

Mangotsfield CE Primary School

Minutes of the Meeting of the Governing Body

Held at 1:20pm on 25 November 2008

Present: N Nicholls (Chair), D Howell, S Abbott, J Long, R Taylor, M Borland (Head), M Weaver, P Ahmet, J Redfern, S Chivers, S Oliver, B Akhill, J Richards, L Nash, H Brunning (Clerk)

The meeting began at 1:20pm, following a morning in school and lunch together - "Governors' Day".

1. Opening Prayer S Abbott

2. Apologies for absence and welcome

2.1 Apologies had been received from Y Brownlow, H Winter and P Moorhouse due to work commitments.

2.2 Thanks were expressed to M Weaver, L Nash and J Richards for arranging the Governors' Day today.

2.3 The standard agenda item "Specialist Governors" was missed from the agenda. It was agreed to add it as item 10a.

3. Declaration of Interests

3.1 No special interests were declared for this meeting.

4. Minutes of the meeting held 28 September 2008 and matters arising

4.1 The following actions were discussed as agenda items or confirmed complete with no further comment: 7.4, 7.8, 7.9, 13.4, 20.1

4.2 (3.4) P Moorhouse has said he would find the Chair / Vice-Chair roles interesting in the long term. R Taylor is interested in shadowing the Vice-Chair.

4.3 (4.2) Amendment noted: S Chivers has a child in Y5.

4.4 (5.3) L Nash will now be Literacy Governor. J Long has joined the C & S committee.

4.5 (6.1) The Head is discussing the CRB procedure with L Cordukes.

4.6 (7.2) S Abbott expressed his apologies for not presenting the Governors' Cup as agreed. S Chivers has been looking at options for a permanent notice of the names of the children who win the Governors' Cup. 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, Overdue*

4.7 (7.3) The Head likes the proposed Governors' visit form - we need to work with it to see how useful it is. M Weaver will forward a copy to all to fill in for today.

*Action: **M Weaver**, Raised 25/11/08, Due 31/12/08*

4.8 (7.5) The Prospectus will be circulated before the next FGB.

*Action: **Head**, Raised 25/11/08, Due 27/01/09*

4.9 (7.6) The work required to fix the wall is in hand - we are awaiting a 2nd quote. L Nash will see this through.

*Action: **L Nash**, Raised 29/09/08, Now due 27/01/09*

4.10 (7.6 & 7.7) The Premises walk round - which will also cover the H & S issue of the car park - is awaiting the report from the LA.

*Action: **Premises & Finance**, Raised 29/09/08, Now due 27/01/09*

4.11 (7.10) Staffing will be agreeing the new SMT structure. The Head will discuss it with the LA.

4.12 (9.4) This is no longer required. S Oliver and N Nicholls meet regularly with H Garland and the situation is improving.

4.13 (10.1) Finance & Premises have worked on the Premises Rental policy. There are still some issues to sort out. We need to be sure that it will be beneficial to rent the premises, taking into account the cost of heat, cleaning, Keyholder time etc. The Premises committee will continue working on this issue.

*Action: **Premises & Finance**, Raised 25/11/08, Due 27/01/09*

4.14 (14.1) Cycle Training is going ahead. P Moorhouse expressed interest in being involved as a helper. P Ahmet and the Head will include him as appropriate.

4.15 (15.1) The Head has arranged for an extra swimming instructor. In fact, the cost of an extra instructor is less than the cost of a TA helping at the pool.

4.16 (19.1) 6 Governors and lots of parents attended the coffee morning for Reception parents. There was a lot of positive feedback - parents found it confirmed that the school is friendly and welcoming. Perhaps in future it could be held in the Hall.

4.17 (19.2) 2 Governors attended the FoMPS AGM.

4.18 (19.3) The Head reported the lurking stranger to the CPO. J Redfern noted that the School Council have asked for more Stranger Danger Awareness teaching. The Head will follow this up.

*Action: **Head**, Raised 25/11/08*

4.19 The minutes were approved and signed by the Chair.

5. Head's Report

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

5.2 IEP stands for "Individual Education Plan".

5.3 Each class teacher has now created a "Provision Map" within each class, compiled by J Haines into a whole school document. This outlines all education different to or in addition to the standard classwork. A similar document is planned for Gifted and Talented pupils.

6. Governors' Day

6.1 All Governors felt the day had been useful. It was of great benefit to see the pupils and the school in action. We have normally met when the school is empty and it was good to see the school full up! We would, therefore, like to repeat Governors' Day annually. It would perhaps be particularly useful near the time for discussion of the SDP - eg Spring 2010 for the next one.

6.2 There was some discussion about the meeting held with the School Council - who had defined the Governors as "an adult version of the School Council". They had talked about Lunchtime Supervisors, the Trim Trail and the issue of disabled parents dropping off their children.

6.3 As the car park is now closed in the mornings, it is difficult for disabled parents to get near to the school to drop off their children. The Head will liaise with the council to see if it would be possible to create a parking space on the roadside.

Action: Head, Raised 25/11/08, Due 27/01/09

6.4 The Governor Development Plan will be updated following the discussion this morning. We are already covering many things on it. We want to assist FoMPS with their efforts.

7. Mission Statement and Home/School Contract

7.1 The Vision has stood for many years. The Head suggests we start with our Lighthouses and come up with a strapline from them. We will ask for parent, staff and Governor views in the Spring. This will be discussed again in the next FGB meeting.

Action: Head, Clerk, Raised 25/11/08, Due 27/01/09

7.2 A Home / School Contract is an agreement outlining the responsibilities of parents, Governors, staff and pupils. It is particularly useful in schools with issues and may not be needed here. The Head will discuss the matter with the SMT.

Action: Head, Raised 25/11/08, Due 27/01/09

8. Finance & Premises committee report

8.1 There has been a close review of the budget. We are ahead in our spending - we will have enough funds but there will be a much smaller carry forward. We have cut all non-essential spending and making sure that money due to be reclaimed from the School Fund is actioned quickly.

8.2 The committee are checking the budget monthly. J Redfern will circulate the revised budget.

Action: J Redfern, Raised 25/11/08, Due 27/01/09

9. Curriculum & Standards committee report

9.1 The ToRs have been split through the 6 terms. Policy Review will also be scheduled throughout the year.

9.2 Targets 2009 / 2010
The proposed targets are:

Level 4+	English	92%
	Maths	97%
	English & Maths	90%
Level 5+	English	47%
	Maths	35%

These are challenging targets. They have been approved by the SIP.

The proposed targets were unanimously agreed by the FGB.

10. Staffing committee report

10.1 Minutes were circulated at the meeting.

10.2 The PPA time has been reorganised and is working better. Now 2 classes are taught together at a time by Specialist Games and Music teachers. Finance and Premises will check the budget for next year's provision.

10.3 We have advertised for a Finance Officer to work 2 days a week.

10.4 The committee also discussed ToRs and policies.

10a. Specialist Governors' reports

10.5 RE - provision is now back into the main curriculum.

10.6 SEN - discussed in the Head's Report. A SEN update was circulated by B Akrell. There is a new G & T Manager in place.

10.7 Eco Schools - Eco Week begins 12 Jan. There are plans for an outside classroom. L Nash is following up a number of questions about this project - including Planning Permission and maintenance. It was suggested that the Eco plans be included in the SDP.

10.8 Attendance - We are now gathering solid information relating to overall attendance and broken weeks. Standard letters are going out. Attendance has improved, exceptions are being monitored and we are more aware of the reasons for non-attendance. S Oliver proposed that our Attendance Targets for 2008-09 should be 95.5%. This met with unanimous approval.

10.9 N Nicholls expressed thanks to S Oliver and the office staff for their hard work on the issue of attendance.

11. Charity Initiatives

11.1 We would like scope for classes and the School Council to choose charities to support. This is likely to have some connection with the children involved. We would also like to support national initiatives such as Red Nose Day.

12. Training Update

12.1 J Long has attended Governor Induction. She said it was intensive and very useful. She also recommended the Governor Hour on Teachers' TV.

12.2 P Ahmet asked if we have an exclusion policy. He will follow this up.

Action: P Ahmet, Raised 25/11/08, Due 27/01/09

12.3 N Nicholls has attended the Chairs' Network Meeting.

12.4 S Chivers is involved with the SWGfL. They will cover issues such as cyber bullying and parental guidance.

12.5 S Chivers offered IT training to Governors who need it - eg in use of the website / intranet. Governors are asked to contact S Chivers directly.

Action: All, Raised 25/11/08

12.6 The South Glos Governors Website is now password protected. S Chivers can supply the username and password.

13. Presenter of Governors' Cup

13.1 R Taylor will present the cup on 19 December at 9:15am

Action: R Taylor, Raised 25/11/08, Due 19/12/08

14. Any Other Business

14.1 We would not like a Weight Watchers advertisement to appear in the school newsletter.

14.2 The Governors' Contact List was circulated with the agenda. If there are any amendments required, please let the Clerk know.

Action: All, Raised 25/11/08

15. Dates of next meetings

27 January 2009

16 March 2009

11 May 2009

6 July 2009

16. Summary of Achievements

16.1 This has been a great day for the Governors. Thanks again to the organisers and to the staff for welcoming us.

The meeting ended at 3:20pm

Signed

(Chairman)

NameN Nicholls

Date27 Jan 09

Glossary

CRB - Criminal Records Bureau

C & S - Curriculum & Standards committee

FoMPS - Friends of Mangotsfield Primary School

H & S - Health & Safety

SIP - School Improvement Partner

SMT - Senior Management Team

SWGfL - South West Grid for Learning

TA - Teaching Assistant

Y1, Y2 etc - Year 1 (age 5 - 6), Year 2 (age 6 - 7) etc.