

Malborough with South Huish Church of England Primary School

Minutes of Full Governing Body Meeting held on Monday 16th June 2008 at 5.30pm.

- | | | Action |
|----|---|---|
| 1. | <p>Welcome: Jane Hanrott welcomed everyone as Anne had sent apologies that she would be a little late in arriving. Rev Daniel French opened the meeting with a prayer. Governors then introduced themselves for the benefit of the new governors.</p> | |
| 2. | <p>Present: Anne Rossiter (Chair); Sandra Higdon (Headteacher); Jane Hanrott; Jackie Heath; Martin Gautier; Stuart Read; Sue Higgs; John Carter; Linda Housego; Jane Day; Wendy Baka; David Perkins; Rev Daniel French; Claire Voaden (Clerk).</p> <p>Apologies: Ro Gatehouse – holiday. Absence sanctioned.</p> | |
| 3. | <p>Minutes of last meeting: The minutes of the last Full Governing Body meeting held on 10th March 2008 had been previously distributed to governors.</p> | |
| a) | <p><u>Matters arising:</u></p> <p>Amendment – John Carter was actually absent from that meeting. (marked in present & absent).</p> <p>None from main minutes.</p> <p>Part II – these were read out and approved.</p> | |
| b) | <p>JDay proposed acceptance of the minutes. Seconded by JHanrott.
Agreed unanimously. Signed by Chair of Governors.</p> | Agreed |
| 4. | <p>Committee Reports:</p> | |
| a) | <p>Curriculum & Personnel: These had been emailed with the agenda to all governors.</p> | Filed |
| | <p><u>Matters arising:</u></p> <p>Item 1 - The Fast Track programme is moving forward. JHeath & SHigdon to visit Decoy Primary on 17th to look at their Creative Curriculum. JHeath's mentor is to visit on 30th. JHeath attended a 3 day course during previous week (funded). JHeath reported that other areas of the country have been teaching this type of curriculum for 5-6 years already.</p> <p>Item 2 - The Governor Co-ordinator day was a success & accomplished a lot in one day & brought governors together again in a less formal way (thanks to Ruth for a lovely lunch again). Subjects need to be spread amongst more people next time.</p> <p>Item 3 - RGatehouse had conducted a further SEN monitoring visit this term. The Annual Review for the statemented Reception child had been completed & LH is in the process of applying for full funding for the statement so that we can employ TA's until 3.30pm without subsidising from the normal school budget. This final half hour of the day continues to be a staffing issue.</p> <p>Item 4 - Weighing & measuring screening. Governors discussed this & fully supported the Committees decision not to take part.</p> <p>Item 6 – Disability Duty had also made progress. A draft had been produced & would be discussed fully at the next C & P meeting.</p> | <p>Agenda item
for FGB in
Autumn</p> |

Ratified

The minutes of this meeting were then ratified by the Full GB & signed by Jane Hanrott.

Filed

b) **Finance & Buildings:** Minutes of meeting held on 15th May 2008 had been emailed to all governors with the agenda.

The final carry forward was £10,609.

The Finance Officer had visited again on 10th June. The budget over the next 2 years is still anticipated to end with a large deficit due to falling roll which means we do not attract the additional KS1 funding (when 37 or above pupils).

The allocation of the Capital D78 Nursery Grant funding was confirmed as being earmarked for Early Years/Pre School outside play area improvements.

Age
nda
Item
8

Item 8 on the FGB agenda was included at this point:

It was confirmed that the Old School House Trustees (of which Rev Daniel is one) would allow the school to have use of the premises & would wish for some form of lease to be drawn up. We had received an email from Andy Dexter indicating that the LA would prefer to purchase the property.

Attached.

SHigdon commented that the condition of the house is not as poor as feared & so with a good clean & new carpeting (the heating will also need to be improved) it is initially hoped to move the staff room in to the Old School House & create a library/group working area in the existing staff room. Planned to carry this out over the summer holidays (*clerk query– staff/governor? working party? method not mentioned*)

The leasing & probable insurance issues will need investigating.

Sir Simon Day had spoken to SHigdon & would be supporting our plans & would lobby Cllr John Smith.

The proposed Open Day to highlight the plans to the wider community was discussed:

- A date of 17th September 2.30pm – 7pm was agreed.
- A budget of £500 had been allocated for production by the architects of the feasibility study of the promotional & display materials. Governors would need to decide whether this would be funded from capital or school budget or possibly sponsorship from local or preferably larger companies such as the Co-op.
- To be held in school rather than village hall – utilise Church Institute & School House
- Invite Anne Whitely, John Smith, Sir Simon Day, Juliet Doswell (Diocese) & all local community
- ARossiter to email Cllr JSmith & Sir Simon Day

Agenda for next F&B agenda

ARossiter

Planning permission for an in ground pool of same dimensions as existing pool had now been granted. Require a ‘table top’ archaeological dig & to not damage existing trees around the site. DHassall had been involved in discussions on the dig.

Contractors have been instructed that earliest start date is 24th July. SRead confirmed that a couple more fund raising events are planned to raise the final sum of £23/24,000 required to enable proper landscaping & paving of the area. Sir Simon had also pledged £3000.

Ratified

The minutes of this meeting were then ratified by the Full GB & signed by Jane Day.

c) **Joint Management Partnership:** See agenda item 7.

5. **Declaration of Business Interests:** Sue Higgs declared that her daughter is Vice Chair of PTF.A. JHeath declared that her daughter has been working as a Supply teacher in the school this term. David Perkins declared that his partner is Chair of the Pre School Committee.

6. **Governor vacancies update:** Both JCarter & CHassall had come to the end of their term of office on 25th March. John had agreed to serve a second term of office & the governing body approved his reappointment. Caroline had decided not to seek reappointment as she had served 2 terms. At the C & P meeting it had been agreed that the Clerk would write to both Malborough & South Huish Parish Clerks inviting volunteers to come forward. If no one was interested governors would then need to consider other options.

Clerk

7. **Management Partnership Meeting 5th June 2008 feedback:** The actual discussion for this item was postponed to the end of the agenda.

ARossiter explained that the all day meeting on 5th June had covered a wide range of topics. The full report would need to wait until the September meeting but briefly:

- The LA was now supporting the idea of Partnership arrangements.
- Unfortunately this did not include additional funding at this stage.
- It had been agreed that the Partnership was essentially working and both schools wished it to continue as it is with some fine tuning & addressing of certain issues for a further year.
- Review in summer term of 2009
- The committee had requested that both Governing Bodies ratify this recommendation.

Therefore ARossiter proposed that the Management Partnership between Malborough with South Huish Primary and Cornwood Primary Schools should continue as it is with the review period remaining at one year. The partnership should be clear and transparent and allow the potential for exploration of other partnerships. The Headteacher would act as ‘broker’ for any such discussions.

Seconded by JDay. Agreed.

Agreed.

Clerks note – draft minutes of that meeting will be distributed to all governors when they have been approved by the Chairs of both schools.

8. **School Site Development update:** Previously discussed under Finance & Buildings committee report.
9. **Review/adoption of managing absence & sickness policy:** An updated version of the DCC model policy had recently been circulated via the school distribution service. (& emailed to governors with the agenda) It was agreed to adopt the model as it stood but that the Delegated responsibilities in line with Staffing (England) Regulations 2003 for responsibility for Hearings, which may lead to dismissal, as part of the Maximising Attendance and Managing Sickness Absence Procedure should be delegated to the First Committee of Governors & not the Headteacher.

The policy included on staff requirements for reporting absence etc which could be used to produce guidance to distribute staff. C & P committee to review at next meeting.

Agenda item.

JHanrott proposed adoption of the policy. Seconded by WBaka. Approved.

Approved.

Governors also approved the additional Drugs Policy; PSHE Policy & PEDPASS Policies which we required for our Healthy Schools Award.

Approved.

10. **Headteachers Report:** Had been emailed with the agenda. A question was raised whether we thought all eligible families claimed for Free School Meals as the school has a small amount of additional funding relating to this figure. Claire confirmed that this was probably the case & that the criteria information was given to parents annually. Governors thanked Sandra for her detailed report.

Filed

SH highlighted the application bid for a video conferencing grant that she had made, especially as this was a suggestion from the JMP meeting as a way of assisting in joint activities between

Cornwood & Malborough.

11. **School Improvement/Development Plan:** The new plan had been emailed with the agenda & a paper copy given to all governors. This had been written including input from the governor coordinator day. It was confirmed that Malborough is a ‘smaller than most’ school on a National comparison rather than local as that is how Ofsted would categorise us.

SHigdon explained that the new School Improvement Partner allocated to support schools was a combination of the previous roles of External Adviser & Headteacher Performance Management External Review. Ours is Janet Ross & she would making her preliminary visit on July 8th.

**JDay
Agreed**

To enable governors to monitor the SDP, it was agreed to include it as a rolling agenda item for both committees.

**Clerk to
note**

12. **School Profile:** Governors had looked at last years which was completed in a rush by 2 governors & the Clerk before the deadline of 31st July. Clerk confirmed that the template would not be available after this date for completion so we needed to publish by the end of the term. ARossiter, JDay & JHanrott agreed to write it & Clerk would email it all other governors for approval before publishing. SHiggs also offered her assistance if required.

**AR,
JHanrott,
JDay**

13. **Website:** MGautier had altered & ‘tweaked’ the site following feedback from governors & Sandra & Governors had all looked at the site & were pleased & happy that it was now at a stage to ‘go live’. It will require further changes in the future such as photos & will continue to be work in progress.

SHigdon

It was therefore agreed that we would announce to parents this week that the site was now available.

Martin was then presented with a Brittany Ferries Voucher as a thank you for his time and hard work in developing the site.

15. **Governor Training Reports & Monitoring Visits:**

- DPerkins & Rev Daniel had both attended the New Governor Course held recently at KCC
- JDay is to attend a Diocese training day on Premises next week
- Clerk will be attending the Clerks update on 1st July
- SHigdon had attended training on Legionella
- SHigdon had attended Pupil Assessment & tracking that day (remaining teaching staff attending on 19th June)

Governors were asked to complete the record of governor training each meeting to enable clerk to keep more detailed & accurate records of training undertaken & required.

All

RGatehouse had carried out a monitoring visit for SEN.
SHiggs had carried out a monitoring visit for Early Years.

Clerk told governors that Colin Butler, Headteacher at West Alvington was looking for training requests for the spring & summer term 2009. It was agreed that Clerk would inform him that we would like Curriculum II; Finance; Early Years & a local ‘New Governors for Old Governors’ as the first session of this new course was in Exeter on a weekday.

Clerk

MGautier volunteered to do the online Safer Recruitment training. SHigdon should also do this. Claire to provide password for access to the site.

Claire

16. **Correspondence:** Diocesan Newsletter (distributed 14.05.08)
Governor Newsletter (distributed 21.05.08)
Devon Governor Magazine
DAG monthly update

17. **AOB: There were a few additional items:**

▪ JHanrott wished to highlight the government consultation on reducing the size of governing bodies which she feels we should keep abreast of. She volunteered to register our disquiet on this proposal.

JHanrott

▪ MGautier had been approached by some Year 6 parents concerning the recent Sex Education sessions. They were happy with the quality & content of the sessions delivered but would have liked a parent information meeting. LHousego confirmed that the timing of the second half of the summer term had been arranged with Dr Morris before Easter but due to non pupil days & KCC Induction visits the sessions had to be condensed to 3 & admitted that the actual issue of the permission letters to parents was left too late to include a parent meeting. This would be remedied in future. **LHousego to email dates of residential to JHanrott so that 2009 ‘weeks of’ dates can be set. JH to liaise with Dr Morris.**

LH

▪ JHeath showed governors the children’s curriculum support book that local author Louise Spilsbury had written on ‘Can Buildings Speak?’ which included several pages & photographs of the process involved in producing the stained glass window. JHeath to arrange for copies to be made available for parents to buy – possibly at the Open Day.

JHeath

▪ SRead had been approached by some parents & asked why sports day was in the morning this year. It was explained that it meant Neville Watts would be available to assist & it was the whole school timetabled PE morning. It would also not require additional hall booking. Parents had also queried whether Mr Watts would be continuing as Sports Coach. It was confirmed that it was budgeted to maintain the present PPA cover.

▪ Dates of parents evening was also confirmed as 14th & 15th July 08

▪ Rev Daniel French was appointed on to the Finance & Buildings committee.

17. **Date of next meeting:** Tuesday 7th October 2008 at 5.00pm.

Date of Finance & Buildings Committee meeting set for Tuesday 23rd Sept 2008 at 4.15pm

Date of Curriculum & Personnel Committee meeting set for Monday 29th Sept 2008 at 4.15pm

There being no further business the meeting closed at 7.30pm

Signed by Chair of Governors

Dated