

WILLINGHAM COUNTY PRIMARY SCHOOL

Minutes of the meeting of the Governing Body, Tuesday 5th February 2013

Present: Fiona D'arcy, David Hawthorne, Mark Andrews, Louise Johnston, Catherine Lee, Jonathan Lewis (Chair), Vyv Francis (Head) Graham Mumby, Kevin Smyth, Hazra Awal, Caroline Hyde, Jo Aldhouse, Alyson Hammersley, James Singleterry and Jane Miller.

Clerk: Charlotte Freeman

1. INTRODUCTIONS/APOLOGIES FOR ABSENCE

Rebecca Walsh, Simon Hovell, Nick Thomson & Al Shah apologised for absence and these were accepted.

DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

None.

2. MINUTES OF THE MEETING HELD ON 4th DECEMBER 2012

The Minutes were approved by the governing body and signed by the Chair. Matters arising were to be discussed later on the Agenda.

3. SAFEGUARDING REPORT

Fiona D'arcy gave a report on her safeguarding visit to the school which took place on 21st January (which was a snow day) and covered a whole day visiting the breakfast club, classrooms, break time, lunch time, Honeypots and the afterschool club. Main areas covered:

- Review of Policies
- Breakfast Club
- Safety in and around school
- Access into school premises
- Classroom space
- Lunchtime supervision
- Honeypots
- Afterschool Club

The chair thanked Fiona for her work on the report and the governors agreed that an action plan should be prepared to enable it to be reviewed at future governing body meetings.

Action : Action Plan to be drawn up

4. Headteacher's Update

Report will be emailed out for governors consideration, questions can be asked at the next meeting.

Key points:

Proposals for reviewing Honeypots charges.

Pupil progress meeting on 5th, 6th and 7th March. Meeting all teachers and focussing on vulnerable groups.

Recruitment of 2 mid-day supervisors and lunchtime first aider has taken place, recruitment for further mid-day supervisors is continuing.

Governors considered an update that the Headteacher had received from Ofsted regarding school gradings and inspections and the Headteacher will cover this aspect in her report.

A governor asked about pupil premium and how it was used? The Headteacher responded that children who benefit from free school meals are in receipt of pupil premium over 6 years. Groups of pupils are identified and the impact of the funding is monitored. There is no need to identify individuals, just groups of pupils.

5. **5.1 Personnel** No report was given.

5.2 Finance and Premises The finance report was considered by Governors. From the December BCR revenue surplus stands at £12,000.00 with the increase due to various funding adjustments. Still aiming to close the year with a revenue surplus of £20,000.00. Afterschool club set to generate a surplus of £2,500.000 but recruitment is in progress. Breakfast club is set to overspend due to staff increases, so fees need to be reviewed and this will be done at the next F&P meeting. Canteen figures are of a concern with income falling £2,000.00 short of budget and catering supplies £4,000.00 over budget. Kitchen control has been put in place and staff being involved so they have a budget to work to.

5.3 Standards and Inclusion Fiona D'Arcy gave her report which was noted by the governors and also attached to these Minutes.

6. Training update

The chair reported that a training brochure had been sent round and governors were to give consideration to the key themes, including data and school performance courses.

7. Any Other Business

Matters Arising from the Minutes of the last meeting: Sex and Relationships Policy to be reviewed and was discussed at the personnel committee meeting.

No update on website as Al Shah not present.

Progressing school payments but not yet finalised.

The chair thanked governors who undertook a skills audit, some are still to be done.

Governor Codes of Conduct are still to be signed.

One governor had attended the Governors Briefing and reported that CRB's had now changed to BDS and new regulations were in force which meant not everyone would need to have a DBS check.

Staffing Restructure: The staff governors left the meeting for this item. The proposed staffing restructure had been emailed out to governors and any questions that were raised following this by governors had also been copied out to governors for comment. The governors agreed that the plan was well structured and set out clearly the line management structure, giving staff more balanced roles and responsibilities. Governors were concerned that consideration to the personal impact on individual staff should be considered and that

the head and chair should be available to discuss with staff and the Chair confirmed this would be the case as he was concerned the proposals should not destabilise the school. Governors were also concerned about the short consultation period which covered half term and would the Unions not query this. The chair confirmed using the half term made the timescales tight, but, as no redundancies were involved it was felt the Unions would be happy. There would be two weeks to comment on the structure. The governors agreed that the budget was tight with the addition of £15,000.00 for salaries, but the final budget had not yet been received and it was felt investment in staffing was a priority. The Governors were happy to proceed to consultation. The chair agreed to keep the governors informed after the meeting with the staff on Thursday 7th February.

Works to new access into school: The Head reported that work would be carried out over half term. A pathway is being laid down the inside of the perimeter fence with Thodays Close and there will be a gateway at the far end of school. The Parish Council have some funding to carry out a consultation with regard to additional road markings and road crossings, the PTA were meeting to discuss the matter also and hopefully will be able to offer some funding. The governors were pleased that safety for the children accessing school was improving with the creation of the pathway and that road safety measures were being considered by the parish council to deal with traffic around the school entry road.

8. Close : DATES FOR FUTURE MEETINGS OF THE FULL GOVERNING BODY

27th March 2013

7th May 2013

2nd July 2013

There being no further business the meeting closed at 9.50pm

Signed as a true record.....

Chair

Date.....