

# **Mangotsfield CE Primary School**

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

### **Held at 6:30pm on 27 January 2009**

**Present:** N Nicholls (Chair), S Abbott, J Long, R Taylor, M Borland (Head), H Winter, M Weaver, P Ahmet, J Redfern, S Chivers, S Oliver, P Moorhouse, J Richards, L Nash, P Toghill (Observer), H Brunning (Clerk)

The meeting began at 6:35pm

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

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

2.1 B Akrill (family commitment), M Borland (will arrive late after a course).

2.2 The Chair had received Y Brownlow's resignation in the morning.

2.3 The Chair welcomed P Toghill as Observer at the meeting.

#### **3. Declaration of Interests**

3.1 P Toghill informed the FGB that his wife is applying for the Finance position in the school office.

#### **3a. Change to agenda**

3.2 With full agreement, the Chair added "Changes to Governing Body" to the agenda at this point. This was to be followed by item 6 (Reception Intake 2009), before reverting to the advertised schedule - to allow time for the Head to arrive following her course.

#### **3b. Changes to Governors**

3.3 H Winter and P Toghill left the room.

3.4 H Winter's term as LA Governor has ended. She is happy to stand again as LA Governor. The FGB was happy for her to stand again. The Clerk will liaise with the LA to complete any formalities.

*Action: Clerk, Raised 27/01/09, Due 28/02/09*

3.5 Due to heavy work commitments, Y Brownlow resigned his position as Community Governor this morning with immediate effect.

3.6 The Chair proposed that we appoint P Toghill as Community Governor in his place. P Toghill has previous experience on the Governing body. He resigned before due to heavy work commitments which have now eased. He has specific skills which are currently proving very useful to the Governing Body - hence his presence this evening. He is happy to stand as Governor once again.

3.7 The Chair was asked if we needed someone with financial skills to replace Y Brownlow. J Redfern confirmed that she is happy to continue chairing the Finance and Premises committee and that the committee has the skills and abilities to carry out the task adequately.

3.8 The FGB voted unanimously to appoint P Toghill as Community Governor with immediate effect.

3.9 H Winter and P Toghill returned to the room.

### **3b Confidential Minute**

[M Borland arrived - 6:50pm  
Confidential minute discussed until 8:15pm  
Break until 8:30pm]

## **4. Minutes of the meeting held 25 November 2008 and matters arising**

4.1 The following actions were confirmed complete with no further action: 4.2, 4.13, 4.18, 8.2, 13.1, 14.2

4.2 (4.6) The Head and Staff have discussed the idea of commemorating the winners of the Governors' Cup. They have decided to add the child's photograph to a special book which will be displayed in the foyer.

*Action: **Head**, Raised 27/01/09, Due 16/03/09*

4.3 (4.7) Governors are asked to complete the recently circulated "Governor Visit Forms" when visiting the school and return them to the teacher visited and to the Chair.

4.4 (4.8) The Prospectus is yet to be circulated. The Clerk will ensure that L Cordukes has an up-to-date list of Governors' email addresses.

*Action: **Clerk**, Raised 27/01/09, Due 28/02/09*

4.5 (4.9) The repair to the drystone wall is in hand but on hold as the H & S review raised the question of who would be responsible for the cost.

4.6 (4.10) The Premises walk round has been done. The school also scored 34 out of 35 in today's H & S review - with many thanks to D Williams for her work in this matter. The one issue to look at is a new requirement to have a policy for staff wellbeing.

4.7 (6.3) The Head is working on a disability / equality policy. We should register our disabled users and periodically canvass their views on issues such as access

4.8 (7.1) The discussion of the Mission Statement will be postponed to the next meeting of the FGB.

*Action: **Clerk**, Raised 27/01/09, Due 16/03/09*

4.9 (7.2) From Sept 09, a letter will be sent to parents which will be specific to the year group their child is in. This will outline such things as the usual timetable, expected behaviour etc.

4.10 (12.2) The Chair will forward the Attendance policy to P Ahmet. The Head and Chair have created an exclusion flowchart and will also forward this to P Ahmet.

*Action: **Chair**, Raised 27/01/09, Due 16/03/09*

4.11 (12.5) All Governors are now happy with the use of the intranet. Some Governors are unable to open files with a .docx extension. All Governors are asked to save documents as Word 2003 .doc documents in future.

*Action: **All**, Raised 27/01/09, Ongoing*

4.12 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. Future reports will include only updates.

5.2 The kitchen has been awarded 5 stars for cleanliness. The Chair asked the Head to note this in the next Newsletter.

*Action: **Head**, Raised 27/01/09, Due 28/02/09*

5.3 The Head is looking at the structure of the SMT and considering what we need in future. She has been looking at the structures in other schools and will consider options with the Staffing committee.

**6. (Discussed as item 3b above)**

**7. Mission Statement**

7.1 This item is postponed until the next meeting of the FGB.

**8. Finance & Premises committee report**

8.1 The minutes of the recent meeting will shortly be posted on the intranet.

8.2 The budget is currently on track against the revised budget.

8.3 It is not a priority to push ahead with lettings - there are various issues which would need to be considered such as heating, access, keyholder availability and pay.

**9. Curriculum & Standards committee report**

9.1 A rolling agenda has been agreed.

9.2 The committee is working through checking policies, beginning with the statutory policies. Some policies are standard South Glos templates and may need some amendment to make them more relevant to our school.

9.3 As each policy is reviewed, its review period will be agreed and included at the end of the policy.

9.4 The Clerk will continue researching which policies need to be ratified formally by the FGB. In the meantime, the committee will prepare an annual report outlining which policies have been reviewed / amended in the year.

*Action: **Clerk**, Raised 27/01/09, Due 16/03/09*

9.5 Policies are public documents and will be made available on the internet.

**10. Staffing committee report**

10.1 The committee have reviewed relevant policies

10.2 All TAs have written contracts and all are paid on the same basis.

10.3 The Finance Admin role has been readvertised.

10.4 The Staff Pay Policy has been accepted and will be reviewed annually.

[P Ahmet left - 8:55pm]

**11. Specialist Governors' reports**

11.1 In the interests of time, Specialist Governors were asked to circulate their reports by email.

*Action: **Specialist Governors**, Raised 27/01/09, Due 28/02/09*

**12. Training Update**

12.1 No update

**13. Presenter of Governors' Cup**

13.1 S Abbott will present the cup on 13 February at 9:15am

*Action: S Abbott, Raised 27/01/09, Due 13/02/09*

**14. Any Other Business**

14.1 S Chivers recommended "Know IT All" - a CD of information about safely using the web etc. He will circulate details about it by email.

*Action: S Chivers, Raised 27/01/09, Due 28/02/09*

**15. Dates of next meetings**

16 March 2009

11 May 2009

6 July 2009

**16. Summary of Achievements**

16.1 We worked hard to see a clear way forward.

The meeting ended at 9:00pm

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

Name .....

Date ....16 Mach 2009 .....