

## WILLINGHAM COUNTY PRIMARY SCHOOL

### Minutes of the meeting of the Governing Body, Tuesday 27<sup>th</sup> March 2013

**Present:** Fiona D'arcy, Mark Andrews, Louise Johnston, Catherine Lee, Jonathan Lewis (Chair), Vyv Francis (Head) Graham Mumby, Kevin Smyth, Jo Aldhouse, Alyson Hammersley, James Singleterry Simon Hovell, Gina Balasen and Jane Miller.

**Clerk:** Charlotte Freeman

#### **1. WELCOME/INTRODUCTIONS**

Gina Balsen of Honeypots was welcomed to the meeting. Gina presented a report from Honeypots which was noted. Honeypots received a pleasing Ofsted report in October 212, with two points for improvement, report praised maths. Early Years Advisor has visited and no issues were raised. To a question about numbers of children, Gina confirmed most sessions were full. Parents are already booking for September. To a question with regard to the link with the school working? Gina explained transition plans are made with the foundation teacher. To a question whether there was anything else that could be done? Gina explained that the website needed updating, they also wanted to do some advertising. Governors agreed that parent mail could be used to link with parents at the school.

#### **2. APOLOGIES**

David Hawthorne, Caroline Hyde, Rebecca Walsh, Hazra Awal & Al Shah apologised for absence and these were accepted.

#### **3. DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

None.

#### **4. MINUTES OF THE MEETING HELD ON 5<sup>th</sup> February 2013 and matters arising.**

The Minutes were approved by the governing body and signed by the Chair.

Safeguarding has been dealt with in the heads report.

#### **5. HEAD TEACHERS REPORT**

The head teacher took the governors through the keys points of her report which had been emailed out to governors in advance of the meeting.

Governors agreed that the new pricing policy for the breakfast club was very good value at £2.75 (increased from £2.00 recently).

To a question with regard to categories in table on page 2, the head teacher confirmed that students could be in more than one category.

To a question about how the school put in place support for the more challenging students, the head teacher reported that the school had 10% less SEN children than the national average, but SEN and GRT students need to be looked at together.

Focus on attendance, GRT children have a lower attendance, and one of the focuses is on attendance and the need to raise this. The school is liaising with parents, arranging sessions for parents for IT. A coffee morning was held, and over half the parents attended.

It has been agreed that staff should speak to parents to let them know what is happening in school as some parents do not have access to the internet. Other ideas included offering homework club. Cultural hobbies have been identified. The school is liaising with Cottenham VC to help with transition. Absences for travellers are marked with a "T" if they are travelling, they are not absent and therefore it would not be unauthorised. Trigger letters are sent out for attendance of less than 90%. Regular "lates" are also followed up by letter. 100% attendance certificates are handed out. Also using tracking to raise attendance. Foundation stage being targeted at the moment as attendance is low. Parents are also spoken to at parents consultations if attendance is an issue. The head felt that letters had been effective. The head will provide attendance figures at next meeting. Attendance will be discussed at the next S & I Meeting.

**Action : Head to provide attendance figures at next meeting**

To a question about reviewing and assessing homework and methods used by teachers, it was agreed that marking needed looking at and what works and what doesn't and it was agreed that the Learning Log should be reviewed.

**Action : Head to review Learning Log**

To a question about the staff sickness, governors asked if the data could be presented differently.

The chair thanked the head teacher for her report.

James Singletery is leaving the school at Easter and the chair on behalf of the governors thanked James for all his hard work at the school.

## **6. COMMITTEE REPORTS**

**6.1 Personnel** Simon Hovell took the governors through the key points of the recent meeting of the personnel committee.

The committee reviewed the list of school policies and the following are to be signed off with no amendments:

Whistleblowing, Lack of Capability of Staff, Disciplinary Rules and Performance Management.

The Whole School Pay Policy was amended to incorporate a standard set of changes to include the latest changes from EPM.

As there were no material changes the policies were recommended for approval by the governors and all governors were happy with this.

Midday Supervisors have been recruited but this has been problematic therefore re-advertising is taking place.

Staff and governors training strategy is to be discussed and they are looking for a governor to do the Safer Recruitment Training

**Action : all to consider Safer Recruitment Training**

The information about the school is out of date on the village website and needs to be brought up to date. Simon Hovell will action this. Fiona D'Arcy to do an article for the head teacher to check and approve.

**Action : Simon Hovell to up-date website  
Fiona D’Arcy to write an article for the head teacher to approve**

The chair thanked Simon for his report

**6.2 Finance and Premises** Key points from the recent meeting were received and noted by governors. Governors were pleased that outstanding maintenance jobs at the school have been prioritised by the head teacher including the replacement of the bi-folding door which separates some of the teaching space. A deadline for completing the jobs by the next meeting of the F & P Committee has been set.

Ongoing canteen issues were also discussed. A questionnaire was sent out to pupils asking about school meals which Kevin has assimilated, which revealed that some days are more popular than others. Control costs were also considered. Staff are keen to be involved.

The content of the school website was discussed as it is no longer compliant. Looking at different methods of hosting, which include £400.00 per year maintenance or buying a site for £3,000.00 The committee are looking to involve a teacher who would be keen to take on the running of the website and also involving a governor. Mark Andrews will attend the next meeting on 17<sup>th</sup> April. Honeypots are also to be asked to provide some content for the website.

The budget has now been drafted and will be sent out before the next meeting for governors to consider. There was a surplus of £59,000.00 last financial year, this year it will be around £15,000.00. When drafting the budget consideration was given to the new staffing structure which will be in place by September 2013 as savings have been made on staffing and not budgeting for a surplus.

**Action : Draft budget to be sent out**

**6.3 Standards and Inclusion** At the last meeting of the S & I meeting, tracking was looked at and also interventions. A Marking and Feedback Policy is to be introduced, this will be circulated and reviewed at the next meeting. Pupils progress meetings have taken place including pupil premium.

The chair thanked everyone for their reports and time.

## **7. TRAINING UPDATE**

Not discussed.

## **8. REVIEW OF GOVERNING BODY MEMBERSHIP**

Al Shah has resigned. There are now four vacancies for governors:

2 Parent Governors, 1 Local Authority and 1 Community Governor.

There is also a vacancy for a staff governor. The chair and head teacher are to meet to discuss the vacancy as no interest was received from staff. The chair is keen for link governors to be established with staff to raise awareness of the governing body and who the members are and to arrange governor visits in the future.

## **9. ANY OTHER BUSINESS**

The Chair’s report from the Strategy Group Meeting was received and noted. The chair reported that interviews had taken place for an assistant head and an appointment had been made.

Governors were happy to proceed with the recommendation that the appointment take place. Proposals for class changes were detailed in the report. Staff vacancies are still to be filled. Setting up a Parent Forum is to be considered by the Strategy Group and the governors were happy with this. Link governors were also considered, governor visits to be established and governors were asked to give consideration to which subjects they would be interested. The head teacher will liaise with the teaching staff.

**Action: Governors to consider link subjects for visits**

Governors to look at courses for Data Protection.

**Action : Governors to look at Data Protection Courses**

The school are looking for a volunteer to accompany pupils on the Isle of Wight Trip. 3<sup>rd</sup> to 7<sup>th</sup> June.

**10. DATES FOR FUTURE MEETINGS OF THE FULL GOVERNING BODY**

7<sup>th</sup> May 2013

2<sup>nd</sup> July 2013

There being no further business the meeting closed at 10.15pm

Signed as a true record..... Date.....  
Chair