

# WANBOROUGH PRIMARY SCHOOL

## MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON WEDNESDAY 24<sup>TH</sup> SEPTEMBER 2008

**Present:**       **Chair:** Martin\_Hook\_(MHk)  
                  **Vice Chair:** Simon James (SJ)  
                  **Head:** Chris Davis (CD)  
                  Anne Booth (AB)  
                  Gillian Clegg (GC)  
                  Ian Guthrie (IG)  
                  Michele Howard (MH)  
                  Paul Radley (PR)  
                  Jon Raymond (JRay)  
                  Jean Robson (JR)  
                  Kate Spurdell (KS)  
                  William Suter (BS)  
                  Marion Warren (MW)  
                  Linda Young (LY)

**By Invitation:** **Deputy Head:** Amanda Willis (AW)  
                  **Clerk:** Ranjeet Babbra

**Apologies:** Diane Rendell

**Attachments:** Minutes of the finance committee held on Wednesday 17 September 2008  
                  Minutes of the Curriculum meeting held on Tuesday 17<sup>th</sup> June 2008  
                  Head Teacher's Report  
                  Document outlining Long Term vision for the school  
                  Performance management Panels

### Meeting commenced at 19.00hrs

No declaration of pecuniary interest

#### 1. Apologies

Apologies were accepted and approved from DR.

#### 2. Approval of Minutes from 2<sup>nd</sup> July 2008

Minutes detailed a true reflection of Agenda points covered.

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

#### 3. Matters Arising from Previous Minutes

Item Number	Description	Applies to
5	Check proposed FGB meeting dates and report any problems to MHk.	ALL
6	To send round a summary of the KS2 results when the school receives them.	CD
7	To report back to the FGB on the impact of the new creative curriculum	CD/AW
8	<ul style="list-style-type: none"><li>Re define expectations of when pupils should or should not be on site and what supervision should be in place – to be discussed at this FGB meeting</li><li>Parking outside school – to raise the issue with the Police Community Support Officer (PCSO)</li><li>To consider next steps relating to above</li></ul>	CD/MHk  MHk CD
9	To make the relevant changes to the vision document for the school	MHk

5. No dates were queried, therefore dates set were deemed acceptable.

6. These were received, and distributed.

7. It has only been 2 weeks in to the new term, so as yet difficult to conclude as to whether the new creative curriculum is a success or not. However, the 'WOW' days were received well with the children and teachers alike. The topic plans look good and are accessible. Children have been able to have an impact into what is included.

Further feed back will be given at a later date, when there is sufficient data.

8. Staff should perhaps be supervising children on entry to school by standing at gates.

With reference to Parents parking outside school, during last term it was arranged for a PCSO to talk to parents about parking outside of the school, this was organized for a couple of days. However the PCSOs were unable to enforce any power. The school has been put on a list for new road markings.

We need to assess the situation continually and think of ways and ideas to prevent parents from parking outside the school. Perhaps detailing what action the school will take if requests are not adhered to.

#### **Action:**

**Ask police if we are able to put cones outside the school as a preventative measure.**

#### **MHk**

9. This was completed and circulated by MHk

#### **4. Review scheme of delegation**

As a school we are obliged to complete this annually. It was decided that we did not need to go through it in depth as it was completed late last year and therefore was still relevant and approved.

#### **5. Declaration of Interest forms - SG11**

All signed and completed.

#### **6. Election / Re election of Chair / Membership renewals**

MHk was re elected as Chair of Governors. Proposed by Bill Suter and seconded by Michelle Howard

MW was re elected as a Community Governor.

DR Stands down as parent Governor with immediate effect – We would like to take this opportunity to thank Diane for her 8 years of service as governor. Her efforts and contribution have been most appreciated by the Governing body.

It was apparent that there are many governors who will be reaching their end of term in office, late this year and early next year. It was proposed that the Governing body be extended, so that it would enable a crossover of old and new governors. This would allow an induction process to occur for the new governors by the old governors.

It was thought that an advert requesting 3 or 4 governors at one time was best for this to occur.

Several questions arose as a result of this, WS queried whether there was an upper limit to the number of governors you could have. CD indicated that it was possible to extend the Governors formally if required to do so. SJ suggested having a 'bank' of governors.

#### **Action:**

**Enquire before the next FGB meeting about the rules around Governing bodies. All Governors to inform MH via email any thoughts and ideas they may have on this issue**

**MHk / ALL**

**To look at introducing non parents as governors, as majority of current governors are parents or have some link to the school**

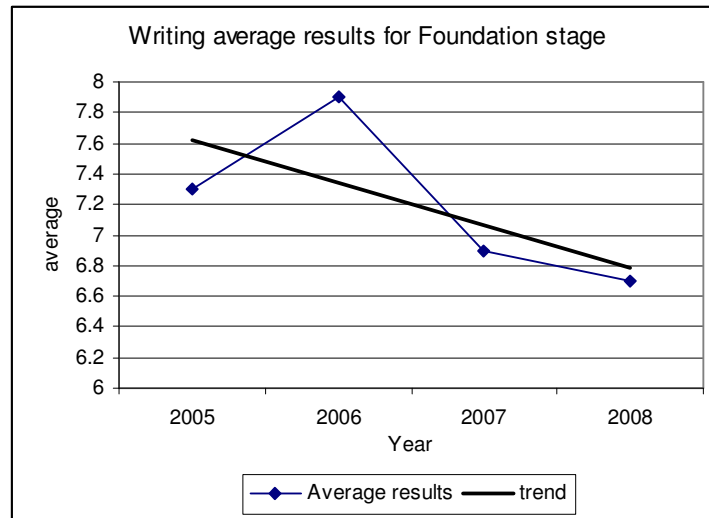
**CD**

#### **7. Head Teachers report & 9. Data review**

The results achieved by Wanborough Primary school were strong against the national average and Swindon, only a handful of the 60 schools that had a higher average were mostly infant schools. Grange infant's school was noted as having good results.

The results for writing are showing a downward trend for the school - see graph below

Note that the y axis scale is from 6-8 to show the small decrease clearer.



As a way of addressing this issue it was decided that we would explore what Grange infants was doing that was different to what we were doing. The average achieved at this school was 8.1, as compared with our 6.7. This assessment would be carried out by Laura Shaw.

The foundation stage is orientated in developing the child's emotional and social development. The theory is that at this stage the pupils increase their social and emotional knowledge and therefore have greater depth and breadth, to allow them to write at a later stage.

Pupil's numeric understanding is progressing well; literacy in terms of writing is not being maintained. This was acknowledged due to doing less writing than has previously been done.

Foundation stage results are obtained by Teachers making observations throughout the year on the children. It is not a formal test.

KS1 results – with this it was possible to compare how the pupils did in reception and how well they did at KS1. With this in mind it may be possible to estimate what they are likely to achieve, in future years. The results in General were good. Grange Infants achieved better results, but Wanborough School was not far behind.

There appears to be a gender swing between boys and girls in what they are academically achieving – It is difficult to pin point the reason as to why this could be. It may be statistical ie having more girls than boys or vice versa.

Overall our KS1 results are comparable to other schools in the Swindon area.

Projections for all year groups have been given to the teachers – this data was not included within the head teachers report.

KS2 – there was a complete disaster with the whole marking system nationally. Targets were not met at level 5 – however we are not compared to schools nationally but to the top 10% of similar schools.

Targets were also not met in English and Science. An explanation as to why science was low was given as the standards of writing being low. It was noted that the results achieved were very varied – this level of variation has not been seen before. Another reason given for low results was due to the pupils not knowing what a bibliography was – this was what they were tested on.

7 Children were 3 marks away from achieving a level 5 – we would have met this target otherwise – This shows how close we were to achieving the target.

St. Mary's primary school did well – it was suggested that we liaise with the school to learn from what they are doing.

When the league tables are published it was mentioned that Wanborough would still be at the top of the league tables, the only school that did markedly better in English were St Mary's, they achieved 70% level 5's.

AB asked who set the targets; CD explained that it was primarily up to the school to determine this, based on data provided by the Fisher Family Trust data.

When the CVA data is published this will give us a clear indication as to how good our results were. Unfortunately we do not know when this data will be published.

Breakfast club is making a small amount of profit now, and is sustaining itself.

Finally a huge Thank you to CD and his Team, was proposed by MK, for all their efforts and dedication in achieving these results.

**Action:**

**To update Governors when CVA data comes through.**

**To arrange meetings with regard to writing and Science – to see where and how we can improve.**

**CD**

**8. George Gibbs Awards.**

This point was with regard to why and how George Gibbs awards were awarded.

CD explained that it was hard to define what the awards were for, as each teacher chose 3 pupils they deemed to have made an impact within the classroom. It was more of an opinion made by the teacher. What was made clear was that this was not an award for academic achievements.

It was suggested that the awards and the reasoning behind it be made clear to the children. The secrecy behind it made it inaccessible to children who did not receive the award. Mentioning it at assembly was one way of relaying the information.

George Gibbs award is good for the school. In perspective we are lucky to have it. It is something that other schools don't necessarily do

**9. Data Review**

Covered in point 7.

**10. Performance management and Linked panels**

Confirmed that all panel members were happy with the panel teams they were within

Next meeting scheduled for the 2<sup>nd</sup> December 2008.

Was also highlighted that MH would also be leaving at the end of her term, and therefore it was necessary to replace her. KS or MW to perhaps do this.

**11. Security**

To be carried forward to next FGB meeting

## **12. Committee reports**

### 12.1 Staffing:

#### **Action**

#### **Minutes to be circulated**

#### **CD**

Policy was updated.

Talked about staffing and Support – how TA's were being used and how they worked.

Looked at school improvement plan

Will now meet 2 weeks before FGB meeting in future

### 12.2 Curriculum:

Have not met since the last FGB meeting – therefore nothing to report

### 12.3 Premises

Have not met since last FGB

AW Spoke about ways of making school sustainable. E.g. Solar panels / Wind turbine.

Looking into ways of harnessing heat from the ground to heat water and school.

Also looking at ways to involve and make children aware of what we are doing.

Going to meet with the Energy Manager, Clive from Swindon Borough Council to see what Grants are available to the school to help with this.

Refurbishment of the Toilets has been completed.

### 12.4 Finance

JR spoke about budget monitoring.

Up till September budget looks good – we are £1000 in credit currently.

£15,000 of Grant is due to come and this was not projected in the budget report.

FMSIS – looked at this with Bishopstone and Wroughton Infants to see if we have any holes in our system. We are on Target and ready for the audit due the 1<sup>st</sup> week in January.

Capital Expenditure – Was agreed at the committee that £10,000 capital was as yet unspent, and was to be allocated to ICT projects. Projects included:

Making the school a wireless network. Purchasing of Laptops / Routers / Servers, and also the security systems needed to make the school wireless system safe and secure. FGB Endorsement given.

#### **Action**

**All committees to think about cap Expenditure for next 3 / 4 years. Information to be given at next FGB meeting.**

**All**

### **13. AOB**

MH spoke about DR and JR leaving and as a result the following positions of Numeracy and literacy Governor Roles to be filled.

#### **Action**

**Inform MHk if any Governors are interested in filling these positions.**

#### **All**

AW spoke of spaces for Christmas Pantomime – if any governor is interested in attending to let her know ASAP.

LY mentioned she was entitled to a grant from her employer for the sum of £200, for the use of the Governing body/School.

### Action Points

<b>Item Number</b>	<b>Description</b>	<b>Applies to</b>
3	Matters arising from previous minutes Ask police if we are able to put cones outside the school as a preventative measure.	MHk
6	Election re election Enquire before the next FGB meeting about the rules around Governing bodies. All Governors to inform MH via email any thoughts and ideas they may have on this issue To look at introducing non parents as governors, as majority of current governors are parents or have some link to the school	MHk / ALL  CD
7	Head Teachers report To update Governors when CVA data comes through. To arrange meetings with regard to writing and Science – to see where and how we can improve	CD
12.1	Staffing committee: Minutes to be circulated	CD
12.4	Finance committee: All committees to think about cap Expenditure for next 3 / 4 years. Information to be given at next FGB meeting.	ALL
13	Inform MHk if any Governors are interested in filling the positions, of Numeracy and Literacy Governor	ALL

Signed: \_\_\_\_\_, Date: \_\_\_\_\_.

**Martin Hook**

**Chair of Governors**