

Minutes of the Governing Body of Westrop Primary School
Monday 4th April 2011 at 7.00 pm

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

Apologies: Lisa Hale
Alan Foley

1. **Apologies for Absence**

Apologies were received and accepted from Alan Foley and Lisa Hale. All other governors were present.

2. **Declaration of Pecuniary Interests**

The following pecuniary interests were declared:

- 2.1 Lisa Hale's stepfather carries out decoration work in the school.
- 2.2 Julie Nurden is a Governor at Toothill primary school.

3. **Minutes of Meeting held on 7th February 2011**

The minutes of the meeting held on 7th February 2011 were accepted as a true record and signed by the Chair.

4. **Matters Arising from the Minutes**

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

- 4.1 Agenda Item 4.4 – Lisa to circulate training matrix for governors to update – Pete to contact Lisa to circulate and asked for governors to complete quickly once received.

ACTION: Lisa/Pete

- 4.2 Agenda Item 4.5 – Drainage: Janet advised AA Drainaway have been out on three separate occasions. It is thought the drainage is collapsing and Janet has asked how much the company would charge to place a camera into the pipes to ascertain the extent of the problem. Pete asked if the school has insurance cover? Janet is unsure and will follow up and identify liability. Julie advised there was a similar problem at Northview and will find out who paid the costs.

- 4.3 Agenda Item 4.9 – Mobile classroom breakdown of costings: completed.

- 4.4 Agenda Item 4.11 – TA hours: Finance and Staffing should review the hours, given the high level of SEN's – will report back once budget is confirmed for next year: will be part of budgetary work going forward, therefore completed.
- 4.5 Agenda Item 4.12 – Staff room: Ian asked if the sign from one of the fire exit doors could be removed as a sofa has been placed in front of it: completed.
- 4.6 Agenda Item 4.13 – Monitoring timetable should be added to the agenda for the next Full Governing body meeting for mid year review – to be carried forward to next Governing meeting.

ACTION: Pete

- 4.7 Agenda Item 4.16 – Governor Skills Questionnaire: as Pete only received a few responses, he has asked all governors to respond asap: completed.
- 4.8 Agenda Item 5 - Pete will ask his brother-in-law, who works for Scholastic to visit the school: not to be carried forward.
- 4.9 Agenda Item 6.3 & 6.9 – 3 Year School Improvement Plan: Pete asked for governor's views on the papers circulated: to be discussed later in the meeting.
- 4.10 Agenda Item 7.5 - To celebrate the success, a Link article will be written by Janet: to be carried forward.

ACTION: Janet

- 4.11 Agenda Item 8.1.1 - Dott advised that the changing rooms will go ahead. Change of use approval has been given subject to an asbestos inspection. The inspection was extended across the school and as a result, the Borough will remove the ceilings in Year 4 and 5, lower KS and upper KS toilets and one of infant toilets, so all ceilings will be removed that currently have asbestos. Work will be carried out during the holidays. Pete asked who is paying the costs? Janet confirmed the Borough will with the exception of removal costs. The changing rooms can go ahead once the work has been completed and Janet is hopefully this will be carried out during summer holidays.
- 4.12 Agenda Item 8.1.5 - Graham requested that he would like an outdoor learning area to house a class. Quotes have started to come in and playground repairs will take place over the holidays. Ian has also made contact with a company who funds sports areas and is in discussion with regard to the multi sports area.
- 4.13 Agenda Item 8.2.5 - Extra finance meeting will be held to look at benchmarking data and 3 year plan: completed.
- 4.14 Agenda Item 8.2.6 - Ian is concerned about the low numbers of the finance committee given the recent resignations. Dott volunteered to join the committee: completed.
- 4.15 Agenda Item 9.2.9 - TD Day on 14th March is to be led by a consultant – Andy Hind who is focusing on learning. Janet invited governors: completed.

- 4.16 Agenda Item 10.6 – Ladybird Centre - Jane advised that she is going to set up an advisory board and asked for a governor to sit on the Board. Dott volunteered: completed.
- 4.17 Agenda Item 12.1 – Governor vacancies – Pete advised governors that there is a potential new governor and Janet will look at possible parents who may be interested: completed.

5 **Teaching & Learning – Update from Numeracy & Literacy Co-ordinator**

Pete welcomed Cindy Acres, Numeracy Co-ordinator to the meeting.

Cindy circulated to governors an update on Numeracy strategies and initiatives within the school. A copy is attached to the minutes. The following was discussed:

- 5.1 Cindy worked through the Quest and gave examples of exercises which provide numeracy based problems i.e. SAT's preparation exercises.
- 5.2 Cindy explained the numeracy interventions which are used in school for teachers and TA's.
- 5.3 Governors were made aware of Cindy's role as one of the leading Math's teachers within Swindon, and Cindy explained what this meant in her role and the benefits to the school.
- 5.4 Pete asked Cindy if the hard work is reflected on the predicted SAT's results? Cindy confirmed it has been a hard year to bring the children up to the levels, especially the children who transferred, but felt the hard work had paid off and the majority of children were on target to achieve level 4/5.
- 5.5 Janet advised governors that pupils needed to answer correctly 78-80 out of 100 questions for Level 5 in numeracy.

It is currently estimated 87% of the Year 6 children are Level 4 or above, of which 35% are at Level 5.

- 5.6 Governors thanked Cindy for attending, which they found very useful.

Cindy left the meeting.

6 **3 Year School Improvement Plan**

Pete worked through a set of papers which were circulated prior to the meeting (copy attached to minutes).

The 5 Key influences of the plan are as follows:

- I. Teaching & Learning (including performance and targets)
- II. Premises & Infrastructure
- III. Staff and their development
- IV. Running the School
- V. Community Presence & Reputation
- VI. Governors Development

- 6.1 It was recommended to have only 2 or 3 key strategic focuses for each section.
- 6.2 Objectives would be set as mid-year and end-year targets for each committee to review. Year 2 targets can be included for continuing link. Janet confirmed that Senior Leadership Team and governors would both review.
- 6.3 Pete worked through what each committee would be responsible for within the development themes as follows:
- Teaching and Learning - Curriculum Committee
 - Premises & Infrastructure - Premises Committee
 - Staff & their development - Staffing and Finance Committee
 - Running the school - Staffing and Finance Committee
 - Community presence & reputation - TBC but looking for a specific Governor or support
 - Governors Development – Full Governing Body
- 6.4 Pete asked for governors views on the document? Graham felt it was a very clear structure, achievable and manageable with the number of targets set.
- 6.5 Pete requested that governors take the plan away and look at the sections their committee's will be responsible for and complete the templates within the next 10 days and return to Pete. The aim is to have the document up and running for the next academic year.

ACTION: All Governors

- 6.6 Jane will complete all sections in the School Improvement Plan relevant to the Ladybird centre, to combine the school and Ladybird centre as one document.
- 6.7 Governors thanked Pete for his hard work.

7 Noting minutes of the Committee Meetings

7.1 Premises

The Premises committee meeting planned for 29th March was cancelled due to the budget not being available.

The following points were discussed:

- 7.1.1 Asbestos, lighting and changing rooms were discussed earlier in the meeting.
- 7.1.2 The playground is being repaired and a coating will be put on to preserve it for a further 6 years.
- 7.1.3 Prices and quotes for a multi-games area on the field have been received and the lowest cost is £28K. Dott advised there is also the possibility of having smaller play areas, which observing how the children play would be a beneficial for the children. Janet has also spoken to the children on what they would like.

Pete feels that the drainage problem needs to be identified and costs established before the school commits to larger projects.

- 7.1.4 Governors agreed the smaller projects can go ahead but the bigger projects will be approved at the Finance meeting.

ACTION: Premises Committee

7.2 **Finance & Personnel**

- 7.2.1 Ian advised governors that extra finance meetings have been held to confirm this year's budget and close the current financial year. He advised the budget is currently healthy, but various scenarios are being looked at for the 3 year plan.

- 7.2.2 Pete felt that following FMSIS, the budget has been run very well over the past year. In addition, FS4S gives a better understanding.

- 7.2.3 Pete advised governors that the government is introducing Financial Value Standards, which replaces FMSIS and is a self evaluation assessment for governors to complete. The consultation is currently running and Pete will respond on governors' views. Pete to send the document to the Clerk and will be circulated to governors with the Full Governing Body minutes.

ACTION: Pete/Clerk

- 7.3 **Curriculum** – no meeting has been held since the last FGB meeting.

- 7.3.1 Janet and Graham advised Governors that there are a number of items which the Leadership Team need to take forward and requested a Curriculum meeting is held asap.

- 7.3.2 Janet has visited a few schools to look at what they offer on the broader curriculum to gain some ideas for the school.

- 7.3.3 The school is using International Primary Curriculum (IPC) which develops the international and social aspects of the curriculum. Sarah, the school's School Improvement Partner advisor has looked at topic books and made some useful comments on how these can be developed further and the Leadership Team will put together a model topic work.

- 7.3.4 Janet and Graham visited Colchester and saw a new target tracker system. Training will be held in June for Janet and Graham to attend to introduce the system into the school.

11. **Correspondence**

- 11.1 Governor mailings have been sent to governors electronically.

12. **Any Other Business**

Dates for next meetings:

- 12.1 Finance meeting will be held at 26th April at 6.30 pm and 6th June at 7.00 pm.
- 12.2 Curriculum meeting will be held on 5th May at 6.30 pm
- 12.3 Next Full Governing Board Meeting will be held on 20th June at 7.00 pm

MEETING CLOSED AT 8.35 PM

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