

Fearless Education

**PUCKLECHURCH CEVC PRIMARY SCHOOL
MINUTES OF GOVERNORS' MEETING**

14 OCTOBER 2010

PRESENT: Sally Baker Lisa Bannister Jon Bence
David Forrester Lance Foster James Gardner
Rachel Goodchild Caroline Sheppard Tim Small
Phil Wheatley Andy Woods Stuart Young
Clerk

VISITORS: Annie Smart Phil Owen

1. WELCOME/APOLOGIES

The Chair welcomed everyone to the meeting, in particular the new governors – Lance Foster, Parent Governor Lisa Bannister and Sally Baker Staff Governors, Phil Owen as an observer and potential Foundation Governor. Apologies were received and accepted from Rob Pizii.

Declaration of Interests – The PSA would be joining the meeting at 7.30 and Jon Bence may leave if considered appropriate at this time.

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

2. MINUTES FROM PREVIOUS MEETING (20 May 10)

The minutes of the previous meeting were accepted as a true and accurate record and signed by the Chair.

Actions - Discussion took place on the role of the governing body and how it could be more proactive and strategic. Following a lengthy discussion, It was agreed that proposals to be drawn up. James reported back on this action and recommended that policies were scrutinised by the relevant committees. The Chair of the relevant committee to present to the FGB to be either ratified or returned to the committee for further scrutiny. It was recognised that there would be exceptions to this, when some policies would have to be brought to the attention of the whole FGB for scrutiny. It was agreed that Phil Wheatley would review the list of policies and report back at the next FGB.

ACTION: Phil Wheatley

Tim Small arrived at the meeting at 19:15.

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

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The Head reported that along with Andy Woods, he would be meeting with Helean Hughes (SIP) on Monday 18 October. The topics being discussed were:

- Exit strategy for leaving Band 3 at the end of the Christmas term.
- Target setting for next year

Admissions – 31 out of the predicted 35 entrants joined the school which would effect the budget with a loss £8,000. A revised budget review was due to take place with the Local Authority at the end of November.

The Head advised that a meeting with Pat Casey and Tanya Smith was planned for the 4th November to discuss strategic asset management. This may well be focussed on admissions but it is hard to tell whether the LA is looking to increase or decrease our intake. The outcomes will be shared in the next HT report

ACTION: Head

The Head reported that when the information on the four sessions held with parents had been collated he would circulate to governors.

ACTION: Head

4. PSA SUPPORT/INVOLVEMENT

The New PSA Committee joined the meeting at 19:30, with the outgoing PSA Chair and the Committee outlining thoughts and ideas on to become a more effective body. It was agreed that improved communication channels would enable the PSA to operate more successfully. The Head and Committee put forward plans/ideas to improve the working of the PSA:

- Class Reps to be reintroduced and have two per class.
- Parent link worker to facilitate parental involvement and provide a link with PSA.
- Meeting / socialising room for parents
- Coffee mornings for year groups
- Celebrate 125 years of the school – Victorian theme suggested.

The PSA agreed to check their constitution, in particular reference to governor/staff attendance.

Rachel Goodchild offered to become the point of contact between the governors and the PSA. The Head pointed out that the role of the newly appointed Parent Link worker was directly aimed at providing a clear channel of communication and action.

The PSA Committee left at 19:50.

5. REPORTS FROM COMMITTEES

FINANCE AND STAFFING (minutes circulated previously)

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The Terms of Reference (previously circulated) were nominated for approval by Phil Wheatley and seconded by Lance Foster.

The Job Share Policy (previously circulated) was fully discussed. It was agreed to refer it back to the Finance and Staffing Committee to clarify and report back to the FGB at the next meeting:

(d) On receipt of the application the Governing body will have 28 days to either meet with the member of staff to discuss the proposal or agree to the job-share without a meeting.

PREMISES (minutes previously circulated)

The Terms of Reference (previously circulated) were nominated for approval by James Gardner and seconded by Jon Bence.

James Gardner reported that the Out of School Club was being run very well by the staff and the number of children attending had increased.

New Build – The Head and Chair of governors had attended an update meeting with the contractors, Cowlins and the Local Authority. Progress to date had been summarised and circulated to governors. The Contractors, Cowlins were working well with the school.

CURRICULUM AND MONITORING

The Terms of Reference (previously circulated) were nominated for approval by Andy Woods and seconded by Rachel Goodchild.

A discussion followed on how best to demonstrate to governors how well the school was doing. Different ways of presenting data was discussed in order to show progress or to flag up when not on target. The school had worked hard to present data in different ways and to give a balanced view, without getting caught up with too much detail. The SDP was considered an ideal basis and benchmark. It was agreed that this was a subject that should be discussed outside of the FGB.

6. TRAINING

Governors were requested to let the Clerk know which courses they would like to be booked on.

ACTION: All Governors

Rachel Goodchild to be booked on the Drug Awareness course on 16 November.

ACTION: Clerk

The Chair recommended that the “Roles and Responsibilities of Governors” Course was a good course for new governors to attend.

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7. SDP (circulated previously)

Parents comments from the four sessions would be collated and circulated to governors, as previously reported. The Head would circulate the amended SDP to governors for comment, along with summaries of the consultations from parents and children. If governors are able to email responses/ comments he would incorporate these into a final draft for sending to parents in early November.

ACTION: Head

8. GOVERNORS ROLES AND RESPONSIBILITIES

The Head, Chair and Vice Chair had met recently to look at the strategic direction of the school. They had also looked at the calendar for the year to schedule FGB meetings to enable information to feed into the meetings. Committee meetings had been scheduled wherever practicable, 2 weeks following the FGB meetings. Committee Chairs were requested to send minutes to the Clerk as soon as possible following the meetings.

The Core Team meetings would continue and the Head encouraged governors to attend where they are able.

The Governing Body was still short of 2 Community Governors.

Committee Membership would be updated and circulated.

ACTION: Clerk

9. NATIONAL PICTURE

.The Head reported on the National Picture and the emphasis on partnership and decentralisation with volunteering playing a big part.

In terms of education, this will mean more power to Heads (control of budgets). There would be a focus on standards – teaching and learning and curriculum freedom. There would be a reduction on bureaucracy – reducing layers of government. No extra money would be provided for Academies.

On 20 October the spending review would be announced with the likely impact on school budgets.

The Chair announced that this would be Rob Pizzi's last meeting and thanks were recorded for his input on the Governing Body.

The meeting closed at 20:55

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