

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY HELD ON WEDNESDAY 26TH SEPTEMBER 2007

- Present:** Martin Hook (Chair) (MHk)
Michele Howard (MH)
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)
Amanda Willis (AW)
- Apologies:** Marion Warren (MW)
Anne Booth (AB)
- Attachments:** Head teacher's Report
Staffing Committee Meeting Minutes
Staffing Proposal
Budget: set 24th May (2006/07)
2007-08 Monitoring Report (September)
2007-08 Benchmarking Report

Meeting commenced at 7.00pm

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 18th July 2007

Minutes of 18th July 2007 were approved and signed by the chair

3. Matters Arising from Previous Minutes

3. to discuss ways of involving parents in decisions made by the Governing Body	All
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
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
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Point 3: this is to be discussed at the next FGB meeting in November.

Point 5a: this is an on going action point.

Point 5b: A file is being put together based on the list of ideas compiled after the last FGB meeting. This will be discussed at the meeting referred to in point 5a.

Point 6: It was felt that this was best done through subject coordinators and staff highlighting and events or activities going on around the school.

Point 8: this is to be discussed at the next Premises Committee.

Point 9: booklet and advice have been received from Governor Support; this information has been passed over to AW who will check to policy system in place. This will be discussed at the next FGB meeting.

Point 12: There are no problems with any of the times and dates of the future FGB meetings.

Action Point: CD, MHk, AS, JRay to meet and decide what records need to be kept for FMSIS

CD, MHk, AS, JRay

Action Point: To look at the feasibility of Green Energy ideas

Premises Committee

4. Performance Management

The school has now been brought up to date with the new ideas, which has had little impact on the school. There were only three areas which needed to be changed - but these are only minor and have little effect on the pupils or the staff:

- Staff must now have four weeks notice of planning and review meeting to give them time to prepare anything they wish to discuss.
- The criteria by which the objectives will be judged are to be set at the beginning of the year so that they can easily be reviewed throughout the year, and at the end the year.
- Deadlines and opportunities are much more structured; there has been changes made to the form to make them look more official. This better documentation is to link the objectives to the actions with less effort.

There is to be planning and review meetings with all the staff led by CD and AW in the next few weeks. As there is no difference to the staff and the running of the school, there are no concerns about working to the slightly different scheme.

The Head's review will take place about a month after the other staff, with the help of the School Improvement Partner, Dave Weston, who is meeting with members of staff and governing body on 4th October.

To deal with the Performance Management it has been decided to have two panels (see 'Staffing Proposals as reference):

- Head Teacher – this panel will be appointed to carry out the Head's Performance Management. It will be made up of the chair of governors, MHk, chair of the staffing committee, JR and one other member from the staffing committee.
- Review Panel – this will be made up of one governor from the staffing committee and one other governor who are not appointed to other panels.

The deadline for the completion of these reviews is December 2007; however it is hopeful that these will be completed earlier and in good time for Christmas.

There were no questions on the Performance Management. The Performance Management proposals and actions were all agreed by the FGB.

Action Point: Confirm Panel members

FGB

5. Pay Policy

See attached Pay Policy and Staff Proposals. The Staffing Proposal links to page 2 of the Pay Policy.

There was very little leeway with the Pay Policy as it was pretty much dictated to the school, the only slight choice was in 'Retention and Recruitment' where it was decided not to pay any, although this will be reviewed annually.

The school had most processes already in place so there will be very few complications in using the new policy.

To deal with the policy it has been decided to put together two Panels:

- Pay Panel – This panel needs to have met by Christmas 07 and will be made up of the Chair of the Staffing committee, JR, JRay and one other governor. Using information from the Performance Management documents they will make any pay decisions.
- Appeals Panel – this panel will be in place to deal with any appeals against pay decisions and will be made up of the Chair of governors MHk, a member of the staffing committee and one other.

It was decided that these panels should not have members employed by the school as there may be a conflict of interest.

This new strategy was agreed by the FGB.

Action Point: Confirm Panel members

FGB

6. Head Teacher's Report

See attachments.

These are initial views of the results; information is still being received to help compare trends with the borough and other schools.

The changes in academics skills in reception have been reflected in the slight drop of standards as expected. However, it is hoped that there will be a development in better social skills and pupils will settle into school life quicker so the results will begin to improve again. CD was possibly expecting a bigger drop in standards, but Wanborough is still good compared to the rest of the borough. It will be interesting to see what happens with next year's results.

Over all very good results: KS1 writing and maths is up. Science is still improving each year. CD is very pleased with the figures compared to other schools, as Wanborough is in the top 25% of schools and compare better at the end of KS2 than KS1.

Many of the KS2 results show large jumps from KS1, but some results were slightly disappointing. This will be discussed with the SI Partner. Ridgeway will receive specific results so those with higher level 4s will be noticed and set accordingly.

Questions were asked for:

Maths and Science targets were not met, but the targets weren't necessarily realistic as they were based on the history of the student not on the present situation.

The science results are not too worrying as the target was set based on APS score, not pure science ability. The figures are high again this year.
Maths needs pushing; students had booster groups and a strong maths teacher, so there is no firm conclusion about why the targeted progress wasn't made.

Refer to page 3 of the Head Teacher's Report for more details.

This years targets will challenge the value added and will be based on lots of different factors.

CVA wasn't followed through for KS2, so this will need to be discussed in the future after the review from Dave Weston, the School Improvement Partner. This should be reported back to the FGB through the Curriculum Committee.

The Breakfast Club is going well and will continue through the year. There are about nine pupils a day, which will hopefully be sustainable in future years.

**Action Point: Report back to FGB in connection with the report from Dave Weston
Curriculum Committee**

7. School Improvement Plan

The SIP was sent out just as information for all governors.

No questions were raised.

If there is any feed back, it should be sent to CD individually, the current SEF will also be sent round in the near future.

8. Committee Reports:

Staffing: See attachments.

There were no questions. For information see items 4 and 5.

Curriculum: Have not met yet.

Premises: Have not met yet.

9. Resources Committee

In future this will come under Committee Reports in the minutes.

The meeting was held before the FGB meeting and the minutes will be sent out to all governors soon.

General comments were made about the budget:

There is a surplus for Head, Deputy Head and teachers' salaries, but this is of little concern.

There has been some information about budgets from the LA, this allows the school to compare its spending compared to the rest of the borough in general and it seems pretty consistent. There is a big difference in the figures for full and part time staff between the school and the LA Primary Schools, however this reflects our approach to placing quality staff in front of children rather than other resources.

Questions were asked for based on the budget reports:

ICT funding is held under 'Books, Stationary and Materials'.

Computers will be replaced in the next few years, funded through capital finance. However, this will depend on what is happening with the premises ideas.

10. Reports on any training sessions:

Safer Recruitment Policy (LY) this was based mainly based on child protection issues and fair treatment of staff when staff are recruited.

Bite Size Briefing – Eco Schools: Friday 14th September: No one attended the session. Wanborough Primary School has registered to provide evidence of being an Eco School

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: No one attended the sessions, however Laura Shaw is attending similar sessions.

Employment Law for Governors: Tuesday 11th September 2007, 7.00pm – 9.00pm: No one attended this session

Mathematics and Numeracy in Primary Schools: Thursday 13th September (SJ) This session was similar to the presentation made last year

English and Literacy in Primary Schools: Wednesday 19th September 2007 (PR) This session was very similar to Lindsay Wood's presentation.

11. Correspondence

No Correspondence

12. AOB

Declaration of Pecuniary Interest: All those who attended the meeting filled in and signed forms.

Martin Hook is now officially an LEA Governor; there is now a Parent Governor vacancy.

Linda Young is staying on as a LEA governor.

Governors would like up to date contact details

Action Point: to sort out all the information electing a Parent Governor. AS

Action Point: send out up to date contact details AS

13. Next Meetings

Governors felt well informed on subjects, even before going to training sessions due to presentations and meetings with the staff and this helped in understanding what was being discussed at the sessions.

- **Next FGB meeting: 28th November 2007, 7.00pm at Wanborough Primary School**
- **Staffing Committee Meeting: 4th December 2007**
- **Curriculum Committee Meeting: 9th October 2007**

Training Sessions held at the Oakfield Campus

It was felt that from now on governors should mention which training sessions they are going to attend, so that other governors know that they don't also have to go to the same sessions

– **Governors' Guide to School Finances: Wednesday 3rd October 2007, 7.00pm – 9.00pm**

– **Briefing on School Improvement Partners:**

Monday 8th October 2007, 5.30pm - 6.30pm or

Wednesday 17th October 2007, 8.00pm - 9.00pm

(MH)

- *The Governors' Role in ICT: Tuesday 9th October 2007, 7.00pm - 9.00pm* (SJ)
- *Financial Management Standard in Schools: Wednesday 10th October 2007, 4.30pm - 6.00pm*
- *Primary Data KS1 & KS2: Tuesday 6th November 2007, 7.00pm – 9.00pm* (CD and AW are doing something similar)
- *Youth Provision in Swindon : Wednesday 28th November, 5.30pm – 6.30pm*

Or Friday 30th November 8am – 9am

- *Invitation to Governors Transforming School Food 2007 'Our Next Steps': Monday 15th October 2007, 6.00pm – 9.00pm at the Museum of the Great Western Railway 'Steam'*

Things to add to the next agenda

Policies

The involvement of parents in decision making

Green Energy

ACTION POINTS

3a. To meet and decide what records need to be kept for FMSIS	CD, MHk, AS, JRay
3b. To look at the feasibility of Green Energy ideas	Premises Committee
4, 5 Confirm Panel members	FGB
6. Report back to FGB in connection with the report from Dave Weston	Curriculum Committee
12a. To sort out all the information electing a Parent Governor.	AS
12b. To send out up to date contact details	AS

Signed: _____ (Chair) Date: _____.