

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON

WEDNESDAY 11TH MAY 2011

| | | |
|-----------------------|-------------------------------------------|--------------|
| Present: | Rob Jackson (RJ) | Chair |
| | Jenny Gould (JG) | Vice Chair |
| | Andrew Drury (AD) | Head Teacher |
| | Gillian Clegg (GC) | |
| | Kate Spurdell (KS) | |
| | Linda Young (LY) | |
| | Marion Warren (MW) | |
| | Joanna Tweedale (JT) | |
| | Lindsay Wood (LW) | |
| | Jill Morris (JM) | |
| | Dave Rodgers (DR) | |
| By Invitation: | Jo Jardim | |
| | Sue Mulcock | Clerk |
| Apologies: | Rachel Lawrence (RL) | |
| Attachments: | Head Teacher Report May 2011 | |
| | Long Term Budget Plan Apr 2011 – Mar 2013 | |

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Meeting Commenced at 18:30 hrs

1. Apologies

Apologies were received and accepted from Rachel Lawrence.
Note change of order for meeting, item 9 moved to end of meeting.

2. Declaration of pecuniary interest

JG advised the GB she had recently accepted a post with FS4S.

3. Approval of minutes

Minutes of the meeting dated 16 March 2011 details a true reflection of the points covered.
Minutes were approved and signed by the chair (RJ).

4. Matters Arising from previous minutes

| Item Number | <u>Description</u> | <u>Applies to</u> |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 11 | Update Scheme of Delegation | Clerk |
| 9 | Send copy of Scheme of Delegation to LY | Clerk |
| 8 | To review tables and chairs outside Mrs Jardim's class – Access difficult | AD |
| 6 | KS will email to all governors the Child Protection Policy and Attendance Policy. Comments to be fed back to her by 30 th March 2011 | KS |

Item 11 To be discussed at the next FGB Meeting

Item 9 To be discussed at the next meeting

Item 8 Picnic tables have been moved and the issue resolved.

Item 6 This item has been deferred to a later date. There was a discussion of Cyber-bulling at the last curriculum meeting.

Attendance will be discussed in September.

It is hoped that the new Clerk, when appointed, will take responsibility for the management of policies.

5. Election of Community Governor

Dave Rogers was introduced to the Governing Body as the nomination for a Community Governor. DR has a background in engineering and a particular interest in Health & Safety. The Chair formally proposed the appointment of DR as a community governor for a term of four years. The GB voted unanimously in favour of the appointment.

At 18:35 Linda Young joined the meeting.

6. Committee Reports

Minutes of all sub-committee meetings had been circulation to governors by e-mail prior to this meeting.

Staffing

The chair of the staffing committee advised the GB that there had been no formal meeting. She had met with the Head teacher informally. She advised the GB that another member was needed on the staffing committee to ensure meetings were quorate.

At 18:40 Anne Booth joined the meeting.

Curriculum

Responses from the recent parent questionnaires were on the whole very positive. Attainment targets have been discussed and set. SAT's week will start Monday 9th May – Friday 13th May with results expected late June. The meeting arranged to discuss vulnerable groups has been cancelled and will be re-arranged at a later date. The Education Welfare Officer was delighted by the school attendance figures following a recent visit. Although it will not be statutory to set an attendance target figure next year, best practise would suggest it would be in the interest of the school to do so. There were no further questions.

Resources

Three sets of minutes have been circulated since the last FGB meeting. Resources met on 28th April to review finance figures for last year. Indications are that the budget set for this year will be very tight. Committee are hopeful that the deficit will be clawed back over this financial year.

The Head advised the GB that staff morale remained high despite difficult circumstances.

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Head thanked JG for all her help and support with the budget.
Some governors raised concerns that they had not received copies of circulated minutes.
Minutes for meetings held on 4 Mar, 18 Mar and 28 April 2011 will be re-circulated.

Action:

Advise GB of date of re-arranged meeting

RJ to circulate minutes.

7. Scheme of Delegation/Premises/H&S sub-committee

At 18:50 Marion Warren joined the meeting.

The chair discussed the proposal to divide the Resources Committee into two sub-committees; Finance and Premises/Health and Safety. There was considerable support from governors for the proposal. Some governors felt vulnerable that insufficient time was allocated to support effective governance in some areas, for example Health & Safety, as part of a larger sub-committee. Governors felt there would be considerable benefit to separate smaller sub-committees.

Governors voted unanimously on the proposal of the division of the resources sub-committee into two committees.

RJ formally proposed Jenny Gould as chair of the Finance Committee and Dave Rogers as chair of the Premises/Health & Safety Committee. The proposal was seconded by LY. The vote was unanimous.

Action: RJ will amend the Scheme of Delegation and discuss amendment with appointed chairs.

Governors questioned current vacancies on the GB. The chair responded that there was currently one parent governor vacancy.

Governors questioned whether there were enough governors in aggregate? In the ensuing discussion governors felt smaller sub-committee groups would allow more focussed group discussion and that the smaller workload would be more effective. A reallocation of Governors to the different sub-committees (to be discussed later in this meeting) would hopefully alleviate problems.

8. Head Teacher Report

A copy the Heads report was circulated to all governors prior to the meeting. (copy attached).

The Head highlighted the following points to the GB:-

- Ofsted interim assessment has graded the school as good. The school is unlikely to be subject to an Ofsted Inspection before summer 2012.
- Assessment and attendance data analysis has been undertaken.
- A year 2 pupil with behaviour issues has left the school. Behaviour in school is generally good with elements of outstanding. The individual concerned made a significant contribution to poor elements of behaviour. The Head felt his stance on behaviour may have contributed to the decision of this particular individual to move school.
- Head advised the GB that 28 pupils have applied to join the school in September 2011. There was some concern from Governors that admission number could be falling. The Head and Governors discussed the financial implications of a fall in numbers and ways in which the school profile could be raised with a view to increasing admission numbers.

Questions arising

- Abi Corry – would there be a possibility of a contribution to her costs from the school as she was no longer being financed by the diocese. It was agreed that her contribution was important but there was no slack in this budget at the moment.
- Governors questioned the disappointing number of responses to recent questionnaires.

There followed a lengthy discussion on possible reasons behind this and how the GB might redress the balance, by maybe using online questionnaires and feedback forms at parents evenings.

- Governors questioned the update of the school profile.

Governors were advised that the Curriculum sub-committee had looked at the profile. The Head advised that although School Profile was no longer statutory, it would be good practise to produce celebration and successes literature. Governors questioned whether a member of staff would consider taking on the role of press liaison? The Head will discuss with staff.

- Governors questioned the purchase of Traded Services

Head advised that essential services had been budgeted for, (Core Offer). Due to budget constraints he was trying to use the least amount of services possible. The ability to save money in this area would largely depend on the needs of the new cohort. AD and JG had used a best guess approach. There was some funding in reserve if needed. Governors were

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reminded services may be removed depending on uptake. This was still a very grey area. The Head anticipated that all the Head teachers in the cluster would liaise and work together.

- A governor questioned whether it would be possible for books withheld at the end of the last academic year to be returned to pupils?

The Head was unaware that this had happened; he apologised for any misunderstandings and hoped that the books concerned had not been disposed of. He will look into the matter.

9. Budget Plan

This item was deferred to a later slot in the meeting.

10. Ofsted Letter

This matter was discussed as part of the Head Teachers Report.

11. Strategic planning 27th May

The Head and Chair (RJ) will meet to discuss the focus of the day and plan the agenda. The head plans to focus on four main areas; Quality of Teaching, Achievement & attainment; Leadership and Management and safety & behaviour to help formulate the School Improvement Plan.

Governors who are unable to attend are welcomed to e-mail ideas and suggestions to the Head or Chair.

Head will send a copy of the SEF (Self Evaluation Form) to all governors for information prior to the meeting. The Head advised the GB that although the SEF was no longer statutory the school would continue to need some form of self-evaluation.

Governors discussed how the SEF and SIP documents would help to move the school forwards. It is anticipated than from September these documents will be referred to at all GB meetings in order that future judgements and decisions reached would work towards completing objectives set.

Action: Head to send a copy of SEF to all governors.

12. Clerk Recruitment

Chair advised the GB that the closing date for applications for the Clerk to Governors post was Friday 13th May. Short-listing for the post will take place on Monday 16th May with interviews the following Tuesday, Wednesday or Thursday. It is hoped an appointment will be made and the position filled by the next FGB meeting.

13. Training Sessions

MW confirmed she had booked to attend two training courses to be held in June by Governor Services; SEN and Child Protection.

Governors discussed the possibility of adding Governors Training to the FGB agenda, where governors would have an opportunity to feedback on any training undertaken in the interim.

RJ reminded Governors of the new link forwarded to all governors for them to access 'schools on-line', a valuable source of information.

AB gave a brief feedback on the 'Governor Briefing' she recently attended.

Head suggested arranging more informal, unminuted GB meetings, where governors would have a chance to share and discuss ideas.

RJ, AD and JG recently attended the cluster 'Academy Status' meeting. (Handouts available from JG if required). The Head advised the GB that the Head teachers of the cluster would be working together with regard to Academy Status.

RJ and AD have attended a cluster E-Safety Event.

14. AOB

Staff Governors advised that a Gifted and Talented twilight session is planned for Monday 16th May after school. The meeting will focus on G & T incorporating vulnerable groups. All governors are invited to attend.

MW thanked the head and staff for the Easter Cards made by Reception and Year 1 pupils. They have been displayed in the local church.

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The chair asked governors to indicate their preference to serve on sub-committee now that the resources sub-committee has been divided.

Sub Committee groups were elected as follows:

| Staffing | Curriculum | Finance | Premises/ Health & Safety |
|---------------------|-----------------------|---------------------|------------------------------------------|
| Rob Jackson | Rob Jackson | Rob Jackson | Rob Jackson |
| Jo Tweedale | Anne Booth | Andy Drury | Lindsay Wood |
| Jim Sinclair | Jo Jardim | Dave Rogers | Andy Drury |
| Andy Drury | Gillian Clegg | Jenny Gould (Chair) | Dave Rogers (Chair) |
| Dave Rogers | Andy Drury | Linda Young | Jill Morris |
| Rachel Lawrence | Marion Warren | Kate Spurdell | |
| Linda Young (Chair) | Jill Morris | | |
| | Kate Spurdell (Chair) | | |
| | Rachel Lawrence | | |
| 7 | 9 | 6 | 5 |

The chair discussed the potential impact the premises/health & Safety committee could have on Teaching and Learning within the school and governors were asked to consider working on this committee. Even those who felt they did not have a specific skill in relation to premises/health & safety, could still offer a valuable contribution.

Governors questioned the chair as to whether he considered specific HR skills would be required by any potential candidate seeking election as a parent governor.

The chair advised he planned to make the advert as appealing as possible to attract a wide range of skills.

15. Budget Plan (deferred from item 9)

Staff members of the GB left the meeting at 8.15 p.m.

AB made a declaration of interest as the spouse of a member of staff. She asked the GB to consider if it was appropriate that she stay for this item, as members of staff had left the meeting.

JG and AD responded that information that could identify individual members of staff would not be discussed or divulged and there was no reason for her to leave.

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A copy of the Budget Plan was circulated to Governors by JG. (copy attached).

The Head outlined and discussed the main objectives of the Budget; to reduce the current deficit and to consider how to drive school improvement within tight fiscal constraints.

The Head was optimistic that the deficit could be reduced considerably, sooner than expected by tightening lax procedures, putting systems in place to reduce wastage and more effective use of HLTA's for supply cover. Examples were given to illustrate.

The head discussed at length his need to rely on the goodwill of his SLT, who undertook a huge workload often without additional time or additional remuneration. He commented on succession planning and the gaps in the distribution of responsibilities. Having considered at length how to address these issues within the confines of an extremely tight budget, the Head proposed the appointment of two assistant head teachers from internal candidates. He felt strongly that two assistant heads would give the school more flexibility to change jobs roles within the leadership structure. It also had the potential to reward those currently undertaking these roles.

The Head proposed the appointment of an assistant head to handle the pastoral care of pupils, the other to have responsibility for the curriculum.

He hoped where possible to develop junior members of staff and proposed the rotation of such staff on a monthly basis to the SLT for training and development.

These radical plans would involve staff restructuring and the Head was mindful of possible complications and would consult with HR. The appointments would need careful advertising but he was confident internal candidates could fulfil these roles.

Head outlined plans for parents to make a £1.00 donation to contribute towards resources used by after school clubs. He hoped the PTA could be used in a more targeted way to compliment. He was more than aware of the pressures facing parents in the current financial climate but hoped that by communicating with parents and showing clear accountability he would be able to gather support.

The school continues to look for avenues of revenue including lettings, a potential rise in the cost of school meals (costings will be undertaken), and breakfast club.

The Chair thanked the Head for his plans on the new budget and asked the GB for any questions.

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The Head was asked if he was aware of heating and lighting costs of the premises after 3.00 p.m.

The Head advised that a smart meter had recently been installed, but as yet there were no costings available with regard to heat and light after 3.00 p.m. The Head was aware of the need to undertake a costing to help ascertain running costs of after-school clubs.

Governors asked if the school kitchen was entirely self-funding?

The head responded that systems were not in place that made this information readily available. It was hoped the purchase of the Tuscasi money handling system would make this information more accessible.

The head went on to advise the GB that clear accountability within the management structure would free more of his time, possibly allowing him to teach.

Longer term – the school would benefit from the services of a School Business Manager.

Governors were concerned about the proposed use of HLTAs to cover teachers absence and asked for clarification this and the impact of any pay increments awarded to Assistant Deputy Heads.

The Head accepted the concerns of the Governing Body. Both he and JG noted the risk. He agreed he would not like to see HLTAs to cover sickness for longer than three consecutive days. The head advised the GB that there was no contingency funds to cover a major event such as a long term sickness absence. Should this occur there was a possibility that the school would have to run with a deficit budget. Both the Head and JG were concerned about the vast implications this would involve for the current administration staff who would be unable to carry out the considerable reporting and checks required by the LEA under these circumstances.

Governors were reassured pay increments would be minimal for those seeking to take on the Assistant Deputy Head role.

JG advised that she was ready to implement to budget onto the SIM system and was willing to undertake strict monitoring and controls to try to ensure its success.

The Chair summarised that the Governing body were happy with the philosophy behind the budget. He formally proposed that the Governing Body accept the Budget and that plans for the restructuring of senior staff be forwarded to the staffing sub-committee for further approval.

The Governing Body voted and unanimously agreed.

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16. Date of Next Meeting

Wednesday 6th July 2011 at 6.30 p.m.

.....Date.....R. Jackson