

## WANBOROUGH PRIMARY SCHOOL

### MINUTES OF THE FULL GOVERNING BODY HELD ON WEDNESDAY 28<sup>TH</sup> NOVEMBER 2007

- Present:** Martin Hook (Chair) (MHk)  
Chris Davis (Head) (CD)  
Simon James (SJ)  
Diane Rendell (DR)  
William Suter (BS)  
Paul Radley (PR)  
Gillian Clegg (GC)  
Linda Young (LY)  
Ian Guthrie (IG)  
Jon Raymond (JRay)  
Marion Warren (MW)  
Anne Booth (AB)
- By Invitation:** Alison Sinclair (Clerk) (AS)  
Amanda Willis (AW)  
Gemma Hawkes
- Apologies:** Michele Howard (MH)  
Jean Robson (JR)
- Attachments:** Head teacher's Report  
Chair's correspondence  
Governors' Budget Monitoring Report – 2007/08  
Wanborough Primary School Ofsted Report  
Policy details – to chairs of committees and clerk

#### 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 MH and JR

#### 2. Approval of Minutes from 28<sup>th</sup> September 2007

It was felt that there should be a statement to say that the Pay Policy and Staffing Proposals were agreed by the governing body.

Minutes of 28<sup>th</sup> September 2007 were approved and signed by the chair

#### 3. Matters Arising from Previous Minutes

<b>3a. To meet and decide what records need to be kept for FMSIS</b>	<b>CD, MHk, AS, JRay</b>
<b>3b. To look at the feasibility of Green Energy ideas</b>	<b>Premises Committee</b>
<b>4, 5 Confirm Panel members</b>	<b>FGB</b>
<b>6. Report back to FGB in connection with the report from Dave Weston</b>	<b>Curriculum Committee</b>

<b>12a. To sort out all the information electing a Parent Governor.</b>	<b>AS</b>
<b>12b. To send out up to date governors' contact details</b>	<b>AS</b>

3a. This is an on going project and the Governing Body will be kept informed during the process

3b. The Premise Committee have started looking at possible ideas, they will continue to consider possibilities.

4,5 Panel members have now been confirmed:

Pay Panel - JRay, JR, PR

Appeals - MHk, BS, AB

Performance Mang - MHk, JR, LY

Review Officers - SJ, MH

6. This will be contained within the Curriculum minutes from the last meeting which should be received by all members of the Governing Body in the near future.

12a. Letters were sent to all parents, however there were no nominations. This situation will be mentioned in the next newsletter and a new closing date will be set.

12b. Completed

#### 4. Policies

Chairs of the committees, MHk and AS have a copy of the information about the policies for reference purposes. There are a few policies that need to be checked or put in place.

#### **Action: Find out about the Freedom of Information Act**

**AS**

#### 5. Ofsted Report

Good with Outstanding qualities; nothing lower than 'Good: 2'

The Ofsted visit was described as being challenging, but it was felt that the inspector, Patricia Davies received a very honest and open reflection of the school. The issues left for us to think about were things the school was already aware of, including the low CVA for last years Year 6s.

This negative value added, although didn't seem promising at first was backed up by lots of other evidence, data and intervention strategies. As result the school was seen to be dealing with the issue and so became less of an issue for the inspector.

Mrs Davis felt that the SEF accurately reflected the school. The ratings within the report were incredibly close to the school's ratings in the SEF. There was only one item that was different, where it was felt that the school should have done slightly better. She thought the document was well written and this gave a good impression of the school before she arrived. The School Improvement Plan was also recognised as a strength.

Compared to similar type schools in the UK, the Ofsted scores received were excellent and compare Wanborough against the top 25% of similar schools in the UK.

The governing body would like to thank everyone who took the time to help prepare for and contribute to the Ofsted visit: staff, governors, parents. The pupils also mae valuable contributions during the inspection, so the governing body would like to extend their thanks to all the pupils for their help.

The report will be published nationally in the next few weeks. This will bring excellent publicity for the school.

The governors felt that the report was well worded, balanced and positive. It was also nice to have a report that wasn't too long; this allows the report to be read thoroughly by everyone.

As a result of the Ofsted report, it was felt that the SMT would work with Dave Weston on an action plan to look at the teaching area of the report, considering: the pace of lessons; the questions being asked in lessons and who answers them; who is engaged in the lesson. Lessons will be watched so ideas for improvement can be developed. In terms of evidence it was pointed out that there is a huge amount on general subject areas, but perhaps there should more on specific teaching targets.

The next Ofsted visit is not expected for three years, but there will probably be a Subject Ofsted before that. In the mean time all records need to be kept up to date.

#### 6. Head Teacher's Report

Questions were asked for by CD on the report:

Abi Corry from East Swindon Churches will work within the school as and when needed, however the basic idea is for her to spend approximately half a day per week in each school within the list she has been assigned. She is not a teacher; she is there to provide guidance mainly on Christianity although she has knowledge of other religions. She has already led a lesson and assembly and hopefully will continue to be involved around the school.

The shared reading at home is designed to develop an enjoyment for reading. The idea is that they learn at school, but can enjoy it more at home.

The Junior Maths Challenge resulted in some interesting scores. The score didn't seem to relate to the year the pupil was in. The Maths Challenge is designed to use all the skills being learnt at school but in more practical situations, as a result it seems although pupils learn the techniques correctly it is the application side that need to be practiced. The pupils weren't told too much about what was going on, so that expectations were not raised. The scores were taken merely as a matter of interest

#### 7. FMSiS Update

There are five broad standards to be met. At the first meeting the first two were covered. Jobs have been allocated so that all criteria can be filled. There is a lot of paper work to file, however most of the required processes and documents are already in place.

There need to be an audit to check the skills of the governors, particularly in relationship to finance. This will help to determine who needs to go to certain training sessions.

**Action: All governors to email AS concerning any qualifications/ experiences/ specialities.**  
**ALL**

#### 8. Committee Reports:

**Staffing:** have not met yet

**Curriculum:** met on Monday 26<sup>th</sup> November. The minutes are to come, which contain mostly assessment data.

It was felt that Dave Weston's demonstration of the web project on data and trends would benefit the whole governing body.

**Premises:** Most discussion was on the Sustainable Schools Agenda, discussing how to meet the criteria and what to do in the future.

The main focus at the moment is fencing around the school site. This is for health and safety reasons as well as for security around the reception play area, in the areas around the gates at the front and down the side. The committee has acquired some quotes from different companies on like for like basis and these were presented to the Governing Body. The recommended company was approved and it anticipated that the project will begin as soon as possible, probably February half term. The money used will be capital money.  
The governing body agreed to the plan in recognition of the health and safety risks.

The next tranche of capital funding will partly go on ICT. It was felt that there needs to be a list of other projects that the governing body can discuss and prioritise.

**Resources Committee:** There is an updated budget review, which has a few unexpectedly high figures including Admin and Clerical, and Electricity, both of which will be investigated.

9. Reports on any training sessions:

– **Briefing on School Improvement Partners:**

**Monday 8<sup>th</sup> October 2007, 5.30pm - 6.30pm** (MH)

No comments

– **The Governors' Role in ICT: Tuesday 9<sup>th</sup> October 2007, 7.00pm - 9.00pm** (SJ)

After looking at the work done by other schools, there are now some ideas for the school which were discussed at the ICT meeting. These included downloading possibilities for homework and having the ICT rooms as more general Multimedia rooms rather than just for computers.

– **Youth Provision in Swindon : Wednesday 28<sup>th</sup> November, 5.30pm 6.30pm or Friday 30<sup>th</sup> November 8am – 9am**

No comments

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

No comments

– **Primary Data KS1 and KS2: Tuesday 6<sup>th</sup> November, 7.00pm – 9.00pm.**(PR)

This was felt to have lots of useful information. This was given out to governors to read.

10. Correspondence

No comments

11. AOB

**The involvement of parents in decision making**

It was felt that there are lots of ways in which the governing body provide information and contacts for the parents, these include: the website, the parent governors and the governor's board. The school office also has lots of information which would help to answers many questions.

However, there could be chances for there to be more general highlights on what is going on to explain why things are happening and to get more people involved. Mark Woodman has offered to help put together a online centre for any documents, which could as include a survey to help parents put down their thoughts.

In terms of the role of the governors, the staff are happy with how things are going.

The Swindon Lions made a presentation to the school for the garden on Friday 23<sup>rd</sup> November.

The School Profile is about to go online.

Final thanks to everyone involved in the Ofsted visit from all the governors.

12. Next Meetings

***FGB meeting: Wednesday 30<sup>th</sup> January 2008, 7.00pm at Wanborough Primary School***

Training Sessions held at the Oakfield Campus

***– New Governors Modules 1-3: Tuesday 15<sup>th</sup> January 2008, Tuesday 22<sup>nd</sup> January 2008 and Tuesday 29<sup>th</sup> January 2008, 9.30pm – 11.45pm***

***– Special educational needs in mainstream schools: Thursday 17<sup>th</sup> January 2008, 7pm – 9pm***

***– Health and Safety: Wednesday 23<sup>rd</sup> January 2008, 7pm – 9pm***

***Briefing – Notes of Visit: Wednesday 30<sup>th</sup> January 2008, 5.30pm – 6.30pm***

Things to add to the next agenda

**ACTION POINTS**

<b>4. Find out about the Freedom of Information Act</b>	<b>AS</b>
<b>7. All governors to email AS concerning any qualifications/ experiences/ specialities</b>	<b>ALL</b>

Signed: \_\_\_\_\_ (Chair) Date: \_\_\_\_\_.