

Minutes of the Governing Body of Westrop Primary School
Thursday 19th 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 (Chair)
Becky Taylor
Jeremy Morland
Nicola Beer (Clerk)

Apologies: Barbara Burchett

1. **Apologies for Absence**

Apologies were received and accepted from Barbara Burchett. All other governors were present.

2. **Declaration of Pecuniary Interests**

The following pecuniary interests were declared:

Lisa's stepfather carries out decoration work in the school.

3. **Minutes of Meetings held on 15th September and 4th November 2009**

The minutes of the meeting held on 15th September were accepted as a true record and signed by the Chair with the following amendment:

Agenda Item 7: Amend 'sub-committees' to 'committees'.

Minutes of 4th November - As the minutes on the meeting were not circulated until shortly before the meeting, governors had not had a chance to review and were asked to read in the next couple of days and report back any matters arising to Graham. Minutes will be signed at the next Full Governors Meeting.

ACTION: All Governors

4. **Matters Arising from the Minutes**

The following matters were arising from minutes of the last meeting:

4.1 Minutes of 15th September

Agenda Item 8.1: Link Governors – Due to Lynn's resignation, Lisa will now be the Reception Class link governor. The school website has been updated. Nicola to notify Governor Support.

ACTION: Clerk

Safer Recruitment Training – Due to Lynn’s resignation, Graham (S) checked that we have an adequately trained governor for safer recruitment. It was confirmed that Jane and Ian have completed the training.

Agenda Item 8.6: Breakfast/After school club – Graham (S) asked what action had been taken to increase numbers? Janet confirmed that Mandy, the Breakfast club manager has started to do questionnaires with children and parents. Graham (S) asked for feedback at the next meeting.

ACTION: Janet

8.10.3 – FMSIS – staffing and finance committee have worked through the draft report issues and all these will be addressed. Janet has recommended that the Audit committee talk to the Finance Committee at a future committee meeting.

ACTION: Janet

14.1 Review of committees – this was reviewed at the extra governing meeting held on 4th November.

5. Noting minutes of the Committee Meetings

(i) Premises

Minutes of the meeting held on 21st October and 17th November were circulated prior to the meeting and the following points were raised:

- 5.1.1 Lisa circulated a draft letter she had prepared to Park for governors’ comments. Graham (S) thanked Lisa. Graham (S) will add a sentence about completion of CRB checks before appointment. Lisa will email to Graham (S), and Janet and Graham (S) will amend and issue.

ACTION: Lisa, Graham (S) & Janet

Governor’s agreed that the caretaker would be appointed through Park, but if there are any further issues then the school will independently recruit a caretaker. In order to do so, Ian suggested getting a pay scale from the Borough and job descriptions. Ian will obtain and email to Janet.

ACTION: Ian

Graham (S) thanked Graham (H) for dealing with the situation with regard to the new caretaker.

- 5.1.2 Graham (S) thanked governors for the detailed minutes and thorough walkabout.

(ii) Staffing & Finance

Minutes of the meeting held on 9th November were circulated prior to the meeting and the following points were raised:

- 5.2.1 New school pay policy - will be discussed later in the meeting.
5.2.2 School Improvement Plan – will be discussed later in the meeting.
5.2.3 Graham thanked governors for the detailed minutes.

(iii) Curriculum

The newly created Curriculum committee will meet next Monday.

6. Head Teacher's Report

A written head teacher's report was circulated prior to the meeting and the following comments were raised:

6.1 Single Centre Record which holds details of every member of staff, governor, and helper is up to date. Janet has received a request this week to take copies of passports for every record. Graham reiterated the importance this is up to date as ½ day of an Ofsted inspection is used to check this.

6.2 Co-ordinator roles continue to develop – Janet confirmed that the levels have been improved throughout the school. Graham (S) asked if co-ordinators are rigorously being held to account for standards? Janet confirmed yes.

6.3 Graham (S) asked if governors understood the learning logs? A few governors were unsure, so Graham (H) outlined the use of learning logs. Ian asked if it's aimed at individual learning, and Graham confirmed it is personalised learning. Graham (S) asked if there is a reward system in place? Graham (H) confirmed that other than house points there is not, but it may be worth considering for the future.

6.4 SEF – Most of this is now complete and all statements are in. Graham (S) produced a draft for the role of the governing body as a contribution to the SEF and put together a paragraph on the leadership and management section. Governors approved the paragraph and Janet will insert into the SEF.

ACTION: Janet

6.5 SEN Report to parents – Governors felt it is a comprehensive report. Janet to ask Tara to amend the document so the SEN link governor is now Graham (S). Governors approved and the document will be issued. Nicola to notify Governor Support of the change in SEN link governor.

ACTION: Janet & Clerk

6.6 Every Child Matters – Janet circulated Every Child Matters document to all governors prior to the meeting. The format and content are good. Under child protection, Graham asked for a link governor for safeguarding as Lynn previously held the role. Ian confirmed he is happy to take on the role. Peter asked where is this document held? Janet confirmed it will go in to the School Improvement Plan and will also be put on the website. Nicola to notify Governor Support of the change in link governor for safeguarding.

ACTION: Ian, Janet & Clerk

6.7 Graham (S) suggested that the Governing Body have a 'training governor' to monitor governors' training. Graham (S) agreed to take on the role. Graham asked for all governors to email training course details of what they have completed. Lisa will email a training matrix to Graham for governors to complete. Nicola to notify governor support of the training link governor.

ACTION: Graham (S), Lisa & Clerk

6.8 Ladybird Update – Jane advised governors that the 'Together for Children' 1st inspection/visit will be held on 1st December. The purpose of this inspection is to show that the centre is working towards all areas. Jane has completed a

business plan and the service levels are currently being worked on. Lisa said that the feel in the community with younger parents is very positive. Graham (S) congratulated Jane on the success. Janet to email to governors the Children's Centre report.

ACTION: Janet

Peter advised governors that we need to monitor the supply and demand of the Centre. Janet confirmed that the major issue with this is with regard to finance. If there is more demand they will need to apply strict criteria on age and postcode. There will be a point when more recruitment will need to take place and Janet will need to investigate how the budget could be increased as the centre is currently on the lowest budget scale. Ian asked for a session at the Full Governors meeting about budgetary pressures and what the governing body can help to do about the issues. To be added as an item on the next agenda.

ACTION: Jane, Janet & Clerk

7. SIP

7.1 The governing body split into 3 groups to discuss various aspects of the school improvement plan. The groups were as follows:

7.1.1 Group 1 Premises - community cohesion, children's centre reception KS1 development play areas, new school library, community links – led by Janet.

7.1.2 Group 2 - Finance & Staffing Committee - Tracking, PE, MFL - led by Graham (H).

7.1.3 Group 3 – Curriculum - Writing, Learning tools, gifted and talented – led by Becky.

7.2 Governors and leadership team felt the outcomes of the discussions were very focused and it has been an opportunity for governors to get a grasp of what SIP is about.

7.3 Group 1 – Worked through premise related aspects. Community links, community cohesion i.e. global week, different cultures in community, linking with other schools in other countries. Educating awareness. Children's centre, develop KS1 play area – add path between play areas. New school library – books expensive and need to find a way of expanding capabilities of library. Investigate match funding in businesses.

7.4 Group 2 – The group looked at the key issue of the need to improve. They looked at the workbook and Graham (H) has developed a tracking system that links to IT tools that the teachers now have that monitors the progress the children are making. This is updated termly by teachers. Graham (S) asked how do the leadership team know the teacher's assessments are accurate? How they can be checked? How often the SLT meet with the pupil's books? How often the SLT check and monitor the gifted and talented or SEN and the progress they are making each term? Janet advised that it was trialled last year and further improvements have been made this year, which has given teacher's the ownership and understanding of children's progress. It is programmed into the calendar to work with teachers in key areas of numeracy or writing.

7.5 Group 3 – looked at use of tools to enhance learning and curriculum. Jeremy advised it was interesting to learn what the learning approaches were and the

tools being used which feeds in well to the learning logs. Jeremy queried whether 6 and 7 in the SIP were outcomes rather than actions? Gifted and talented – all explanatory on how standards are reviewed and applied. Jeremy felt that SLT, pupils are involved in the impact, but how do parents know what the children are doing? Raising standards in writing. The point of '80% to improve in 2 sub-levels', Jeremy asked what this is benchmarked against? Janet confirmed it is benchmarked against 65% this year.

7.6 It was felt there was a need to put together a glossary to understand the abbreviations.

8. **School's Strengths and Areas for development**

8.1 Areas for development: - ensure two levels of progress across KS2, improve writing in boys, improve mathematics results in Yr 6, increase number of children achieving level 3 in KS1. The school is aware of all these areas and are continually looking to develop.

8.2 Strengths – Every Child Matter agenda, care guidance and support, SEN children make more than the recommended progress, creative curriculum, lot of IT and PE.

9. **SEF**

Discussed earlier in the meeting.

10. **SAT's**

10.1 Targets have not yet been set for current Year 6 or for Yr 6 in 2011. These will be in place for December.

ACTION: Janet

11. **Endorsement of new school pay and staff structure**

Peter circulated the new school pay and staff structure to all governors prior to the meeting. Ian asked if there is a pay policy for support staff? Peter confirmed it is inclusive and there is no variation.

Governors approved the document.

12. **Endorsement of revised Scheme of Delegation**

Peter circulated the Scheme of Delegation to all governors prior to the meeting and governors approved the document.

13. **PTA Update**

13.1 Dott attended a recent PTA meeting and advised governors there are currently 14 members on the committee. The PTA are keen their voice is heard and Dott advised them that anything can be communicated to the Governing Body via herself.

13.2 Graham offered to attend a future meeting and thanked Dott for attending.

14. **Governor Visit - Student's 'views' of Westrop**

14.1 Jeremy visited the school today and spoke to boys about writing. He sat in on Year 5 and Year 6 learning and was impressed with a real buzz of learning. Jeremy thanked both Becky and Graham (H). Jeremy sat with 6 students in both classes and asked for honest views on what they liked about the school through a discussion based exercise. The positives of the school were there are great clubs and lots of extra curriculum activities.

14.2 Graham (S) thanked Jeremy for his visit.

14.3 Lisa suggested that once a term a governor prepares an article in 'the day in the life of a governor' to give parents a greater understanding of their roles in school. Governors felt this was a good idea and Lisa will prepare the first article.

ACTION: Lisa

14.4 Graham asked if governor's visits need to be more focussed? Governors should think and report back to the next meeting.

ACTION: All Governors

15. **Correspondence**

15.1 All Governor Support correspondence has been circulated via email.

15.2 No further items of correspondence have been received.

16. **Any Other Business**

16.1 Ian advised governors that he came into school for global week and the event was very good.

16.2 Ian advised governors how the breakfast Club and after school is looking fantastic at the moment.

16.3 Could all governors send profiles to Graham to put together a governor paper to send to parents.

ACTION: All Governors

MEETING CLOSED AT 9.15 PM

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