

Mangotsfield CE Primary School

Minutes of the Meeting of the Governing Body

Held at 6:15pm on 9 March 2010

Present: M Borland (Head), H Brunning (Clerk), P Moorhouse (Chair), R Taylor, H Barnett, N Nicholls, H Galliot, G Robbins (Observer), J Walker, D Howell, P Toghill, L Nash, H Winter (late)

The meeting began at 6:20pm

1. Opening Prayer R Taylor

2. Apologies for absence and welcome

2.1 J Long (ill), P Davison (business), S Oliver (ill), P Ahmet (business). H Winter sent apologies that she would have to arrive late.

2.2 The Chair welcomed our new LA Governor, Jo Walker.

2.3 Georgia Robbins is standing for election as Staff Governor and attended this meeting as an Observer.

3. Declaration of Interests

3.1 J Walker has children in Reception and Year 2.

4. Minutes of the meeting held 25 January 2010 and matters arising

4.1 Action updates had been circulated with the minutes. The following actions are complete with no further comment: 4.3, 4.7, 4.8, 5.5, 6.1, 6.2, 6.4, 7.2, 7.5, 7.7, 7.9, 15.2, 15.1, 15.3

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

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

4.3 (4.4) The SLT know they are welcome to attend the FGB meetings. The Clerk will include D Wood in the circulation list for future mailings.

Action: Clerk, Raised 09/03/10, Due Ongoing

4.4 (4.6) S Oliver is the designated Governor who will undertake Child Protection Training (next course 05/05/10).

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

4.5 (6.5) Pyramid accepted responsibility for the state of the tarmac by the Y1 cloakroom. P Toghill and the Head will ensure the work is carried out.

Action: P Toghill, Head, Raised 09/03/10, Due 11/05/10

4.6 (7.4) R Taylor has begun to review the chapters of the "Guide to the Law" relevant to C & S to ensure that all legal requirements are being addressed and are covered within the ToRs. Other committee chairs have not yet been able to begin their reviews.

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

4.7 (15.4) There is now a link from the school website to the St James church website. R Taylor will mention this link in the News Banner and also check that the rest of the news in the banner is up-to-date.

*Action: **R Taylor**, Raised 09/03/10, Due 11/05/10*

4.8 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 The name for the new classroom will be chosen through a competition to be announced in the Newsletter.

*Action: **Head**, Raised 09/03/10, Due 11/05/10*

5.3 Out of season PE equipment: Currently all equipment is stored together in one cupboard. There will be a new storage facility installed – probably under the kitchen window – to take out of season equipment out of the main storage area.

5.4 The results of the Learning Walk will feed into the SDP.

5.5 Y2 SATs assessments are used diagnostically by teachers. The results won't be available by the time of the parents' evening – the Head will let Y2 parents know in the Newsletter.

*Action: **Head**, Raised 09/03/10, Due 16/03/10*

5.6 The SIAS inspection highlighted that the Governing body need to evaluate the collective worship. The Head will give D Bowell a copy of the SIAS report to analyse and report back to the FGB at the next meeting on any further outstanding actions.

*Action: **D Bowell**, Raised 09/03/10, Due 11/05/10*

5.7 Community Church Worker role: There is research being undertaken into what the community has and what is needed. The new post is planned from September 2010. Ideally the post would be based in school but we have no space available currently.

5.8 SALT is Speech and Language Therapist.

5.9 The Head was asked to add Accident statistics to the Head's report – the number of accidents needing a day's absence and the number of incidents requiring an ambulance.

*Action: **Head**, Raised 09/03/10, Due Ongoing*

5.10 Our attendance statistics are improving steadily. The Head will thank parents in the Newsletter for the benefit that our good attendance has been to our pupils.

*Action: **Head**, Raised 09/03/10, Due 11/05/10*

5.11 M Simmons-Bird's (our SIP) report was very constructive and the Chair will circulate it to all Governors.

*Action: **Chair**, Raised 09/03/10, Due 11/05/10*

6. Governance

6.1 There have been two nominations so far for the Community Governor vacancy.

6.2 S Oliver's term of office expires just before the next meeting of the FGB. The Chair will write to her to thank her for her hard work and to ask her if she wishes to stand again for election as Parent Governor.

6.3 G Robbins will stand for election as Staff Governor.

6.4 Governor Development notes were circulated with the agenda. Discussion about them raised the following matters:

6.5 The suggested changes to the Governance Document were accepted and the document will be re-issued asap.

*Action: **Chair, R Taylor**, Raised 09/03/10, Due 11/05/10*

6.6 Governor photographs are key to raising the profile of the FGB. A “team” photograph will be displayed on an outdoor noticeboard.

*Action: **Premises & Finance**, Raised 09/03/10, Due 11/05/10*

6.7 The Head will ask D Wood to forward a top-level anonymous summary of the FFT data to the Chair.

*Action: **Head**, Raised 09/03/10, Due 11/05/10*

6.8 The Governor Development Officer needs to capture actions from courses that need to be carried forward in order to improve the Governance of the school. The focus is to be on continuous improvement. Actions from courses could be supplemented by actions from FGB discussions. This will be more effective than a Governor Development plan written in isolation. The Chair will update the Governor Development Officer ToRs accordingly.

*Action: **Chair**, Raised 09/03/10, Due 11/05/10*

6.9 Induction is not carried out by the Governor Development Officer. This also needs amendment in the ToRs of action 6.8

*Action: **Chair**, Raised 09/03/10, Due 11/05/10*

6.10 Each FGB meeting will end with the question “Is there anything from this meeting we want to add to the School Newsletter?” This will help raise the profile of the Governors within the school.

*Action: **Clerk**, Raised 09/03/10, Due 11/05/10*

6.11 R Taylor will check that Staff well-being is included in the H & S policy.

*Action: **R Taylor**, Raised 09/03/10, Due 11/05/10*

6.12 Literacy & Numeracy Governors are asked to look at our progress towards the relevant targets and report back to the FGB. This will be amended in their ToRs.

*Action: **Literacy Governor, Numeracy Governor, Chair** Raised 09/03/10, Due 11/05/10*

6.13 The Chair will revise the “School Visits” section of the Governance document in order to:

- a) make clearer what Governors can achieve from their visits, and
- b) amplify that reports with actions after the visits are important to make clear that the visits are productive.

*Action: **Chair**, Raised 09/03/10, Due 11/05/10*

6.14 Governors are asked to ensure they complete a Visit Form each time they visit the school. They will be reviewed in Term 6 each year to ensure we are making an appropriate number of visits and that actions are followed up.

*Action: **All**, Raised 09/03/10, Due ongoing*

6.15 The Governor Visit form is in the Governance Document on the intranet. The Chair will also forward a copy to all Governors.

*Action: **Chair**, Raised 09/03/10, Due 11/05/10*

6.16 The Head will forward the visit note following the Extended Schools Audit by the LA to H Galliot & H Barnett.

*Action: **Head**, Raised 09/03/10, Due 11/05/10*

7. Committee Terms of Reference

7.1 All committee ToRs require updating. C & S are nearly complete; F & P and Staffing have yet to review theirs.

*Action: **Committees**, Raised 09/03/10, Due 11/05/10*

8. School Prospectus

8.1 The Prospectus was recently updated following input from the FGB. Thanks were expressed to the Head and D Wood for their work on the update. The Head will pass the FGB's thanks to D Wood.

*Action: **Head**, Raised 09/03/10, Due 11/05/10*

9. Finance & Premises committee report

9.1 P Davison will liaise with K Parsons about the budget which has to be approved by Governors by the end of May.

*Action: **P Davison**, Raised 09/03/10, Due 11/05/10*

9.2 We have a £30K budget for the new Hall storage area. The survey is complete and the planning application will be submitted soon. The work should be carried out over the summer holidays.

9.3 Kensington Baptist Church (KBC) have asked to be able to use classrooms for children's work as well as the school hall. After much discussion about the potential impact on staff and pupils, the following votes were taken:

To offer the hall, toilets, lobby and grounds (as per lettings policy): For – unanimous

To offer the Cossham Room as well: For – 2, Against – 8, Abstain – 0

To offer the Y6 classroom block as well: For – 3, Against – 7, Abstain – 0

The Chair will inform KBC of the decision.

*Action: **Chair**, Raised 09/03/10, Due 11/05/10*

9.4 F & P are considering future possibilities for extra space in light of the fact that the school is limited for space for focussed teaching groups or parent helpers working with children.

9.5 The Head is looking into options to improve the use of the overhead projector in the school hall. Proposals will be put forward to the next FGB meeting.

*Action: **Head**, Raised 09/03/10, Due 11/05/10*

[7:48pm – H Winter arrived]

9.6 J Walker has agreed to become Chair of F & P and will liaise with J Redfern about the role.

*Action: **J Walker**, Raised 09/03/10, Due 11/05/10*

9.7 Carpets have been ordered and will be installed over the Easter break.

9.8 J Walker was asked to check what carry forward we had from the budget last year and the potential carry forward this year.

*Action: **J Walker**, Raised 09/03/10, Due 11/05/10*

10. Curriculum & Standards committee report

10.1 The SDP Checklist is maintained by R Taylor.

10.2 Policy updating is taking place. R Taylor will forward relevant policies to other Committee Chairs for review.

Action: R Taylor, Committee Chairs, Raised 09/03/10, Due 11/05/10

10.3 A vote to accept the SDP was taken: For – 10, Against – 0, Abstain – 1

11. Staffing committee report

11.1 Recent minutes had been circulated with the agenda.

11.2 Exit interviews will take place within three weeks for those staff resigning. The Chair and P Ahmet will liaise with the Office to arrange suitable dates. One other governor will be required – volunteers requested.

Action: All, Raised 09/03/10, Due 30/03/10

11.3 The Head was asked to let the school community know about the resignations.

11.4 G Robbins will join Staffing Committee if elected as Staff Governor.

11.5 Interviews will take place as shown below. Governors who are able to take part in the interview process were asked to liaise directly with the Office. The Clerk was asked to circulate the dates by email immediately after this meeting.

Temporary positions:

Closing date: Mon 22 March

Shortlisting: 4pm, Tue 23 March

Interviews: Fri 26 March

Permanent positions:

Closing date: Mon 29 March

Shortlisting: 4pm, Tue 30 March

Interviews: TLR post 21 April, KS1 22 April, KS2 23 April

Action: Clerk, Raised 09/03/10, Due 09/03/10

Action: All, Raised 09/03/10, Due 21/03/10

12. Specialist Governors' reports

12.1 SEN provision should be included in the Prospectus. The Clerk will confirm all mandatory parts of the Prospectus and feed back for inclusion in the next update.

Action: Clerk, Raised 09/03/10, Due 11/05/10

12.2 Literacy: Events were held for World Book Day - over 90% of children dressed up. There is a new assessment framework which is encouraging staff to be more consistent and accurate. S Hardcastle is writing a new literacy policy and development plan.

12.3 The Governor / FoMPS link will now be through H Galliot and L Nash.

12.4 Help is required for the Spring Fair this Saturday, 13 March.

13. Training Update

13.1 H Barnett has attended two Governor Induction evenings. She was asked to feed back any comments or ideas to the Chair.

*Action: **H Barnett**, Raised 09/03/10, Due 11/05/10*

14. Presenter of Governors' Cup

14.1 R Taylor will present the Cup on 1 April 2010 at 2:45pm

*Action: **R Taylor**, Raised 09/03/10, Due 01/04/10*

15. Any Other Business

15.1 There will be discussion about undertaking the next Parent / Child questionnaire at the next FGB meeting.

*Action: **Clerk**, Raised 09/03/10, Due 11/05/10*

15.2 The Head will mention the new carpets and hallway decoration in the Newsletter.

*Action: **Head**, Raised 09/03/10, Due 01/04/10*

15.3 R Taylor will check the condition of the Governors' Cup.

*Action: **R Taylor**, Raised 09/03/10, Due 01/04/10*

15.4 J Eames (Kitchen Supervisor) has recently resigned and will leave at Easter. The Head has been trying to contact her boss to ensure there will be continuity after Easter.

*Action: **Head**, Raised 09/03/10, Due 11/05/10*

15.5 This was N Nicholls' last meeting after 8 years including her term as Chair. The Chair proposed a vote of thanks for all her efforts for the school.

15.6 It was confirmed that we consider CRB checks to be valid for four years – equal to the standard term of office for a Governor.

16. Dates of next meetings

6:15pm in Y6 classroom block.

11 May
5 July

The meeting ended at 8:20pm

Signed
(Chair)

Name Paul Moorhouse

Date 11/05/10

Action Matrix

Point	Assigned to	Details	Due by
4.2	P Ahmet	Complete the "Safer Recruitment Course".	31/07/10
4.3	Clerk	Include D Wood in the circulation list for future mailings.	Ongoing
4.4	S Oliver	Undertake Child Protection Training (next course 05/05/10).	05/05/10
4.5	P Toghil, Head	Ensure the work is carried out to repair tarmac near Y1	11/05/10
4.6	Committee Chairs	Provide input to "Governance of Mangotsfield Primary" as appropriate.	09/03/10 Overdue
4.7	R Taylor	Mention link to church website in the News Banner and also check that the rest of the news in the banner is up-to-date	11/05/10
5.2	Head	Arrange competition to name new classroom	11/05/10
5.5	Head	Inform parents that Y2 SATs results will not be available before the Parents' Evening	16/03/10
5.6	D Bowell	Read SIAS report and report back to FGB	11/05/10
5.9	Head	Add accident stats to Head's Report	Ongoing
5.10	Head	Thank parents for good Attendance statistics	11/05/10
5.11	Chair	Circulate SIP's report to all Governors	11/05/10
6.5	Chair, R Taylor	Publish updated Governance Document	11/05/10
6.6	Premises & Finance	Display team photograph of FGB	11/05/10
6.7	Head	Ask D Wood to forward a top-level anonymous summary of the FFT data to the Chair.	11/05/10
6.8	Chair	Update the Governor Development Officer ToRs	11/05/10
6.9	Chair	Remove responsibility for Induction from Governor Development Officer ToRs	11/05/10
6.10	Clerk	Add new standing agenda item "Is there anything to publish in the Newsletter from this meeting?"	Ongoing
6.11	R Taylor	Check that Staff well-being is included in the H & S policy	11/05/10
6.12	Literacy Governor, Numeracy Governor Chair	Look at progress towards targets. Add this responsibility to ToRs	11/05/10
6.13	Chair	Revise "School Visits" section of Governance document	11/05/10
6.14	All	Complete Visit Form after each School visit	Ongoing
6.15	Chair	Forward Visit Form to all Governors	11/05/10
6.16	Head	Forward Extended Schools audit report to H Barnett and H Galliot.	11/05/10
7.1	Committees	Review ToRs	11/05/10

8.1	Head	Thank D Wood for her work on the new Prospectus	11/05/10
9.1	P Davison	Liaise with K Packer re budget for approval	11/05/10
9.3	Chair	Liaise with KBC re decision about letting	11/05/10
9.5	Head	Present proposals for Hall decoration / OHP use	11/05/10
9.6	J Walker	Liaise with J Redfern about role of Chair of F & P	11/05/10
9.8	J Walker	Inform FGB about budget carry forward last year and potential carry forward this year	11/05/10
10.2	R Taylor	Forward relevant policies to Committee Chairs for review	06/04/10
10.2	Committee Chairs	Review and update relevant policies	11/05/10
11.2	All	Consider taking part in exit interviews	30/03/10
11.5	Clerk	Circulate interview dates to all Governors	09/03/10
11.5	All	Consider taking part in staff interviews	21/03/10
12.1	Clerk	Check mandatory inclusions for school prospectus	11/05/10
13.1	H Barnett	Feed back any comments or ideas following Induction Training	11/05/10
14.1	R Taylor	Present Governors' Cup on 1 April	01/04/10
15.1	Clerk	Include "Parent / Child Questionnaire" on next agenda	11/05/10
15.2	Head	Mention new carpets and hallway decoration in the Newsletter	11/05/10
15.3	R Taylor	Check the condition of the Governors' Cup	01/04/10
15.4	Head	Follow up regarding resignation of Kitchen Manager	01/04/10

Glossary

C & S – Curriculum & Standards Committee
 FFT – Fisher Family Trust
 F & P – Finance & Premises Committee
 FGB – Full Governing Body
 H & S – Health and Safety
 SATs – Standard Assessment Tests
 SIAS – Statutory Inspection of Anglican Schools
 SIP – School Improvement Partner
 ToRs – Terms of Reference