

Mangotsfield CE Primary School

Minutes of the Meeting of the Governing Body

Held at 6:30pm on 16 March 2009

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

The meeting began at 6:43pm

1. Opening Prayer S Abbott

2. Apologies for absence and welcome

2.1 D Bowell (on a course), H Winter (other commitments), P Ahmet (wife ill), J Redfern (work commitments), B Akkrill

3. Declaration of Interests

3.1 R Taylor and P Moorhouse will have children in Reception next year.

4. Minutes of the meeting held 27 January 2009 and matters arising

4.1 The following actions were confirmed complete with no further action: 3.4, 4.2, 4.8, 4.10, 5.2

4.2 (4.4) L Cordukes has had an updated list of Governors' email addresses. The updated Prospectus is on the school website. All Governors are asked to look at it and forward any comments to the Head.

Action: All, Raised 16/03/09, Due 11/05/09

4.3 (4.11) S Chivers offered a training session for Governors on the use of the intranet. He will circulate possible dates.

Action: S Chivers, Raised 16/03/09, Due 11/05/09

4.4 (9.4) The Clerk is still trying to find out which policies need to be approved by the FGB.

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

4.5 (11.1) No Specialist Governor reports were circulated.

4.6 (13.1) The date changed - L Nash presented the Governors' Cup.

4.7 (Confidential Minutes) - all actions complete.

4.8 The minutes were approved and signed by the Chair.

5. Reception Intake for 2009

5.1 There have been a number of comments and queries about the Reception Expansion next year - first from current parents subsequently from prospective parents. The Head has been able to reassure everyone based on the agreements we have come to with the LA.

5.2 N Nicholls and the Head met with LA representatives recently. It seems they were unaware of our discussion with and agreement with the LA about the temporary building we require. They will be liaising with C Medland tomorrow.

5.3 There is information and answers to frequently asked questions on the school website. If any Governors think of other information that should be provided there, please feed back to S Chivers.
Action: All, Raised 16/03/09

6. Possible Reception Expansion From 2011

6.1 P Toghill is the Lead Governor for this project. N Nicholls, R Taylor, P Moorhouse and S Chivers agreed to join him in think tank / committee.

6.2 An initial meeting thinking about a project board / timescales etc will take place on Thursday.

7. Head's Report

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

7.2 The pupil numbers are incorrect. The Head will check them and update the Governors.
Action: Head, Raised 16/03/09, Due 11/05/09

7.3 M Rawlings will take on Gifted and Talented (G & T) from J Thomas.

7.4 In response to parents' concerns, the induction process for new children will be amended. The current process is viewed as long and complicated. We need to balance the interests of the children with the interests of the parent. The Head will update the FGB with the proposals at the next meeting.

Action: Head, Raised 16/03/09, Due 11/05/09

7.5 Confidential Minute

7.6 The list of updated Policies includes those updated since September. J Richards will upload them to the intranet.

Action: J Richards, Raised 16/03/09, Due 11/05/09

7.7 D Williams and S Oliver are meeting regularly to check attendance year by year and class by class. Issues are being dealt with as they arise. Regular updates / reminders are published in the Newsletter.

7.8 The Head was asked to include G & T figures with the SEN figures.

Action: Head, Raised 16/03/09, Due 11/05/09

8. Mission Statement

8.1 The Mission Statement, while old and needing review, is not a priority at this time. Discussion is therefore, postponed until September 09.

Action: Clerk, Raised 16/03/09, Due 30/09/09

9. Finance & Premises committee report

9.1 The revised budget is on target.

[7:50pm S Oliver left]

9.2 The school is researching a traffic / travel plan in consultation with the PCSO. There is a Travel Plan which was drawn up by G Palomeque, D Williams and a representative of the Highways Agency. It was suggested that this should be updated. The particular issue is the safety of the children during their pick up and drop off. Once the travel plan has been updated,

we will be able to apply for time plates so that the no parking zone outside the school will be enforceable.

Action: Head, Raised 16/03/09, Due 11/05/09

10. Curriculum & Standards committee report

10.1 Minutes had been distributed with the agenda.

10.2 The next formal review of the SDP will be in Jan 2010. There was discussion about whether this is too far away. It was explained that this is for formal in depth review. The Head was asked to report on the SDP - whether or not it is on track and why - within the Head's Report to each meeting of the FGB.

Action: Head, Raised 16/03/09, Due 11/05/09

[8:10pm S Oliver returned]

10.3 To facilitate the gathering of parent/carer information a questionnaire will be compiled and distributed. The committee agreed that to get meaningful data from the exercise correctly framed questions will need to be asked. All Governors are requested to provide examples of questions they felt could help get the right data from parents/carers by 31/03/09.

Action: All, Raised 16/03/09, Due 31/03/09

11. Staffing committee report

11.1 Much of the recent meeting was confidential. Five policies were agreed.

12. Specialist Governors' reports

12.1 Literacy - handwriting schemes are being researched for implementation in Sept 2010. This timescale gives time to check the large number of available schemes and allows time to plan the implementation.

12.2 Eco School - The outdoor classroom is on hold until current premises work is resolved. It will be funded by FoMPS. The tarmac needs to be scheduled in first. There was a query about whether we would need planning. P Toghill and S Chivers will liaise with FoMPS. We must have three quotes before agreeing a contract.

Action: P Toghill, S Chivers, Raised 16/03/09, Due 11/05/09

12.3 Numeracy - A very detailed report had been circulated with the agenda and no further questions were raised.

12.4 IT - S Chivers recently met with G Palomeque and the Head.

- Email addresses for all staff will be rolled out after Easter. There are some spares so the Governing Body could have an email address.
- After Easter, Newsletters will be sent by email instead of paper wherever possible.
- G Palomeque is training staff to use the class web pages. Parents and pupils can then use the site to access Homework sheets, help sheets etc. The Y5 Parents' Factsheet is already available.
- The website had c. 1500 visitors last month.
- The Staff and Governor lists need updating. S Chivers will check which ones are missing and request a picture and some blurb from each one.

Action: S Chivers, Raised 16/03/09, Due 11/05/09

13. Training Update

13.1 J Richards and J Redfern attended a Finance Course. It was very interesting and well presented. They have a checklist of things to look for in a new budget.

13.2 J Richards attended a H & S course.

13.3 P Moorhouse attended "Interpreting Data". There were lots of people and it was a good course.

14. Presenter of Governors' Cup

14.1 S Abbott will present the cup on Friday 3 April at 2:55pm

Action: S Abbott, Raised 16/03/09, Due 03/04/09

15. Any Other Business

15.1 P Toghill will be meeting with Security Camera companies this week,

15.2 P Toghill is compiling an Issues and Risks Register in relation to the 2011 consultation. He would like input from all Governors. He will create a template which will be available on the intranet. The consultation will be a standard agenda item from now on.

Action: Clerk, Raised 16/03/09, Due 11/05/09

16. Dates of next meetings

11 May 2009 - Agenda will be issued on 1 May
6 July 2009

The meeting ended at 9:00pm

Signed
(Chairman)

Name

Date

- FGB - Full Governing Body
- FoMPS - Friends of Mangotsfield Primary School
- G & T - Gifted and Talented
- H & S - Health and Safety
- LA - Local Authority
- PCSO - Police Community Support Officer
- SEN - Special Education Needs