

WANBOROUGH PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY HELD ON WEDNESDAY 31ST JANUARY 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)

Marion Warren (MW)

Ian Guthrie (IG)

Paul Radley (PR)

Gillian Clegg (GC)

Linda Young (LY)

Michele Howard (MH)

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

Alison Sinclair (Clerk) (AS)

Apologies: John Bickell (JB)

Attachments: Head's Report

Chair's correspondence

Budget

Disability Equality Scheme

Partnership Agreement

Meeting commenced at 7.00pm

1. Apologies

Apologies were received and accepted from JB.

2. Declaration of interest

It was highlighted that this is now a necessary requirement for every meeting, but will not be entered as a separate agenda item in future.

There were no declarations.

3. Introductions

Brief introductions for those who were meeting for the first time

4. Approval of minutes

Minutes of 29th November 2006 were approved and signed by the chair (MHK)

5. Actions from Previous Meeting

All actions were completed. See Item 6

6. Matters Arising From Previous Minutes

- The conclusion of the Governing Body's role within the Extended Schools Programme after confirmation from Maeve Maxwell. – After a conversation with Maeve Maxwell, MHK led the discussion: The Governing Body is totally accountable for all of the activities taking place on school premises. The use of a model 'partnership agreement' for the school from the LA was discussed and it was agreed that something similar should be used to manage all of the schools activities.

The Governing Body believes CRB checks and risk assessments must be performed for all commitments within the school whether they are in or outside of school time (including existing ones). Documentation would be stored in the school, after it had been agreed by the insurance company, as proof that these systems were in place to deal with every eventuality.

It was decided that there should be a full review of partnership and letting arrangements every year and that a model policy be sought from other schools

Activities would continue as usual until further notice.

To find a working template from another school to base own policy on (CD)

Any ideas or amendment for the template contract should be sent to MHK (All MHK)

- 'Sustainable Schools' Update – the Premises Committee is still waiting for a report on this issue.

It was agreed that this should become a more central issue for the school as could become a major educational focus for the pupils and the community.

After the slow progress that is being made with the surveys and plans, it was decided that a consultant needed to be found (who was, preferably, local). It was also made clear that the school was willing to pay to make sure the best results are achieved.

Keep the FGB notified of any possible surveyors (All)

- Updates on the School Improvement Plan – Subject Coordinators are reviewing the plan, a meeting is planned to discuss how the action plans will be put together (including long term visions)

The next version of the plan will hopefully be ready for next FGB meeting.

To put together a plan (Coordinators/CD)

7. Head Teacher's Report

Questions were asked for:

- 'Twilight' drama workshop - the idea was to encourage drama into the classroom and to provide ideas to help engage the pupils. It fits in very well with the other action plans, such as: speaking and listening; literacy; etc.

8. Disability Equality Scheme

By December 3rd 2007 the Disability Equality Scheme must be in place in all Primary schools. A model would be obtained from Ridgeway School as a basis to develop at Wanborough. It was also agreed that a working party should be convened to develop the scheme and should include at least one governor (MH has offered); a member of the community; and representative possibly with disabilities themselves.

The party would be encouraged to involve the pupils in all actions to increase awareness, however it was highlighted the difficulties that may arise when identifying 'disabilities' as there are varying degrees to cover.

To put together the working party (CD)

9. Review of the Governing Body Self Evaluation Exercise

Comparisons between this year and last year were made briefly.

It was felt improvements could be made so there should be further reviews at timely intervals (12 – 18 months).

To circulate the results (MHk)

Feed back will be received next meeting

10. Reports on training sessions

- SEN in Mainstream School – Lots of revision seems to be needed on the 'Gifted and Talented' policy. Gemma Hawkes will be attending the next Curriculum Meeting to discuss the next moves.
- Reaching for the Stars – The training session covered some relevant issues and changes in Gifted and Talented for Wanborough School. The school's G&T policy needs to be revised to be more in line with the latest Borough policy and some examples of best practise for the policy, for instance ensuring it is in teacher's job descriptions.

There is a new framework for judging the quality of G&T provision and in future there will be a G&T leader for each cluster (the Borough intends to make this one per school - however there is no additional budget).

MW will be meeting with Gemma Hawkes to discuss the policy. CD and Gemma Hawkes are also meeting with the Borough's G&T co-ordinator next week to discuss these issues.

To discuss Gifted and Talented policy with Gemma Hawkes and the Borough's G&T coordinator (CD, MHk)

11. Updates on the Ridgeway incident

This item was opened by a brief review of the main points of the meeting attended by that took place after the incident at Ridgeway. See Ridgeway School's Minutes and Improvement Plan for more information

As a consequence it was felt that Wanborough should also think about whether or not anything could be done to stop anything like this occurring at Wanborough.

Anti-bullying policy, discipline and planning for the experience of going to secondary school were all discussed.

Preparation for secondary was felt to be the best place to start dealing with this issue from a Wanborough Primary school point of view. It was felt the discussions with pupils about issues, possibly from students at Ridgeway, seemed a sensible way to go about this.

It was therefore felt that there should be communication between the governors at Wanborough and those at Ridgeway, and then, ultimately, the parents.

To contact Ridgeway Chair to start correspondence on the issue (MHk)

To send a copy of the letter sent to all parents at Ridgeway to parents at Wanborough (MHk, CD)

Review curriculum to look at current issues relating to ‘preparation for secondary school’ and consider whether alterations/improvements need to be made (CD)

12. Correspondence

No Questions

13. AOB

Curriculum and Staffing minutes – were briefly mentioned with no questions from the FGB

Budget Copy – there was a quick explanation, in conclusion it was felt that more money needed to be budgeted for resources and equipment (particularly electrical)

Next Meeting – to include School Improvement Plan and the Health and Safety Audit

14. Next meetings

- FGB meeting: 14th March 2007, 19:00, at Wanborough School
- 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
- Dismissal Retirement and Redundancy: 13th February 2007, 10:00-12:00 at the Oakfield Campus
- Pay and Conditions and Performance: 21st May 2007, 10:00-12:00 at the Oakfield Campus
- Financial Management Standards in Schools: 6th March 2007, 19:00-20:30 at the Oakfield Campus

If any governors wish to attend future meetings please inform AS would can notify Governor Support **(All, AS)**

Action Points

6. To find a working template for extended services from another school to base own policy on	CD
6. Any ideas or amendment for the LA partnership template contract should be sent to MHk	MHk, All
6. Keep the FGB notified of any possible surveyors – re sustainable schools	All
6. Update the School Improvement Plan	Coordinators, CD
8. To put together the working party to deal with disability equality scheme	CD

9. To circulate the results of the Self Evaluation Exercise	MHk
10.To discuss Gifted and Talented policy with Gemma Hawkes and the Borough's G&T coordinator	CD, MHk
11. Contact Ridgeway Chair in relation to concerns over bullying	MHk
11. To send a copy of the letter sent to all parents at Ridgeway to all family involved with Wanborough	MHk, CD
11. Review curriculum to look at current issues relating to 'preparation for secondary school' and consider whether alterations/improvements need to be made	CD
14. Notify AS if governors wish to attend meeting, who will inform Governor Support	All AS

Signed : _____(Chair)

Date: _____