

# **Mangotsfield CE Primary School**

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

### **Held at 6:30pm on 29 September 2009**

**Present: M Borland (Head), H Brunning (Clerk), P Moorhouse, R Taylor, S Oliver, H Winter, L Nash, P Toghill, H Barnett, N Nicholls, P Ahmet (later)**

The meeting began at 6:42pm in the new classroom block with the Clerk chairing.

#### **1. Opening Prayer R Taylor**

#### **2. Apologies for absence**

2.1 J Redfern (family commitments), J Long (holiday), P Ahmet (late - work commitments)

2.2 We have three vacancies - J Richards (Staff) has retired, S Chivers (Parent) has finished his term of office and M Weaver (LA) has resigned his position due to other commitments.

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

3.1 Governors were asked to indicate family links to the school.

3.2 No other interests were declared.

#### **4. Election of Chair and Vice-Chair**

4.1 L Nash has nominated P Moorhouse as Chair and R Taylor as Vice-Chair.

P Moorhouse left the room.

4.2 The vote for P Moorhouse to become Chair was carried with 8 votes for, 0 against, 0 abstentions.

P Moorhouse returned to the room and took on the Chair role for the remainder of the evening.

4.3 R Taylor was concerned about the load of the role of Vice Chair. H Winter was also interested in standing but was similarly concerned. N Nicholls confirmed that the main role of the Vice-Chair was as sounding board to the Chair. The Vice-Chair is copied in on all issues the Chair is made aware of.

4.4 The possibility of having a joint Vice-Chair was discussed. There could be an issue if confidential or complex matters are discussed as anyone having prior knowledge of an incident would not be allowed to sit on a committee hearing an appeal. If there are two Vice-Chairs that could mean one less person available to sit on such a committee. However, R Taylor and H Winter were content to stand as joint Vice-Chair if the FGB agreed.

R Taylor and H Winter left the room.

4.5 The Chair confirmed he was willing to be supported by a joint Vice-Chair arrangement. The vote for R Taylor and H Winter to become joint Vice-Chair was carried with 7 votes for, 0 against and 0 abstentions.

R Taylor and H Winter returned to the room.

## 5. Committee Membership and Specialist Roles

5.1 Governors were asked to indicate which committees they would like to be a part of. Membership was agreed as follows:

|  |   |  |
|--|---|--|
| <b>Curriculum &amp; Standards</b><br>R Taylor (Chair)<br>H Barnett<br>H Winter<br>P Moorhouse<br>M Borland<br>J Long | <b>Finance &amp; Premises</b><br>P Toghill (Chair)<br>L Nash<br>J Redfern<br>P Moorhouse<br>M Borland | <b>Staffing</b><br>P Ahmet (Chair)<br>S Abbott<br>D Bowell<br>S Oliver<br>N Nicholls<br>P Moorhouse<br>M Borland |
| <b>Appeals</b><br>P Toghill<br>J Long<br>R Taylor  | <b>Discipline</b><br>S Oliver<br>P Ahmet<br>H Barnett   | <b>Performance Management</b><br>P Moorhouse<br>S Oliver<br>D Bowell   |
| <b>Pay Review</b><br>P Ahmet<br>P Toghill<br>P Moorhouse   | <b>Appeals Officer</b><br>R Taylor  | <b>Eco Schools</b><br>L Nash   |
| <b>Governor Development</b><br>J Redfern   | <b>Attendance &amp; Student Welfare</b><br>S Oliver   | <b>Inclusion</b><br>H Barnett  |
| <b>Health &amp; Safety</b><br>P Toghill  | <b>ICT &amp; Internet</b><br><i>vacant</i>  | <b>Playground Devt and Sports</b><br>P Toghill   |
| <b>Numeracy</b><br>R Taylor  | <b>School Council</b><br>L Nash   | <b>FoMPS Liaison</b><br>N Nicholls<br>H Winter   |
| <b>RE &amp; Christian Ethos</b><br>J Long  | <b>Literacy</b><br>H Winter   | <b>Travel Plan</b><br>H Barnett  |
|  | <b>Community Cohesion</b><br>H Barnett  |  |

5.2 The Chair proposed changing the time of the meeting to 6:15pm, aiming for an 8:30pm finish to make the meetings more amenable to members of staff. This proposal was carried with 9 votes for, 0 against, 0 abstentions.

5.3 The Head will arrange for an election to the Staff Governor position.

*Action: **Head**, Raised 29/09/09, Due 31/10/09*

5.4 The Parent Governor election is underway. The Clerk will inform the LA about M Weaver's resignation.

*Action: **Clerk**, Raised 29/09/09, Due 06/10/09*

5.5 P Toghill will liaise with J Redfern about the responsibilities of chairing the Finance and Premises committee.

*Action: **P Toghill**, Raised 29/09/09, Due 24/11/09*

[7:18pm - P Ahmet arrived]

5.6 The Clerk was asked to investigate the remit of the Discipline committee especially in regards to its name which is not immediately descriptive.

*Action: **Clerk**, Raised 29/09/09, Due 24/11/09*

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

6.1 The following actions were confirmed complete with no further action: 5.5, 5.9, 5.11, 7.4, 8.2, 8.3, 9.1, 15.1, 16.4, 17.1

6.2 (5.2) 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*

6.3 (5.3) P Moorhouse and L Cordukes have agreed a new procedure for updating policies to the internet as follows:

The Chair of the relevant committee will email the agreed policy to L Cordukes.

The Head and the Committee Chair will sign a paper copy of the agreed policy and add it to L Cordukes' in-tray.

Once L Cordukes has received the signed copy, she will upload the e-copy to the internet and file the paper copy.

6.4 (6.7) The last FGB meeting agreed that future general parental permission forms would not ask parents of children in Reception to agree to their children watching "any PG video". However, this term, these forms were sent out again in error. The Head will ensure this doesn't happen again.

*Action: Head, Raised 29/09/09, Due ongoing*

6.5 (6.8) Some classes have had home / school agreements issued. The Head will ensure that the remaining classes have theirs sent out.

*Action: Head, Raised 29/09/09, Due 24/11/09*

6.6 (7.5) The builders are not all CRB checked. However, they have been provided with separate toilet facilities, the working area is surrounded with non see-through hoarding and any work in school has been escorted by a member of staff.

6.7 (11.5) The attendance letters (some of which were felt to be a little abrupt) have now been checked and approved by the Attendance Governor and by C&S.

6.8 (13.2) The questionnaires to staff are not yet available on the OFSTED website. The Staffing committee were asked to circulate a questionnaire to staff before Christmas - either of our own composition or from OFSTED if it is available in time. Staff are the only members of our community who haven't recently been asked about how content they are with the school.

*Action: Staffing, Raised 29/09/09, Due 25/12/09*

6.9 (14.1) The New Parents' Coffee Morning will take place on 6 October between 9am and 10am in the school hall. The Paediatric First Aid course will take place on 14 October, 7:30pm to 9:30pm, tickets at £10.

6.10 Staffing are asked to ensure someone undertakes the Safer Recruitment course. The Head will ensure that the Deputy Head takes the course.

*Action: Head, Staffing, Raised 29/09/09, Due 31/07/10*

6.11 (18.2) Particularly important information is now going to parents on coloured paper. The Head was asked to explain why this was on the next Newsletter.

*Action: Head, Raised 29/09/09, Due 02/10/09*

6.12 (19) R Taylor will help L Nash arrange the Governors' Day which is now confirmed for Tuesday 24 November.

*Action: R Taylor, L Nash, Raised 29/09/09, Due 24/11/09*

6.13 The minutes were approved and signed by the Chair.

## 7. Head's Report

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

7.2 The new lunch arrangements are as follows: KS1 lunch 11:45 to 12:20, KS2 lunch 12:10 on. This is working more efficiently.

7.3 The KS2 results were:

Level 4

English 93%, Maths 87%, Science 96%

Level 5

English 44%, Maths 56%, Science 69%

7.4 The Head explained that FFT targets apply to KS2 only.

7.5 The KS1 results are not satisfactory. Last year some actions were put in place which are starting to have an effect - Foundation stage had the best results ever, Y1 results are better. This will feed through into next year's KS1 results. There are now more interventions happening on top of last year's improvements.

7.6 The "Meet the Teacher" sessions were moved to September. The Head was asked if this will be the same next year. The Head said this was likely especially as some new staff are not at the school in July. This will be discussed at C & S and the School Council will be asked to discuss the matter too.

*Action: C & S, School Council Governor, Raised 29/09/09, Due 24/11/09*

## 8. Building Works September 2009

8.1 The FGB saw the ongoing building works before the meeting and were meeting in the new Y6 block. All Governors are happy with the work. It will be complete by the end of term 1. Many thanks were expressed to P Toghill for all his hard work in the project.

## 9. September 2010 Decision

9.1 C Medland has written asking for Governor approval to have a 90 pupil intake in Sept 10.

9.2 There is already a problem with space in the school hall - as evidenced by feedback from the parent and pupil questionnaire. The Chair was asked to reply to C Medland saying that we could approve a 90 pupil intake but would need to discuss a solution with regards to the hall and catering. The current site is not big enough for any further expansion.

*Action: Chair, Raised 29/09/09, Due 24/11/09*

## 10. Possible Reception Expansion From 2011

10.1 Discussed within item 9 above.

## 11. Pay Review Committee

11.1 S Oliver visited PRC meeting to report back from the PMC and the PRC has made its decision.

11.2 The Clerk was asked to confirm the correct procedure for informing relevant personnel of the Head's pay review.

*Action: Clerk, Raised 29/09/09, Due 15/10/09*

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

12.1 No meeting yet held.

12.2 The Head was asked to copy P Toghill in on all H & S risk assessments for trips.

*Action: **Head**, Raised 29/09/09, Due ongoing*

12.3 P Toghill will be arranging a school walk-round with D Woods.

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

13.1 The SDP plan is being updated as a result of the Parent / Pupil questionnaire.

13.2 New ideas from the SMT meeting are feeding into the SDP.

13.3 A framework is in place to monitor school improvement.

13.4 The updating of the SEF was discussed. A rota to evaluate the different aspects is in preparation and will determine the C & S agenda schedule.

13.5 C & S will next meet on 09/11/09.

## **14. Staffing committee report**

14.1 No meeting yet held.

## **15. Specialist Governors' reports**

15.1 FoMPS: The AGM will be held 30 Sept. They will particularly raise money for playground equipment / development. N Nicholls will inform FoMPS that P Toghill now has Governor responsibility for Sports and Playground Development.

*Action: **N Nicholls**, Raised 29/09/09, Due 24/11/09*

15.2 Eco Schools: The staff are considering running an "Eco-Day" this year.

## **16. Vetting and Barring Scheme**

16.1 The Vetting and Barring scheme will become compulsory from Nov 10. School Governors are volunteers so will not have to pay. Anyone with an existing CRB check will not have to register until 2011. It will be the responsibility of the individual to be registered with the scheme. However, the Employer must make sure that individuals are members. P Ahmet will keep the FGB informed about the scheme.

## **17. Quality and Quantity of School Meals**

17.1 The Head discussed the Questionnaire results with the catering staff last week.

17.2 The kitchen is now providing breakfast.

17.3 N Nicholls, S Oliver and the Head will meet to further discuss this issue.

*Action: **N Nicholls, S Oliver, Head**, Raised 29/09/09, Due 24/11/09*

## **18. Training Update**

18.1 S Oliver and G Paget attended the Attendance course which was very good. There had been a particular emphasis on electronic registration.

**19. Presenter of Governors' Cup**

19.1 P Moorhouse will present the Governors' Cup on 23 October at 2:45pm.

**20. Any Other Business**

20.1 The FGB agreed that future meetings should be held in the new Y6 block.

20.2 The next Locality 3 meeting is 21 October 7 - 8:30. N Nicholls will forward the information by email.

20.3 The letter from school about the Walking Bus appears to suggest that parents should hand over responsibility for their children to other parents. The Head agreed to use the Newsletter to remind parents that all children must have an accompanying responsible adult.

20.4 J Cox has asked for one week's unpaid leave and needs a response before the Staffing committee will next meet. The FGB voted unanimously to approve this request. P Ahmet will inform J Cox.

*Action: P Ahmet, Raised 29/09/09, Due 13/10/09*

20.5 R Taylor will take on the administration of the intranet and will liaise directly with S Chivers.

*Action: R Taylor, Raised 29/09/09, Due 24/11/09*

20.6 The Chair will write an introductory letter for the Newsletter and include a photo.

*Action: Chair, Raised 29/09/09, Due 09/10/09*

20.7 N Nicholls expressed her thanks to J Redfern for her support and efforts as Vice Chair.

20.8 The Chair expressed thanks to N Nicholls for all her good work and the huge amount of time she has put in to being Chair of the FGB.

**21. Dates of next meetings**

- 24 November (Governors' Day)
- 25 January 10
- 9 March
- 11 May
- 5 July

The meeting ended at 9:16pm

Signed ..... P Moorhouse .....  
(Chair)

Name .....

Date ..... 24/11/09 ...

## Action Matrix

| Point | Assigned to                    | Details   | Due by               |
|-------|--------------------------------|---|----------------------|
| 5.3   | Head                           | Arrange for an election to the Staff Governor position.   | 31/10/09             |
| 5.4   | Clerk                          | Inform the LA about M Weaver's resignation.   | 06/10/09             |
| 5.5   | P Toghill                      | Liaise with J Redfern about the responsibilities of chairing the Finance and Premises committee.  | 24/11/09             |
| 5.6   | Clerk                          | Investigate the remit of the Discipline committee especially in regards to its name which is not immediately descriptive.   | 24/11/09             |
| 6.2   | Clerk                          | Produce a document explaining which policies need to be ratified by the FGB and which can be implemented at committee level.  | 15/06/09,<br>OVERDUE |
| 6.4   | Head                           | Ensure Reception parents are not asked to agree to their children watching "any PG video" again.  | ongoing              |
| 6.5   | Head                           | Ensure that the remaining classes have their home / school agreements sent out  | 24/11/09             |
| 6.8   | Staffing                       | Circulate a questionnaire to staff before Christmas   | 25/12/09             |
| 6.10  | Head, Staffing                 | Ensure Deputy Head and Staffing committee member undertakes the Safer Recruitment course  | 31/07/10             |
| 6.11  | Head                           | Explain why important information is now on coloured paper on the next Newsletter.  | 02/10/09             |
| 6.12  | R Taylor, L Nash               | Arrange the Governors' Day  | 24/11/09             |
| 7.6   | C & S, School Council Governor | C & S and the School Council to discuss the "Meet the Teacher" sessions.  | 24/11/09             |
| 9.2   | Chair                          | Reply to C Medland saying that we could approve a 90 pupil intake but would need to discuss a solution with regards to the hall and catering. The current site is not big enough for any further expansion. | 24/11/09             |
| 11.2  | Clerk                          | Confirm the correct procedure for informing relevant personnel of the Head's pay review.  | 15/10/09             |
| 12.2  | Head                           | Copy P Toghill in on all H & S risk assessments for trips.  | ongoing              |
| 15.1  | N Nicholls                     | Inform FoMPS that P Toghill now has Governor responsibility for Sports and Playground Development.  | 24/11/09             |
| 17.3  | N Nicholls, S Oliver, Head     | Discuss the issue of quality of school meals.   | 24/11/09             |
| 20.4  | P Ahmet                        | Inform J Cox of FGB decision  | 13/10/09             |
| 20.5  | R Taylor                       | Take on the administration of the intranet and liaise directly with S Chivers.  | 24/11/09             |
| 20.6  | Chair                          | Write an introductory letter for the Newsletter and include a photo.  | 09/10/09             |