



MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON

WEDNESDAY 7TH SEPTEMBER 2011

At Wanborough Primary School

Present: Rob Jackson (RJ) Chair
Jenny Gould (JG) Vice Chair
Andrew Drury (AD) Head Teacher
Marion Warren (MW)
Linda Young (LY)
Lindsay Wood (LW)
Rachel Lawrence (RL)
Kate Spurdell (KS)
Anne Booth (AB)
Joanna Tweedale (JT)

By Invitation: Jo Jardim (JJ)
Sarah Jackson Clerk

Apologies: David Rogers (DR)
Jill Morris (JM)
Jim Sinclair (JS)

Attachments: Head Teacher Report September 2011
Governors Subject Areas 2011-2012



Meeting commenced at 18:30

1. Apologies

Apologies were received and accepted from David Rogers, Jill Morris and Jim Sinclair.

18:31 Joanna Tweedale joined the meeting

2. Declarations of pecuniary interest

New annual declarations of pecuniary interest forms were handed out to each person present. No other declarations of pecuniary interest were declared.

3. Approval of minutes

Page 3, item 6, under heading Curriculum 'Linda' was changed to 'Lindsay'.

Minutes of the meeting dated 6th July 2011 detailed 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
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

Item 8 Figures are given in Head Teachers report September 2011.

Items 9 RJ has completed these action points.

Item 10 AD has this in hand and should be advertised very shortly.

5. Correspondence received

The Clerk informed Governors that a letter has been received from Gillian Clegg with her resignation as Associate Governor and a letter has been received from Lis Bowie resigning from teaching.

LY asked if when RJ is to write to GC that he thanked her for all her extra effort. JJ said that we need more staff governors. RJ said that will be discussed under point 11.



6. Committee Reports

Staffing

A meeting has been held however the draft minutes are with LY.

Curriculum

The Curriculum Committee had met and minutes had been circulated. KS said the meeting was quite straight forward and they had mainly looked at the policies and put dates of future meetings into a planner. The next meeting will be held on 28th September. KS asked AD if this was ok with him and he replied that it was. MW advised she will be on holiday and not available for this date.

Finance

JG advised that she is planning to have a meeting after 22nd September which is when the Technician is coming in. JG advised that there are new arrangements relating to finance in governance and has been issued with a replacement to the old FMSIS. JG said that if any Governors would be interested in seeing it to email her and she will provide a copy. Some of the areas in the new report link to H&S. AD asked if the date to submit the report is 2013 and JG replied that it was.

Premises

DR was not available as on holiday.

7. Election of Staffing and Curriculum subcommittee chairs.

RJ advised that it was not necessary to re-elect Finance and H&S/Premises chairs as they are to be re-elected annually not each school year.

JT was proposed by LY and seconded by JG as chair of Staffing.

JT said she would like to speak to AD for dates. JG asked JT to go on the Finance Subcommittee.

AD proposed KS and JG seconded as chair of Curriculum.

JT said she needs more people on Staffing as it was the lighter committee and that we are running out of governors. LY said that when a previous issue came up there weren't enough Governors available. RJ said that this may be a one off. JT said that if something did crop up it may be difficult to deal with so little on the Staffing committee. RJ said he will talk about the restructuring in point 11.

18:48 AB joined the meeting

AD said that he had been approached last year by two people that were interested in becoming governors.



8. Head Teachers Report

Admissions

AD advised that a pupil in year 4 has now left as his sibling has gone to private school, he left yesterday.

AD advised that he is to attend an appeals meeting on 21st September regarding a place in this year's Year 1. A pupil has come into Year 1 from another school and has been admitted as they are stated. JT asked if the family going to appeal live in the village and AD said yes they do. LY asked if the family going to appeal have siblings at Wanborough School and AD replied no. LY asked what school the pupil going to appeal currently goes to; AD replied that the pupil currently goes to Eldene.

AD is putting together a prospectus for the school and currently along with LW working towards big improvements in marketing the school. AD is arranging for the school website to include a Head Teachers welcome page. AD displayed a brochure that LW had obtained showing another school as the type of brochure Wanborough Primary would like to aim towards. JG suggested that it could have a flap/space in the back to put updated information loose leafed so the brochure wouldn't outdate.

AD informed that he is hoping to have an open afternoon late in October or early November. LY suggested that the school could distribute some of the brochures around the new showrooms of houses being built in the catchment area and to estate agents. JG informed that there is talk of 12 houses being built on the old bakery site. RJ said that admissions are set by Swindon and they have a good idea of the demographics, what we need to do is to make the school more attractive. RJ said that people falsely have the opinion that the school is full. AD will ask Mark Woodman to show on the Head Teachers welcome page the current spaces available and to keep it updated. RJ said that we should also use word of mouth.

Staffing

Basia Wojcik discussed – see items held confidential.

AD informed that the school now has two Assistant Deputy Heads, one in the Curriculum area and one in the Pastoral area. A letter has been sent to parents on the first day back to inform them. AD said that these roles are vital for the school to move forward.

AD informed that there is a slight issue regarding MDSA's as one is on sick leave, one is moving into the kitchen and one is going on holiday in November and has had to resign. AD has asked staff to help but would like to reappoint.

AD has discussed with Dave the Caretaker the locking of the school and the legionella checks on Sunday evenings. Dave currently is employed 10 hours a week. AD thinks that the school needs someone more than 10 hours a week.



Lis Bowie has handed in her resignation. Lis Bowie is MFL co-ordinator. Lis will be leaving in December. AD said that when Rachel Law comes back he will need to have a shuffle with staff/teachers and advertise possibly for a new Primary Teacher with a broader role. AD said that Lis Bowie put a lot of time and effort into teaching Spanish at the school.

Achievements and Standards

AD informed that in late September the school will get the raise online figures. The National Statistics data gets published in August, AD is to go through the data and compare the results. AD said that in the vast majority the school has achieved higher than the national average. Where the areas are lower he will focus on to improve and feed it into SIP. When the raise-online is available AD will drip feed the figures through. AD said that he currently doesn't know the contextual value added but should find out on 29th September. LY said she was slightly concerned to see a dip in Level 5 English. AD said that it is due to 1 – 2 children and the bar has been raised by 3 points, the school also had been focusing on Maths and that the school will now focus on this dip.

AD said that the KS 1 figures are better than last year which is great; he said that the published statistics should be out soon.

AB said that it was worth noting that last year, Year 6 was much smaller with only 25 children rather than the 38 children it has this year.

Leadership and Management

AD said that the SIP headlines have been produced and given to the SLT and RJ. There are 10 emerging themes. AD is hoping to work towards the same and show the 10 themes in the Head Teachers report with what progress is being made. AD asked if this needs to be approved through the Governing Body, RJ said that no it doesn't.

AD said that the SLT will put through their action plans and he will use them as appendices and have them available to be seen if requested. Every member of staff has a date when they are to be completed and he will dovetail them and they will be costed out.

AD said that Ridgeway School teachers are coming into Wanborough School to teach French.

Quality of Provision

AD said the conservatory is going to be turned into a new SEN room. LW showed the Governors one of the new projectors and said that the children had really like them. AD said that Julie liked the new kitchen and was happy with it.

Governance and Finance

AD has sent a letter to Taylor Wimpey for funding and is waiting to see if anything comes back. The school has had a free of charge conditions survey; this is yet to be received back. JT said that money has been received from Nationwide.

Safeguarding

AD said that he will get the Annual Report to the Governors shortly.

AD said that the school gate has been damaged and he has everything in hand. AD said that he was not informed at the time the accident had taken place. The police have given him a reference



number. A company has been to the school and given a quote. AD has spoken with the insurance company and has given them the reference number. AD said that the borough will be erecting a temporary fence as soon as possible. AD said that the insurance company are happy to go with only one quotation for the fence to be fixed. The gate company said that it will be 5-6 weeks to complete. LY asked if the company that are fixing the fence are the original company that installed it, AD said no they are not. LW said that it is dangerous and there had been a TA outside in the car park in the morning to guide people down the right channels. AD put a note on the website to inform parents and a letter has also gone out to parents. RJ asked if the 5-6 weeks work would start after acceptance of the quotation and AD said yes that it was the case. RL asked where would the school stand if someone has an accident caused by the damage in the meantime. JG said that as long as the school has an audit trail to show the school has done everything they can to protect people it would be ok. JG asked who was responsible for repairing the damage to the road and outside pathway. LW said that no one had cleared up the mess and the teachers cleaned it up when they came into school on the training day.

AD said that the end of term was lovely.

Community and Stakeholders

AD informed that parents had been proactive on their feedback on the reports. AD has put in a number of things such as monitoring/lesson observation etc. KS said that Rev. Robin Cardwell is leaving and thinks that the school should do something to thank him for his work with the school. LW suggested a 'This is your Life'. AD said that it was something that definitely needed to be put on the agenda. LY asked if it would be an issue on funding to get a replacement. AD said that we can still use Abi; Abi is expecting a baby and will be leaving in early December. MW suggested that the school could approach Richard Gains. It was suggested that the school could use another Vicar from a difference parish.

9. Restructure update

This was covered in the Head Teachers report.

10. Link/Lead Governors

A handout was issued with a blank template for Governors to select their link areas. There are a few new areas such as behaviour.

Governors chose their areas they would like to link with. This is to be updated and distributed. KS said that when the Governors meet with the subject co-ordinators it is a good idea to have a template or proforma as guidance. KS gave the Clerk a suggested proforma/Template she had. RJ said that Governors should have the freedom to use whichever process or proforma that suited them as individuals. It was agreed that once a year should be the frequency of the visits. The visits should be arranged through the Link Governor and subject co-ordinator. JG suggested that a standard item be added to the agenda at the FGB to discuss updates on visits. This was agreed and will be added.



11. Governor vacancies

RJ advised that there are currently 2 Governor Vacancies, 1 Staff and 1 Parent. RJ said that when we advertise for a parent Governor it will be mentioned that we are looking for an area of expertise in staffing/HR. LY said that it will be helpful if the person chosen had experience as a Manager. LY asked if there was a Community Governor Space. Clerk advised that no there isn't. AD said that he will also ask all staff if they have a desire to be a Governor.

12. Training sessions

Future training

RJ has booked on ICT, Primary Curriculum and Finance.

DR will be booking on ICT training.

KS has booked on the Primary Curriculum and Finance

13. AOB

JG asked if they needed to re-elect the Chair/Vice Chair, RJ said no this is done annually.

RL asked if there is an update on the academy status and if there is a deadline for a decision to go academy. RJ said no there is no deadline but there is a working group set in place and that it would be put on the agenda. AD said that he has had many meetings and has seen many reasons for and against and the pros and cons of converting to academy. AD said that there are lots of areas which the school would need to improve on before we go down the process.

14. Date of Next Meeting

Thursday 17th November 2011

20:20 Meeting closed

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