

Mangotsfield CE Primary School

Minutes of the Meeting of the Governing Body

Held at 1:15pm on 24 November 2009

Present: M Borland (Head), H Brunning (Clerk), P Moorhouse (Chair), R Taylor, S Oliver, L Nash, P Toghill, H Barnett, N Nicholls, P Ahmet, J Long, H Galliot, D Bowell

The meeting began at 1:16pm in the staff room as part of the annual "Governors' Day". Governors had spent the morning first helping in classes and then discussing Governing Body Effectiveness.

1. Opening Prayer J Long

2. Apologies for absence

2.1 H Winter (work commitments), S Abbott (long-term sick leave), J Redfern (has resigned as Governor)

2.2 The Chair welcomed our new parent Governor, Helen Galliot.

3. Declaration of Interests

3.1 H Galliot has children in Year 5 and Year 1, is a temporary Lunchtime Supervisor and is Treasurer for FoMPS.

3.2 P Moorhouse's wife is now Senior Lunchtime Supervisor.

3.3 H Brunning is a member of Kensington Baptist Church.

4. Minutes of the meeting held 29 September 2009 and matters arising

4.1 J Redfern is not taking the role of Governor Development Officer.

4.2 Action updates had been circulated with the minutes.

4.3 (6.10) D Wood is intending to complete the safer recruitment course online and P Ahmet has begun the course. P Moorhouse is planning to attend the course.

*Action: **D Wood, P Ahmet, P Moorhouse**, Raised 29/09/09, Due 31/07/10*

4.4 (7.6) C & S discussed the "Meet the Teachers" sessions but this wasn't included in their minutes. The minutes will be amended to reflect this. The School Council do not need to be involved as this is the session for Parents (not pupils).

*Action: **C & S**, Raised 29/09/09, Due 24/11/09, Outstanding*

4.5 (11.2) The Clerk has circulated some information about the Head's Pay Review and further questions have been asked. The Clerk will complete this task in liaison with Governor Support.

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

4.6 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. Questions were invited.

5.2 The Head confirmed there are two amounts of bark for the Trim Trail.

5.3 The Head confirmed that the number of SEN pupils includes all pupils with any kind of action. It was noted that the Y3 G & T figures were missing from the table provided.

5.4 A "Phase Meeting" is a meeting of staff from a particular stage - Foundation, Key Stage 1, Key Stage 2.

5.5 The budget review is with the Finance committee.

5.6 The Head attended a Community Cohesion Course and has begun a draft Community Cohesion Plan. The Head agreed to share the plan with H Barnett as Community Cohesion Governor.

*Action: **Head**, Raised 24/11/09, Due 08/12/09*

5.7 L Cordukes will forward the Staff Responsibilities document to all Governors. K Button and the Head have responsibility for Child Protection.

*Action: **Head**, Raised 24/11/09, Due 08/12/09*

6. Building Works September 2009

6.1 Reception Staff are very happy with the building work and the doors between the classrooms are working well. The covered walkway is due to be in place by the end of November.

6.2 We are getting quotes from lighting engineers to include tasks such as installation of lights outside the new classroom block.

6.3 It was recognised that the expansion resulted in much more work for staff than was anticipated and the FGB recorded a vote of thanks to the staff for all their hard work. The Head will pass on thanks to the staff.

*Action: **Head**, Raised 24/11/09, Due 8/12/09*

6.4 The "spare" classroom is being used occasionally by classes, by the Book Fair and other such uses. New furniture is on order for that room.

6.5 We will need more coat pegs for the 2010 intake.

*Action: **Premises & Finance**, Raised 24/11/09, Due 01/09/10*

7. Reception Expansion

7.1 A letter from the LA had been circulated to Governors along with the Chair's notes from the meeting with the LA. We are asked to take an extra Reception class again in 2010. We will NOT be required to take extra pupils in future years.

7.2 Assembly space, dining space, toilet facilities and playground space are all at capacity with our current pupil numbers. There is no budget available to expand the school further.

7.3 Proposal: To decline the invitation to take an extra class in 2010 unless the caveats listed in the Chair's letter to the LA were addressed - ie lunch hall capacity increased and adequate funding provided as the additional pupils progress through the school. Unanimous vote FOR.

7.4 The Head will meet with the LA Traded Services representative to discuss the opportunities for increasing lunch capacity and analysis of the offer if increased funding will be completed.

*Action: **Head**, Raised 24/11/09, Due 08/12/09*

7.5 The Chair will reply to the LA once opportunities have been explored with Traded Services. A draft will be circulated for FGB comment first.

*Action: **Chair**, Raised 24/11/09, Due 08/12/09*

8. School Christian Ethos

8.1 R Taylor and the Chair met with J Dewhurst-Walters from the Diocese.

8.2 Policies will be reviewed as part of the planned cycle of policy review. Our strongly caring Christian ethos is reflected in our policies.

8.3 The Diocese "New Housing Strategy" hopes to fund an "Outreach Worker" in new housing estates. They are commissioning a research study to investigate what could be achieved.

8.4 Kensington Baptist Church have asked to rent the premises regularly to hold Sunday morning services. Between Easter and Summer this would be monthly with the intention to hold weekly services from September 2010. In discussion the following points were raised:

- In general, letting the hall is not an opportunity to make a profit as heating, lighting and keyholder costs all have to be covered.
- Do we want to be seen to endorse a church we are not familiar with?
How would it fit in with St James' current monthly use for "Primary Praise" and "Little Acorns"? - In the first instance, the monthly Sundays would be different.
- This would work well towards our commitment to Community Cohesion - it is a shame to see the school gated and locked every weekend.
- Does this church want to become part of the school community or just use the premises?
- We wouldn't want parents or pupils to become confused about which church the school was linked to.
- Any additional storage would be very difficult especially in view of our earlier discussions about space.
- The Foundation Governors felt that if Kensington had an ecumenical approach, that would align with the current ethos.
- Keys aren't issued to hirers so there could be an issue with the cost of paying for a keyholder
- We would not want the school Newsletter to advertise this church beyond an initial notice stating that the use had been agreed.
- It was noted that Kensington Baptist Church could make a very positive contribution to the local community.

8.5 Proposal: To agree to a trial period between Easter and Summer, having first agreed some ground rules encompassing the points above. Proposal voted in unanimously. The Chair will reply to the Church with the decision.

*Action: **Chair**, Raised 24/11/09, Due 08/12/09*

9. Governing Body Roles and Responsibilities

9.1 The FGB has a number of statutory duties covered by policies. The Specialist Governors may have a view on these particular policies - although note that they would *not* be responsible for these policies. The Specialist Governors are, therefore, asked to check the Roles and Responsibilities Document, add to / amend their role appropriately and update the Chair.

*Action: **Specialist Governors**, Raised 24/11/09, Due 25/01/10*

9.2 H Barnett is Travel Plan Governor - the Clerk will update the list of roles.

*Action: **Clerk**, Raised 24/11/09, Due 25/01/10*

9.3 Head will raise request for Staff Governor with the option of joining for a fixed term to the end of the school year only.

*Action: **Head**, Raised 24/11/09, Due 25/01/10*

9.4 To better describe what they do, the Appeals Committee and Discipline Committee will be renamed "Staff Appeals Committee" and "Pupil Discipline Committee" respectively. H Barnett will check the ToRs for the Pupil Discipline Committee.

*Action: **H Barnett**, Raised 24/11/09, Due 25/01/10*

10. Safeguarding Audit

10.1 S Oliver took up some of the necessary issues with regard to the recent Safeguarding Audit. The Policy will be with C&S in Jan 10.

10.2 The Head is responsible for child safety within school.

10.3 Designated Governors are to be trained in Child Protection. The next courses are 01/12/09 and 05/05/10.

*Action: **Designated Governors**, Raised 24/11/09, Due 05/05/10*

10.4 S Oliver (Attendance and Student Welfare Governor) will conduct the checks as outlined in the new ToRs annually.

10.5 The Chair has asked the LA to confirm what training Staff require.

10.6 "Guidance on Safer Working Practice for Adults who Work with Children and Young People" is available online. Governors have been sent a link to this document and will be asked to sign a document that they have read it at the next meeting of the FGB. The Clerk will ensure that D Bowell gets a copy to read.

*Action: **All**, Raised 24/11/09, Due 25/01/10*

11. Finance & Premises committee report

11.1 The revised budget is with the LA. There is a forecast £93K carry forward for next year which will help towards the teaching staff arrangements that will be made.

11.2 The Atkins Report has highlighted areas of the school for review such as carpeting, lighting and decor. There is a target of Easter to accomplish these tasks. Two carpets need more immediate attention.

12. Curriculum & Standards committee report

12.1 All policies will be formatted to have the same look and feel and a full electronic set will soon be available on the school website.

12.2 The Parent Questionnaire about induction will be circulated to parents soon.

13. Staffing committee report

13.1 One teacher is leaving on maternity leave. Another is leaving to become Deputy Head at another school. Interviews are under way. The Head will make an announcement to parents in the next Newsletter.

13.2 A questionnaire was circulated to staff. Twenty were returned - about half with comments. The main positive points are that they are proud to be members of the school and feel that the children are safe. The main areas for improvement are that some don't feel their contribution is valued or don't know what the Governors do. The results will be collated, discussed by Staffing soon and used to create action plans.

*Action: **Staffing**, Raised 24/11/09, Due 08/12/09*

14. Specialist Governors' reports

14.1 Attendance: The new procedures are working really well and attendance is currently 96.4%. Unauthorised attendance is up significantly on this time last year but this is mainly due to the policy of not authorising holidays in term 1. S Oliver proposed a new target of 96% attendance. This proposal was passed with unanimous votes. The Head will note the new target in the Newsletter.

*Action: **Head**, Raised 24/11/09, Due 08/12/09*

14.2 R Taylor asked for ideas for the website and feedback on its current content.

Action: All, Raised 24/11/09, Due 25/01/10

14.3 The school council were brilliant at the recent staff interviews.

14.4 The H&S audit showed we were in good shape with just a few things to attend to.

14.5 FoMPS have some ideas for the school playground.

15. Quality and Quantity of School Meals

15.1 No update. This item to be removed from the agenda.

16. Training Update

16.1 P Ahmet - Online Safer Recruitment

16.2 H Barnett - Exclusions

16.3 P Moorhouse - Taking the Chair module 1, Strategic Role, Chairs & Clerks network.

16.4 Clerk - Chairs & Clerks Network

17. Presenter of Governors' Cup

17.1 H Gallott will present the cup on 18 December at 2:50pm

18. Any Other Business

18.1 At the beginning of January we can suggest a candidate for the LA Governor position. There are currently two parents standing for one Parent Governor. Since the opening of that election, another parent has expressed interest in standing as Governor. Governors were asked to vote on who to propose to the LA:

The parent who loses the current election: 4 votes

A choice of the losing parent or the more recently interested parent: 7 votes

Abstained: 1

The Chair will take the situation forward.

*Action: **Chair**, Raised 24/11/09, Due 31/01/10*

18.2 The Chair will email M Weaver with thanks for his work while on the Governing Body. Other recent leavers have been appropriately thanked.

*Action: **Chair**, Raised 24/11/09, Due 08/12/09*

18.3 The Chair circulated feedback sheets to assess how well this meeting had been run and to ask for ideas for further improvement.

Action: All, Raised 24/11/09, Due 08/12/09

19. Dates of next meetings

25 January 10
9 March
11 May
5 July

The meeting ended at 3:15pm

Signed
(Chair)

Name P Moorhouse

Date 25/01/10

Action Matrix

Point	Assigned to	Details	Due by
4.3	D Wood, P Ahmet, P Moorhouse	Safer Recruitment course	31/07/10
4.4	C & S	Amend minutes to show discussion of "Meet The Teacher" session	24/11/09
4.5	Clerk	Find out further information about Head's Pay Review	15/10/09
5.6	Head	Share "Community Cohesion Plan" with H Barnett	08/12/09
5.7	Head	Forward Staff Responsibility document to all Governors	08/12/09
6.3	Head	Pass on vote of thanks to Staff with regards to building works	08/12/09
6.5	Premises & Finance	More coat pegs will be required in time for 2010 intake	01/09/10
7.4	Head	Liaise with representative of Traded Services about opportunities to increase lunch capacity	08/12/09
7.5	Chair	Reply to LA about 2010 intake	08/12/09
8.5	Chair	Reply to Kensington Baptist Church regarding proposed building rental	08/12/09

9.1	Specialist Governors	Update ToRs	25/01/10
9.2	Clerk	Add H Barnett - Travel Plan to Governor Roles document	25/01/10
9.3	Head	Raise request for Staff Governor with the option of joining for a fixed term to the end of the school year only.	25/01/10
9.4	H Barnett	Check ToRs for Pupil Discipline Committee	25/01/10
10.3	All	All Governors to undertake Child Protection Training	05/05/10
10.6	All	Read "Guidance on Safer Working Practice for Adults who Work with Children and Young People"	25/01/10
13.2	Staffing	Collate and discuss results of Staff Questionnaire and create action plans	08/12/09
18.1	Chair	Suggest candidate for LA Governor to LA	31/01/10
18.2	Chair	Thank M Weaver for his contribution to the FGB	08/12/09
18.3	All	Comments and suggestions about how the meeting was run to be fed back to Chair.	08/12/09