

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY HELD ON WEDNESDAY 18TH JULY 2007

- Present:** Martin Hook (Chair) (MHk)
Anne Booth (AB)
Chris Davis (Head) (CD)
Simon James (SJ)
Diane Rendell (DR)
Jean Robson (JR)
William Suter (BS)
Paul Radley (PR)
Gillian Clegg (GC)
Linda Young (LY)
Ian Guthrie (IG)
Jon Raymond (JRay)
- By Invitation:** Alison Sinclair (Clerk) (AS)
Laura Shaw (LS)
- Apologies:** Marion Warren (MW)
Michele Howard (MH)
- Attachments:** Head teacher's Report
Staffing Committee Meeting Minutes
Curriculum Committee Meeting Minutes
Chair's Correspondence
School Action Plan: Literacy
Governors' Budget Monitoring Report – 2006/07
Governors' Budget Monitoring Report – 2007/08
Financial Plan
Financial Management Standard

Meeting commenced at 6.15pm

Any declarations of interests that need to be stated in connection with any of the agenda items
None

1. Apologies

Apologies were received and accepted from Michele Howard and Marion Warren

2. Approval of Minutes from 31st May 2007

Minutes of 23rd May 2007 were approved and signed by the chair

3. Matters Arising from Previous Minutes

9a. Premise Committee to look at ideas for the school following the break in and school accommodation review.	(Premises committee)
11a. Meeting to be organised to start the processes and make a plans for Wanborough.	(Chair's of committees)
11b. Attend the Ridgeway meeting.	(ALL)

To add these to the next agenda:		(AS)
5b. To feed back on the session on 30 th March at next FGB meeting	CD/MHk	
5c. To put together a small group to consider long term action plans	CD	
7a. To discuss issues around the role of governors and communication at the TD meeting on 30 th March	CD/MHk	
7c. To come back and review what should happen with the governor's board	All	

- The Premises Committee have not yet met to carry out Point 9a.
- Points 11a and 11b have successfully been achieved.
- In connection with points 5b and 7a; teachers would like to see more of governors in the school.
- Point 5c is going to be dealt with through the Resources committee.
- In connection with Point 7c: the Governors Notice Board is now populated with information and photographs; however it was felt that communication could still be improved between parents and governors. An idea was to consult parents more about the School Improvement Plan.

Action Point - to discuss at next FGB of looking at how the FGB communicates with other stakeholders **ALL**

4. Presentation on the Foundation Stage

In response to the Governors questions about Laura Shaw's presentation, it was explained how the Foundation Stage smoothes the transition between Reception and Year 1, as it looks at developing the Social and Emotional Skills more before moving into the more academic style of learning. Laura Shaw can work along side the new Year 1 teacher sharing clear ideas about the progress of individual pupils.

The idea is that pupils will reach differing stages at the end of the Reception year; Year 1 will then lead on from what they have achieved. As the academic studies will not be in the forefront of the development of the pupils, it is believed Year 2 SATs score may dip slightly, however this will be monitored.

5. Budget / FMSIS update

Budget: See attachments.

The Governing body has reviewed the end of year statement for 2006/07. There were discussions on the positive variance for other income and the negative variances for repairs, LA optional services and furniture & equipment together with the deferral of capital expenditure and part of the Extended School surplus, to give an overall rollover of £13,625

The Governing Body ratifies the budget set for 2007/08, showing a projected rollover (contingency) of £1,835.

The Governing Body also reviewed the results for the period to July 2007 which led to the mention of the electricity bills being unusually high; it is not quite sure why, but it was made clear by CD that this is being investigated.

There is very little change between the spreadsheets; however the Budget Template has already changed due to the appointment of new staff and the numbers of pupils.

The Resources Committee needs to start gathering all evidence for the FMSIS.

FMSIS: See attachments.

The Governing Body needs to collect and file evidence of work:

- Finance
- FGB minutes – with recorded discussions and ensure decisions currently being made are highlighted.
- Committee minutes - with recorded discussions, highlighted decisions and recommendations must be noted clearly and referred back to the school.
- Supporting material – which may be created from templates or may be information from other schools.
- Skills audits of Staff and Governors must be carried out and the outcome noted and filed.
- A log of all training sessions attended by governors must be kept

Action Point - To meet and decide what needs to be recorded and how best to do so
CD, MHk, AS, JRay

Action Point - To start putting together a file with any information we already have
AS

6. Report on the discussions at the TD Day on 30th May

Governors could liaise more with the Staff, who are open to ideas on how the governors wish to get involved.

Action Point – to discuss the involvement of governors around the school at the next FGB meeting
ALL

7. Head Teacher's Report

See attachments.

The report looks at specific area like the SATs results:

There is still analysis to do and any information will be fed back to the FGB through the Curriculum Committee. The raw scores of individual pupils will be taken into consideration along with their value added before Ridgeway chooses the class they should attend. There will be finer analysis of the results to try and spot trends within the marks that were lower than expected. However, Ridgeway are good at rearranging class if it is felt some pupils should be in a different set.

There were some really good surprises as well. Writing particularly, which was on the School Improvement Plan, has done well. More comparisons will be made when results are available from all schools.

Questions were asked for:

The 'withdrawal space' mentioned in the report, will be available to all class to provide space for individual needs and group work. A group, maximum of six pupils and a member of staff will be able to use the space.

Procurements within the Financial Budget do cover all improvement mentioned in the report, which has been verified and approved by the governing body.

The Governing Body expressed its congratulations for the results and all the effort put in by staff and pupils alike.

8. School Improvement Plan

The SIP up to 2010 is still in place with no major changes.

There is added vision of the introduction of Green Energy in the not to distant future

**Action point – Premises committee to look at the feasibility of the Green Energy idea
Premises Committee**

As a long term vision, the school is still looking into the idea of having a Sports Hall which could also be used for after-school clubs.

9. Committee Reports:

Staffing: See attachments.

All staff are in place for September, Office staff may be appointed later in the year with clear knowledge of their role. The committee will be looking closely at Performance Management from September.

Curriculum: See attachments.

PSHE is having such a large overhaul because in the past it didn't seem to have guide lines in place; it was felt it needed to be more personal to the school and its pupils. Laura Shaw will be helping to write the scheme of work for Wanborough.

There was a discussion around reviewing policies and whether every procedure must be discussed or whether a general over view may be agreed. Would it be enough for Ofsted to see that the school was doing enough if the policies were minimised to about two pages? This way all governors could read the general outline and understand what was happening, but those people who are affected by the policy need read the whole document.

Action Point – to ask governor support's advice on whether or not this way of working would be effective. AS

The Gifted and Talented Review by the FGB has now been through the curriculum committee, there now need to be a review of the implementation.

Premises

Committee has not met yet.

10. Reports on any training sessions:

Pay and Conditions and Performance (21st May) – attended by JR and SJ.

Safer Recruitment Policy (21st June, 22nd June) - nothing to report

Eco Schools (22nd June, 25th June) - nothing to report

Health and Safety (11th June) - nothing to report

Extended Services Agenda (14th June) - nothing to report

West of England ICT Conference (3rd July) – attended by CD.

Action Point - To look at all up coming training session and note which ones you will be attending ALL

Action Point - To keep a record of who attends the training sessions AS
Governor Support does keep a record of those who book for a training session

11. Correspondence

See attachments.

No questions.

12. AOB

- **Governors Notice Board** – see Item 3

- **Dates for FGB meetings next year** – FGB Meeting will continue to be held six times a year on a Wednesday evening:
26th September 2007
28th November 2007
30th January 2008
19th March 2008
14th May 2008
2nd July 2008

Action Point - to note whether or not any of these dates may be a problem **ALL**

- It was asked whether the school has considered having a Healthy eating club for the summer holidays – it was agreed that this was not feasible for the summer of 2007, however it may be a idea for the future.
- Martin Hook is going to be nominated as a LA governor and continue as Chairman of the governing body, the result of this will be a Parent Governor Election next year.
- There has been a complaint that the height of the trees around the school site are affecting TV signals. The school has received a quote to cut these trees but it was felt that the price was too much. It was also considered that there would be disruption to the nature living in and around the trees in question.

13. Next Meetings

- **Next FGB meeting: Wednesday 26th September 2007, 7.00pm**
- **Staffing Committee Meeting: 18th September 2007**
- **Curriculum Committee Meeting: 9th October 2007**

Training Sessions held at the Oakfield Campus

Safer Recruitment Policy:

20th September

21st September

Bite Size Briefing – Eco Schools: Friday 14th September 2007, 8.00pm – 9.00pm

Introduction to the Early Years Foundation Stage:

Tuesday 25th September 2007, 9.30am – 11.00am

Tuesday 2nd October 2007, 1.30pm – 3pm

Thursday 17th January 2008, 9.30am – 1am

Booking is required.

Employment Law for Governors: Tuesday 11th September 2007, 7.00pm – 9.00pm

Mathematics and Numeracy in Primary Schools: Thursday 13th September, 10.00am – 12.00noon

English and Literacy in Primary Schools: Wednesday 19th September 2007, 7.00pm – 9.00pm

Things to add to the next agenda

Governors' communication with Staff

Training Day

Training Courses – who will be attending/has attended

Governors Board and ways in which the parents can be involved in what the governors are doing

ACTION POINTS

3. to discuss looking at how the FGB communicates with other stakeholders at the next FGB meeting	All (see next agenda)
5a. To meet and decide what records need to be kept for FMSIS	CD, MHk, AS, JRay
5b. To start putting together a file of information and records that we already have.	AS
6. To discuss the involvement of governors around the school	All (see next agenda)
8. To look at feasibility of Green Energy ideas	Premises Committee
9. Ask governor Support's advice how to deal with the policies	AS
12. To note whether or not any dates for future FGB meeting are a problem	All

Signed: _____(Chair) Date: _____.