

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY HELD ON WEDNESDAY 23RD MAY 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)
John Bickell (JB)
Marion Warren (MW)
Ian Guthrie (IG)
- By Invitation:** Alison Sinclair (Clerk) (AS)
- Apologies:** Michele Howard (MH)
Jon Raymond (JRay)
- Attachments:** Head teacher's Report
Staffing Committee Meeting Minutes
Chair's Correspondence
Financial Management

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 Jon Raymond

2. Approval of minutes

Minutes of 14th March 2007 were approved and signed by the chair (MHk)

3. Matters Arising From Previous Minutes

5a. To feed back at the next FGB meeting any major themes or quires that have been noted with the School Improvement Plan	All
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
7b. To discuss the action plan at the next FGB meeting with the Self Evaluation Exercise	All
7c. To come back and review what should happen with the governor's board	All

Points 5b, 5c and 7a will be carried forward to the next meeting, as the TD day has been rearranged.

Point 7c will be considered at the TD day.

To add these actions to the next meetings agenda

(AS)

4. Vice Chair Elections

Simon James has been elected as the new Vice Chair for Wanborough School – proposed by Marion Warren and seconded by Linda Young.

5. Head Teacher's Report

Questions were asked for concerning the new format: the general opinion was that the governors were happy with it as it reflected upon the School Improvement Plan. The actions from the Head Teacher's Report will feed into the overall School Improvement Plan.

Questions were asked for concerning the content:

The Council owns the land adjacent to the school; however the school is allowed to enter into discussions concerning the use of the land. Paul Blackmore is now involved in the discussions.

6. Cluster Chair Meeting

Ridgeway has offered to host an audit on Financial Management. It was found that issues changed depending on the size of the school in question. It was decided that a 'Cluster Chair Meeting' would take place three times a year to discuss relevant issues.

The query around fewer pupils going to Ridgeway: Wanborough have tried to deal with any concerns parent and pupils may have, however other schools haven't taken this step. It seems that a larger proportional of pupils are going to Ridgeway from Wanborough this year, even after recent incidents.

A similar discussion took place at Ridgeway and it seems more pupils are going to Ridgeway than in the last few years. The discussion then considered the effects of the front garden development on the catchment area for Ridgeway. Ridgeway are also considering reintroducing a more formal uniform.

7. ICT Presentation

There are few recent additions to the schools programs:

- Clicker 5
- Dance e-jay – this is to help improve listening, visual, reviewing and communication skills, by putting together their own songs and sound effects using the computer.
- Groovy Jungle – KS1 version of Dance e-jay
- Revelation Natural Art – this is an extended art program, where even the mediums can be changed to create the right effects.

There are also some on order:

- Pro-bots for control – pupils program the bots to do certain things, for example an assault course.
- Bee-bots for control – this is a simpler version of Pro-bots.
- LOG IT – this is an outdoor sensor and can be used to measure most things like temperature, speed, etc.

- All classrooms will have fully functional Smartboard packages after half term.
- There are new laptops for staff which they can take home with them.

- There is a hall projector being installed, this will replace the OHP. The projector will be protected by a cage and will be linked to the land line.
- Technicians have access to all the links within the system to prevent problems.
- The school should start thinking about updating the computers around the school in the next few years.

Staff Development:

- There will be a Staff Skills audit.
- The school has an ICT consultant, Anna Fairhurst who has worked with some of the staff on Softease Presenter and Excel Databases. Anna has also helped to establish our assessment work. She will return to help Years 5 and 6 with their monitoring and sensor work.
- An ICT Assessment Folder has been set up for teachers to help with assessments of students in different areas of their development; this will be useful for Ofsted and will help keep track of the pupils' progress.
- There are also separate ICT folders for pupils work, teacher assessments and interviews that the school can keep. The interviews are there because Ofsted like to hear that the pupils can explain what has happened and why, what they did to achieve it and what they think about the overall piece of work. This will show that the pupils totally understand what is going on and why. This will take the teaching into the next level in the Ofsted report. The staff will then be able to consider individual development.

Curriculum Development

- ICT is now being incorporated into the syllabus across the board

New Projects

- Netscape – pupils can add things to their own page for the intranet and then manage their own web page (which will of course be monitored).
 - Radio club – this is already up and running they are using Dance e-jay already, as the copyright for the music would be huge.
 - Learning Platform – see the RM website for more information.
- This will be suitable for extended use from parents, pupils, governors and the public; it will incorporate any program we want in the school. This is due to be set up for 2008.

There has been no need for any additional funding so far, but ICT will need to be considered in the budget in the future.

The school is thinking about looking into possible grants for updating equipment, paying for program licences.

There needs to be an Accommodation Scheme to deal with direction and performance.

There needs to be an improvement in security as the school acquires more and more equipment, the insurance is greatly effected.

Data security also needs to be considered especially if the teachers are going to be taking their laptops off of the school site, this leads to discussions being needed to be made about what data should be stored on them.

8. Performance Management

- The changes that need to take place are minimal, as Wanborough has been acting appropriately anyway.
- We now have a School Improvement Partner and deadlines are certain for any changes that need to be made.
- There is a time scale of about ten days to feedback and evaluate actions.
- SIP and SEF are key to Performance Management.

- An improved Pay Policy is coming in, in July. Wanborough will wait for this before making any decisions.
- Only teachers are covered by the LA's document, other staff will be covered by the school's own Performance Management and the LA will deal with job evaluations.

9. Eco-Schools and the Global Dimension

Eco-Sustainability is considered within the School Improvement Plan.

Eco-Schools:

- The school needs a clear frame work to help with ideas for what should be done and the direction the school wishes to take.
- There are awards that the school can aim for – however it was felt that this should not be the main drive behind this initiative.
- It was felt that the pupils should drive this project. CD has offered to lead a group of pupils that will think about the simple things that the school can do, such as turning of lights and computers after use. This would make them aware of how much was being wasted. A piece of homework was set earlier in the year to monitor wasted water, there were startling results which even got the parents involved, and hopefully this project will have the same effect.
- This may lead to bigger projects such as solar panels and wind turbines.
- This will hopefully get going in September

The Global Dimension

- MBG is a registered charity who will work with us for a year to consider how we approach global issues and education. They will help the school to look at the curriculum to include global issue such as sustainable trade. The charity have contacts in The Gambia, also in South America; it would be good to have a Spanish speaking link school, and could be even better for education of pupils if it were a developing country.
- It was felt that it would be a good idea to get the pupils involved in pursuing the larger projects such as solar panels and wind turbines.

Premise Committee to look at ideas for the school

(Premises committee)

Colin Wilce is around to help push the issues forward; hopefully lots of areas within the curriculum will be affected so all of the pupils have maximum input.

10. School Improvement Plan

Covered by Head Teacher's Report

Standing Agenda Item – no questions

11. Financial Management Standards in Schools

See attachments.

Wanborough needs to follow up and to put processes in place and look at old processes. There is a lot of work involved to get everything done (another action plan is needed). There will be an audit in six months time to check on progress and achievements. There will also be an opportunity to review the running of ideas and schemes. There needs to be people to steer the situation and discuss how well the money is being spent, it was considered a good idea if this were the Chair's of the committees.

Meeting to be organised to start the processes and make a plan for Wanborough.

(Chair's of committees)

Ridgeway is holding a meeting discussing how they are going to deal with the changes that effect them, it may be useful for Wanborough do act in a similar way or inline with their actions.

Attend the Ridgeway meeting.

(ALL)

12. Committee Reports:

Staffing: See attachments.

Curriculum: No meeting has taken place, however it has been decided that Lindsey Wood and Laura Shaw will present to the FGB rather than just the Curriculum committee. This will be discussed further at the TD day.

Hopefully, Lindsey Wood will be at the next FGB meeting on 18th July 2007 and Laura Shaw in the meeting in September 2007.

Premises: No meeting has taken place.

13. Reports on Training Sessions

Child Protection (20th March 2007): Nothing to report

ASG Briefing – A Vision of Education in Swindon (22nd March 2007): A lot of talk on changes and the opinions on pupils (the biggest concern for KS3 is Teenage pregnancy)

Breakfast Briefing (27th March 2007): Nothing to report

Bite Size Briefing – ‘Performance Management’ (8th, 10th May 2007): Was felt to be useful covered issues linked to those in Item 8.

Employment Law (21st May 2007): Nothing to report

EVC Training (19th April 2007): Nothing to report

Twilight Session (18th April 2007): Governor felt that there was too much PowerPoint, therefore making it quite tedious.

Financial Management Standards in Schools (26th April 2007): This meeting has been rearranged.

Safer Recruitment Policy (16th May 2007): Nothing to report

14. Correspondence

No questions

15. AOB

None

16. Next Meetings

FGB Meeting: 18th July 2007, 19:00 at Wanborough School

TD Day: 30th May 2007 at Wanborough School

Pay and Conditions and Performance: 21st May 2007, 10:00-12:00 at the Oakfield Campus

**Safer Recruitment Policy: 21st June 2007
22nd June 2007
20th September 2007
21st September 2007
(see MHK for more information)**

**Eco-Schools: 22nd June 2007, 8:00-9:00 at the Oakfield Campus
25th June 2007, 17:30-18:30**

Health and Safety: 11th June 2007, 19:00-21:00 at the Oakfield Campus

Action Points

9a. Premise Committee to look at ideas for the school	(Premises committee)								
11a. Meeting to be organised to start the processes and make a plan for Wanborough.	(Chair's of committees)								
11b. Attend the Ridgeway meeting.	(ALL)								
To add these to the next agenda:	(AS)								
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Signed: _____ **Date:** _____.