

MINUTES

MEETING OF FULL GOVERNING BODY

Date: Thursday 1st April 2010
Time: 7pm

PRESENT AND WELCOMES

Charlotte Bennett [CB]	Liz Shillingford [LS]
Liz Foster [LF]	Justin Stone [JS] <i>Headteacher</i>
Jules Hoad [JH]	Coralie Tittley [CT]
Dan Jenkins [DJ] <i>Chair</i>	
Martin Rich [MR]*	Paul Cochrane [Clerk]

APOLOGIES AND ABSENCES*

Alan Burrows [AB], Maggie Bonfield [MB], Paul George [PG],
Russell Liley [RL], Angela Rogers [AR], Viv Ryder [VR]

1 DECLARATION OF ANY PERSONAL OR BUSINESS INTERESTS

None

2 TO AGREE AND SIGN MINUTES OF LAST MEETING

The minutes of the meeting on 9th December 2009 were AGREED and SIGNED by the Chair; minutes of 10th February to be corrected (5.1 - *Rebecca Cosgrove*) and signed at the next meeting.

Action (Clerk): Minutes to be signed at the next meeting

3 ACTIONS AND MATTERS ARISING FROM LAST MEETING

3.1 Any other matters arising
None

STRATEGIC DIRECTION

4 MATTERS BOUGHT FORWARD BY THE CHAIR AND HEADTEACHER

4.1 Headteacher's report

Refs: Head's Report (dated 1-04-10); Report of School Improvement Partner Visit 3 - Spring Term; Curriculum Subject Plan for Maths; Action Plan for Literacy; Action Plan for Science & Technology; Staff Meeting Schedule - Spring Term; Staff Meeting Schedule - Summer Term.

Pupil Numbers (item 1)

Numbers constant; resources available for children where English is an Additional Language [EAL] remarked.

Attendance (item 2)

New practice of recording attendance after 9am as 'unauthorised absence' has reduced actual attendance rate to only 84%; hard work required to improved attendance; ideas welcomed.

DJ: doctor's letters required? yes, if a child's attendance drops below 90%.

LS: termly award does encourage attendance; proposed bronze=87%, silver=98-99%, gold=100%; SUPPORTED; DJ: every absence

'unauthorised'? no, eg... music exams = 'education off site', dentist = 'medical'.

Section continues...

SEF Section 3 (item 3)

Complementary SIP report welcomed, but governors were concerned about the progress of Year 5 where the target was particularly challenging; Year 6 was 'on-track' but 3 children were 'borderline'; SIP agrees that Teaching and Learning is Good.

ACTION (All): Governors to review SEF Section 3 with the latest SIP report in mind.

ACTION (Clerk): Distribute SEF Section 3 with minutes

ACTION (All): E-mail any comments or questions on SIP report to DJ and JS

Staffing (item 4)

Recruitment of new MTA remarked.

School Improvement Plan (item 5)

Discussed in committee; latest news that St Peters have agreed to upgrade the ICT suite and provide ICT support; COMMENDED

KS2 boycott call (item 7)

Call from NAHT not to administer KS2 SATs tests; pros and cons discussed:

LF: why? data used to compare schools unfavourably and increased pressure on all concerned, narrows curriculum and focus for teaching; system is flawed.

LS: how measure without them? do tests, but send teacher assessments forward (like in KS1); KS1 watered down, KS3 gone, KS4 is GCSE; APP is now national standard and makes marking more reliable. LF: testing? life is like this. CT: does next school rely upon these results? no, West Exe re-tests; further opinions welcomed by e-mail.

ACTION (JS): Send powerpoint about boycott call to governors

Consensus that a boycott at this time was unfair to the children, staff and parents who have worked so hard for this year's tests; call should have been made in September; If 'yes' vote within LLC, school will follow.

5 UPDATE ON SELF-EVALUATION FORM AND SCHOOL IMPROVEMENT PLAN (JS)

Included in Headteacher's report (see 4.1 above)

6 BUDGET 2010-11 (LS & JS)

Ref: *Budget Projections (dated 17/03/2010)*

Finance committee recommend budget for approval; difficult to compare with last year as spreadsheet format has changed, but sub totals have been checked; projections based on assumptions about staffing; as much as possible has been carried forward in anticipation of a leaner settlement next year.

DJ: always bad in third year? currently over-spending by £20Kpa but other income and staff turn-over are usually favourable, the settlement will be different in future years too; DJ: supply cover and training out of step? mis-match with old report structure, some courses are funded.

Budget then AGREED; thanks expressed to JS and Sue Ferris.

ACTION (Clerk): Provide LF with tip-sheet on interpreting the budget monitoring statement

7 IMPROVING COMMUNICATION WITH PARENTS

7.1 Feedback on Governor Surgeries (DJ)

Upon reflection, the governing body should not become the voice of the parent body; roles and responsibilities did not allow this; instead, governors to meet parents at the Open Afternoon; Parent Support Adviser and Tax & Benefit Advisor would be invited as well to show the depth of the school's services; AGREED

Section continues...

...JS offered to hold *Coffee with the Headteacher* events, where he would lead a session on a particular topic each time; AGREED

ACTION (JS): Draw up schedule for *Coffee with the Headteacher*

7.2 Update on Questionnaire to parents (MB)

Questionnaire being collated by MB and VR; JS had provided the school-specific input requested >> **carry forward**

7.3 Governor Photo-shoot for website

Photos to be taken at the Summer meeting , outside >> **carry forward**

8 TO REVIEW POLICIES

None

ACCOUNTABILITY

9 SAFEGUARDING

9.1 Update on Common Assessment Framework [CAF] (MB)

JS has been trained in CAF procedures.

AR and JS have attended Level 3 Safeguarding Training.

9.2 Any other safeguarding matters

MB has audited CRB record keeping; MB to check CRB 'register' termly; CRB records for the caretaker and cleaning agency staff not inspected.

ACTION (JS): Where are the CRB clearances for contract staff?

Back gate to school playground is on-order.

10 **To receive reports**

10.1 Highlights from last Curriculum committee (MB)

- *Curriculum talk on Literacy by Lucy Bessant,*
- *Healthy eating*

JS: Some parents have complaining that their child are not getting their first choice from the menu; managing menu choices takes a lot of effort; ticket-based system proposed: 3 choices on menu - child issued one of 3 tickets; trial AGREED.

DJ: Do MTAs encourage children to eat? yes, as much as they can.

10.2 Highlights from last Finance committee (LS)

- *2010-2011 budget discussed*
- *New lettings charges agreed,*
- *Budget monitoring - carry forward £40,643, £38,968 unallocated*

10.3 Highlights from last Personnel committee (DJ)

- *Staffing changes, and*
- *Personnel policies*

10.4 SEN (CT & AR)

- *Bubblers - 22*
- *School Action - 9*
- *School Action Plus - 14*
- *Statements - 5*

Additional statemented child in Year 5 this term from another school; their support covered temporarily whilst dedicated TA is being recruited; remaining statement reviews have taken place; statement papers for a child in Year 3 being prepared; SEN Action Plan reviewed.

Visitors: Speech & Language Therapist, County Autism Team, Education Psychologist, Advisory Teacher for Behaviour and the Communication and Interaction Difficulties Team.

Section continues...

Training: TAs working 1:1 have completed Devon Induction Training; Asst SENCO has attended West Exe forums for SENCOs and for Autism & Communication; Asst SENCO has also attended training supporting her role.

SEN Governor thanked for her continuing support; SEN team and school eagerly await SENCOs return from maternity leave.

10.5 Children in Care (MB)

No children in care attending the school.

10.6 PTA

Teams sought for quiz night (7:30pm 14th May); DJ to be quiz master; £931 profit from Christmas Fayre; PTA Tea & Cakes event raised £100

GOVERNORS' BUSINESS

11 STANDARDS FOR GOVERNORS

How do Governors rate themselves against Ofsted guidance?

Opinions: sufficient to be satisfactory? higher objectives, innovation come from experience which the governing body does not have yet - school has changed, new head, new chair, systems are still developing; over-ambition can cause tensions and would change the atmosphere of the school.

What's good? relationship with staff; safe-guarding (MB has good grasp of that); challenging? perhaps not, but governors have input into systems that provide that [SIP, SEF, Performance Management]; better governor oversight of the curriculum in place now; FMSiS achieved early.

Weaknesses? working on improving communication with parents; governor encouraged to visit school, attend staff meetings; objectives to be set to address the weaknesses; **AGREED >>> on-going**

Conclusion: satisfactory with good elements.

12 OTHER GOVERNOR BUSINESS

12.1 Community Governor vacancies

Suggestions: LS: new team vicar at St Thomas?; LF: local Police Community Support Officer? MB: Sue Ebrington of the Global Centre?

ACTION (JS): approach minister of St Thomas Baptist church

ACTION (JS): approach Police Community Support Officer

MR: Open Afternoon or Summer Fayre would be good opportunities to invite the wider school community; governors could avoid being button-holed by the disgruntled by knowing school procedures; takes effort but can be positive; on the other hand, lack of interest can be taken to mean that the community is happy; community support agencies could be invited to add to the attraction >>> **carry forward**

12.2 Parent Governor vacancy

Elly Campbell has resigned for personal reasons; nominations to be sought at the Open Afternoon (Thursday 8th July); governors to have a stall and be available to explain role and responsibilities.

12.3 Staff-Governor social

Possible dates to be advised.

ACTION (JS & CB): which evenings/dates would suit the staff?

13 COMMUNICATIONS

None remarked

14 TO RECEIVE REPORTS OF VISITS & COURSES

- MB: Attended Science & Technology and Philosophy lessons; met with JS to discuss school demographics; reviewed CRB register with school administrator - 17/03
- LF: Meeting with JS and tour of school - 17/03
- DJ: Meeting with JS - 30/03
- LS: Visit to Reception class; meeting with with JS & School Administrator to finalise budget - 12/02
- CT: Class visits - 12/02, 5/03, 12/03 & 19/03
SEN reviews - 1/03
PTA AGM - 11/03
Review SEN Action Plan - 26/03 (+AR)
PTA Tea & Cakes event - 26/03

15 TO CONFIRM DATES OF MEETINGS NEXT TERM

- Curriculum Committee Plus - Wednesday 19th May 2010 @ 5:30pm
NB: Curriculum talk will be Science and Technology (CB)- all invited
- Personnel Committee - Wednesday 23rd June @ 12:30pm
- Curriculum Committee - Wednesday 16th June @ 5:30pm
- Finance Committee - Monday 28th June 2010 @ 6:30pm
- Full Governing Body - Thursday 15th July @ 7pm

Meeting closed at 8:49pm

Signature:

Date:

Paul Cochrane

Clerk to the Governing Body, St Thomas Primary School