

Minutes of the Governing Body of Westrop Primary School
Monday 20th September 2010 at 7.00 pm

Present: Janet Urban (Head)
Dott Brown
Ian Durnin-Duffy
Alan Foley
Jane Greening
Graham Harris
Lisa Hale
Julie Nurden
Katie Reynolds
Peter Rose
Nicola Beer (Clerk)

Apologies:

Since the last Full Governors meeting, Graham Stephens and Jeremy Morland have resigned as governors.

Dott advised governors that a new LEA governor, Marilyn Stott, has been identified by Governing Support. Dott has made contact with Marilyn and governors are happy for her to join the Governing Board as LEA governor. Dott to notify Governor Support to proceed with LEA governor approval process.

ACTION: Dott

1. **Apologies for Absence**

All governors were present at the meeting.

2. **Election of Chair and Vice Chair**

The Clerk informed the Governing Body that Peter Rose and Dott Brown were willing to stand as Chair, although Dott would prefer to remain in the role as Vice Chair for a further year. The governing body voted unanimously to elect Peter as Chair of Governors and Dott as Vice Chair.

The meeting was handed to Peter to continue.

On behalf of the Governing Body, Peter thanked Graham and Jeremy for all their efforts last year and will write personally to both of them.

ACTION: Peter

3. **Declaration of Pecuniary Interests & Completion of Register for 2010/11**

The following pecuniary interests were declared:

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

3.2 SG11 Form was circulated to Governors prior to the meeting to complete for 2010/11 and return to the Clerk. Any outstanding forms should be completed and returned to the Clerk via the school office as soon as possible.

ACTION: All Governors

4. **Minutes of Meeting held on 22nd June 2010**

The minutes of the meeting held on 22nd June 2010 were accepted as a true record and signed by the Chair.

5. **Matters Arising from the Minutes**

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

- 5.1 Agenda Item 5.1.1 – Janet advised governors that the cleaning company had been taken over during the summer. Unfortunately, the quality of weekly, monthly and deep clean is not to standard and a meeting has been arranged for Janet to meet the new company management and employees tomorrow to discuss how this can be improved going forward. Ian asked whether Martin could do the supervisory spot check as part of his role as caretaker? Janet advised that payment has been withheld until standards are met. Lisa also advised she is happy to set up a visual standards document.
- 5.2 Agenda Item 5.2.3.1 – FMSIS sign off. Peter attempted to set up a meeting with the head auditor at the end of last term, but without success. The procedure will need to be carried out this year.
ACTION: Peter
- 5.3 Agenda Item 5.2.3.2 – investigate FSFS managing the school payroll with effect from the beginning of the next financial year. To be carried forward.
ACTION: Janet
- 5.4 Agenda Item 5.2.4 – Statement of Internal Control. Janet will check with Kris to see if Graham (S) signed the document.
ACTION: Janet
- 5.5 Agenda Item 5.2.10 – Finance meeting still outstanding. To be carried forward.
ACTION: Ian
- 5.6 Agenda Item 5.3.1 – Staff to join Curriculum committee – to be discussed later in the meeting.
- 5.7 Agenda Item 6.3.1 – MUGA. David Lane has contacted the school last week to ask whether the school is still interested. Ian to investigate and will report back at the next Full Governing Board meeting.
ACTION: Ian
- 5.8 Agenda Item 6.3.2 – SAT's results have been circulated and will be discussed later in the meeting.
- 5.9 Agenda Item 6.5 – SIP working party – will be discussed later in the meeting.
- 5.10 Agenda Item 12.5 – Voluntary contributions paragraph to be put in the newsletter. Janet advised governors this will be communicated in the next newsletter, and informed the Board that the school has provided financial support for 8 children who are attending the residential in October.
ACTION: Janet
- 5.11 Agenda Item 13.1 – PTA summer fete – completed.

6. Noting minutes of the Committee Meetings

No Committees have met since the last Full Governing Body meeting. However, Chair of Governors informed governors of the following points:

- 6.1 **Premises** – Dott advised the building work was finished on time. The SEED challenge money had been agreed for electrical work and some work has already been carried out.
- 6.2 **Finance & Personnel** – An additional meeting was held to adjust the ISR for school. All completed and the Children's Centre budget has been broken out of the main budget and needs closing off.
- 6.3 **Curriculum** – no meeting since the last FGB meeting.

7. Head Teacher's Report

Janet circulated a written head's report prior to the meeting and the following points were discussed:

7.1 Number on roll – Total 237

Janet explained to governors the new split of year groups and how the decision had been made to split by friendship groups, after looking at alternative options of ability and age splits.

Rec	1	2	3	4	5	6
37	24	35	26	28	39	48

Organised in the following classes:

	Coral	Seahorse	Starfish	Dolphins	Tigers	Lions	Eagles	Falcons	Kestrels
	24	24	24	24	26	28	28	29	30
R	24	13							
1		11	13						
2			11	24					
3					26				
4						28			
5							28	11	
6								18	30

Lisa asked how the class structures are working? Janet confirmed very well and a lot of positive comments have been received from children and parents. Northview children have settled in well. Lisa informed governors she had received feedback from the split classes and a lesson should be learned on good communication. Many parents felt that after discussing concerns with the leadership team they were put at ease, but a parent's meeting to communicate the changes could have possibly avoided these concerns.

Peter recommended a 6 month review on the changes that have happened. Governors felt this would be a good idea and Janet/Peter to arrange.

ACTION: Janet/Peter

7.2 Child Protection

Janet advised there has been an increase in the number of CP cases and conferences. Janet confirmed that the Governing Board needed to appoint a designated Child Protection Governor, which will be agreed later in the meeting with the link governor roles.

Many other families are supported through TAC / CAF meetings which involve a variety of agencies. Janet advised that staff are attending the meetings, which has an impact on staff time. Ian asked if there is an impact on the children? Janet advised that at the present time no, but confirmed it is early days.

7.3 SEN

Janet advised the register is still being compiled however there has been an increase in the number of children at school action plus and with statements. Extra hours have been given to the SENCO to process paperwork which is outstanding from the children who have transferred.

The school has requested from the LA, further Educational Psychologist time as our list of children to be seen / reviewed has increased.

The list of children on school action has increased dramatically as the majority of children who have transferred have many gaps in their learning of numeracy and literacy and are below age related expectations.

Ian asked if there is a move to remove SENCO in primary schools. Janet confirmed not at Westrop.

7.4 Attainment

Janet advised governors that staff have worked very hard to assess the attainment levels of our new children. These levels were moderated by the Leadership team and then were moderated by the LA and in the majority of cases the levels given by Westrop have been ratified. Unfortunately the levels given to Northview parents at the end of last term are significantly different. These levels were too high.

The leadership team will be having parent meetings for all these families in the next few weeks to establish a baseline attainment level in numeracy and literacy and to establish an action plan for the way forward.

This challenge will have a significant impact on the use of TA / release teacher time. Interventions will have to be very specific to enable children, particularly in Year 6, to achieve their potential.

Peter asked if LA moderated all the children or a sample from Northview? Janet confirmed all children were assessed. Peter asked if the same framework at the LA and in school is used in moderating? Janet confirmed it is.

7.5 1:1 Tuition

Janet advised governors the school currently have funding for 13 children to have this extra help. The LA has asked the school to apply for further funding to extend this provision.

7.6 Every Child a Writer

A new project for 1 year involving Yr 3 and 4 teachers. This gives them support from a group of other teachers including a lead literacy teacher. It also provided funding for 6 children to have 1:1 tuition.

7.7 New Staff / Pupils

Janet advised the new staff have settled in well and have made a good start to their time at Westrop.

Transition of new pupils from Northview has so far been very successful. The children are happy and have started to make new friends. Very positive comments from the children and their parents have been received.

No. of staff = 34

Head	1
Deputy Head	1
KS Leaders	2
SENCO	1
Teachers (3 p/time)	7
Part time release teachers	2
Admin	2
Teacher Assistants	13
Ladybird CC	5

Given the staffroom is now too small to accommodate all the staff, the school is currently experimenting with new systems to ensure everyone gets a drink / sits down at breaktime/ lunchtime.

7.8 New Buildings

Janet advised the new buildings were finished on time. Staff were very grateful for the extra TD Day as without this they would not have been able to make the classrooms ready for the children.

Governors were informed there are many issues to pick up from the building including many items which remain as snags.

Janet and governors were very grateful to all the staff who remained patient and relatively calm during those 3 days. Without the team spirit and the hard working staff the school would not have been ready.

The furniture and equipment received from the Northview site has been put to good use for the benefit of all the children.

7.9 Finance

Janet advised governors the transfer of capital funding from Northview has not been fully received yet.

7.10 Observations and Pupil Progress Meetings

Janet advised the schedule for these has been set and all teachers will be observed once this term. Pupil Progress Meetings have been set for each class at the end of this term.

7.11 Topics Term 1

Reception	Old Bears Toy Box
Rec / Yr 1	Old Bears Toy Box
Yrs 1 and 2	Victorian Time Chest
Yr 2	The Vile Victorians
Yrs 3 and 4	What a Load of Rubbish!
Yrs 5 and 6	Ancient Egypt

8. **SAT's results**

The SAT's results were circulated to governors prior to the meeting.

Janet was very pleased with KS1 and KS2 results, and informed governors value added should go up significantly. Janet advised the results are accurate and considering difficulties and very rapid progress children needed to make in KS2, the children have done very well.

Peter compared the results with last year, and felt the school had turned a corner. Two levels of progress in English and Maths was a significant difference. Statistics will be shared at curriculum committee over the whole school of children who didn't make two sublevels of progress, which is significantly lower than last year. Peter thanked all staff and was pleased all the work and effort has paid off.

9. **Review Expanded School**

This has been discussed earlier in the meeting.

Governors asked Janet if there were any actions still outstanding. Janet confirmed that the school sign outside on the main road still needs to be installed and white lines in car park will give additional parking. Janet advised governors there is a final meeting with Local Authority next Monday, and these issues will be raised then.

ACTION: Janet

10. **Mixed Classes**

This has been discussed earlier in meeting.

11. **Policy Updates**

Policies were circulated prior to the meeting and the following have been updated and adopted:

- Race Equality
- Disability Equality
- Accessibility Plan
- Gender Equality
- Community Cohesion

Graham asked if the Race Equality policy accounts for any race minority changes? Janet confirmed it is adequately covered.

Ian asked if there are any new accessibility routes we need to be aware of? Janet confirmed only new routes around the building.

12. **School Improvement Plan**

Governors discussed how a working party with representation from each committee could be put together to help and support Janet. Janet and Graham have been working on the Plan but would not like the working party to reconvene too soon. Peter suggested next term which Janet and Graham agreed.

Peter proposed an extended session late afternoon in Term 2 and asked governors if they had any thoughts on SIP to go direct to Janet.

ACTION: All Governors

13. **Review Constitution**

Peter advised governors the Constitution was last reviewed in Autumn 2009. Pete has reviewed it this year and no further changes are required. Governors approved and the Constitution was adopted.

14. **Review Financial Scheme of Delegations**

Peter advised governors the Scheme of Delegation was reviewed earlier this year and adopted for this academic year. Governors approved.

15. **Governing Body Year Planner**

The Clerk circulated the model Governing Body Year Planner to all governors prior to the meeting. Janet recommended Governors refer to the document as a reference guide, which should be used in committee meetings. Peter agreed to look at the standard items and requested Chairs of committees look and tick all the boxes for their areas of responsibility.

ACTION: All Governors

16. **Ladybird Centre**

Jane circulated a written report and a copy is attached to the minutes.

- 16.1 Jane advised governors the biggest challenge is to keep families in outreach villages.
- 16.2 Janet confirmed that the Centre is doing very well and to achieve full core offer in such a short period of time is excellent. Janet and Peter thanked Jane and all the team for their amazing efforts.
- 16.2 Jane has started studying for NPQ ICL.
- 16.3 Pete asked how is the supply and demand for the Centre? Jane confirmed at the moment it works well with the finances, but if the Centre goes out to the villages, then this will become more expensive. Jane is working hard to get everything into the Centre. Janet said there may be an issue for funding for parent support advisors as Government funding may stop in 2011, which will leave the school and cluster with an issue, which will need to be managed.

17. **Review Sub-Committees**

17.1 **Sub-committee Structure/Membership – Appoint Chairs & Vice Chairs**

The following sub-committees were agreed and Chairs and Vice Chairs were appointed:

Premises Committee:
 Dott Brown (Chair)
 Lisa Hale (Vice Chair)
 Jane Greening
 Sonya Martin (Associate)
 LEA Governor
 Janet Urban

Finance Staffing & Pay & Performance:
 Ian Durnin-Duffy (Chair)
 Peter Rose
 Katie Reynolds
 Alan Foley
 Janet Urban

Curriculum Committee:
 Lisa Hale (Chair)
 Graham Harris
 Julie Nurden
 KS Leaders
 Janet Urban

17.2 **Link Governor Roles**

The Link Governor Roles for 2010/11 are as outlined below:

<u>Link Governor Subject</u>	<u>Staff</u>	<u>Governor</u>
Child Protection	Becky Taylor	Julie Nurden
Numeracy	Cindy Acres	New Governor

Literacy	Heidi de Wolfe	Lisa Hale
Gifted & Talented	AN Other	Ian
SEN	Tara Griffiths	Pete Rose
PTA		Lisa Hale
Ladybird		Dott Brown

Class link governor roles were agreed as follows:

<u>Class</u>	<u>Staff</u>	<u>Governor</u>
Coral	Tara Griffiths	Katie Reynolds
Seahorse	Heidi de Wolfe	Julie Nurden
Starfishes	Sara Osborne	Peter Rose
Dolphins	Fiona Christopherson/Judith Kingdon	Alan Foley
Tigers	Becky Taylor	Lisa Hale
Lions	Danielle Hunt	Alan Foley
Eagles	William Webb	Ian Durnin-Duffy
Falcons	Graham Harris/Laura Oakley	Katie Reynolds
Kestrels	Cindy Acres	Dott Brown

18. **Dates of Sub-committees**

Dates for the Sub-Committee meetings for 2010/11 are:

Term 1

Finance, Staffing and Pay & Performance - Monday 1st Nov at 7.00 pm
Premises – Wed 3rd Nov at 8.45 am
Curriculum – Tues 2nd Nov at 4.00 pm

Term 2

Finance, Staffing and Pay & Performance - Monday 21st March at 7.00 pm

Term 3

Finance, Staffing and Pay & Performance - Monday 6th June at 7.00 pm

19. **Dates of Full Governing Body meetings for 2010/11**

Full Governing Body meetings will be held on the following dates:

Monday 15th November 2010
Monday 7th February 2011
Monday 4th April 2011
Monday 20th June 2011

All meetings will start at 7.00 pm.

20. **Correspondence**

20.1 Governor mailings have been sent to governors electronically.

21. **Any Other Business**

21.1 Janet will set up a governor's visitor book. Could all governors please sign the book when visiting the school.

ACTION: All Governors

21.2 Peter thanked all staff from Westrop and Northview for all their efforts which has resulted in a smooth transition of Northview pupils to the school. A short note will be placed in the Link. Janet to draft.

ACTION: Janet

21.3 Katie would like to spend more time in the school. Janet said Katie she would be very welcome in school and suggested emailing teachers direct to arrange dates.

21.4 Lisa will circulate the training matrix. Could all governors please update and return to Lisa.

ACTION: All Governors

21.5 Ian asked if Janet has any issues with people not being CRB checked. Janet confirmed no issues have arisen.

MEETING CLOSED AT 9.00 PM

Approved by the Chair _____ Date: _____
Peter Rose (Chair)