

**PUCKLECHURCH CEVC PRIMARY SCHOOL
MINUTES OF GOVERNORS' MEETING 9 JULY 2009**

Present: **Pauline Alway** **Alex Clark** **David Forrester**
 James Gardner **Angela Hallett** **Debbie Jeffrey**
 Chris Moore **David Pool** **Phil Wheatley**
 Andy Woods **Stuart Young** **Sheila Smart (Clerk)**

Visitor: **Annie Smart** **(Deputy Head)**
 Angela Cooper **(School Improvement Partner)**

1. WELCOME/APOLOGIES

The chair welcomed everyone to the meeting, in particular the new Community Governor, Debbie Jeffrey. Angela Cooper was also joining the meeting for item 3 the SIP review. Apologies were received and accepted from: Jon Bence, Sharon Corney, Tim Small, Rebecca Toms, Rachel Goodchild and Guy Lendon.

Declaration of Interests – None declared.

Reminder of Confidentiality – The Chair highlighted the importance of confidentiality at all times.

2. MINUTES FROM PREVIOUS MEETING (circulated previously)

The minutes from the previous meeting (14 May 09) were approved and signed as a true and accurate record by the Chair.

3. SCHOOL IMPROVEMENT PARTNER (Report circulated at meeting)

Angela Cooper, the School Improvement Partner, outlined her role as working in partnership with the school. The first meeting during the Autumn term, an analysis of the numerical data took place and Angela looked at the strengths of the school, areas of improvement and strategic targets were set for English and Maths. When Angela visited during the Spring term, Teaching and Learning was the main focus of attention. In the Summer Term, leadership and management was the focus and she talked with subject leaders, staff and the Head. Angela's main role was to look at the evidence and see if the school is on track and moving in the right direction.

Angela compared the outcomes from last year's Report to those of this year (details in the attached report). There was evidence that good progress was being made this year with writing across the school and the rate of progress was forecast to accelerate over the following years. Angela also looked at the SATs results which had just been received.

Angela highlighted the main strength of the school, the pupils' personal development and wellbeing. This was something the school should celebrate as good outcomes would in turn follow-on from this. The quality of independent learning was making a difference. Attendance was also a strength of the school and reported as good. There was a great deal to celebrate and it was recognised that it was an improving school with much evidence of good practice.

LEARNING TOGETHER

The Head was thanked for his work with the Local Authority and all the hard work carried out by the staff at the school. The school would have a new Advisor in the Autumn term as Angela would be taking on a different role.

(Angela Cooper left the meeting)

The Chair's Report was taken as the next item on the agenda.

4. **CHAIR'S REPORT**

Chris Moore announced that she would be standing down as Chair in December, when a new Chair will need to be elected. Chris would be happy to work alongside a potential new chair until December, to provide some training and handover. Andy Woods expressed an interest to act as one part of a job share. Alex Clark and Guy Lendon would both be standing down as Parent Governors and were thanked for their contribution. David Forrester would be advertising for the two vacant Parent Governor posts at the start of the autumn term.

Action: David Forrester

A number of staff were leaving at the end of the summer term and cards were circulated for governors to sign. Elaine Stone was one of the teachers leaving and was retiring after 34 years of teaching. A tea party was being held on 17 July and governors were providing a cake and drinks for which a cash donation towards the cost was requested.

Action: All Governors

5. **HEADTEACHER'S REPORT (circulated previously)**

Annie Smart gave a powerpoint presentation on the SATs results (attached).

(Please refer to confidential minutes)

6. **TRAINING**

Phil Wheatley had taken on the role of establishing a training plan for governors. He would be looking at training already undertaken and recommending courses for governors to attend, based on which committees they were members of.

The Committees/Panels membership would remain the same unless anyone would like to make any changes. In order to further the governors' involvement within school and enable more "realtime" monitoring, governors will be invited to join the core subject leadership teams. One governor from each of the committees will join each team ie Literacy, Numeracy and Science/ICT. This would be decided at the first committee meeting at the start of the next academic year.

7. **POLICIES – EQUALITIES AND COHESION**

This item has been deferred to the next meeting.

Action: Clerk

8. OUT OF SCHOOL CLUB

James Gardner reported that Jon Bence had agreed to be a Director, filling the vacant slot. The Out of School Club received an Ofsted inspection and were judged to be "Good". This is largely due to the on-going efforts of George Wynter.

9. CHURCH-SCHOOL LINKS – SIAS SELF EVALUATION

Chris Moore reported that the foundation governors met with David Forrester last Friday to go through the self evaluation tool kit. The school would be inspected in September by SIAS (Statutory Inspection of Anglican Schools) which normally follows the Ofsted inspection.

10. PSA

Alex Clark reported that she had attended the PSA meeting on Monday, a governor was required to regularly attend the meetings. This was to obtain charitable status and also to report back to the governing body, as she would be standing down as a governor. The PSA would also benefit from the regular attendance of a member of staff. The PSA was running very well with a strong enthusiastic committee. The Chair thanked Alex for representing the governors at the PSA meetings.

11. FGB/COMMITTEE DATES FOR 2009/10

A draft list of dates had been sent to the Head and Chair and would be circulated to governors when agreed.

Action: Head/Clerk

12. REPORTS FROM COMMITTEES

Finance Committee - The minutes will be circulated soon.

Approval was requested for the wi-fi installation over the summer holidays. Phil Wheatley proposed agreement for the cost of wi-fi work just over £5000, seconded by James Gardner. Approved.

Approval was also sought for a doorway to be knocked through from Kate White's classroom to the shelter. The quote for the work to be carried out was £1,960 (only one quote is required for work under £2000.) David Forrester proposed acceptance of the work to be carried out and was seconded by Chris Moore. Approved.

13. DATE OF NEXT MEETING

THE NEXT MEETING WILL BE HELD ON THURSDAY 24 SEPTEMBER AT 7.00 PM

The meeting finished at 7.00 pm