

**PUCKLECHURCH CEVC PRIMARY SCHOOL  
MINUTES OF GOVERNORS' MEETING 24 SEPTEMBER 2009**

**Present:**

<b>Pauline Alway</b>	<b>Jon Bence</b>	<b>Sharon Corney</b>
<b>David Forrester</b>	<b>James Gardner</b>	<b>Angela Hallett</b>
<b>Chris Moore</b>	<b>David Pool</b>	<b>Tim Small</b>
<b>Rebecca Toms</b>	<b>Phil Wheatley</b>	<b>Andy Woods</b>
<b>Stuart Young</b>	<b>Sheila Smart (Clerk)</b>	

**Visitor:** Annie Smart (Deputy Head)

**1. WELCOME/APOLOGIES**

The Chair welcomed everyone to the meeting. Apologies were received and accepted from Debbie Jeffrey and Rachel Goodchild.

Declaration of Interests – None declared. Governors were reminded to return their pecuniary interest forms to the Clerk via the school office.

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 (9 July 09) were approved and signed as a true and accurate record by the Chair.

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

The following points arose from the Head's Report:

- Governor representation on the Curriculum Teams was considered to be a good way of monitoring.
- Parents' coffee mornings – Chris Moore had attended the PSA meeting and had agreed that governors would help with the coffee mornings.
- Pupil numbers – 42 reception children commenced this year with 2 classes of 28 consisting of some year one pupils.
- Key Stage 1 and 2 – Data had been received for overall attainment levels for Summer 2009 but more detailed progress data was still awaited for the November data analysis report.
- SEF – The Head's report would in future be linked to the new SEF, following a meeting next week on the new SEF framework.

*The SIAS Report back was taken as the next item on the agenda.*

**4. REPORT BACK ON SIAS INSPECTION (timetable circulated previously)**

The SIAS inspection had taken place today and was conducted by David Shears who had given a verbal report to the Head, Chris Moore and Andy Woods. The overall judgement is not yet final and will be communicated with the report within approximately 3 weeks. David Shears was very open, keen and willing to share his thoughts on arriving at the provisional judgements:

## Learning Together

- Impressed with work on values and vision.
- Areas which he felt the school was strong –
  - Social and moral development although he would have liked to have seen more evidence of spiritual learning.
  - Links with the local Church.
  - Collective Worship
- He came up with some ideas on what we should be looking at with PSHE and RE delivery.
- He would have liked to see more displays of RE work in classrooms and around the school.

Leadership and Management – He acknowledged good progress since the last report, especially the links between the school and the church.

The Head had a long discussion with David Shears on the vision of the school.

The Head thanked Governors, Stuart Young and particularly Chris Moore for her time and work involved with the inspection.

### 5. **CURRICULUM TEAMS**

The Head pointed out that it was crucial to have governor involvement. He was happy to answer any questions on the role and try to establish each of the areas that governors could help.

The first meeting on 30 September would focus on the Terms of Reference and outline the plan for the year.

The following governors agreed to participate in the three curriculum areas:

<b>Literacy</b>	<b>Numeracy</b>	<b>Science/ICT</b>	
Sharon Corney	Jon Bence	Phil Wheatley	
Tim Small	Chris Moore	James Gardner	
Angela Hallett		Andy Woods	
Rebecca Toms			
Pauline Alway			

### 6. **CHAIR'S REPORT**

Chris Moore announced that she would be standing down as Chair/Governor at the end of Term 2. A new Chair and Vice Chair would be appointed at the next FGB Meeting in November. Andy Woods had expressed an interest in becoming Chair and Phil Wheatley Vice Chair. The Clerk would send out a request for nominations for both posts before the next meeting.

**ACTION: Clerk**

**School Improvement Forum** – Angela Cooper had recommended at the July 2008 SIP review that a separate committee be formed to specifically look at school improvement. The remit of this forum would be to address strategic issues and to bring together some of the strands of discussion from different governor/committee meetings as there was often not adequate time to look at the bigger picture.

The Chair/Vice Chair together with Committee Chairs would meet three times a year on an informal basis with the Head and SLT. Tim Small would also be invited to join the forum as he brings valuable experience in the area of school improvement. The forum would focus on:

- SEF & SDP
- Direction of the school, taking the long view
- Overview Band 3 plan
- Strategic review of the Governing Body.

Chris Moore proposed the formation of the forum, seconded by Andy Woods and approved unanimously.

**7. TRAINING (hard copies of training brochures circulated at meeting)**

Phil Wheatley, who had taken on the role of co-ordinating governor for training, requested that governors spend some time now looking at the training brochure to identify suitable training courses to attend this academic year.

Phil agreed to book the courses identified by governors and in addition would investigate the Governor Support Unit running a whole governing body course “How Children Learn” or “The Strategic Role of Governors” at the Governor Day next March.

**ACTION: Phil Wheatley**

**8. EQUALITIES AND COHESION POLICY (circulated previously)**

The policy had elements of the model policy and it was generally agreed that it suited our requirements. Subject to the following amendments, Chris Moore proposed acceptance of the policy, seconded by Tim Small and approved unanimously:

- Include a box with ‘Policy Approved on 24 September 09’ and ‘3 year policy’
- Section 2 to be completed.
- Sexual orientation – Last section refers to gender and suitable words to be inserted.
- Appendix A – ‘do not have a duty to promote religion and belief’ to be followed up.

**ACTION: Headteacher**

**9. SATs ANALYSIS**

The more detailed data from the government ‘Raiseonline’ site and the LA profile was not yet available and this item would be carried forward to the November meeting.

**ACTION: Clerk**

## 10. REPORTS FROM COMMITTEES

**Finance and Staffing** – (minutes and TORs circulated previously)

Phil Wheatley proposed the purchase 3 replacement projectors at a cost of £4000 from the capital budget, seconded by James Gardner and approved unanimously.

**Premises Committee** – (minutes circulated prior to meeting)

A lengthy discussion took place on the partial rebuild of the school.

*Tim Small left the meeting at 8.30 pm.*

It was agreed to continue the discussion on the detail of the budgetary issues at a later meeting. Phil Wheatley proposed to delegate authority for the rebuild spending to the Premises Committee rather than the Finance & Staffing Committee (in order to avoid duplication of effort), seconded by Chris Moore and unanimously approved.

## 11. PSA

Chris Moore attended the last PSA meeting and recommended that it would be beneficial for a governor (not necessarily the same one) attend the PSA meetings, in order to keep a link with the PSA and show support. Angela Hallett agreed to attend the next meeting on 22 October.

**ACTION: Angela Hallett**

The following events would be taking place:

- Auction on 25 September
- Firework Display on 7 November

## 12. DATE OF NEXT MEETING

The next meeting will be held on 26 November 2009.

The meeting finished at 8.45 pm