

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON WEDNESDAY 16TH MARCH 2011

Present: **Chair:** Rob Jackson (RJ)
 Vice Chair: Jenny Gould (JG)
 Head: Andrew Drury (AD)
 Anne Booth (AB)
 Gillian Clegg (GC)
 Kate Spurdell (KS)
 Rachel Lawrence (RL)
 Linda Young (LY)
 Marion Warren (MW)
 Rebecca Bermingham (RBM)
 Joanna Tweedale (JT)
 Lindsay Wood (LW)
 Jim Sinclair (JS)

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

Apologies: Jill Morris (JM)

Attachments: Resources Minutes 4th March 2011
 Head Teachers Report March 2011
 Scheme of delegation
 Curriculum Minutes 9th March 2011

Meeting commenced at 18.00hrs

1. Apologies

Apologies were received and accepted from:

Jill Morris (JM)

RJ introduced himself to all governors present.

Note also change of order for meeting.

13. AOB

None

2. Declaration of Pecuniary interest

None declared.

3. Approval of Minutes

Minutes from the 26th January 2011 detailed a true reflection of agenda points covered.

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

4. Matters arising from previous minutes

| Item Number | Description | Applies to |
|-------------|---|---------------|
| 4 | The 'Blanket statement' to be written by AD will be placed in the Policy folder. | AD |
| | Staffing minutes were not received - LY to send minutes to RB | LY |
| 5 | Parents will be informed of governing body changes in due course. | AD/MHk / RJ |
| | Inform parents of staffing changes, with reference to TA hours | RJ/MHk/ AD |
| | MHk requested that all governors let AD and himself know if there were any other issues that they thought needed to be included in the letter by the end of the week. | All Governors |
| | Communication Routes seminar to be arranged. | AD |
| | Child protection policy to be looked at, with this in mind. | KS |
| | 2009/20 report to be issued to governors at next FGB meeting. | AD |
| 8 | Resources to investigate whether funds are available for this. If not, then the PTA would be approached for help. | Resources |
| 9 | AD to circulate information on Academy status. | AD |
| 10 | Date to be confirmed in term 5 for stakeholder's day to discuss Vision. | AD |
| 7 | Place on agenda for next FGB meeting | Clerk |
| | Review sections highlighted in Red – how can we improve | All Governors |

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| | these | |
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4. - Policies – Blanket statement written by AD.
- Staffing minutes – still not received.
5. - Parents were informed of changes in the governing body via letter. AD commented that there was no parent feedback.

-Communication Routes – Seminar to be held on May 4th 2011 @ 15.30 – 17.00 hrs. This will include issues surrounding Facebook / Internet safety / Mobile phones etc. This will be done in conjunction with Bishopstone school.

RJ asked whether this invitation will be open to all stakeholders. Letters will go out soon.

-All members of staff have read and signed the document on e-safety.

-Child protection policy has been reviewed.

- 2009/10 Child protection report has been sent to Sarah, it was similar to last year's report. Sarah has provided some feedback which can be used for the next report which is to be submitted, 2010/11. The report is with AD should any governors wish to see it.
8. -Software Purchase – AD is meeting with 2 reps, to go through 2 packages. During the meantime AD will continue to use the system he has been using.
9. -This was previously sent to all governors. The general feeling is that the majority of secondary schools are interested in the Academy status; however primary schools appear to be more cautious. Primary schools have been investigating as cluster groups ie Wroughton / Bishopstone & Wanborough. (Chiseldon School were not involved in these discussions).

-An event will be held – The speaker will be Paddy Bradley. His approach is to present a balanced view. This will be held on the 7th April 17.30 at Wroughton Juniors. This will be open to Heads / chairs and Governors.

-RJ reiterated the Governors Strategy, which was to investigate academy status, but this would be done in a separate working body group.

JG asked whether it would be advisable to contact The Ridgeway School as they were already in the process of obtaining academy status.

-RBM asked for clarification on the Wanborough's status, i.e. Had we applied for Academy status or was this just the investigation phase. AD confirmed that no decision had been made, and that this was just for the school and governors to investigate at this time. AB also highlighted that there would need to be a consultation period before anything could be decided and this would involve all stakeholders of the school.
7. -To be discussed in the agenda

- School vision to be discussed at the next TD day May 27th pm. It will also be an opportunity to look through the Parent/Pupil questionnaire / SIP plan.

5. Elect Vice Chair

RJ confirmed that only one nomination was received for Vice Chair. Governors were asked if any one wished to nominate themselves.

Jenny Gould was elected as Vice Chair.

6. Committee Reports

Staffing

No minutes have been sent out due to a busy few months. LY thanked all those who were involved during the difficult period. LY explained that although governors received some HR support from the SBC, there were still a lot of issues that had to be covered by governors.

Curriculum

-There will be a Vulnerable groups evening – all governors welcome 25th May 2011 – 18.30 hrs. Laura Shaw will also be doing a short presentation.

AD - There is no longer a requirement to provide attendance targets for governors. However we are on Track this year for attendance.

-AD also spoke about policies. It was discussed that policies could be placed on Merlin. Each governor would have a password to access the documents. The intention would be that policies would be held in Merlin for a number of weeks. Governors would access them and leave comments. If no comments were made in a given time frame then the policy would be adopted. LY pointed out that perhaps it would be an idea if governors signed/initialed to say that they had read the document. This would provide evidence that each document was read.

ACTION: KS will email to all governors the Child Protection Policy and the Attendance Policy. Comments to be fed back to her by the 30th March 2011.

RJ pointed out that if governors had any issues they could ask to discuss any policy at the FGB meeting by requesting the item be put on the agenda.

11. Finance Progression & Resources

JG informed governors that the budget had now been received; this is what we would have to work with as of the 1st April.

JG proposed that in order to move finance forward more regular meetings during the day were required, where the minimum number of governors were present (per the scheme of delegation) to make quicker decisions of a financial nature in the current climate. It was agreed to propose that we try to avoid too many meetings in the evenings and move more to the following structure:-

Chair of Finance / Chair of Governors / Head Teacher hold regular meetings and minute them accordingly and issue minutes to other finance committee members. Any other finance committee member would be welcome to attend these, but could use the Chair of Governors who sits on all of the committees anyway, to feed through any input. (Hopefully this would reduce duplication of work and the need to attend so many meetings which do not directly reflect the governor's area of expertise).

Any decisions of a financial nature which need to be made as a result of Curriculum / Staffing meetings can be sent to the Chair of Finance and Chair of Governors for review and approved where necessary at FGB meetings.

Weekly meetings were being held every Friday afternoon to discuss finance. (Attendees AD / JG / RJ).

All governors agreed with this format.

LY asked whether this would mean that Resources evening meetings would disappear.

JG responded by saying that this would not be the case. At the moment the meetings would be held like this, but it may be that there would be 3 larger meetings and then smaller meetings weekly. But all governors would be welcome to attend. Minutes of all meetings would be available and circulated.

JG also mentioned that the Scheme of Delegation would need to be updated to include a statement that said 'authorised members of the senior management team to sign purchase orders in the absence of the head'.

Action: Clerk to update Scheme of delegation

RB

RJ queried whether it was best to go back to individual committee groups. I.e. to split Resources into Health and Safety / Finance and Premises.

10. Governor Skills Audit and Training & 8. SEF

RJ questioned what skills were available on the governing body and how its effectiveness could be developed. RJ suggested that an audit would enable us to recruit expertise in areas that we were lacking in and develop ourselves as existing governors RJ has identified that JM has the necessary skills to undertake a review of individual needs and she would talk to individual governors to discuss any concerns they had. This audit would also look at the self assessment feedback forms – to determine what we have and what our needs are.

RJ proposed that all governors make themselves available to JM to discuss.

Currently the governing body has two vacancies one community and one parent governor – it would be advantageous if we could attract expertise in areas which the governing body are deficient.

AD also mentioned that he would be carrying out a skills audit for staff, and that he thought this was a good idea.

AB reminded governors that a skills audit had been carried out previously.

JG queried whether a skills audit form could be attached to the advertisement when recruiting for new governors. This form would request candidates to identify skills and expertise.

AD mentioned that currently one parent had shown interest in the parent vacancy, and that another parent had shown interest but would not be able to join for another year.

JG asked whether the community governor vacancy had been put into the Liden.

9. Scheme of Delegation.

This would be signed once the amendment in point 11 was written in.

LY requested a copy of this.

Action: RB to send LY copy.

RB

12. Training Sessions.

RJ informed governors that this was an important aspect as Ofsted inspectors looked at this. It was felt that the service provided by Governor Support in terms of training was valuable and worthwhile.

JG mentioned that the Governor Support cost had gone up by £400, so hopefully they would still be providing the same service.

LY asked whether we could ask Governor Support to give greater notice on courses, as she felt that some reminders were sent out with a small amount of time to plan.

RJ said that governors could always contact Governor Support directly to ask when various courses were scheduled.

8. Head Teachers Report.

This was sent out prior to meeting.

Overview:

-Admissions, 2 children have left year 5 for family reasons.

-AD will call admissions to see whether they would let the school know how many children have put Wanborough as first choice. RL said that 30 was the limit for intake.

-JG asked whether the school was marketing itself for the upcoming new development to the east of Swindon, as potential admissions.

AD said that he thought that the marketing of the school was weak, and that we should not be complacent. Marketing was something that needed to be looked into further.

-Basia was still in hospital. Occupational health were involved. JG suggested involving HR to move things along. RJ commented that the whole process is very time consuming.

-LW and AD have been meeting and discussing achievements.

-H&S has had a big push recently, in terms of reviewing paperwork/procedures etc.

-World Book day was a huge success. RBM informed governors that all children enjoyed the experience.

-AD went with year 5 to the Imperial War Museum

-Forest schools – there will be a 6 week course next term for children. This is something that could be developed further.

JG informed governors that Hillsborough did something very similar, and that it may be useful to link with them.

-Lunch times have been improved for the children. Zones have been introduced where a variety of games toys etc are utilised. Eg. Games / Bowling alley / skittles / board games / year 5 leaders / field will be in use soon.

-AD highlighted that the Library would be moved into the single mobile and this would then be open over the lunch break for children.

-Sub committee chairs will receive a copy of the policy list.

-2 further quotes are required for the work on the kitchen before a decision can be made. Bishopstone will no longer be using the kitchen.

-AD spoke about the success of Artist Terry who has been in school helping the children. And that he hoped further parents / community members with skills could be utilised within the school.

-Class assemblies may be reduced to once a year, as there is a huge amount of work involved in this.

-School intranet now has KS1 and KS2 numeracy and literacy policy available for parents.

-AD expressed disappointment with the presenter from school of the week Radio. It was felt that the presenter did not ask very appropriate questions, and that only a few children were actually heard on the radio.

Any questions?

JS – asked whether the picnic tables outside Mrs. Jardim's class could be moved at the end of school, as it was becoming congested, and it was difficult to gain access.

Action: AD to look at this

RL requested an update on the issue of cars parked on the Beanlands.

KS informed governors that she was still awaiting information.

JT mentioned that parents were still parking in the cross hatched yellow box.

LY asked whether all FGB meetings could be held earlier.

All governors agreed that 18.30 would be a better start time.

Meeting ended 19.35

Action Points

| Item Number | Description | Applies to |
|--------------------|--|-------------------|
| 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 the Attendance Policy. Comments to be fed back to her by the 30 th March 2011. | KS |

Signed: _____ Date: _____

Rob Jackson

Chair of Governors