

WILLINGHAM COUNTY PRIMARY SCHOOL

Minutes of the meeting of the Governing Body, Tuesday 2nd July 2013

Present: Vyv Francis, Fiona D'arcy, Louise Johnston, Catherine Lee, Graham Mumby, Kevin Smyth, Alyson Hammersley, Simon Hovell, Jane Miller, Caroline Hyde, Bev Lawrence, Marc Ben-Nathan, Steve Harding and Emma Fuller.

Clerk: Charlotte Freeman

1. WELCOME/INTRODUCTIONS

2. APOLOGIES

Mark Andrews, David Hawthorne, Jonathan Lewis, Jo Aldhouse, Nick Thompson and Hazra Alwal apologised for absence and these were accepted.

3. DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

None.

4. APPOINTMENT OF LOCAL AUTHORITY GOVERNOR Emma Fuller

The chair confirmed that he had submitted Emma Fuller's name to the local authority. The governing body agreed to appoint Emma Fuller as Local Authority Governor the clerk is to send an appointment letter. Emma Fuller then joined the meeting and was introduced to members of the governing body.

5. MINUTES OF THE MEETING HELD ON 7th May 2013 and matters arising.

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

Learning Logs: A new scheme has been agreed with the staff and has already been started. The governors agreed that the new scheme meets everyone's needs. A governor queried whether parents had been informed of the new system? It was agreed that the parent communication would go out explaining the new system.

Performance Pay: The policy has been considered at the personnel meeting and it was agreed to appoint a working party to work on the draft, it was agreed to consider having someone from finance. The committee was agreed as Bev Lawrence, Catherine Lee, Simon Hovell and the head teacher. EPM are providing advice sessions to help with drafting of the policy.

Behaviour Policy : A draft has been drawn up and will be considered when the committee next meet to present to the next FGB. It is proposed that a house point system be used to reward good behaviour and attainment. A governor asked if it would also include attendance and to this question it was confirmed yes.

Canteen: Jo informed governors that various options for school dinner provision are being considered. It has been agreed that the present system will stay in place but there will be a staff meeting with the kitchen staff explaining the problems, making staff aware of the options and how the provision will be managed. Other providers of school dinners will be considered.

Governor Training:The governors would like to considers doing Effective Communication training and the Clerk to look into this.

Action : Clerk to organise Effective Communication Training

Class Sizes: The head teacher reported that there is no legislation on class sizes and governors should consider what the maximum class size should be. After much discussion it was agreed that classes should consist of one teacher to 30 students.

6. Head Teacher's Report

The Head Teacher took governors through her report, which had been emailed out in advance of the meeting. To a question about trips and what the reasons are that students do not take up places, is it because of hardship? The head teacher replied that it was not known why some students do not go on trips, some children are supported by the school in cases of genuine hardship and they are known to the school. A governor pointed out that there is short breaks funding via the county council, but the deadline is this Friday if anyone wanted to apply.

As there were a number of staff leaving this term, governors discussed the value in having exit interviews with staff who are leaving and it was agreed that this was a good idea for the future.

To a question about whether a new science co-ordinator had yet been found? The head teacher reported that due to staff leaving the position is yet to be filled.

The head teacher is keen to take forward linking governors with staff/teaching areas. Governors should arrange meetings with staff, generate an action plan then meet to discuss and update on the actions agreed at a later date. The head teacher will prepare a document containing teachers and subject areas. This will be emailed out for governors to "link" themselves with an area and then follow it up with the teacher.

The head teacher was thanked for her report.

Action : Head Teacher to prepare list of subject areas and teachers for governors

7. Committee Reports

7.1 Personnel: Catherine Lee took governors through the main points of the committee's last meeting (Report to be emailed out as the committee had only just met). Catherine confirmed that the committee regularly review policies and use EPM model policies. Performance Management is currently being reviewed. The committee are also considering the provision of EPM's services as another company has recently been created and it was agreed that the committee would consider what this company could offer. The committee have been looking at raising the standards of teaching by using peer reviews and these were agreed to be successful. Regular lesson observations have been taking place and this will link into the performance related pay.

The committee have considered the use of offsite PPA at the beginning or end of the day, which will maximise teaching time.

Governors were pleased that two teaching assistants were going through the HLTA process and were being assessed on 17th July.

Catherine reported that Honeypots had been selected as a target setting for the provision of funded places for vulnerable two year olds. Governors discussed whether the setting would be able to offer these places because they were already up to capacity for two year olds.

7.2 Finance and Premises: Louise reported that due to staff changes and recruitment, major changes were made to the budget, so therefore it was resubmitted giving an annual saving of £30,000.00 It was agreed that a discussion should take place at the next FGB about what the minimum level of estimated carryforward should be and not to retain a surplus. Louise also reported that they were considering a Risk Register and Asset Management Policy. There are no big items of expenditure for May. The premises work has been approved, this is within budget for capital.

7.3 Standards and Inclusion: The committee had not met, but at their next meeting would be focussing on pupil data, carrying out training sessions around this and linking it to attainment. Priorities for next year: Attendance, SEN and monitoring attainment.

8. REVIEW OF GOVERNING BODY MEMBERSHIP

Mark Andrews and Al Shah have resigned. Simon welcomed three new governors, Marc Ben-Nathan, Steve Harding and Bev Lawrence.

9. ANY OTHER BUSINESS

SEN Report: Alyson Hammersley reported that there are SEN 33 children on the register at school. 5 Statemented, 17 school action plus and 11 A****. Governors were pleased that data on interventions provided to the S&I committee showed that all children did make progress in line with their statements. Alyson wanted to make the governors aware that there was going to be a possible 10 children at the school with statements which will put pressure on the TA's ability to provide targeted interventions across school because of the high level of need of statemented children. It may be necessary to recruit another TA to help , but Alyson will monitor the situation.

10. DATES FOR FUTURE MEETINGS OF THE FULL GOVERNING BODY

Meeting dates to be agreed and emailed out.

There being no further business the meeting closed at 10.30pm

Signed as a true record.....

Chair

Date.....