

WRENINGHAM PRIMARY SCHOOL

Full Governing Body minutes, held on Monday 13th October 2008 at 7.30pm

PRESENT:

Mrs Mary Fairman , Mr Paul Parfitt, Mrs Irene Moore, Mr Richard Burbage, Mrs Chrissie Baldwin, Mr Ed Whipp, Mrs Brona Jarvis, Mrs Tracy Rhatigan, Mr David Reeve, Mr Stephen Price and Mr Gary Betts

Mrs Sharp attended as clerk.

1. Began minutes with a prayer.

2. APOLOGIES:

Apologies for absence were received from Mrs Celia Phoenix.

3. ANY BUSINESS INTERESTS

Forms distributed for Governors and their partners.

4. MINUTES

The minutes of the Governors meeting held on 14th July, copies of which had been circulated to all Governors, were taken as read and signed as a correct record, apart from one amendment: In the Head Teachers report it was minuted that year 4's reading was below target, it should read that year 4's Maths was below target.

5. MATTERS ARISING (CHECKLIST)

Only the above amendment. Also discussion on new format of minutes with checklist and boxes added. Governors agreed that this was useful so we will continue to use.

6. ELECT CHAIR AND VICE CHAIR

Discussion took place on how a Chair of Governors could be approached differently by different people, also how they could delegate some tasks to the rest of the Governors. Unfortunately no Governors were prepared to take on the role as Chair. Mary said she would be Chair, if the Governors wanted her to be for another year, under two conditions, they were:

1. The Governors to decide a way forward ready to elect a new Governor in a year's time.
2. That Governors, Chairs of committees take responsibility for updating GSR.

Governors agreed to these conditions. Mrs Moore proposed Mrs Fairman as Chair of Governors and Mrs Baldwin seconded the motion.

Mr Parfitt agreed to continue as Vice Chair, he was proposed by Mrs Fairman and seconded by Mr Betts.

7. REVIEW WORKING PARTIES AND LINK GOVERNORS

Monitoring Roles:

Literacy	Brona Jarvis
Numeracy	Christine Baldwin
Science/Music	Tracy Rhatigan
History	Stephen Price
Geography	Gary Betts
Art	David Reeve
RE/PSHE	Irene Moore
Design Technology	Ed Whipp
ICT	David Reeve
PE	Paul Parfitt

Working Parties:

Curriculum and SEN	Richard Burbage Celia Phoenix Mary Fairman Tracy Rhatigan Brona Jarvis
Pupil and Parent	Richard Burbage Celia Phoenix Mary Fairman Brona Jarvis David Reeve Paul Parfitt
Finance and Personnel	Richard Burbage Nuria Sharp Chrissie Baldwin Mary Fairman Stephen Price Gary Betts
Premises	Richard Burbage Ed Whipp David Reeve Paul Parfitt Irene Moore
Staff Dismissal Committee	Irene Moore Stephen Price Ed Whipp
Staff Dismissal Appeal Committee	Mary Fairman Chrissie Baldwin Paul Parfitt
Pupil Discipline Committee	Irene Moore Ed Whipp Mary Fairman
Performance Management Appeal Committee	Chrissie Baldwin David Reeve Gary Betts
Racial Equality Teacher	Celia Phoenix
Pay Committee	Richard Burbage Nuria Sharp Chrissie Baldwin Mary Fairman Stephen Price Gary Betts

Governors with special responsibilities:

SEN Tracy Rhatigan

Child Protection Irene Moore

Racial Equality David Reeve

Environmental Irene Moore

School Council Brona Jarvis

8. REVIEW VALUES AND AIMS OF THE SCHOOL

These are to be kept the same and reviewed again at a later date, after sending out another parent questionnaire. It was felt that the children did not need values and aims changed, especially as the children need to work towards the same goals and do not need them continually moving.

9. REPORT FROM COMMITTEES: PUPIL AND PARENT

Small discussion on how to get new parents involved on the FOWS, it is still early days for new parents and they are still settling their children into school. 55% return of the parent questionnaires was queried, Mr Burbage pointed out that this is a high percentage, lower than last time but an average for a school is around 25%. Also the children's questionnaire, there were concerns that a high percentage (76%) of children not having an adult at school who they could go to if worried, not enjoying playtimes (6.5%) and not having the opportunity to discuss ideas for School Council (13.2%). Mr Burbage did explain that all the children participated in this questionnaire and the majority of this percentage was from the youngest children at the school. The School Council are discussing on these issues and how they can help. Mr Whipp volunteered to supply a suggestion box for parents to contact Governors. Problem with the school gate at the village hall car park end still being locked when parents come to collect children. Also parking still an issue but Mr Price had some suggestions on this to be covered in AOB.

FINANCE AND PERSONNEL

No questions, Mrs Baldwin just summarised the minutes, the meeting was mainly used for unpicking the BCR and understanding all the data. Audit was acceptable, Mrs Baldwin pointed out that it could either be acceptable or not acceptable, so this was a good outcome. Few weaknesses and minor changes to bring our controls up to audit's full requirement, we have 6 months to enforce these.

10. HEAD TEACHERS REPORT

Mr Burbage explained that Mr Witton our new NPS property surveyor had been to look at the servery and had no records about any changes or work we wanted to carry out. Basically we are starting the project from scratch! Two new children joining after half term.

11. GSR

Need to find a system where each Chair of each sub committee takes responsibility for the part of the GSR that is relevant to them. These areas need to be included into their committee agendas, so they can be discussed and evidence recorded. Mrs Sharp to email governors copies of the GSR, governors went through the five questions and sorted which committee is responsible for which question, they are as follows:

1. Full board of governors
2. Finance and personnel
3. Curriculum
4. Curriculum
5. Pupil and parent

Mrs Fairman said that any areas chairs of committees were unsure of could be discussed at a chairs meeting in the spring. Mrs Fairman also pointed out that we to make sure that any areas that require development we follow up and carry out.

Mrs Fairman had a copy of the directory from Children's Services, she would like all governors to have a look at it so they can see what services are on offer. If governors can sign the front and pass on, Mr Burbage had another copy which he is going to pass onto Mr Price. **Action**

12. SUMMARY OF SIP VISIT

Copies of the report were circulated and Mr Burbage summarised. Governors can visit RAISEonline to access reports and look analysis. Governors asked if they can be given passwords and address so they can all access. **Action**

13. GOVERNOR MONITORING VISIT

Mrs Baldwin said she thought it would be good to monitor the 'Zulu Nation' visit by talking to the school council to get the children's views. Also monitor the use of the new 16 laptops and the new maths and English resources, this would also tie in nicely with finance and best value for money. The English and maths resources is going to be monitored the end of the year, giving teachers and pupils plenty of time to use the resources and be able to comment on the affectiveness of them. If any other governors could think of any other areas they want monitored to let Mr Burbage know so he can co-ordinate for next monitoring visit on the 24th November 9am – 12.30pm to incorporate play time.

14. GYPSY AND TRAVELLER DEVELOPMENT PLAN DOCUMENT

Mr Burbage had the development plan of proposed sites, temporary and permanent in the area. The document was asking for comments if anyone had any, the closest proposed site was Spooner Row. Governors felt that as all proposed sites were outside our catchment area, even though if Spooner Row was full we could be the next nearest school! They felt that whatever the outcome there was no need to comment.

15. CORRESPONDENCE

Fair Funding Document

Notification of Governor Conference – Governors leading from the front on 12th November.
Governor Development Programme Booklet (not all governors had received)

16. ANY OTHER BUSINESS

Mr Price and other parents are concerned about the parking outside the school. Mr Price felt that this years and last years reception parents had not been notified about the one way system that the school tries to follow. There was much discussion on how to try and get parents to use the village hall car park and not park outside the school. Mr Price had drafted a letter asking parents not to park out side the school he circulated it to governors for their opinions on the content of it. Governors felt that a letter from them may be a different way of contacting parents, they felt that any action like taking registration numbers or getting a parking warden to patrol should not happen till a letter went out to fully explain the dangers, one way system and parking. Mrs Fairman wanted the wording change slightly and once done a letter would go to parents from the governors via the school.

3. CONFIDENTIALITY

No items deemed confidential.

There being no further business the Chair declared the meeting closed.