**

AD said that governors can work better when fully involved in SEF, governors can then use the knowledge to challenge and understand the strengths and weaknesses. SEF is a good start.

Governors will then look at the reality as well as be aware of the statutory requirements. Governors can monitor quality and provision.

This is a useful document to focus on. RL asked if this was to do with the link system. RJ said that the link system is based on class, year, subject, and specialism. RJ asked AD to come up with a list of areas ahead of the September start, and then the governors have the chance to come up with a list of errors and omissions. This can then be reviewed in September FGB. **AD**

AD said that he would like new teachers to be linked to a governor and junior members can progress in their leadership. AD said that teachers could possibly do a presentation in governors meetings and this would be an easy and good thing for the teachers and even with the link governors.

JM said that she had already met with Tracey Brant on Friday 1st July. JT said that she was meeting with JJ reference Music and Laura Sumner reference DT on 7th July.

AD asked if there was a proforma for link governors. LW said yes there was and that is a good thing to keep for evidence for teachers' folders.

RJ said that the proforma does not have to be uniform and that it can be bespoke to each governor/link. The proforma should show the date, area and persons involved.. AD said that the school has SIP and if this was followed it is a good document to use.

KS gave a copy of a blank proforma she uses to RJ that is currently used for link governors.

AD said that it would be a good idea to find out each governors skill set and areas of expertise. RJ said that link governors should bear in mind that the link they select in September should tie in with



the subcommittee they are on. RJ asked governors to look at the areas they are linked with and if they suddenly find they are not on the right subcommittee this is a chance to change.

10. Clerk recruitment update

AD said that they did have one ideal candidate who pulled out on the day of the interview. On the second round of advertising there was one application received who was not suitable. For now SJ is acting as temporary clerk until a successful applicant is found. RL asked if the position would pay more if the clerk would be attending subcommittees RJ said no as this had already been evaluated and the rate per hour had taken this into account. JT suggested that the post should be advertised again in the newsletter, AD agreed.

AD

11. Training sessions

Training completed

22 nd June 2011	KS	SEN Training
30 th June 2011	DR	Finance Training
28 th June 2011	MW	Child Protection Training

Future training

Sept 2011	LW	Marketing course – date to be confirmed
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12. AOB

A list of dates for 2011/2012 FGB meetings was distributed to each governor. JJ asked why the day had changed to a Thursday. AD said due to work/life balance.

19:55 LW/GC/JJ left the meeting

Items held confidential were then discussed.

AD thanked all governors and wished them a good summer.

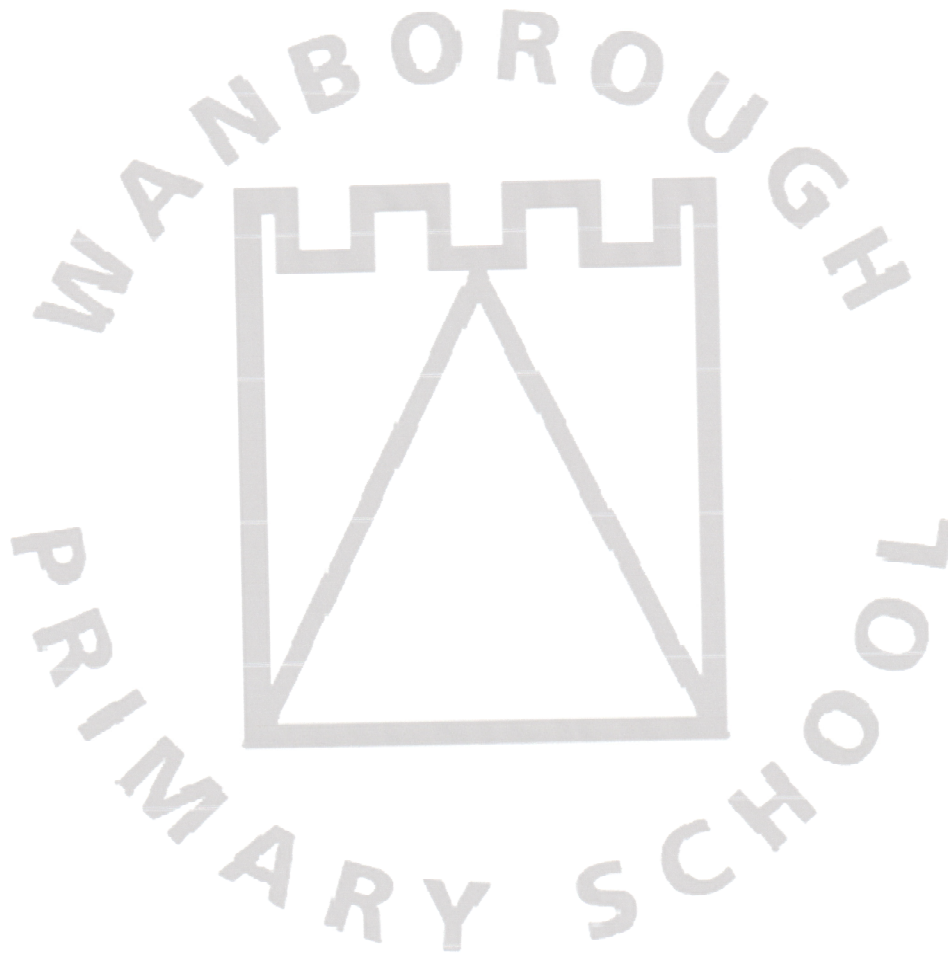


13. Date of Next Meeting

Wednesday 7th September 2011 at 18:30

20:15 Meeting closed

----- Date ----- R JACKSON





Summary of Action points from 6th July 2011

Item Number	Description	Applies to
8	Admissions – AD will provide new admissions figures for his September report.	AD
9	School Governance – RJ to email link for 'Learning from the best' to all governors.	RJ
9	School Governance – AD to provide a draft list of link areas.	RJ/AD
10	Clerk recruitment update – AD to re advertise post in the school newsletter.	AD

