

WILLINGHAM COUNTY PRIMARY SCHOOL

Minutes of the meeting of the Governing Body, Tuesday 7th May 2013

Present: Vyv Francis, Jonathan Lewis, Fiona D'arcy, Louise Johnston, Catherine Lee, Graham Mumby, Kevin Smyth, Jo Aldhouse, Alyson Hammersley, Simon Hovell and Nick Thompson.

Clerk: Charlotte Freeman

1. WELCOME/INTRODUCTIONS

2. APOLOGIES

Mark Andrews, Jane Miller, David Hawthorne, Caroline Hyde, 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 27th March 2013 and matters arising.

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

Learning Logs: (Minute 5 refers) After a discussion about learning logs and homework it was agreed that the head teacher would feedback the governors discussions to staff. Logs and homework also to be discussed at the next meeting of the S & I Committee on 20th June with a view to reporting to governors at the next FGB meeting. Governors agreed that the review should be in place and parents informed by September 2013.

**Action : Head teacher
Action : S & I Committee**

Safe Recruitment Training : (Minutes 6.1 refers) Personnel committee received offers from governors, but as the law was changing decided to postpone the training.

Website: (Minutes 6.1) Fiona D'Arcy is taking this forward.

Link Governors: (Minute 9) Simon Hovell offered to be Link Governor for the After School Club.

Data Protection Training: (Minute 9) The clerk is waiting to hear back from governor services with dates so carry forward for next meeting.

School Trip: (Minute 9) Enough volunteers have now come forward for this trip, the chair thanked the staff who have been able to help.

5. Budget Review and Approval

The budget summary has already been sent out. Governors were pleased that they were able to raise questions in advance and then all were copied into responses. The draft budget summary was considered. Carry forward from last financial year is £18,000.00. Louise Johnston took the governors through the expenditure plan for the financial year which

has been reviewed by Ray Byford and discussed by the F & P committee. The Governors approved the budget for 2013/14 as presented.

6. Head Teacher's Update

The head teacher took the governors through the keys points of her report:

The governors were pleased that a review of the accommodation was being carried out to make better use of areas in the school, maintaining 13 classroom bases and creating more office space. The head teacher also updated governors on work currently taking place on the site.

A good response to a questionnaire sent out to parents on the after school club provision has been received but not yet analysed. The accommodation issues of the afterschool club are being considered by the F&P Committee.

- Stay in current accommodation and use school for activities
- Move to another part of the school
- Feasibility of relocating library and using this space.

A meeting is to take place for year 2/3 parents on 13th May to inform them of the proposed new structure and an opportunity for parents to ask questions.

The S&I Committee will consider a review on mid-year reports.

A draft policy on performance pay for teachers has been submitted to governors for information and is due to be implemented from September 2013. It was agreed to consider co-opting staff onto the process. Governors were asked for comments to be submitted to Simon with a view to discussing at the next meeting. The policy will also be considered at next T & C committee.

Action : All to consider Performance Pay Policy

Alyson Hammersley updated governors on the number of SEN students in school and students undergoing assessments.

The head teacher reported that there had been a number of children excluded this term due to behaviour, mostly lunchtime exclusions for non-compliance with adult instructions. It was agreed that the Behaviour Policy should be reviewed, along with updating the website on this issue at the next S & I Committee meeting and then reported at the next FGB.

Action: S&I Committee to review Behaviour Policy

7. COMMITTEE REPORTS

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

The governors were pleased that the school has been awarded a pot of money from the Olympic Legacy fund to create a legacy of sport and staff training over the next two years. Ways of how the money (£9,000.00 per year) could be used were discussed by governors including use of the existing provider Premier Sports for training staff.

Peer observations have been brought in and are being carried out over the next week, staff can choose a colleague to help, no management involved, just report to the head teacher that they have been carried out.

The chair thanked Simon for his report.

7.2 Finance and Premises Key points from the recent meeting were received and noted by governors. It was agreed that proposals for the future of the canteen would be brought to the next FGB for consideration.

Action : F & P Committee proposals for Canteen next FGB Meeting

Premier Sports have offered to run a summer club for £16.00 per day 9-3.30 for two and a half weeks over the summer holiday in addition to the football club. This was agreed as very good value.

7.3 Standards and Inclusion Sue Baker attended the last meeting of the committee and explained the foundation stage curriculum stages and how they were working. A request was made for access to more outside space for teaching with a canopy which has not been agreed. Governors were pleased that the purchase of new books to support the new reading scheme were agreed. Pupils will now have access to two reading schemes.

The review of the feedback and marking policy was deferred until the next meeting of the S & I Committee. It was agreed that the policy would be looked at and circulated to governors before the next FGB Meeting.

Action : S & I Committee, Feedback and Marking Policy for next FGB

The chair thanked everyone for their reports and time.

8. TRAINING UPDATE

The clerk to email new programme of training for 2013/14 when received.

Action : clerk to email training programme when received.

9. REVIEW OF GOVERNING BODY MEMBERSHIP

A letter of resignation has been received from Rebecca Walsh. The chair has received four applications for the governor vacancies and they fit into the four vacant categories. The local authority governor has to be approved by Ray Manning and this is awaited. David Hawthorne will become an associate governor. It was agreed to do something in the summer to thank the governors who have left.

10. ANY OTHER BUSINESS

A governor asked that the governing body consider the Government legislation on class sizes in the Autumn term.

Action : Consider updates in legislation of class sizes

11. DATES FOR FUTURE MEETINGS OF THE FULL GOVERNING BODY

2nd July 2013

There being no further business the meeting closed at 10.30pm

Signed as a true record.....

Date.....

Chair