

Mangotsfield CE Primary School

Minutes of the Meeting of the Governing Body

Held at 6:15pm on 25 January 2010

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

The meeting began at 6:30pm

1. **Opening Prayer** J Long

2. **Apologies for absence and welcome**

2.1 H Winter (bereavement), S Abbott (long-term sick leave), P Toghil (family matters), D Bowell, L Nash.

2.2 The Chair welcomed our new parent Governor, Paul Davison.

2.3 The Chair confirmed that S Abbott remains absent on long-term sick leave and confirmed (by unanimous vote) that he still remains a member of the Governing Body.

3. **Declaration of Interests**

3.1 P Davison has a child in Y1.

4. **Minutes of the meeting held 24 November 2009 and matters arising**

4.1 Action updates had been circulated with the minutes. The following actions are complete with no further comment: 4.4, 4.5, 5.6, 5.7, 6.3, 7.4, 7.5, 8.5, 9.1, 9.2, 18.1, 18.2, 18.3

4.2 (4.3) P Ahmet has begun the "Safer Recruitment Course".

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

4.3 (6.5) More coat pegs will be required in time for 2010 intake.

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

4.4 (9.3) No teaching staff have expressed an interest in becoming a Staff Governor. There was discussion about whether to invite another non-teaching staff member or to keep the role vacant to highlight the need. The Staffing questionnaire has shown that communications between Governors and Staff need to be improved - this role is a key way for that to happen. Historically, the Deputy Head has been an Observer at all FGB meetings.

Staffing will discuss further how to encourage a member of the teaching staff to become a Governor. The Head will invite the SLT to observe FGB meetings. If there is still a vacancy in six months, the FGB will reconsider inviting another non-teaching staff member.

*Action: **Staffing, Head**, Raised 25/01/10, Due 09/03/10*

4.5 (9.4) H Barnett has drafted some ToRs for the Pupil Discipline Committee and forwarded them to the South Glos exclusion unit for comment.

4.6 (10.3) S Oliver is the designated Governor who will undertake Child Protection Training (next course 05/05/10). Other Governors are invited to complete this training if interested.

*Action: **S Oliver**, Raised 24/11/09, Due 05/05/10*

4.7 (10.6) Clerk to create document for all Governors to sign to confirm they have read "Guidance on Safer Working Practice for Adults who Work with Children and Young People"

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

4.8 (13.2) The Staffing Committee has discussed the results of the Staff Questionnaire and will be creating appropriate action plans.

*Action: **Staffing**, Raised 24/11/09, Due 09/03/10*

4.9 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. Governors discussed the report – in particular the following areas:

5.2 Unauthorised attendance has gone up from 0.1% to 0.8% This is because absences are no longer authorised in Term 1.

5.3 Provision Maps are produced by the SENCo, collated from a list of interventions in each class. In this way the SLT can be assured that provision for different groups of children is being addressed.

5.4 The SEN register changes continually as intervention groups take effect and pupils no longer require them.

5.5 The Reception Parents' questionnaire has been discussed by Foundation Staff. H Galliot will analyse the results and discuss actions arising with the Foundation Staff.

*Action: **H Galliot**, Raised 25/01/10, Due 09/03/10*

6. Possible Reception Expansion 2011

6.1 C Medland replied to the Chair's letter. There will be an extra intake in 2010 but not in future years. The Chair will reply pointing out that one of our caveats has not been met.

*Action: **Chair**, Raised 25/01/10, Due 09/03/10*

6.2 The Head will let parents know of the 2010 intake in this week's Newsletter.

*Action: **Head**, Raised 25/01/10, Due 29/01/10*

6.3 The Head, the Chair and P Toghill met with Traded Services to discuss a potential expansion. P Toghill has agreed to manage the project and Traded Services have agreed to contribute to the cost.

6.4 A drawing of the proposed extension was circulated. The Head will ask D Wood to discuss the proposals with the Lunchtime Supervisors. The result will be an extra flexible space that the school will be able to use for storage or possibly other activities as required.

*Action: **Head**, Raised 25/01/10, Due 28/02/10*

6.5 It was noted that the tarmac by the Y1 cloakroom is in bad condition. The Head will take this matter up with the relevant personnel.

*Action: **Head**, Raised 25/01/10, Due 09/03/10*

7. Governance

7.1 H Galliot will join Curriculum & Standards, P Davison will join Finance & Premises.

7.2 Finance & Premises have not met this term and business is building. The Chair, the Head and P Davison are available to meet 23 February 2010 and the Chair will call the meeting.

*Action: **Chair, Finance & Premises**, Raised 25/01/10, Due 28/02/10*

7.3 The Equality of Opportunity audit raised the need for a new Governor role. "Equality, Inclusion and Community Cohesion Governor" will be jointly held by H Galliot and H Barnett.

7.4 The Chair has updated the Governor Responsibilities document - now called "Governance of Mangotsfield CE Primary". Committee Chairs are asked to check their roles against the "Guide to the Law" and feedback any further amends to the Chair.

*Action: **Committee Chairs**, Raised 25/01/10, Due 09/03/10*

7.5 N Nicholls' term of office as Community Governor ends on 30/04/10. There was discussion about how best to recruit a new community Governor. The Chair and Head will draft the wording of an advertisement for interested volunteers.

J Long will place the advert in the church magazine consistent with that placed in the school Newsletter. The Head can arrange for a similar advert to be included in Emersons Green Matters and H Barnett will post a version in places such as the library, Village Hall and Sainsburys.

It was also suggested that the PCSO team could be informed. The position will be an item on the next agenda. The closing date for applications will be 19/04/10.

*Action: **J Long, Head, Chair, H Barnett, Clerk**, Raised 25/01/10, Due 19/04/10*

7.6 The agenda planner needs further discussion.

*Action: **Chair, Clerk**, Raised 25/01/10, Due 09/03/10*

7.7 Committees are asked to schedule their committee meetings at least two weeks before each FGB meeting. The process for circulating minutes is as follows: draft minutes to be sent to the Committee chair for general approval and to the Clerk for circulating with the FGB agenda.

*Action: **Committee Chairs**, Raised 25/01/10, Due Ongoing*

7.8 The title "Head Teacher Appeals" replaces "Appeals Officer".

7.9 The Chair will meet with J Long and R Taylor to discuss the output from the Governor Development session. Other Governors are welcome to take part.

*Action: **Chair, J Long, R Taylor**, Raised 25/01/10, Due 09/03/10*

8. Committee Terms of Reference

8.1 All committee chairs are asked to check the ToRs and forward comments to the Chair. P Davison will collate comments about Finance & Premises. N Nicholls will scan the paper copy of the Premises ToRs and forward to P Davison. The Chair will check the Chair ToRs.

*Action: **Chairs of committees, P Davison, N Nicholls, Chair**, Raised 25/01/10, Due 09/03/10*

9. Finance & Premises committee report

9.1 No update

10. Curriculum & Standards committee report

10.1 The SDP is of a high standard. R Taylor is collating activities into a checklist for review each meeting.

10.2 The Head has sent all policies to R Taylor who is working through them to ensure they are correct, written in a consistent style, ratified and loaded to the website. He will involve other committees as appropriate.

10.3 R Taylor was asked to consider providing a regular SDP summary to share with the FGB.

*Action: **R Taylor**, Raised 25/01/10, Due 09/03/10*

11. Staffing committee report

11.1 A summary of the Staff Questionnaire results is now ready. The Chair will update with actions already completed and then circulate amongst Staffing and the wider FGB. A copy will be made available to Staff together with thanks for their input.

*Action: **Chair**, Raised 25/01/10, Due 09/03/10*

12. Specialist Governors' reports

12.1 Equality of Opportunity is a new focus for Ofsted. The result of the recent audit is with H Barnet and H Galliot for action and reporting back to C & S and the FGB as appropriate.

*Action: **H Barnet, H Galliot**, Raised 25/01/10, Due 09/03/10*

12.2 The Traffic Group will meet soon with B Harding (South Glos School Travel Plan Co-ordinator). They are also hoping for more replies to the questionnaire.

12.3 The Community Cohesion draft policy and action plan are with C & S for comment. More ideas about Community Cohesion from all Governors would be welcome. This will feed into the SDP.

12.4 J Long will be attending a RE Training event.

12.5 L Nash has joined the FoMPS committee. FoMPS have events planned for each month this year.

13. Training Update

13.1 No further update.

14. Presenter of Governors' Cup

14.1 P Davison will present the cup on Thursday 11 Feb at 2:45pm.

15. Any Other Business

15.1 Newsletter: The Newsletter is available on the school website and a paper copy is posted on the notice boards. A permanent reminder to check the week's Newsletter will be posted on the

classroom doors. As an Eco-School we wish to avoid producing paper copies where at all possible.

*Action: **Head**, Raised 25/01/10, Due 09/03/10*

15.2 The Chair's notes on Governor Induction were circulated with the agenda. Feedback was requested.

*Action: **All**, Raised 25/01/10, Due 09/03/10*

15.3 Various payments - including for the Life Skills Bus- were requested in a short space of time close to Christmas. The Head was asked to stagger requests for payment in future.

*Action: **Head**, Raised 25/01/10, Due Ongoing*

15.4 R Taylor asked if we could add a link to the St James Church website from the school website. There is already a link in the other direction. This was agreed. R Taylor will add the link.

*Action: **R Taylor**, Raised 25/01/10, Due 09/03/10*

16. Dates of next meetings

9 March at 6:15pm

11 May

5 July

The meeting ended at 8:52 pm

Signed
(Chair)

NameP Moorhouse

Date09/03/10

Action Matrix

Point	Assigned to	Details	Due by
4.2	P Ahmet	Complete "Safer Recruitment Course".	31/07/10
4.3	Premises & Finance	More coat pegs will be required in time for 2010 intake	01/09/10
4.4	Staffing	Discuss further how to encourage a member of the teaching staff to become a Governor	09/03/10
4.4	Head	Invite the SLT to observe FGB meetings.	09/03/10
4.6	S Oliver	Undertake Child Protection Training on 5 May	05/05/10
4.7	Clerk	Create document for all Governors to sign to	25/01/10

		confirm they have read "Guidance on Safer Working Practice for Adults who Work with Children and Young People"	
4.8	Staffing	Create appropriate action plans from results of Staff questionnaire	09/03/10
5.5	H Galliot	Analyse the results of Foundation Parents' Questionnaire and discuss actions arising with the Foundation Staff	09/03/10
6.1	Chair	Reply to C Medland	09/03/10
6.2	Head	Inform parents about 2010 intake in Newsletter	29/01/10
6.4	Head	Ask D Wood to discuss the extension proposals with the Lunchtime Supervisors.	28/02/10
6.5	Head	Take up matter of bad condition of tarmac.	09/03/10
7.2	Chair, Finance & Premises	Call Finance & Premises meeting.	28/02/10
7.4	Committee Chairs	Check roles against the "Guide to the Law" and feedback any further amends to "Governance of Mangotsfield CE Primary" to the Chair.	09/03/10
7.5	Head, J Long, H Barnet	Advertise for Community Governor role	19/04/10
7.5	Clerk	Add "Community Governor position" to next FGB agenda	09/03/10
7.6	Clerk, Chair	Further work on Agenda Planner	09/03/10
7.7	Committee Chairs	Schedule committee meetings at least 2 weeks before FGB meetings.	Ongoing
7.9	Chair, J Long, R Taylor	Discuss output from Governor Development session	09/03/10
8.1	Committee Chairs, P Davison, N Nicholls	Check committee ToRs and forward amends to Chair.	09/03/10
10.3	R Taylor	Consider providing a regular SDP summary to share with the FGB	09/03/10
11.1	Chair	Update Staff Questionnaire results with actions already completed and then circulate amongst Staffing and the wider FGB. Make a copy available to Staff together with thanks for their input.	09/03/10

12.1	H Barnett, H Galliot	Action on Equality of Opportunity Audit and reporting back to C & S and the FGB as appropriate.	09/03/10
15.1	Head	Post a permanent reminder to check the week's Newsletter on the classroom doors.	09/03/10
15.2	All	Feedback comments about Induction Notes to Chair.	09/03/10
15.3	Head	Ensure requests for payments are staggered in future.	Ongoing
15.4	R Taylor	Add link to St James' website from School website	09/03/10

C & S - Curriculum & Standards committee
 FGB - Full Governing Body
 SDP - School Development Plan
 SEN - Special Educational Needs
 SENCo - Special Educational Needs Co-ordinator
 SLT - Senior Leadership Team
 ToRs - Terms of Reference
 Y1 - Year 1