

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY HELD ON WEDNESDAY JANUARY 30TH 2008

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)

Marion Warren (MW)

Ian Guthrie (IG)

Paul Radley (PR)

Gillian Clegg (GC)

Linda Young (LY)

By Invitation: Amanda Willis (Deputy Head) (AW)

Alison Sinclair (Clerk) (AS)

Apologies: Michele Howard (MH)

Attachments: Head's Report

Curriculum Committee minutes from 26/11/07

Chair's correspondence

Meeting commenced at 7.00pm

1. Apologies

MH was not present

2. Approval of Minutes from 28th November 2007

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

3. Matters Arising from Previous Minutes

4. Information about the Freedom of Information Act has been passed on to the Head for action.

7. List of qualifications acquired, this will help with the planning of training session attendance.

4. Head Teacher's Report

(See the attached report)

Recruitment: Three candidates will be interviewed on the 13th February. All the candidates have plenty of experience; they will have an interview with the school council, a main interview with CD, AW and Laura Shaw and undertake a short activity with a group of children.

Although not in the report, the governors would like to offer congratulations on the success of Ready Steady Cook. It was great to see the amount of interest it attracted from the pupils and the governors hope that similar events can be repeated.

5. The School's Attitude to Term Time Holidays

Local Authority policy recommends a maximum of ten days authorized absence for pupils per year. Wanborough has been lenient about this in the past, however the Education Welfare Office are questioning the amount of time pupils take out due to holidays.

Once the limit has been reached the absences should be classed as 'unauthorized'. If the attendance drops below 90% the Head can come under scrutiny for allowing the pupils to be absent from school. As a result the Head can refuse to allow term time holiday after discussion with the parents/guardian.

Other schools have a 'zero tolerance' policy, but the governors felt this was harsh and so agree on following the official policy guidelines strictly.

6. Scheme of Delegation

The Finance Committee have been through the document and filled in relevant data, for example: the minimum numbers of governors on committee and quorate numbers.

CD will fill in the data and information for Wanborough Primary School and circulate to governors.

Action: All Governors to check the Scheme of Delegation and inform CD of any specific issues before the next FGB meeting. ALL

7. FMSiS Update

Most of the required processes are in place; however the relevant documentation must be checked as being filed and up-to-date as evidence.

The audit will not be held before January 2009, but CD would like everything in place by Easter. This will allow for a year of updating documents, making sure those concerned understand the details. Most of the documents are ongoing and will only need to be checked once a year.

8. Budget Review

The corresponding document will be circulated in the near future.

There is a noticeable deficit on electricity; this seems to be due to high consumption and higher fuel costs. This will need to be considered in the future planning of the budget.

The finances are generally balanced, hence making the year's budget quite tight. This will need to be considered in the Three Year Budget.

9. Committee Reports

Staffing Committee

See last minutes (5th December 2007)

Discussions on the NQT induction programme were considered as being very interesting and useful.

Curriculum Committee

The attached minutes (26th November 2007) are those referred to in the last FGB minutes.

The next meeting is to be held on Monday 4th February.

The Gifted and Talented discussions took place subsequently to the meeting.

Premises Committee

There has been no meeting, however it was felt that there needs to be one to discuss 'sustainable schools'.

The Fencing project has been delayed due to costs; however time is now being allocated for the work to take place.

See minutes from the last meeting for more information.

Resources Committee

Covered in previous Items

10. Report on any Training

No Comments

11. Correspondence

There was no discussion.

12. AOB

Parent Governor Up-Date

Six parents have expressed an interest in becoming a parent governor but each would prefer not to stand for an election. As a result the MHk put forward the idea that we should test the commitment of the candidates by sending out a specification of what will be expected from them helping around school and as a governor. The governing body needs somebody who will pull their weight and work well with the rest of the governors.

This idea was agreed by the Governing Body and a specification will be sent out to all candidates along with an update of the situation.

It was noted that the majority of the governors (including the LA governors) are connected through the school by the pupils. Although the governing body is working effectively this does make it quite bias, as a result all governors should be actively seeking out other people willing to become a governor.

Pupil Ideas

MW put these ideas forward on behalf of the pupils who had asked her to pass them on to the Governing Body:

- Swimming Pool - too expensive
- Badminton Courts – as possibility of setting up some nets in the school hall.
- Make the Weekend longer – this is not feasible.
- Too Much Homework – CD is happy with the current situation of the homework. A study taken a few years ago found that some parents wanted more, some less and some were happy with the current system. As a result no changes will be made.

The homework is set as a chance for the parents to find out what the pupils are doing in lessons, although it is not compulsory – there is an option to opt out after discussion with the school.

The school understands the homework is harder for some pupils compared to others; as a result it should be the amount of effort put in by each individual pupil rather than the quantity that should be encouraged. Hence, the teachers should aim to set open ended tasks that should be possible for all pupils in the class.

These discussions should be redirected to the School Council. If the pupils wish to put any ideas to the governors then a member(s) of the Governing Body would be happy to attend one of their meetings.

13. Next Meetings:

FGB Meeting: Wednesday 19th March 2008, 7.00pm at Wanborough Primary School

Meetings held at the Oakfield Campus

Reaching for the Stars: Thursday 7th February 7pm – 9pm

One Year On: Monday 11th February 7pm – 9pm

Supporting Young Carers: Tuesday 12th February 7pm – 9pm

Chairs of Governing Bodies – Module 2: Tuesday 26th February 7pm – 9pm

Exclusions – Module 1: Wednesday 12th March 2pm – 5pm

Exclusions – Module 2: Wednesday 19th March 2pm – 5pm

SWGfL Internet Safety For Governors: Thursday 3rd April 6.30pm – 9pm

Items for the next FGB Agenda

Sustainability – Premises

ICT – SJ/ CD

Action Points

Check the Scheme of Delegation and inform other governors of any specific issues before the next FGB meeting	All
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Signed:_____ . Date:_____ .