

Minutes of the Governing Body of Westrop Primary School
Monday 5th December 2011 at 7.00 pm

Present: Janet Urban (Head)
Dott Brown
Ian Durnin-Duffy
Jane Greening
Graham Harris
Mike Heaton
Julie Nurden
Alison Pritchard
Amanda Wishart
Nicola Beer (Clerk)

Apologies: Lisa Hale
Pete Rose

Absent: Alan Foley

Mike Heaton was welcomed to the governors and introductions were made around the table.

1. **Apologies for Absence**

Apologies were received and accepted from Pete Rosen 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.

3. **Minutes of Meeting held on 26th September 2011**

The minutes of the meeting held on 26th September 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 4.1 – outstanding SG11 forms to be submitted – completed.

4.2 Agenda Item 4.2 – Training matrix: has been completed and will be circulated to governors - completed. Pete asked each governor to identify their training needs. To be carried forward.

ACTION: All Governors

4.3 Agenda Item 4.5 - Graham suggested becoming cross-curriculum with certain subjects and will invite Governors to look at this in September - completed.

4.4 Agenda Item 4.6 – Peter asked Janet to bring to the Full Governing Body meeting an audit trail/case study for two anonymous pupils' assessment/intervention, and also an anonymous teacher assessment to give Governors a better idea of how the system works: to be carried forward to next FGB Meeting.

ACTION: Janet

4.5 Agenda Item 4.12 - Ian asked if governor photos could be placed on display: completed. Governors photos are now on display and new governors should send their photos to Janet.

ACTION: Amanda/Mike/Janet

4.6 Agenda Item 4.14 - The PPA Policy will be circulated for governors to read prior to the next meeting and Janet will take any comments at the next Full Governing Body meeting: completed.

4.7 Agenda Item 4.19 – Janet will investigate the possibility of sending newsletters and correspondence via email: completed.

4.8 Agenda Item 5.3 – Individual Progress Reports - Janet offered to show the data again in December when more data has been added. Governors agreed this would be useful: completed. To be discussed later in the meeting.

4.9 Agenda Item 6.4 - SEN Report to be reviewed by governors and any comments to Janet before Friday: completed.

4.10 Agenda Item 6.7.4 – New timetable: completed.

4.11 Agenda Item 6.7.8 – Weymouth trip – well enjoyed. Bursary and funding received from the LA, and the school contributed £400, supporting 14 children.

4.12 Agenda 6.7.9 – Open Parent's meeting: positive feedback has been received and another meeting will be held after Christmas.

4.13 Agenda Item 6.8.5 - Ian to arrange a capital meeting to look at the budget before approving: completed.

4.14 Agenda Item 7 SIP - Peter asked for a response by 7th October from each governor. Replies to Janet and copy Peter. All governors are to respond: completed.

4.15 Agenda Item 7 SIP - A SEF document in a similar format will be completed for the Ladybird Centre. Jane will circulate the draft and governors will feedback to Jane: completed.

5 Teaching & Learning

5.1 Janet circulated Teacher & Learning Reading (November 2011 edition) to all governors at the meeting and outlined the school focus will be on children who have not made 2 sub levels progress in reading, writing and literacy, and other categories for average and above average children. Janet and staff have looked at those for each year group and talked to the children, asking questions and listening to them read, asking set questions using the Ofsted framework. From this, Janet is able to measure the child's ability. Janet summarised her findings and confirmed actions have been put in place. Other initiatives include improving

the reading environment across the school and opening the library to parents and children after school once a week.

5.2 A core reading scheme has been purchased and there is parental guidance on how to support their child at home. Reading workshops will be also be held. Phonics Bug Club will offer 6 books on line for parents to read with the children.

5.3 Mike suggested auditing the parents on how to encourage reading at home.

6 **Headteacher's Report**

A written headteacher's report was circulated prior to the meeting and the following points were discussed:

6.1 **Staffing**

6.1.1 All TA's have received phonic training since September. There is now a consistent approach.

6.1.2 Better Reading Partner Training will be organised with two other schools for Term 3 or 4 for parent volunteers and TA's. The Literacy Co-ordinator will also attend to ensure consistency of implementation and practice. The cost of the training will be shared with two other schools.

6.1.3 Congratulations to Tara Jeynes and Sara Osborne who have both achieved their Postgraduate Certificate in Specific Learning Difficulties.

6.1.4 Laura Oakley has returned from maternity leave and resumes her post in Falcon class 2 days per week, sharing Graham's class.

6.1.5 Will Webb has taken on the role of IPC Co-ordinator and has made an excellent start in ensuring subject co-ordinators have a clear understanding of where their subjects fit into the route plans.

6.1.6 Sara Osborne has taken on the role of Community and Publicity Co-ordinator, ensuring the school appears in The Link as frequent as possible. She is also working on developing and improving the website in response to feedback from staff, children and parents.

6.1.7 Kate Marland has been appointed on a temporary contract until March to work with a child with behaviour difficulties. There are 3 children in school who require their own TA.

6.1.8 Kara Nicholas, the school's PSA has made progress with several families who no longer need her support. The Parenting Course she recently ran with Claire Jones the FSW from Ladybird Centre has received excellent reviews with parents asking for more! The Listening Ear continues to be a success for children who appreciate the time Kara spends with them. Graham has discussed the opportunity of Kara carrying out some workshops with the children on confidence building.

6.1.9 Janet attended a course on Outstanding Schools recently and has many ideas which she would like to introduce gradually into school.

6.1.10 The new Ofsted framework for Jan 2012 has been a focus for the Leadership Team this term, all attending the local input from the LA and, in addition, Janet and Graham attended a course in London which addressed the changes in more depth. Graham is currently working on collating common views on the SEF which have been aligned to the new framework. Janet recommended that Governors attend any training available to them on the new framework.

6.2 Premises

6.2.1 Janet advised governors that the following reports have been received and discussed at the Premises committee: EAWR Fixed Wiring Test, Condition survey, Door Survey, Health and Safety and Fire Risk Assessment. Janet and the Committee have started to work on implementing updates and improvements as necessary.

6.2.2 Janet advised governors that work has been completed on the doors (saved £6K by swapping contractors). The work on updating the KS2 Toilets should be completed during the Christmas break, incorporating the decoration of the KS2 shared area. Thanks to Jane for organising the work. Further work has been itemised and quotes etc need to be obtained prior to work starting.

6.2.3 At the Heads Cluster meeting Janet requested a list of possibilities for shared contracts. Currently awaiting a response from cluster schools.

6.2.4 Admissions – Janet informed governors that discussions have taken place to amend the catchment areas across Highworth. Janet explained the pattern forecast: 2012 - pupil numbers look ok, 2013 – a dip is forecast, 2014/15 – numbers are set to increase again. Currently the majority are in Westrop's catchment area, but the review is taking place as Warneford is changing the admissions policy so all feeder schools in Highworth are guaranteed places at Warneford whether out of the catchment. Janet will circulate the proposal to governors.

ACTION: Janet

6.2.5 Graham has taken on the management of the two part time caretakers ensuring weekly testing etc is completed, which is working well.

6.2.6 The pre-school has still not signed the lease – Jane is working on this.

6.3 Curriculum

6.3.1 Response from the parental questionnaire was very good, with mostly positive responses. These will be collated and reported back to governors.

ACTION: Janet

6.3.2 Attendance at curriculum updates for parents is steady although interest is growing. Changing times for these sessions has given positive feedback.

6.3.3 New format Parents Evenings are being held this week and Janet will feedback to governors on how this went.

ACTION: Janet

6.3.4 Interim reports have gone out to all parents – these are aimed at improving parental understanding of their child's progress and attitudes to learning.

6.3.5 Swimming has caused some concerns this year, which was discussed at the last meeting. Lessons were suspended due to safety concerns. After consultation with parents and staff the school decided to review how swimming was covered in the curriculum. It was agreed children in Year 6 who can't swim 25 metres will swim at Term 5 and 6. Ian felt the issues should be taken up with the Borough rather than the Rec. Janet suggested re-visiting the issue and Ian and Janet will discuss outside the meeting.

ACTION: Janet & Ian

6.3.6 A Gifted and Talented Language Day was held at East Wichel, which was a great success. Four children represented Westrop and took part in a mystery which needed to be solved through the use of 4 different languages. Thanks to Fiona Christopherson for organising.

6.3.7 Year 2 took part in a cluster dance festival at The Rec. They were very well behaved and performed brilliantly. Thanks to all staff involved.

6.3.8 Janet informed governors that during the summer term 2012 there will be a cluster Olympic Day organised by Warneford and a Diamond Jubilee Concert in which all schools will take part. Ian suggested giving the child a souvenir to commemorate the Olympics. Janet will investigate.

ACTION: Janet

6.3.9 Janet suggested to governors she would like to hold a Family Day to coincide with the Fairford Airshow (7th and 8th July) in celebration of the Diamond Jubilee. Governors felt this was a good idea.

6.4 Monitoring

6.4.1 A detailed discussion took place earlier in the meeting.

6.5 Community

- 6.5.1 The PTA continues to provide a forum for parents to discuss school issues, raise money and provide the extra things school budget cannot cover which is greatly appreciated. It would be great if participation could increase to share the workload - a coffee morning for new parents has been organised. The Xmas Fayre raised £812. Thanks to all the parents involved.
- 6.5.2 Chamolee Walklett – a parent, is running the school choir and has been invaluable. She has introduced new songs, run practices and is attending the training for the choir to attend the Oasis Concerts. She has also produced some CD's of the children singing.
- 6.5.3 The school has some new volunteers in school, from the community, who help on a regular basis with the younger children. It is really nice to have volunteers who have no connection to the school otherwise.
- 6.5.4 Reception and KS1 plus lots of parents, went to St Michaels Church for a nativity experience. This was jointly organised by Judi Kingdon and Arthur Woo and was enjoyed by all. Arthur and Judi have also organised a Christingle Service in school for the last week of term.

6.6 Dates for the Diary

- 6.6.1 Christmas Sing-along's – Tuesday 13th 6.30, Wednesday 14th 1.30 and 6.30.
- 6.6.2 Christmas Lunch – Tuesday 13th
- 6.6.3 Pinto trip –Thursday 15th
- 6.6.4 School finishes 1.00pm Friday 16th December
- 6.6.5 Term 3 starts Wednesday 4th January for children (Tuesday 3rd is a TD Day)

7 School Improvement Plan (SIP)

Graham updated governors on the SIP. A review took place last week. Although the school instigates, the monitoring and changes required are not happening because of school time. Graham has loaded the SIP onto Microsoft Project giving the school cycle, which requires more days than available - Janet has 4 days management days, Graham has 2 days out of class. Graham and Janet expressed their concern on the incredible demands of time to manage the outcomes of the SIP. Delegation is being looked at in areas where this is possible.

Julie asked if Graham's time out of the office of 2 days is average for a school of this size? Janet feels 2 days is average, but working to improve satisfactory for Ofsted involves a higher monitoring trail and embedding. Ian confirmed that the school requested 3 days management out of class but governors agreed 2 days.

Governors recommended that the 2 or 3 days out of class for Graham will be revisited at the next Finance meeting.

8 Protocols for Covering Teaching Staff

Ian advised governors that parents have expressed concern on covering teachers when out of class.

Janet informed governors that currently PPA time is covered by a release teacher or HLTA.

9 Noting minutes of the Committee Meetings

9.1 Premises

The minutes of the Premises committee held on 16 November will be circulated.

9.1.1 The committee focused on the Fire Inspection and Condition Survey Report. One concern is the flat roof will need replacing. The school will be investigating a solar panel project in March, which will be an opportunity to look at replacing the roof at that time.

9.1.2 A lot of actions in the meeting have now been completed.

9.1.3 Money has been allocated for the playground project. One company has put in writing that following inspection, the playground surface is fine and guarantees it will be adequate for 3 years.

9.2 Finance & Personnel

The minutes of the meeting held on 7 November were circulated prior to the meeting. The following was discussed:

9.2.1 Money was approved and allocated on a number of projects to spend on the children.

9.3 Curriculum

Minutes of the last meeting will be circulated shortly. The following was discussed:

9.3.1 Graham organised the plan for the year for the committee.

9.3.2 The last meeting looked at SIP and looked at the terms in different areas.

10 Ladybird Centre

A written ladybird report was circulated to governors prior to the meeting. The additional points were discussed:

10.1 The SEF has been re-written to give a more positive spin.

10.2 New targets have been set from the SEF for Jane which are outlined in the report.

10.3 Jane showed governors evidence files and an example of a family case study.

- 10.4 Jane advised governors of a new government initiative, Payment by Results, which will involve the advisory board, which will be held 3 times a year. Graham asked if personnel will be available to attend the meetings and committees? Jane said it's difficult with different professional locations.
- 10.5 Jane is confident that the Pre-school will sign the lease once the service all 3 of the wall systems has taken place.

11 **Policies**

No updates since the last meeting.

12 **Correspondence**

- 12.1 All correspondence from Governor Support has been circulated by email.
- 12.2 Janet showed governors a free online school governor recruitment leaflet, offering a one stop shop. Janet has registered and received a reply, advising they will make contact with new governors.

13 **Any Other Business**

- 13.1 Janet advised Pete has emailed her and Dott to inform the governors that his new job is very demanding on his time at the moment and as a result he is unable to fulfil the tasks of the Governing Body he needs to do. He has suggested Dott takes on the role of Chair until the New Year or governors may choose to elect a new Chair? Governors discussed and Ian will chair the Full Governing Body meeting in February.
- 13.2 Janet thanked Nicola for her work as clerk and advised that one application has been received, who is a current clerk in another school. Janet will invite her to meet her and Dott.

ACTION: Janet/Dott

MEETING CLOSED AT 8.30 PM

Approved by the Chair _____ Date: _____
Dott Brown (Vice Chair)