

DIOC, SCHOOL

SHigdon, ARossiter, JHanrott, JHeath, LHousego, MGautier, SRead, JCarter, WBaka, RGatehouse, JDay, Rev Daniel, SHiggs, DPerkins, Ann Kendall, JDavies (Deputy Head), Clerk

Malborough with South Huish Church of England Primary School

Minutes of Full Governing Body Meeting held on Tuesday 7th October 2008 at 5.00pm.

- | | | Action |
|----|---|-----------------------|
| 1. | <p>Welcome: Anne Rossiter welcomed everyone and Rev Daniel French opened the meeting with prayer.</p> <p>Present: Sandra Higdon (Headteacher); Anne Rossiter (Chair); Jackie Heath; Jane Day; Jane Hanrott; Ro Gatehouse; Martin Gautier; Stuart Read; Linda Housego; Sue Higgs; Rev Daniel French; David Perkins; Claire Voaden (Clerk).</p> | |
| 2. | <p>Apologies: Wendy Baka (holiday); John Carter (illness). Absences sanctioned.</p> | |
| 3. | <p>Minutes of last meeting: The minutes of the last Full Governing Body meeting held on 16th June 2008 had been previously distributed to governors but were read through to refresh memories.</p> | |
| a) | <p>Matters arising: The second School Improvement Partner visit takes place after half term.</p> | |
| | <p>RGatehouse proposed acceptance of the minutes. Seconded by JHanrott.
Agreed unanimously.</p> | Agreed |
| b) | <p>Signed by Chair of Governors.</p> | Filed |
| 4. | <p>Governing Body membership update: Clerk had written to both Malborough & South Huish Parish Councils. Ann Kendall from Malborough PC had responded by expressing her interest in becoming a governor. Governors agreed to appoint her as the new Community Governor & invite her to the next Full GB meeting.</p> | Clerk to write |
| 5. | <p>Election of Chair: Ro Gatehouse had nominated Anne Rossiter as Chair prior to the meeting. She agreed to stand again. There were no other nominations.</p> | |
| | <p>RGatehouse therefore nominated A Rossiter as Chair. Seconded by SHiggs.
Agreed unanimously.</p> | Agreed |
| 6. | <p>Election of Vice Chair: Ro Gatehouse had nominated Jane Hanrott as Vice Chair prior to the meeting. She agreed to stand again. There were no other nominations.</p> | |
| | <p>RGatehouse nominated JHanrott as Vice Chair.
Seconded by MGautier. Agreed unanimously.</p> | Agreed |

7. **Election of committees & Chairs of committees & Special Committees:** The 07/08 make up of committees will be as follows:

Finance & Buildings: Jane Day (**Chair of Finance**); Anne Rossiter; John Carter; Stuart Read; David Perkins (**Chair of Buildings**); Rev Daniel French; Ann Kendall; Sandra Higdon (Headteacher); Janis Davies (Deputy Head) co-opted as required.

Agreed

Curriculum & Personnel: Jane Hanrott (**Chair**); Anne Rossiter; Wendy Baka; Martin Gautier; Linda Housego; Jackie Heath; Ro Gatehouse; Sandra Higdon (Headteacher); Janis Davies (Deputy Head) co-opted as required.

Agreed

Ann Kendall to be asked to join Finance & Buildings & Ro Gatehouse to sit only on Curriculum & Personnel this year.

First / Hearings Committee: Stuart Read; Jane Day; David Perkins.

Second / Appeals Committee: Rev Daniel French; Ro Gatehouse; Jane Hanrott.

Complaints Committee: Martin Gautier; Sue Higgs; Wendy Baka.

Pupil Discipline / Exclusions Committee: Rev Daniel French; Wendy Baka; Ann Kendall.

8. **Governors areas of responsibility:** The following were allocated (staff co-ordinators in brackets):

Health & Safety	– David Perkins agreed to take this on as John Carter is currently unwell. (<i>Pauline Stidston</i>)
SEN	- Ro Gatehouse (<i>Linda Housego</i>)
RE	- Wendy Baka (<i>Jackie Heath</i>)
ICT	- Martin Gautier (<i>Jackie Heath</i>)
DT	- Rev Daniel French (<i>Pauline Stidston</i>)
Literacy	- Anne Rossiter (<i>Sandra Higdon</i>)
Numeracy	- Jane Day (<i>Linda Housego</i>)
PE	- Stuart Read (<i>Janis Davies</i>)
PHSE & Early Years	– Sue Higgs (<i>Jackie Heath / Pauline Stidston</i>)
Science	- Jane Hanrott (<i>Janis Davies</i>)
Creative Arts	- Ann Kendall (<i>Jackie Heath</i>)

9. **Declaration of Interests:** The annual declaration of Business Interests sheets were distributed signed & returned.

JC, AK, WB
to sign asap

10. **Public attendance at meetings:** Governors agreed to continue with the current policy of allowing non participating public attendance at Full GB meetings and closed committee meetings. Dates of all meetings are issued in newsletters. Draft Full GB minutes to be made available when a suitable location found.

Clerk

MGautier proposed acceptance of the policy. Seconded by SHiggs. Agreed.

Agreed

11. **Review of Governors Expenses & Policy:** No expenses had been claimed during 07/08 apart from any available from Devon Governor Services training. Local training was

greatly appreciated. It was agreed to continue with the policy that travel expenses may be claimed from school budget in agreement with the Headteacher. Currently we do not have any governors who need to claim child care expenses. This would be considered if required in the future.

JHanrott proposed acceptance of the policy. Seconded by DPerkins. Agreed. Agreed

12. **Review of Standing Orders:** The Terms of Office for both Chair & Vice Chair were amended to 1 year from 4 years. All remaining sections to remain as 07/08. Clerk to amend & update with new dates of meetings for 08/09 ready for Chair to sign at next Full GB meeting. **Clerk**
13. **Headteacher's report: Attached.** Paper copies were distributed. The SEN report was amended to a total of 8 not 6. The SAT's results were very good & an accurate reflection of the cohort. 2 statemented children were included in the statistical percentages although they did not sit the tests. **Filed with minutes**

The KS1 results reflected the wide variation of last years Year 2 cohort.

Following our successful bid for video conferencing equipment, SH reported that this had been installed at Cornwood early as one of the governors had taken a special interest in this. It was proving useful & fairly easy to use & is portable. Has many potential uses including staff training, pupil Gifted & Talented inter school sessions (which could be on a national basis).

14. **Dates of future meetings:**

Full Governing Body - Monday 17th November 2008 at 4.30pm in school
 - Tuesday 24th March 2009 at 4.30pm in school
 - Monday 29th June 2009 at 4.30pm in school

Curriculum & Personnel – Thursday 13th November 2008 at 4.15pm in school

Finance & Buildings– Tuesday 4th November 2008 at 4.15pm in school

Remaining committee dates for year to be set at next meetings. **Clerk**

Policy Review Day – Monday 26th January 2009 with lunch

Governor / Subject Co-ordinator Day – Monday 8th June 2009 with lunch.

ALL GOVERNORS TO BOOK MONITORING VISITS FOR AFTER HALF TERM. **ALL**

15. **Correspondence:**

- Church Services. Sue Higgs & Wendy Baka are to attend Church Cathedral Service on 18th October.
- Checklist
- Governor magazine

17. **Any other business:** Term dates for 2009/10 required ratification but Claire did not have KASP agreed non pupil days to hand. Defer to next Full GB meeting. **Clerk**

Pre school – a letter had been received from the Pre School committee requesting permission to enhance the garden/outdoor play area outside the Patch Room. They wished to put up a shelter & lay all weather mulch. Both would be of a temporary nature. Funded from Pre School reserves.

Jane Day & Pauline Stidston had met with representatives from Pre School that day & they had also requested the erection of play equipment in the Old School House small garden & the laying of all weather mulch. Again this would be of a temporary nature so that the garden could be reinstated if required. To be funded from the D78 Nursery Grant. To be carried out by volunteers possibly during half term.

This would benefit both Pre School & the Early Years class. We will be receiving Early Years moderation visits this year so it is important to improve the facilities.

It was agreed that we need a sign indicating the school & pre school locations, both from the main road by the garage & also at the entrance gate. Jane Day to liaise with Madge Bailey, Chair of Pre School Committee.

JDay

At the recent Finance & Buildings meeting it had been agreed to produce promotional leaflets & postcard size information on the school & pre school & carry out a letterbox drop in neighbouring parishes. (Liggy Rossiter to draft). Possibly use Pre School Teddy Bear logo.

Governors agreed that the work could commence & that the School House work would be funded from the D78 grant. Clerk to write to Pre School.

Agreed Clerk

- 16. **Strategic discussion: The meeting then resolved to go in to Part II for the remainder of the meeting.**

There being no further business the meeting finally ended at 7.40pm.

Signed by Chair of Governors

Dated