

**PUCKLECHURCH CEVC PRIMARY SCHOOL
MINUTES OF GOVERNORS' MEETING 29 JANUARY 2009**

Present: Pauline Alway Jon Bence Alex Clark
Sharon Corney David Forrester James Gardner
Rachel Goodchild Angela Hallett Guy Lendon
Chris Moore David Pool Tim Small
Rebecca Toms Phil Wheatley Andy Woods
Sheila Smart (Clerk)

1. WELCOME/APOLOGIES

The Chair welcomed everyone to the meeting in particular Guy Lendon the new Parent Governor. Apologies were received and accepted from Stuart Young, Linda Tanner and Annie Smart.

2. MINUTES FROM PREVIOUS MEETING

Following an amendment to record that Angela Hallett was absent from the meeting, the minutes were signed as a true and accurate record.

3. HEADTEACHER'S REPORT (previously circulated)

School Rebuild

The plans for the two phases of the proposed improvements to the school were on display. David Forrester and Chris Moore would be attending the Council Cabinet meeting on Monday 2 February to present the case for the rebuilding work. David Forrester gave details of the rebuild which takes place in two phases. The first would include a new kitchen fit for purpose, a library and alternative route through the school avoiding using the hall, a new staffroom and 2 new classrooms. The second phase would see the Horsa block currently used by Y3/4 being replaced with 2 new ones. The hall would be used as a dining area and alternative ways of heating would be looked at for incorporating into the plans. It is intended that the boilers would also be replaced as part of this work. David has a meeting with Mark Hallet from Property services on Friday 13th February, from which we will try to work out the best approach to maintaining the current boiler until this work is done. A small area of the playground would be utilised for the building work but an area vacated by the temporary classrooms would compensate for this loss. A decision would be made by full Council in early March.

History Week

The History week was about children being active and to draw out learning to demonstrate the depth of learning. A timeline would be produced and would be a permanent feature of the school and would be displayed in the school hall. The timeline would be taken to the Community Centre on 28 March in an attempt to draw as many people as possible to build links within the community. Rachel Goodchild would be producing posters and flyers to publicise the event.

4. PLANNING FOR 20 MARCH (INSET DAY)

Chris Moore explained that the day would take on a different format from previous years. The focus for the day would be 'Values and Aims' and Governors and Staff would be working together.

David Forrester gave details of the task that the governors would now be undertaking in preparation for the Inset Day.

Post its were circulated and governors were asked to put a word or phrase which represented their thoughts on the following:

- What matters to you as a school governor?
- Key feature you would want to see in a school – value
- What are you proudest of in your school?

Governors were asked to place the post-its on the three sheets on the walls around the hall. They were asked to group the words/statements into cluster groups under headings which best described those groups.

David Forrester made some observations about the process and commented on the different ways in which governors had engaged with it. The task given was deliberately positive because a positive outcome was sought, although negative questions can also sometimes be useful.

Tim Small detailed the research undertaken by Bristol University. The research presented strong evidence that having a set of values made a difference. Everyone could subscribe as they have been part of the process and it was a way of seeing what was important to us. The more data obtained the better the outcome and this would be sifted to achieve key themes. The Inset Day would distil the various views, make choices and attempt to bring it all together in a statement of values & aims.

Staff, children and the wider community would be consulted as well as governors. The data would provide a range. Once the values were established, constant reminders would take place within school to keep it alive.

David Forrester presented the next task and requested governors to join the following groups to discuss how to achieve the values:

- Children
- Teaching Staff
- Community
- Parents

The discussion would be based on how best to achieve views and what activities could be used.

Each group reported back on their ideas and plans.

Parents

LEARNING TOGETHER

- Flip charts to be placed at strategic areas of the school for parents to put their comments and views. Governors would start this off by putting a few notes to generate ideas.
- Newsletter with tear off slip for responses
- E-mail responses which could be collated by the office for anonymity purposes.

Community

Personal approach would be made on a one to one basis. Cross section of views to be obtained.

- Invite user groups for a meal and have activities similar to those tasks undertaken this evening by governors.
- Coffee mornings with youth groups – Guides, Scouts etc.
- Clip Board and approach people in the village and ask questions.
- Talk to various groups – WI, Happy Circle/Revel Committee

Children

- Dream School using data directly gathered.
- First capture ideas
- Summarise key points
- Liaise with teaching staff on how best to carry out the exercise.

Staff

Before the group had heard the group discuss the 'Children', the following idea was put forward.

- On 20 March ask all members of staff to complete a template containing boxes 'ethos, values, current and what it should be' What 3 things are best about the school and 3 things which could be improved upon.

After they had heard the 'Children' group, the suggestions was put forward to distil the key themes and words,

David Forrester thanked the groups for their input and reported that a small team would be required to ensure that the structure for the day was in place. The team could carry on and finish the task if not completed on 20 March as each group may be at different levels of completion. A date would be set by email for David Forrester, Chris Moore, Tim Small and Andy Woods to meet.

ACTION: David Forrester

It was key that general questions were used and the emphasis on was what was important about the school. David was happy to give any advice or help and to be aware of the impact on what the groups do. He stressed not to steer too much and to document the process.

LEARNING TOGETHER

Due to time spent on this item, it was agreed to carry forward several of the agenda items to the next meeting.

5. PSA

Alex Clark fed back on the recent meeting she had attended on behalf of the Governing Body.

- The committee currently did not have a Chair, just a Vice Chair.
- Fund raising was going well and a great deal of money had been raised.
- The next meeting was scheduled for 4 March at 7.00 and a volunteer was required to attend the meeting to report back at the next meeting.
- 80's disco planned.

Chris Moore agreed to send a letter of thanks and support from the Governing Body to the PSA.

ACTION: Chris Moore

6. TRAINING

Chris Moore gave details of the pilot scheme for on line training consisting of 6 training modules. This would be e-mailed to governors.

ACTION: Chris Moore

7. REPORTS FROM COMMITTEES

Finance and Staffing - Approval was required to spend money from the Devolved Capital Budget for the following:

- £5,500 – Set of lap tops and trolleys to gain more access to ICT and enabling curriculum remodelling.
- £7,500 – Upgrading of ICT suite.

Approval was unanimous.

Rachel Goodchild reported that the Scarecrow competition would be held on 3-4 May this year and the theme would be real historical characters. Detailed information would be available soon.

8. DATE OF NEXT MEETING

The next meeting as previously reported would be the Inset Day on 20 March from 8.30 – 3.00 and details will be provided.