

# **Mangotsfield CE Primary School**

## **Minutes of the Meeting of the Governing Body**

### **Held at 6:30pm on 29 September 2008**

**Present:** N Nicholls, D Bowell, S Abbott, J Long, R Taylor, M Borland (Head), M Weaver, P Ahmet, J Redfern, S Chivers, S Oliver, B Akkrill, J Richards, L Nash, D Williams (Observer), H Brunning (Clerk)

The meeting began at 6:33pm

#### **1. Opening Prayer S Abbott**

#### **2. Apologies for absence and welcome**

2.1 Y Brownlow, H Winter and P Moorhouse all sent apologies.

2.2 The Clerk welcomed R Taylor and J Long, our two new Foundation Governors, and M Borland, our new Head, to their first meeting.

#### **3. Election of Chair and Vice-Chair**

3.1 N Nicholls and J Redfern confirmed they were willing to stand again as Chair and Vice-Chair respectively. The Clerk had no other nominations. N Nicholls and J Redfern left the room.

3.2 After a short discussion, S Abbott proposed N Nicholls and J Redfern be re-elected as Chair and Vice-Chair respectively. D Bowell seconded the motion. The vote was carried unanimously.

3.3 N Nicholls and J Redfern returned to the room.

3.4 There was a discussion about succession planning. Governors were invited to consider shadowing the Chair this year in order to be prepared to take the Chair or Vice-Chair next academic year.

*Action: All, Raised 28/09/08, Due 25/11/08*

#### **4. Declaration of Interests**

4.1 Governors completed Pecuniary Interests forms and Children in School form.

4.2 This academic year, the following Governors have children at the school:

<b>Name</b>	<b>School Years</b>
B Akkrill	1 & 3
J Redfern	4 & 6
N Nicholls	2 & 4
P Ahmet	4
S Oliver	2 & 4
S Chivers	4

Governors not present should inform the clerk if they have children at the school.

*Action: Clerk, Absent Governors, Raised 28/09/08, Due 25/11/08*

4.3 No special interests were declared for this meeting.

## 5. Governor Roles

5.1 Governors were asked to put their names forward for their preferred Governor Roles.

5.2 There were five candidates for the Performance Management Panel (which needs three members). The five were asked to leave the room. There was a discussion before it was agreed to appoint S Oliver, S Abbott & D Bowell to the panel with N Nicholls as Appeals Officer.

5.3 Other Governor Roles were taken as follows:

<b>Curriculum &amp; Standards</b> P Moorhouse (Chair) H Winter R Taylor M Weaver M Borland N Nicholls	<b>Finance &amp; Premises</b> J Redfern (Chair) Y Brownlow S Chivers L Nash J Richards M Borland N Nicholls	<b>Staffing</b> S Abbott (Chair) J Richards (Minutes) B Akrill S Oliver P Ahmet D Bowell M Borland N Nicholls
<b>Appeals</b> J Redfern R Taylor J Long	<b>Discipline</b> R Taylor P Ahmet S Abbott	<b>Performance Management</b> D Bowell S Abbott S Oliver
<b>Pay Panel</b> P Ahmet J Redfern M Weaver	<b>Appeals Officer</b> N Nicholls	<b>Eco Schools</b> L Nash R Taylor
<b>Governor Development</b> M Weaver	<b>Attendance</b> S Oliver J Long (shadow)	<b>Inclusion</b> B Akrill
<b>Health and Safety</b> J Richards	<b>ICT &amp; Internet</b> S Chivers	<b>Literacy</b> B Akrill
<b>Numeracy</b> P Moorhouse	<b>RE and Christian Ethos</b> S Abbott	<b>School Council</b> J Redfern

## 6. CRB Checks

6. 1 N Nicholls will find out which Governors' CRB checks are outstanding. They have to be resubmitted every four years.

*Action: N Nicholls, Raised 28/09/08, Due 25/11/08*

## 7. Minutes of the meeting held 24 June 2008 and matters arising

7.1 The following actions were discussed as agenda items or confirmed complete with no further comment: 4.15, 5.3, 6.3, 6.4, 6.6, 6.10, 6.11, 7.3, 7.4, 14.1, 14.2,

7.2 (6.2) The Governors' Cup is awarded termly. S Chivers has been looking at options for a permanent notice of the names of the children who win it. There was a short discussion about whether the winners of the other cups should be similarly remembered. The Head will discuss the issue with Staff and make a recommendation to Finance & Premises.

*Action: Head, Raised 28/09/08, Due 25/11/08*

7.3 (6.5) The Governor Development Officer will discuss the use of Governor Visit forms with the new Head.

*Action: M Weaver, Raised 24/06/08, Due 29/09/08, Overdue*

7.4 (6.7) The Mission Statement and Home/School contract will be an agenda item at the next meeting.

*Action: Clerk, Raised 13/05/08, Due 31/12/08*

7.5 (6.8) The Prospectus has been updated except for some final Year 6 data. This should arrive by end September and the Prospectus will be circulated electronically.

*Action: D Williams, Raised 24/06/08, Due 30/09/08*

7.6 (6.9) The Premises survey is yet to be carried out in conjunction with the LA. There is an urgent matter concerning a hole in the dry stone wall. The Head will check who has responsibility for this wall and Premises will discuss it in their next meeting.

*Action: Finance & Premises, Head, D Williams, Raised 18/03/08, Due 25/11/08*

7.7 (6.12) The School Car Park has been temporarily closed pending a H & S investigation by Finance and Premises. The Head will remind children and parents that pedestrians should always enter the site through the small gate.

*Action: Head, Finance & Premises, Raised 29/09/08, Due 25/11/08*

7.8 The Head was asked to remind children - through assembly initially - that the Trim Trail is not to be used outside school hours.

*Action: Head, Raised 29/09/08, Due 25/11/08*

7.9 (6.13) Finance & Premises need to look at the Self Evaluation Competencies at their next meeting.

*Action: Finance & Premises, Raised 13/05/08, Due 24/06/08, OVERDUE*

7.10 (4.13) Staffing are to add "Discuss SMT posts with the LA personnel team and SIP" to their ToRs.

*Action: Staffing, Raised 24/06/08, Due 29/09/08, Overdue*

7.11 The minutes were approved and signed by the Chair.

## **8. Head's Report**

8.1 The Head's Report had been circulated with the agenda.

8.2 Before comments about the Head's Report were invited, the Head circulated forms ("One thing you're happy with, one thing you would like to see changed, one thing you would like to introduce") for all Governors to complete. This exercise has already been carried out with staff and parents.

8.3 The Head pointed out that two figures were wrong:

inward mobility is 89

the threshold for authorising holiday absence is 90%

8.4 The inward mobility of 89 includes 60 Reception. The outward mobility of 76 includes 47 from Year 6.

8.5 The Management Structure has gradually changed. The Head would like to plan what we actually want for the school and will work with Staffing to achieve that.

8.6 Possible timetable changes could include the start of the day, the organisation of lunchtime, PPA time etc.

## **9. School Meals Service**

9.1 S Oliver, N Nicholls and the Head have met with the Senior Catering Manager to discuss concerns about the School Meals Service, in particular the poor quality of food and lack of consistency of staff. Take up of school dinners has fallen from approx 250 last year to approx 100 now. The kitchen recently had a deep clean, during which time meals were brought in from another school.

9.2 A previous issue - the children arriving last not getting enough food - seems to have improved.

9.3 School meals are provided by Traded Services and the kitchen equipment belongs to them.

9.4 The Chair was asked to find out who is responsible for Performance Management of Traded Services within South Glos LA. The next meeting with the Senior Catering Manager is to be this Thursday.

*Action: Chair, Raised 28/09/08, Due 25/11/08*

**10. Finance & Premises committee report**

10.1 M Weaver knows someone interested in hiring the school hall. The procedure and cost for hiring will be agreed at the next committee meeting.

*Action: Finance & Premises, Raised 28/09/08, Due 25/11/08*

**11. Curriculum & Standards committee report**

11.1 No update

**12. Staffing committee report**

12.1 No update

**13. Specialist Governors' reports**

13.1 Inclusion: The Head will report to staffing if extra support is deemed necessary for the increased number of SEN children throughout the school.

13.2 Governor Development: The cost of training has risen - all Governors were reminded to make the most of the opportunities available. M Weaver will record training courses Governors have attended.

13.3 ICT and Internet: S Chivers and the Head are working on engaging teachers in using the website.

13.4 All other Specialist Governors are asked to provide a report at the next FGB meeting.

*Action: Literacy, Numeracy, School Council, Attendance, RE, H & S Governors  
Raised 28/09/08, Due 25/11/08*

**14. Cycle Training**

14.1 P Ahmet is investigating introducing cycle training to school. Stage 1 (for Years 3 & 4) would take place in the playground. Stage 2 (Years 5 & 6) will take place in the road and will need an extra CRB checked adult helper. If any Governors are interested in taking this on, please speak to P Ahmet.

*Action: All, Raised 28/09/08, Due 25/11/08*

**15. School Swimming Lessons**

15.1 There is 1 instructor per class at present with the other groups being led by staff and parents. The Chair recommended we buy extra instructor time. The Head will provide the costings to Finance and Premises.

*Action: Head, Raised 28/09/08, Due 25/11/08*

**16. E-Safety Awareness**

16.1 The LA has asked schools to publicise parents meetings about E-Safety. D Williams has already done this.

**17. Training Update**

17.1 No training to report.

**18. Presenter of Governors' Cup**

18.1 S Abbott will present the cup on 24 October at 9:15am.

**19. Any Other Business**

19.1 The Chair is arranging a Governors and FoMPS coffee morning for Reception parents on 17 October from 9 to 10am. All Governors are welcome to attend. This is also the date of the Harvest Service for pupils.

*Action: All, Raised 28/09/08, Due 17/10/08*

19.2 The FoMPS AGM is to be 16 October. All Governors are welcome to attend. Governor presence at previous AGMs has been much appreciated.

*Action: All, Raised 28/09/08, Due 16/10/08*

19.3 There was a report of a stranger loitering in the lane last week. The Head will check the details and liaise with the Community Police Officer.

*Action: Head, Raised 28/09/08, Due 25/11/08*

19.4 There has been a low take up of tickets for the Cheese and Wine event this Friday. It may have to be cancelled.

**20. Dates of next meetings**

- 25 November 2008 – All Day
- 27 January 2009
- 16 March 2009
- 11 May 2009
- 6 July 2009

20.1 L Nash, J Richards and B Akriell volunteered to plan the Governors' Day on 25 November.

*Action: L Nash, J Richards, B Akriell, Raised 28/09/08, Due 25/11/08*

**21. Summary of Achievements**

This meeting allocated all Governor roles and welcomed our new Head.

The meeting ended at 8:59pm

Signed ..... N Nicholls .....  
(Chairman)

Name .....

Date ..... 25/11/08 .....

Glossary

- C & S - Curriculum & Standards committee
- FGB - Full Governing Body
- FoMPS - Friends of Mangotsfield Primary School
- H & S - Health & Safety
- LA - Local Authority
- PPA - Planning, Preparation & Assessment
- SIP - School Improvement Partner
- SMT - Senior Management Team