

Minutes of the Governing Body of Westrop Primary School
Tuesday 9th February 2010 at 7.00 pm

Present: Janet Urban (Head)
Dott Brown
Alan Foley
Jane Greening
Graham Harris
Lisa Hale
Graham Stephens (Chair)
Becky Taylor
Jeremy Morland
Nicola Beer (Clerk)

Apologies: Peter Rose
Ian Durnin-Duffy

1. **Apologies for Absence**

Apologies were received and accepted from Peter Rose and Ian Durnin-Duffy. 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 19th November 2009**

The minutes of the meeting held on 19th November were accepted as a true record and signed by the Chair.

4. **Matters Arising from the Minutes**

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

4.1 Agenda Item 10.1: SAT's targets – Jeremy asked if targets had been completed and whether they could be made available? Janet confirmed they had been set and would be available to governors. Jeremy asked if they would be reviewed with the extra intake? Janet advised that would not be altered with the additional intake.

5. **Noting minutes of the Committee Meetings**

(i) **Premises**

Minutes of the meeting held on 27th January were circulated prior to the meeting and the following points were raised:

5.1 Janet advised governors there were issues with the caretakers that have been in place in recent weeks. Park Cleaning has been notified. As a result there have been days without a cleaner and the staff have had to secure the buildings. Park Area Manager and Janet are working on resolving this urgently.

5.2 Graham (S) asked how long the school was contracted with Park? Janet confirmed that one month's notice is required to terminate the contract.

(ii) **Staffing & Finance**

This was discussed and recorded separately.

(iii) **Curriculum**

Minutes of the meetings held on 23rd November 2009 and 18th January 2010 were circulated prior to the meeting.

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 Lisa asked how successful has golden time been? Janet confirmed it is working well and children understand they have to put effort in all week and those children who earn golden time go to the new classrooms and choose an activity to complete.

6.2 Curriculum – maths conference in Exeter. Becky confirmed it was excellent. Janet advised governors not all training has been as good.

6.3 Graham (S) will give Graham (H) some literature on Boys' attainment.

ACTION: Graham (S)

6.4 SIP – Jeremy asked who has appointed the tutors for 1:1 tuition? Janet advised current staff are undertaking the tuition.

6.5 Graham (S) asked Janet if she could give a progress update on writing in the next Head's report.

ACTION: Janet

7. **Children's Centre Report**

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

7.1 Graham (S) thanked Jane for a comprehensive report which has given governors a better understanding of what the centre offers.

7.2 Lisa asked if the heating problems have been resolved in the snagging? Jane confirmed it is better, although not perfect. The site manager has taken on responsibility for getting the under floor heating corrected following a meeting with Janet, Jane and the Quality Assurance representative.

7.3 Following a designation visit all objectives had been met and Ladybirds has become a designated 'sure start' centre.

8. **Westrop Curriculum**

Minutes of the meeting held on 23rd November 2009 and 18th January 2010 were circulated prior to the meeting.

Lisa gave an overview to governors on how she has gained an understanding of the national curriculum and how Westrop are aiming to create a creative curriculum that motivates pupils.

9. **Northview**

(i) **Feedback from Cabinet Meeting re. proposed closure**

This was discussed and recorded separately.

(ii) **Staffing & Finance**

This was discussed and recorded separately.

10. **Review Membership of Finance/Staffing Committee**

10.1 Graham asked that all governors send their apologies prior to the meeting to Nicola.

ACTION: All Governors

10.2 Following Barbara's resignation, Graham (S) will join the Finance & Staffing committee.

ACTION: Graham (S)

10.3 Dott will be on standby should another governor be required due to absences.

ACTION: Dott

11. **Governor's Training**

11.1 Lisa has produced a matrix to record all governors training. Lisa will circulate to governors to update.

ACTION: Lisa

11.2 Janet asked all governors to make use of governor support training.

ACTION: All Governors

12. **Membership of the Governing Body - vacancies**

12.1 Graham (S) advised governors that Barbara Burchett has resigned. There are now two LEA governor vacancies and one community governor vacancy.

12.2 Graham (S) will ask local community members and Janet will ask frequent visitors in school if they are interested in filling the roles.

ACTION: Graham (S) & Janet

12.3 Jeremy asked if the LEA have a responsibility to give some support with the current issues of expanding the school? Graham will follow up with Governor Support.

ACTION: Graham (S)

13. **PTA Update**

Dott updated governors on the recent events organised by the school PTA:

- 13.1 A Christmas fayre was held in December.
- 13.2 There will be a children's valentine disco on Thursday.
- 13.3 A PTA breakfast has been organised next term.
- 13.4 A cake stall will be held this Friday.
14. **A 'Site Manager' for Westrop**
- 14.1 Given the problems with the cleaner, Graham (S) suggested employing a site manager independent from Park. Janet confirmed the two cleaners employed through Park do a reasonable job and if there is absence, Park have the responsibility for providing a replacement cleaner. Graham (S) will contact Janet to discuss this in the short term. Governors felt it would be worth investigating an independent site manager and the cleaners remain employed through Park.
- ACTION: Graham (S) & Janet**
- 14.2 Graham (H) suggested investigating funding for covering the maintenance and cleaning of the extra space which will be needed for the expansion.
- 14.3 Janet said there has been some interest from people for the role.
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 Graham had taken some flowers and a card to Lynn to thank her for her time as governor.
- 16.2 Janet recommended to governors that the school changes it's finance team from Local Authority to FS4S (Finance Services 4 Schools). Janet set out her reasons and Governors approved the change which will take effect from the new financial year.

ACTION: Janet

Clerk left the meeting and Agenda Items 5 (ii) & 9 were discussed.

MEETING CLOSED AT PM

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