

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY HELD ON WEDNESDAY 14TH MARCH 2007

Present: Martin Hook (Chair) (MHk)

Anne Booth (AB)
Chris Davis (Head) (CD)
Simon James (SJ)
Jon Raymond (JRay)
Diane Rendell (DR)
Jean Robson (JR)
William Suter (BS)
Paul Radley (PR)
Gillian Clegg (GC)
Linda Young (LY)
John Bickell (JB)

By Invitation: Alison Sinclair (Clerk) (AS)

Apologies: Marion Warren (MW)
Ian Guthrie (IG)
Michele Howard (MH)

Attachments: Head's Report
Chair's correspondence
School Improvement Plan
Self Evaluation Exercise Review

Meeting commenced at 7.00pm

1. Apologies

Apologies were received and accepted from Marion Warren and Ian Guthrie.

2. Approval of minutes

Minutes of 31st January 2007 were approved and signed by the chair (MHk)

3. Actions from Previous Meeting

All actions were completed or are on going. See Item 4

4. Matters Arising From Previous Minutes

- To find a working template for extended services from another school base own policy on – none have been found so far.
- Any ideas or amendment for the LA partnership template contract should be sent to MHk – none have been received. It was decided that the template would be implemented and amended when necessary.
- Keep the FGB notified of any possible surveyors (re sustainable schools) - CD will be meeting Gill Chandler, 'Sustainable Development Officer' to find out the possibility of the school achieving sustainable school status. This will be discussed at the next FGB meeting.
- Update the School Improvement Plan – See item 5.
- To put together the working party to deal with disability equality scheme – The meeting was delayed. This meeting has been postponed until after a training session held by the council. A template will be found from another borough to base Wanborough's own scheme.
- To circulate the results of the Self Evaluation Exercise – See Item 7.
- To discuss Gifted and Talented policy with Gemma Hawkes and the Borough's G&T coordinator – See curriculum minutes.
- Contact Ridgeway Chair in relation to concerns over bullying – MHk received confirmation that procedures are being put into place for a zero tolerance policy at

Ridgeway. See Ridgeway School's School Improvement Plan for more information on this issue.

- To send a copy of the letter sent to all parents at Ridgeway to all families involved with Wanborough – It was decided not to send out this letter to Wanborough parents, as it seemed inappropriate. Instead there have been offers from the Head and Chair at Ridgeway School to talk to anyone with any concerns.
- Review curriculum to look at current issues relating to 'preparation for secondary school' and consider whether alterations/improvements need to be made – Last years actions are going to be repeated: years 7 will meet with year 6s and parents to talk about their experiences at secondary school. The issue is also going to be taken up as a section of PSHE lessons for next year.

5. School improvement Plan

Friday 30th March: TD Day. There will be a chance to look at the School Improvement Plan in more detail with governors and staff.

See attachments.

CD invited questions relating to the School Development Plan and responded as follows

- It was noted that there are lots of actions, but it was agreed that there were not too many; they are challenging but not unachievable. Many of the actions are ongoing or developments of past actions, for example the PE coordinators.
- It is felt that it is important to develop skills rather than assimilating knowledge, such as using resources like ICT and the Extended School's Scheme.
- The school intends to aim for more awards, however only those that fit in with plans rather than doing them just because they are there.

To feed back at the next FGB meeting any major themes or queries that have been noted

ALL

To feed back outcomes of the TD day of 30th March at next FGB meeting

CD/MHk

To convene a small group of governors to consider long term action plans

CD

6. Head Teacher's Report

Future Head Teacher's Reports will link to the School Improvement Plan and what is happening regarding these actions rather than day-to-day issues.

CD invited questions

It was highlighted that there was a change in tone when the foundation stage was mentioned: The Borough and national initiatives are encouraging learning by play rather than formal learning style.

Laura Shaw believes that this would be a good route to take; CD has been reassured by the evidence suggesting that learning through play in the foundation stage will not impede progress towards targets, as the foundation stage focuses on all aspects of child development.

7. Review of the Self Evaluation Exercise

Acknowledged the 'Strategic' side, the range of answers has reduced and the overall score has increase, which is good as the governors felt that this was happening more.

'Critical Friend and Accountability' could still be improved.

It was noted that not many governors had filled out and returned the form, so it was felt that not everything had been covered.

The governors agreed that they should ask themselves more 'whether or not they think they are achieving'. Governors' activities should be focused on the School Improvement Plan. The School Improvement Plan will be monitored by committees who will review actions and report back to the FGB by referring back to individual points. This way the School Improvement Plan will become more of a working document.

It has been noted that governors haven't been seen around the school enough, the governors were concerned that their presence may be considered threatening. People involved with the school need to understand the role of a governor so that their visits don't seem so formal and official, instead perhaps they should be invited to presentations, etc.

To discuss issues around the role of governors and communication at the TD meeting on 30th March **CD/MHK**
To discuss the action plan at the next FGB meeting **ALL**

DR has offered to take on the governor display board, which will be set up so people know what is going on and can ask questions. Ideas were put forward as to what should be put on the board: Minutes, Agendas, Targets, Visions, Plans, Committee Members, Subject Governors, Newsletters, etc.

To review the development of the governor's board **ALL**

8. Breakfast Club

This is going to be run in the single mobile from 7.30 am – 8.30am every day, by Susan Winslow and Sian Hanley. Pupils will be provided with breakfast, containing cereal, toast, fruit juices, in line with the healthy eating agenda. It will be considered separate to the academic side of school with its own budget and activities for the pupils to use as they would at home.

The initial plan is for up to 16 pupils to attend at £3.50 a session with 4 spaces reserved for children who are eligible for free school meals. This is cheaper than other local facilities.

The budget for setting up the breakfast club comes from grant out of the Extended School's Scheme so it will have no effect on the school budget.

The plan is to extend the number of places to a maximum of 24 next year with 1 extra member of staff; this is based on a first come first served basis. The club will be covered by the schools insurance and the staff paid as an extension of hours.

CD invited questions and responded as follows

- Specific demand is unknown however there are 5 confirmed places.
- The first year will go ahead anyway due to the grant, but the second year will depend on reactions in the first, plans will be made closer to the time to deal with any arising problems.
- Decisions will have to be made about which children are accepted if there are too many applications.
- There are three TAs on standby if either Susan or Sian are away who will be notified through CD.
- It is open to any age so there will be a range of activities that could be found at home so that it won't be part of school.
- The plan will be put into action as soon as possible
- Approval was given by governors for a trial period until the end to this academic year when a review will be carried out.

9. Committee Reports

See Curriculum minutes.

No questions

Next Staffing meeting after Easter

No Premises meeting has occurred

10. Reports on any Training Sessions

- Dismissal, Retirement and Redundancy: 13th February 2007 – none attended
- Financial Management Standards in Schools: 6th March 2007 – none attended

11. Correspondence

No questions

12. AOB

- ID for governors are in place rather than the visitor badges.
- Last meeting for John Bickell: he says that he has learnt a vast amount and is glad that he has spent the last few years at Wanborough, however he believes that a lot more can be got out of the governors and looks forward to see what they have planned for the future of the school. MHk on behalf of the governing body thanked JB for his enthusiastic contribution whilst a governor.

13. Next Meetings

- Child Protection: 20th March 2007, 10:00-12:00 at the Oakfield Campus
- ASG Briefing – A Vision of Education in Swindon: 22nd March 2007, 18:45-21:00 at the Oakfield Campus
- ‘Breakfast Briefing’: 27th March 2007, 8:00-9:00 at the Oakfield Campus
- Pay and Conditions and Performance: 21st May 2007, 10:00-12:00 at the Oakfield Campus
- EVC training: 19th April 2007, 9:00-16:00 at the Oakfield Campus
- Twilight Session: 18th April 2007 16:30-19:00 at the Oakfield Campus
- Financial Management Standards in Schools (FMSiS): 26th April 2007 16:30-18:00 at the Oakfield Campus
- Bite Size Briefings ‘Performance Management’: 8th May 2007 20:00-21:00
OR 10th May 2007 17:30-18:30 at the Oakfield Campus
- Employment Law: 21st May 2007 10:00-12:00 at the Oakfield Campus

Action Points

5. To feed back at the next FGB meeting any major themes or quires that have been noted	All
5. To feed back on the session on 30 th March at next FGB meeting	CD/MHk
5. To put together a small group to consider long term action plans	CD
7. To discuss issues around the role of governors and communication at the TD meeting on 30 th March	CD/MHk
7. To discuss the action plan at the next FGB meeting	All
7. To come back and review what should happen with the governor’s board	All

Signed: _____ (Chair)

Date: _____.