

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY HELD ON WEDNESDAY MAY 15TH 2008

- Present:** Martin Hook (Chair) (MHk)
Chris Davis (Head) (CD)
Simon James (SJ)
Jon Raymond (JRay)
Diane Rendell (DR)
William Suter (BS)
Paul Radley (PR)
Linda Young (LY)
Michele Howard (MH)
Anne Booth (AB)
Gillian Clegg (GC)
Jean Robson (JR)
- By Invitation:** Amanda Willis (Deputy Head) (AW)
Alison Sinclair (Clerk) (AS)
- Apologies:** Marion Warren (MW)
Ian Guthrie (IG)
- Attachments:** School Improvement Plan 2008/09
School Improvement Plan 2007/08
Governors' Budget monitoring Report 2007/08
Financial Plan
Head Teacher's Report

Meeting commenced at 7.00pm

1. Apologies

Apologies were accepted from MW and IG

2. Approval of Minutes from 19th March 2008

Correction was made to the grammar in Item 4.

Minutes were approved and signed by the chair (MHk).

3. Matters Arising from Previous Minutes

6. AW has created an action plan for Sustainability (see item 5)

7. Nothing was reported back to CD about the SIP – this subject will be carried forward over the next few meetings

4. Head Teacher's Report

(see attached report)

Traffic

In attempt to reduce traffic congestion, the police have been contacted. Although they are verbally helpful, not much action has been taken; this is due to a grey area for the police as people are not actually breaking the law. The police, however, have said that there can be a presence around the school at the beginning and the end of the school day. The Parish Council will be informed of the events to see what advice they can give.

Cookery Club

Thanks to Neil Hall and Guy Nicholas for their work in the kitchen.

6th June

The Spanish Day is a chance to learn about other cultures. Wanborough will take on the persona of a Spanish School with a themed lunch and lessons based around the Spanish connection. Each class will have their own project allowing all pupils to get involved. Puente Genil will be doing the same thing to learn more about our culture.

Having pen-friends is an idea for the future. CD wants to embed a familiarity and understanding first so that the future friendship can be more meaningful. This would be available to the older pupils with the possibility of visits later next year. It is also hoped that the teachers can visit Spain too, to allow a greater interest in the connection and hopeful and stronger relationship.

Puente Genil is very keen to have visits to England. Their government encourages bilingual connections and so funding is easier to get than here, however it is hoped that funding may come from school projects that are developing.

FMSiS

Although little progress has been made recently the last sections have been discussed and there doesn't seem to be too much to do except pulling together the right documentation from other sections and files.

Pupils Leaving

It was noted that recently a number of pupil had left the school, this is because families are leaving for personal reasons and nothing that the school should be concerned about.

5. Committee Reports

Staffing

The committee has been looking at the number of staff due to the budget concerns. The final scenario is unknown at the moment as the deadline for resignations is 31st May. The role of TAs could change toward Special Needs.

Temporary staff are aware that the school isn't renewing their contracts and have found new positions.

The office needs another member of staff, however without the money from redundancies; there is no money to employ anyone else. This needs to be looked at in the future.

It was felt that the layout of the office was not the best use of space, nor did it look very tidy or professional, especially as it is the first thing people see as they enter the school.

There needs to be some creative thinking about the use of the space as there are limitations.

Action: to consider the development of the office

Premises Committee

Curriculum

Meeting held on 28th April – minutes to follow

Gifted and Talented:

There is a National Quality Standards for Schools and Teachers to assess the quality of provision for gifted and talented pupils. Management has had an initial look at it and Wanborough is doing ok. Gemma is the leading teacher for this initiative and much of it is in place.

We don't know what other schools are doing to achieve exemplary ratings and there is little clarity about identifying gifted and talented pupils.

The results are based upon self evaluation and so there could be varied response between schools.

The school is trialing the idea of moving pupils up a year in subject such as Mathematics; however this will pose problems when they reach the top of the school.

Dyslexia:

Wanborough is waiting for validation of its move to being a Dyslexia School.

Foundation Stage:

Presentation by Laura Shaw. CD believes this style of learning is long overdue. It develops the pupil's social and inter-personnel skills, which leads to improvement in behavior further up the school. It has also allowed pupils to be more creative and learn to think 'outside the box'.

It seems to be a healthy medium between starting school early and starting later, like in Europe.

Although it is demanding on staff and it may be harder for others to lead the pupils in the most constructive way possible it is definitely a positive development for the pupils.

Foundation Subjects:

Music – outside specialists are more available

PSHE – A scheme of work is being developed for September.

RE – An external audit has agreed with the school to develop the curriculum.

Foreign languages – There is a new Head of Modern Languages at Ridgeway who is very keen to continue Spanish beyond Primary level.

Premises

The Sustainability Pan has been put together with eight main aims. The plan is to work through the plan after all the points have been delegated.

There are no agreed timescales at the moment, these should be agreed at the next meeting, There are some major aims and some that are already in motion, with the help of the Eco Club, who are very keen, it is hopeful good progress will be made.

The main objective is to keep the momentum going.

Resources

Now to be referred to as Finance

See Item 7

6. SIP

As this is a working document, it was felt that the SIP should be discussed in alternate FGB meetings so everything is kept up to date. The committees also need to be seen to be discussing the elements that affect them in their minutes.

The document is much shorter than the previous year. Although there is nothing radical, there is still work to be done and more direct targets to be met.

In response to the Ofsted report there is an action in "Curriculum and Learning", on improving teaching and learning; this will consider the pace of lessons to engage all pupils and supporting children outside of lesson as well. This is complimentary with the topic based idea, allowing a much freer curriculum if needs be, it will require different skills from the staff.

Long Term:

CD would like this to be discussed by the governors, preferably without him present (in case he influences the ideas), to see if there is anything else that should be considered or changed.

The SIP was agreed and so will be adopted.

Action: Get a group together to discuss the SIP

MHk

7. Budget

The budget for 2007/08 shows a surplus figure of £11867.

The cost of the computers is under 'Books, Stationary and Materials' and came out of the capital funding.

The Breakfast Club can be seen to be working, it is separate on the list so it can be clearly identified and monitored by CD.

The Admin/Clerical over payment is in part due to a double payment related to sick pay and to a miscalculation in the original budget.

Over all it was a good year.

The contingency for this year is similar to this time last year. It was felt that it was prudent management to have a tight budget.

The budget was agreed and will be adopted.

8. ICT Strategy

Wanborough has a new IT technician from Ridgeway who seems very good. He can provide advice about what needs replacing and consider ideal specifications.

The monitors are starting to fail and the servers have a limited life, so plans need to be made on what to do next.

A strategy is to move IT back into the classroom rather than being separate, in IT rooms. This would require about thirty laptops and a wireless network in the future

We have one quote from Dell, who were already working with Ridgeway, but other quotes need to be investigated. If laptops are a possibility, security needs to be considered.

This would leave, the now, IT rooms to become Interactive/Media Studios, with some free space in the centre for work other than computer based.

There is a new funding grant this year 'Harnessing technology' which provides in the region of £4000 for IT related expenditure.

The Tesco coupons are of limited value, but they do help with extras, such as DVDs.

A strategy needs to be put together to cover the costs and consider timescales.

Everyone is happy with the approach so far.

9. Reports on any Training Sessions

Mathematics and Numeracy

WS attended the training session. Jane Hurley updated the governors on the new framework to make Mathematics more interesting. Although she was trying to be positive, she gave the impression that the children should enjoy learning and be looking at targets and tests. It is hoped that more subject can be involved in Mathematics to make it more fun.

10. Correspondence

Nothing to report

As information is being circulated by email, it was decided that this agenda item isn't needed anymore. If anything comes up it will be reported under AOB.

11. AOB

Training Sessions

See item 12

Parent Governors

There are now two candidates and they have been asked to write a 200 word summary about why they should be a governor

Fencing

Hopefully the fencing will be completed over the holidays, and the toilets should be done over the summer.

Committee Meeting Times

Due to minutes of committee meetings not always being available for the FGB meeting it was an idea to have all the committee meetings on the same night. This would stop staff coming back and forth from school to be present at meetings; this may also be helped if the meetings were to be earlier.

If this is inconvenient it was felt that committee meetings should, at least, be aligned with the FGB meeting, for example two weeks before (depending on holidays). Committees would be able to cancel meetings if there were no new issues.

This can be planned to start in September.

Action: Find out which days are suitable for meeting and get back to the chairs of the committees – to be discussed at next FGB meeting **All**

12. Next Meetings:

FGB Meeting: Wednesday 2nd July 2008, 7.00pm at Wanborough Primary School

Meetings held at the Oakfield Campus

- **Leadership Succession Planning: Tuesday 20th May, 6.30pm – 9pm**
- **Children In Care: Thursday 22nd May, 7pm – 9pm**
- **Understanding Autistic Spectrum Disorders (coupled with the new online training opportunities): Tuesday 3rd June, 6.30pm – 7.30pm**
- **Extended Services: Wednesday 4th June, 7pm – 9pm**
- **FMSiS: Tuesday 10th June, 6.30pm – 8.30pm**
- **Reaching For The Sky: Wednesday 11th June 10am – 12 noon**
- **Performance Management: Thursday 12th June, 5.30pm – 6.30pm**
- **SEN in Mainstream Schools: Wednesday 25th June, 2pm – 4pm**
- **Special Educational Needs in Mainstream Schools: Thursday 26th June, 10am – 12 noon**
- **Exclusions – module 1: Tuesday 1st July, 6pm – 9pm**
- **Exclusions – module 2: Tuesday 12th July, 6pm – 9pm**

Action: Find out which training sessions are repeats **AS**

Items for the next FGB Agenda

Agree dates for next year's FGB meetings

No Correspondence

Finance instead of Resources

SIP

Security:

- the expectations of the school after the criticism of Ridgeway,
- doors being left open during the summer

Action Points

Item Number	Description	Applies to
3	Find out when the Scheme of Delegation should be reviewed	AS
5	To consider development ideas for the office	Premises
6	Get a group together to discuss the SIP	MHk
11	Find out which days are suitable for meeting and get back to the chairs of the committees – to be discussed at next FGB meeting	All
12	Find out which training sessions are repeats	AS

Signed: _____ . Date: _____ .