

Minutes of the Extra Governing Body of Westrop Primary School
Wednesday 4th November 2009 at 7.00 pm

Present: Janet Urban (Head)
Dott Brown
Ian Durnin-Duffy
Alan Foley
Jane Greening
Graham Harris
Lisa Hale
Peter Rose
Graham Stephens
Becky Taylor
Jeremy Morland
Kris Whinney (Clerk for Nicola Beer)

Apologies: Barbara Burchett

1. **Election of Chair and Vice Chair**

Lynn Webb has resigned as Chair of Governors and from the Governing body. Graham Stephens was nominated by Janet Urban and seconded by Ian Durnin-Duffy. Graham has accepted the role until Sept.10

It was agreed that Dott Brown would remain as Vice Chair.

2. **Apologies for Absence**

Apologies were received and accepted from Barbara Burchett.

3. **Message from Peter Rose**

Peter thought a letter of gratitude and flowers from the Governors should go to Lynn Webb for all the hard work she has put in over the years. Governors agreed. A collection was made at the end of the meeting

ACTION: Graham Stevens

4. **Approving Minutes of Extra Governors meeting held on 13/10/2009**

Item 5.4 on last minutes needed to be amended should read three committees, Finance and Staffing, Premises and Curriculum. Once this has been changed minutes can be approved.

ACTION: Nicola Beer

5. **Matters Arising**

No matters arising from the last Governors minutes.

6. **Governors' Constitution**

Peter reported back

- Item 2 - Still 12 Governors needed
- Item 3.2 - Statement of what is expected of Governors – 1 – 1.30hrs per week.
- Item 4.1 - Structure – will now be Finance and Staffing, Curriculum and Premises ----- Advisory Board for Children’s Centre
- Item 7 - Onwards – Reflects terms of reference and Children’s Centre Budget to work along side school.
- Item 8 - New curriculum – Peter thanked Jeremy for all his hard work. Graham (S) and the other governors thanked Peter for all his work on the constitution.

7. **Allocation of People / Skills to Roles**

The sub-committees have been re-arranged as follows:-

<u>Finance and Staffing</u>	<u>Curriculum</u>	<u>Premises</u>
Peter Rose (Chair)	Jeremy Morland (Chair)	Dott Brown (Chair)
Ian Durnin-Duffy (Vice chair)	Graham Stevens (Vice chair)	Lisa Hale (Vice chair)
Alan Foley	Graham Harris	Ian Durnin-Duffy
Becky Taylor	Becky Taylor	Sonia Martin
Barbara Burchett	Janet Urban	Janet Urban
Janet Urban	Lisa Hale	Jane Greening

8. **Agree Activities Calendar**

Calendar agreed upon.

It was decided that the Traffic Lights system of Red, amber and green would be put into place, the same as the Swindon Borough RAG status.

9. **School Improvement Plan**

Topic areas - Need to revise 08/09 version

Look at it in the curriculum meeting 19/11/2009.

Curriculum members to talk through by telephone before this meeting.

10. **Self Evaluation Form**

Janet, Becky and Graham (H) are working on a new version – It was agreed that all the governors were to be actively involved in producing this form.

Janet will circulate the work produced so far prior to next full Governing Body meeting

ACTION: Janet Urban

11. **AOB**

Governor support has agreed that the Community governor vacancy can be filled by another parent. Also that a LEA representative is being looked for via Ward Councillors.

Graham asked that before Full Governors meetings the governors receive copies of the Headteacher report, this gives everyone the time to read through and make notes of any questions or queries. From next year committees will be two weeks before a full meeting so that minutes can be circulated and read in good time. Current dates for committees to stand.

Graham said that Safeguarding and Equality of opportunity should be a priority at present as we are due an Ofsted inspection.

Graham asked to be informed of AOB to be discussed before the meeting so that timings can be organised.

Next Meeting - 19th November 2009 7.00 pm

Approved by the Chair _____ Date: _____
Graham Stevens (Chair)