

Mangotsfield CE Primary School

Minutes of the Meeting of the Governing Body

Held at 6:30pm on 6 July 2009

**Present: M Borland (Head), N Nicholls (Chair), H Brunning (Clerk), M Simmons-Bird (SIP)
M Weaver, J Long, P Moorhouse, R Taylor, J Redfern, S Oliver, H Winter,
J Richards, L Nash, P Toghill, H Barnett, P Ahmet (later)**

The meeting began at 6:37pm

1. Opening Prayer J Long

Welcomes M Simmons-Bird, our SIP and H Barnett our new Parent Governor

2. Apologies for absence

2.1 S Abbott, holiday; S Chivers, work trip; P Ahmet (late)

3. Declaration of Interests

3.1 P Moorhouse's wife is now a lunchtime supervisor.

4. SIP Annual Report

4.1 The Annual Report had been circulated with the agenda.

4.2 The focus on writing in KS1 is beginning to take effect.

4.3 M Borland has wisely spent time getting to know the school before implementing changes.

4.4 The new OFSTED framework begins in September 2009. Visit frequency will depend on school circumstances. ALL staff will be observed.

4.5 The work the SENCo is doing is excellent and will be able to feed into the OFSTED "golden thread" tracking the progress of children in vulnerable groups - eg SEN, G & T, ethnic minority etc. All Governors will need to be asking "How are vulnerable groups doing? What evidence can we show to prove this?"

4.6 There will also be a change in the Governors' role. Governors will be asked how they ensure eg safe recruitment, safeguarding of children etc.

4.7 The capacity of the school to improve is assessed as satisfactory. This is not a concern but reflects the imminent maternity leave of the current Deputy Head with no cover yet found. M Simmons-Bird is pleased at the way the school has moved forward this year.

4.8 The banding of the school will move back to Band 1 (from Band 1A) at the end of this year.

4.9 It was noted that KS1 attainment is lower than expected. It was confirmed that there will be action taken in Y3 to close the gap.

4.10 The Chair expressed thanks to M Simmons-Bird for all her support to us and to the Head this year.

6:58pm - M Simmons-Bird left the meeting

5. Minutes of the meeting held 11 May 2009 and matters arising

5.1 The following actions were confirmed complete with no further action: 4.7, 4.10, 4.12, 5.2, 5.3, 6.2, 8.3, 9.5, 10.3, 12.3, 16.1

5.2 (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 Overdue

5.3 (4.8) P Moorhouse will liaise further with L Cordukes about getting policies uploaded to the internet.

Action P Moorhouse, Raised 06/07/09, Due 29/09/09

5.4 (4.9) The Tavel Group has met once already. They will be looking at the existing Travel Plan, updating it as required. There is a possibility to use the pupil's own words in a letter to the parents about their travel choices.

5.5 (4.11) S Chivers needs information from P Ahmet and a photo and information from D Bowell to add to the website.

Action: P Ahmet, D Bowell, Raised 11/05/09, Due 06/07/09, Overdue

5.6 (6.7) Five Governors were able to attend the New Parents' Induction evening.

5.7 (8.6) P Moorhouse has been shadowing the Chair this half term in order to prepare to stand for election as Chair next year.

5.8 (12.6) There will be an advert for a new parent governor in September. We will mention that Finance and / or IT skills will be particularly useful.

[7:05pm P Ahmet arrived]

5.9 (14.1) H Barnett was asked to complete a CRB form asap. R Taylor mentioned that he'd sent the form off some time ago but still hasn't had a reply. P Toghill needs a form - there are none in the office at present. The Head will follow both matters through with L Cordukes.

Action: Head, H Barnett, Raised 06/07/09, Due 29/09/09

5.10 (17.2) Over the summer, P Toghill will keep an eye on the water level in the pond.

5.11 (17.5) The Chair received a mail from T Gillespie today about the advised procedure in case of a need for emergency closure of the school. She will circulate it to all Governors.

Action: Chair, Raised 06/07/09, Due 20/07/09

5.12 The minutes were approved and signed by the Chair.

6. Head's Report

6.1 The Head's Report had been circulated with the agenda. Questions were invited.

6.2 Deputy Head recruitment: Three people have applied from within the school. An advert has appeared for someone to cover for the successful candidate.

6.3 The average points progress: Y3 is traditionally lower than other years and is partly to do with the difference between KS1 and KS2. The method of reporting used in Y3 and Y4 was different to the method in other years. The lower average points progress in Y2, Y3 and Y4 is being addressed.

6.4 The national benchmark is the national age-related expectation - not the average actually attained.

6.5 The walking bus seems to be improving traffic flow in the area.

6.6 All school trips have a risk assessment. Generic assessments for particular kinds of trips are still checked against the specific day and group.

6.7 Parents in Reception have been asked to sign permission forms for their children to attend "all local trips" and "watch any PG video". This was felt to be inappropriate. The Head will follow up the matter.

*Action: **Head**, Raised 06/07/09, Due 29/09/09*

6.8 A home / school agreement will be sent out near the beginning of next academic year.

*Action: **Head**, Raised 06/07/09, Due 29/09/09*

7. Reception Intake for 2009

7.1 The plans for the extension are displayed in the school hall.

7.2 Planning permission has been applied for - there has been an objection from Sport England about us having less green space. It's felt that the necessity for classroom space will outweigh this concern. The possibility of this was why the planning permission for the new hard space was kept separate.

7.3 The Reception extension has until mid August for approval. There have been no local objections. The internal doors will be scheduled first in the school holidays.

7.4 The work in the Reception area will not be completed until October. New parents have been informed of this, existing parents of Reception children have not yet been told. The Head will make sure these parents are informed.

*Action: **Head**, Raised 06/07/09, Due 24/07/09*

7.5 All workmen on site will be CRB checked. Parents will be informed of this.

*Action: **Head**, Raised 06/07/09, Due 29/09/09*

8. Possible Reception Expansion From 2011

8.1 The four local Heads have met and have been shown national, local and area pupil number projections which show why we have the expansion planned here for next year. The Heads were reassured that the other schools will be filled.

8.2 The consultation we were promised regarding extra places beyond 2010 wasn't mentioned. The Chair will write to the LA to ask about this.

*Action: **Chair**, Raised 06/07/09, Due 20/07/09*

8.3 The Reception Expansion committee will meet soon to discuss the future possibilities. H Barnett will join this committee.

*Action: **Reception Expansion committee**, Raised 06/07/09, Due 24/07/09*

9. Pay Review Committee

9.1 The Performance Management Panel has to meet first - the PRC will report to the next FGB (agenda item).

*Action: **Clerk**, Raised 06/07/09, Due 29/09/09*

10. Finance & Premises committee report

10.1 Finances are on track.

10.2 When the conditions survey is complete, choices will have to be made about where we spend.

10.3 P Toghill volunteered to take on the role of H & S Governor.

11. Curriculum & Standards committee report

11.1 The SDP was circulated at the last FGB. C & S are happy with it. N Nicholls would like dates added where possible. Proposal to approve the SDP - proposed P Moorhouse, seconded J Long, For 12, Against 0, Abstain 1. The SDP was duly approved.

11.2 The new C & S ToRs were circulated with the agenda. Proposal to approve - For 11, Against 0, Abstain 2. The ToRs were approved.

11.3 The SEF already covers some of the issues shown in the Parent / Pupil questionnaire. A leadership meeting today looked at the questionnaire responses and the Governors wishlist. The Head thanked H Winter, N Nicholls and P Moorhouse for their helpful analysis of the questionnaire.

11.4 Progress has been made with the policies. Approved policies are to be loaded to the school website.

11.5 The attendance letters are to be checked.

*Action: **Attendance Governor**, Raised 06/07/09, Due 29/09/09*

12. Staffing committee report

12.1 One class will have the same teachers for two years running. This decision was reached after much discussion and aiming for the optimum placement of all teaching staff.

13. Governor Review

13.1 We would like to run the Governor Review every year. It will form part of the evidence to be presented at OFSTED inspections.

13.2 OFSTED will carry out Staff questionnaires. The new format will be available in September. It may be helpful for us to use the format and carry out our own survey as this is the only section of our community as yet unpolled.

*Action: **Chair**, Raised 06/07/09, Due 29/09/09*

14. Specialist Governors' reports

14.1 FoMPS

a) When FoMPS put in the Trim Trail, they agreed to pay for the maintenance. The cost this year is higher than anticipated. In future, the maintenance will happen every year and the school will split the cost with FoMPS.

b) H Barnett has ideas for improving the New Parents' Coffee Morning. She will organise this.

Action: H Barnett, Raised 06/07/09, Due 29/09/09

c) A new member of FoMPS runs Pediatric First Aid courses across the South West. He has offered to run a course for parents at £10 per head, all profits to FoMPS. This was greeted with enthusiasm and offers of help.

Action: FoMPS Liaison Governors, Raised 06/07/09, Due 29/09/09

15. Quality and Quantity of School Meals

15.1 The recent questionnaires to parents and children raised an issue with the quality and quantity of the school meals. This issue was last discussed in Sept 08.

The Head will liaise directly with the cook, N Nicholls and S Oliver will meet again to take the matter forward.

Action: Head, N Nicholls, S Oliver, Raised 06/07/09, Due 29/09/09

16. Training Update

16.1 N Nicholls, R Taylor, P Moorhouse and J Long have attended the OFSTED Framework Training. It was useful, informative and worth attending.

16.2 S Oliver will attend an Attendance Course tomorrow.

16.3 A volunteer is required to attend a Safer Recruitment Course.

Action: All, Raised 06/07/09, Due 29/09/09

16.4 All Governors are asked to look through the new training brochure (distributed this evening) and choose at least one course to attend this year. Please let M Weaver know which courses you plan to attend.

Action: All, Raised 06/07/09, Due 29/09/09

17. Presenter of Governors' Cup

17.1 The next cup presentation will be on 23 July. If it is in the afternoon assembly, J Redfern will present the cup. The Head will check the arrangements and inform J Redfern.

Action: Head, J Redfern, Raised 06/07/09, Due 23/07/09

18. Any Other Business

18.1 The outdoor classroom which FoMPS will be paying for is on hold until the extension to the playground tarmac is completed.

18.2 P Toghil requested that important messages should be printed on coloured paper and be followed up with an email to parents to prevent them getting lost at the bottom of school bags. The Head will put this into practice.

Action: Head, Raised 06/07/09, Due Ongoing

18.3 H Barnett asked about a noticeboard by the side gate. Unfortunately the one that was there was vandalised three times. When the building work is finished, it may be possible to have one attached to the wall in that area.

Action: P Toghil, Raised 06/07/09, Due (after building work)

18.4 This was J Richards' last meeting after 20 years of service to the school. N Nicholls expressed great thanks to her for all her hard work over the years as a member of staff and as a Governor.

18.5 L Nash will arrange an end of year get-together for all Governors.

19. Dates of next meetings

29 September 09 (Agenda to be issued 21 Sept)

24 November *

25 January 10

9 March

11 May

5 July

* 24 November is proposed as a Governors' Day - to be confirmed by the Head and arranged by L Nash and M Weaver.

Action: Head, L Nash, M Weaver, Raised 06/07/09, Due 29/09/09

The meeting ended at 9:07pm

Signed P Moorhouse
(Chairman)

Name

Date 29/09/09