

# **Mangotsfield CE Primary School**

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

### **Held at 6:30pm on 11 May 2009**

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

The meeting began at 6:37pm

**1. Opening Prayer S Abbott**

**2. Apologies for absence**

2.1 D Howell (family commitment)

**3. Declaration of Interests**

3.1 No extra interests declared.

**4. Minutes of the meeting held 16 March 2009 and matters arising**

4.1 The following actions were confirmed complete with no further action: 7.2, 7.8, 8.1, 10.2, 15.2. Action 10.3 and 12.2 will be covered in the agenda for this meeting.

4.2 (4.2) N Nicholls has asked for the list of Governors to be updated in the Prospectus.

4.3 (4.3) S Chivers has run a training session on the use of the intranet for Governors. It was a very good session and S Chivers has had positive feedback. Governors are now more confident in using the intranet to share documents. L Nash has written some instructions which are available on the intranet.

4.4 (4.4) The Clerk will produce a document explaining which policies need to be ratified by the FGB and which can be implemented at committee level.

*Action: Clerk, Raised 11/05/09, Due 15/06/09*

4.5 (5.3) No additional FAQs were suggested to S Chivers to add to the school website.

4.6 (6.1, 6.2) We are waiting for a meeting with the LA and other local Heads about the possible school expansion in 2011 before going ahead with any further planning.

4.7 (7.4) The induction process for Reception pupils will be simplified. The Head will circulate the plan to Governors.

*Action: Head, Raised 11/05/09, Due 30/05/09*

4.8 (7.6) The school office will be responsible for uploading policies to the intranet. The Head will liaise with L Cordukes.

*Action: Head, Raised 11/05/09, Due 06/07/09*

4.9 (9.2) A parent has volunteered to be involved with the new travel plan. The Head will pass contact details to J Redfern.

*Action: Head, J Redfern, Raised 11/05/09, Due 06/07/09*

4.10 (12.4) Newsletters are now being sent by email. Only one parent has requested a paper copy. We need to assess whether parents are still reading the Newsletter regularly. This question will be added to the Parent Questionnaire.

*Action: N Nicholls, Raised 11/05/09, Due 30/06/09*

4.11 (12.4) S Chivers is awaiting information for the website from P Toghill, P Ahmet and D Howell.

*Action: P Toghill, P Ahmet, D Howell, Raised 11/05/09, Due 06/07/09*

4.12 (14.1) L Nash presented the Governors' Cup. If the prize-giving date / time is changed in future, the Head is asked to contact the Governor who has agreed to present the Governors' Cup.

*Action: Head, Raised 11/05/09, Ongoing*

4.13 (Confidential minute) All actions complete.

4.14 The minutes were approved and signed by the Chair.

## **5. Head's Report**

5.1 The Head's Report and SDP headline report had been circulated with the agenda.

5.2 The Head was asked to check the figures for the G & T pupils and circulate to Governors.

*Action: Head, Raised 11/05/09, Due 06/07/09*

5.3 The Y6 post has been recruited. The Chair asked if details of filled posts can be circulated to all Governors by email in future.

*Action: Head, Staffing, Raised 11/05/09, Ongoing*

5.4 The Head confirmed that "matrix funding" is the funding allocated to statement. Appreciation was expressed for J Haines' work in increasing the matrix units allocated.

5.5 Governors felt that the SDP report provided was really useful and had the right level of detail.

5.6 School reports will now be less about the curriculum covered during the year and more about the pupil. There will be space for comments from the pupil, the parents and the Head.

5.7 The SDP mentions the addition of a nursery unit. The Head confirmed this is not a current project. The Chair asked if items on the SDP which are "not in place" or "not planned" could have possible dates noted with them.

*Action: Head, Raised 11/05/09, Due 06/07/09*

## **6. Reception Intake for 2009**

6.1 Planning permission has not yet been requested.

6.2 The new plan for extending the playground impacts on the possible position of the FoMPS funded outdoor classroom. P Toghill will liaise with FoMPS.

*Action: P Toghill, Raised 11/05/09, Due 06/07/09*

6.3 The current plan was circulated at the meeting. There will be one modular building linked to the rest of the school with a walkway painted blue to match the other railings.

6.4 The Reception classes will be linked internally.

6.5 The work should start on the first day of the summer holidays.

6.6 The Chair expressed many thanks to P Toghil for his hard work and commitment to this project. Without his knowledge and input, we would not be getting a modular building of such good quality.

6.7 The new parents' induction evening is to be on 11 June at 6pm. All Governors are warmly invited to attend. The Head was asked to invite M Simmons-Bird or another representative from the LA.

*Action: **Head**, Raised 11/05/09, Due 11/06/09*

## **7. Possible Reception Expansion From 2011**

7.1 No update - awaiting LA meeting.

## **8. Governor Roles and Responsibilities**

8.1 An updated "Roles and Responsibilities" document had been circulated with the agenda. There were no comments.

8.2 Proposal to adopt new document: Proposed: N Nicholls; Seconded: M Weaver; Votes for: 15; Votes against: 0; Abstentions: 1. The new document was duly adopted.

8.3 The updated Chair of Governors ToRs had been circulated with the agenda. It was noted that the Governors Site Visit form is not yet on the intranet. M Weaver will upload it.

*Action: **M Weaver**, Raised 11/05/09, Due 11/06/09*

8.4 N Nicholls and J Redfern again confirmed that they will step down as Chair and Vice-Chair at the end of this academic year. N Nicholls will stay on the FGB and will be happy to support the new Chair.

8.5 J Redfern is likely to step down later this year. She noted that she can recommend the "Joint Chair" approach.

8.6 The Clerk was asked to investigate what would happen if we were unable to elect a new Chair in September.

*Action: **Clerk**, Raised 11/05/09, Due 06/07/09*

8.7 Updated ToRs for Specialist Governors had also been circulated. There were no comments.

## **9. Finance & Premises committee report**

9.1 The proposed budget had been circulated before the meeting. The committee chair noted 3 minor amendments:

- Teachers' Pay has a small amendment now we know the exact pay required for the newly recruited teacher.
- The Security System does not come under this budget.
- The Governors' expenses budget will be halved.

9.2 Early morning drop-offs and signage are both possible actions in the next SDP. If they are not in the SDP, the money can be reallocated.

9.3 Proposal to adopt budget: Proposed: J Redfern; Seconded: N Nicholls; Votes for: unanimous. The budget was duly adopted.

9.4 J Redfern expressed appreciation for the excellent work undertaken by K Parsons in the school office. The Head thanked J Redfern for her support of K Parsons.

9.5 It has been very difficult to get 3 quotes for the upgrade to the security system. The 3 appropriately accredited companies in the area were invited to quote. 1 didn't visit, 1 visited but made no quote, the 3rd visited and gave a quote. P Toghill has discussed the quote with his colleagues and there is general agreement that it is a fair and reasonable quote. The quote is from the company that installed the original system. Proposal to accept quote: Proposed: J Redfern; Seconded: P Toghill; Votes for: unanimous. The committee will therefore accept this quote.

*Action: Finance & Premises, Raised 11/05/09, Due 06/07/09*

## **10. Curriculum & Standards committee report**

10.1 The committee have developed a Parents' Questionnaire and signed off a number of Policies.

10.2 The FGB agreed an additional question for the Questionnaire: "I read the Newsletter each week."

10.3 A paper copy of the questionnaire will be given to every pupil in the school during June. It will also be available online.

*Action: Curriculum & Standards, Raised 11/05/09, Due 30/06/09*

## **11. Staffing committee report**

11.1 Minutes had been circulated with the agenda. No comments were raised.

11.2 Four applicants for the Y6 post were interviewed by P Ahmet and the Head following teaching with Y5 and a discussion session with the school council. The successful applicant will be in her 4th year of teaching.

[8:24pm - S Oliver left]

11.3 Maternity cover for the Deputy Head post is still in discussion. We may be able to arrange a secondment within the LA.

## **12. Specialist Governors' reports**

12.1 Eco School: Y2 did a school ground tidy up. The Eco-Club from Mangotsfield Secondary is taking our Eco-Club on a trip to the zoo.

12.2 RE: Has moved out of the PPA arrangements. The curriculum has been republished. J Richards is retiring at the end of summer so there will be a new RE co-ordinator taking over. RE is considered part of the creative curriculum.

12.3 School Council: J Redfern asked P Ahmet about the experience of interviewing with the School Council. He said it was very useful to have them involved. They had enjoyed the process and has asked some perceptive questions. J Redfern will let them know that P Ahmet was impressed with their input to the process.

*Action: J Redfern, Raised: 11/05/09, Due 30/05/09*

12.4 Health & Safety: We scored 33/35 at the last assessment and most of the recommendations are now completed. D Williams has put in a great deal of work to this matter.

12.5 ICT: G Palomeque is leading training in website use for staff. The class sites will be up and running by the end of the school year.

12.6 S Chivers' term of office ends at the end of this academic year. The FGB will need to consider who can take on the role of ICT Governor. It was proposed to advertise the vacant Parent Governor positions after half term to current and new parents (at the New Parents' Induction evening).

*Action: **Chair**, Raised 11/05/09, Due 11/06/09*

### **13. FoMPS Update**

13.1 A FoMPS Liaison Governor was proposed to strengthen our links with FoMPS. This Governor would report with the other Specialist Governors. M Weaver and H Winter volunteered to stand for this position. Votes for: 15; Abstentions: 1; Votes against: 0.

### **14. CRB Checks Update**

14.1 R Taylor, S Chivers, P Toghill and D Bowell need to liaise with L Cordukes about arranging CRB checks.

*Action: **R Taylor, S Chivers, P Toghill, D Bowell** 11/05/09, Due 06/07/09*

### **15. Training Update**

15.1 Locality 3 Meeting - 11 June, 7:30pm

15.2 Safer Recruiting 16 June - S Abbott plans to attend

15.3 Revised Inspection Framework 1, 2, 7 July - J Long plans to attend

*Action: as above*

### **16. Presenter of Governors' Cup**

16.1 S Abbott will present the cup on 21 May at 2:50pm. If this date changes, the Head will inform the Chair and S Abbott.

*Action: **S Abbott, (Head)**, Raised 11/05/09, Due 21/05/09*

### **17. Any Other Business**

17.1 M Weaver appreciated the Head's article in "Matters" magazine.

17.2 L Nash was concerned about a leak in the pond. The fish are in danger - a parent has offered to care for them until the pond is full. P Toghill explained that it is a "balancing pond" and the level of water is low because there has been low rainfall. L Nash will monitor the situation.

*Action: **L Nash**, Raised 11/05/09, Due 06/07/09*

17.3 FoMPS is ordering new bark for the Trim Trail.

17.4 S Chivers asked what action we would take if there was an outbreak of swine flu. The Head confirmed she would take advice from the LA.

17.5 Communication in the event of unexpected school closure was discussed. We would put a message on the website. We could also email those parents whose email addresses we have. The Head will inform parents in the Newsletter that this is the key method of communication we will use.

*Action: **Head**, Raised 11/05/09, Due 30/05/09*

## **18. Dates of next meetings**

6 July 2009 (Agenda will be issued 26 June)

Proposed dates for next academic year:

29 September 09

23 November

25 January 10

9 March

11 May

5 July

The meeting ended at 9:04pm

Signed .....  
(Chairman)

Name ..... Nikki Nicholls .....

Date ..... 06/07/09 .....