

**PUCKLECHURCH CEVC PRIMARY SCHOOL  
MINUTES OF GOVERNORS' MEETING 27 Nov 2008**

**Present:** Pauline Alway Jon Bence Tim Small  
Alex Clark David Forrester David Pool  
Chris Moore Rebecca Toms Linda Tanner  
James Gardner Rachel Goodchild Andy Woods  
Stuart Young Annie Smart

**Apologies:** Angela Hallett, Phil Wheatley, Sharon Corney, Guy Lenden,  
Sheila Smart

**1. APOLOGIES/WELCOME TO NEW GOVERNORS/DECLARATION  
OF INTERESTS**

The Chair welcomed everyone to the meeting - in particular welcome (back) to Tim Small, James Gardner and Rachel Goodchild.

Governors were reminded that any conflicts of interest need to be declared. Also the pecuniary interest forms need to be returned to Sheila Smart, if not done so already.

**2. MINUTES FROM PREVIOUS MEETING**

The minutes were approved as a true and accurate record, subject to a correction under item 5 ("Community Centre" changed to "church").

**3. HEAD TEACHER'S REPORT (previously circulated) – Q&A**

Rachel Goodchild and Alex Clark offered to help with the History Week activities in the New Year.

The governors considered the data analysis which had recently been prepared with the help of Angela Cooper, our SIP. David Forrester was asked to summarise the advantages and disadvantages of being moved from a Band 2 to a Band 3 school for local authority support. We are currently in Band 2 and receive proactive support, working from where we are and what we are trying to achieve. In Band 3 there would be more instruction to take specific actions, which may or may not fit with the school's ethos and direction. However, we must recognise the issues and ensure that progress is being made. We are in need of some systematic support with processes in school to ensure we are doing things correctly. How big is the gap between what we are trying to achieve and what we actually achieve? Consistency of monitoring is an issue. There will be more monitoring and continued focus on key priorities. The situation will be reviewed with the SIP in February.

How do we measure progress against the priorities? Curriculum & Monitoring committee will look at the update. A column for progress and comments will be added to the data analysis document. Creative learning skills are not

always quantitative and are sometimes not reflected in the data. We may be able to capture this information in other ways, such as school council pupil questionnaire. Tim Small offered to help with a survey.  
Are there any areas where the school would be rated better than satisfactory? Personal development & well-being and quality of provision would be rated as good.

#### **4. TERMS OF REFERENCE/CHAIRS & VICE CHAIRS**

**Terms of Reference** were agreed for Premises, Curriculum & Monitoring and Finance & Staffing Committees.

Committee chairs & vice-chairs have been appointed as follows:-

**Premises:** TBA

**Curriculum & Monitoring:** Chair – Rachel Goodchild, Vice-Chair – Tim Small

**Finance & Staffing:** Chair – Phil Wheatley, Vice-Chair – Jon Bence

#### **5. COMMITTEE REPORTS**

**Premises Committee (minutes previously circulated).** The canteen rebuild was briefly discussed. It was suggested that a small group of governors might drive the rebuild proposal, to try to escalate our case.

**Curriculum and Monitoring Committee (minutes to be circulated)**

**Finance and Staffing Committee (minutes previously circulated) –** Revised Finance Policy was agreed. Items of expenditure over £3000 – to be discussed at next FGB.

#### **6. GOVERNOR EFFECTIVENESS - IDEAS**

In small groups the governors discussed ideas and different ways in which governors could work with the school. See “Potential Governor Models” handout. These ideas to be considered and possibly incorporated along with the School Centre and SDP review items next in the agenda.

#### **7. SCHOOL CENTRE INTRODUCTION**

David Forrester gave an introduction to School Centre in the ICT suite and showed how the SDP and subject leadership sections are presented. See “School Centre Governor Access” handout.

#### **8. REVIEW OF SDP ON SCHOOL CENTRE**

In small groups the governors considered one chapter each of the SDP, looking at the focus for the year and identifying areas in which governor involvement could be helpful to the school.

## **9. FEEDBACK ON SDP REVIEW & GOVERNOR EFFECTIVENESS**

The following ideas were suggested for follow-up actions:

- Governors with allocated responsibilities to commit to checking their SDP chapter on School Centre & perhaps meet as a small group to agree actions (possibly allocate FGB meeting time for this)
- Active governor involvement in Values & Aims inset day
- Have a school improvement committee
- Survey the governors to find out what skill & interests they have.
- Encourage small action teams of 3 to 4 people to be assembled on a short-term basis, for a particular goal
  - identify a “champion” to lead the group & be responsible for selling the vision & recruiting the team
  - perhaps include others (eg staff members, parents, pupils, other stakeholders) to be part of the team
  - try & implement a “fun factor” into the team, eg meet over a meal or drink, go for a walk etc

## **10. TRAINING**

It was agreed that governors will book their own courses with South Glos. The school pays a subscription for training, which means that we can attend as many courses as we like. Ideally each governor will attend at least one relevant course per year.

## **11. DATE OF NEXT MEETING**

29 January 2009 at 7pm.

The meeting finished at 9.15 pm.