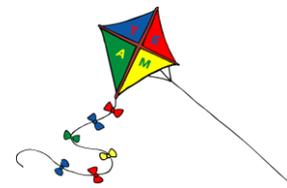


Minutes



Twyford St Mary's Primary School

Minutes of the Meeting of the Governing Body

11th February 2015 18.30

Present:

| | | | |
|---------------------|-----------------------------|----------------------|---------------------------|
| Louise Chapman (HT) | Headteacher (HT) & Governor | Cynthia English (CE) | Foundation Governor |
| Sandra Cheek (SC) | Co-Opted Governor | Bruce Greig (BG) | Chair & Co-opted Governor |
| Sarah Hawkins (SH) | Foundation Governor | Lucy Hutchin (LH) | Parent Governor |
| Nigel Close (NC) | Foundation Governor | Tim Nice (TN) | Parent Governor |
| Jane Chuhan | Parent Governor | Jonah Watts (JW) | Foundation Governor |

In attendance:

Jenny Spirit (JS) Clerk

Apologies:

| | | | |
|----------------------|--------------------------|-------------------|-------------------|
| Jennifer Laute (JLa) | Co-Opted Governor | Oonagh Harrison | Parent Governor |
| Wendy Sullivan (WS) | Local Authority Governor | Jenny Lomas (JLo) | Co-Opted Governor |

* Additional info e.g. entered/left meeting at time etc.

The meeting was quorum for the duration of the meeting, 9 were present at the start and 10 from 18:45 out of 16 governors (inc 2 vacancies).

An explanation of all the acronyms used in these minutes can be found at the end of the document.

Item

Action

1 Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting. Apologies were received and accepted from Jennifer Laute, Oonagh Harrison, Wendy Sullivan and Jenny Lomas.

2 Declaration of Pecuniary Interests

The chair reminded all members of the requirement to declare any pecuniary or other related interests in any of the agenda items that have not already been noted. The Clerk gave a form to Jane Chuhan as she is a new governor. Jane completed the form and declared an interest as she works at the Intech Science Centre in Winchester. The Clerk also gave a form to the Chair which was completed as he declared that his wife will be working part-time at the school.

3 Approval of minutes of the FGBM held 17th December 2014 and matters arising

The minutes of 17th December were agreed and approved.

_Jane Chuhan arrived at the meeting at 18:45.

4 Actions from Previous Minutes

- 6 (9) - ACTION: Clerk to ensure form is completed at next meeting by JLo at next meeting (declaration of pecuniary interests): Action incomplete as JLo

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- not in attendance, to wait until next FGB meeting.
- 6 (11) ACTION: Staff signing Code of Conduct to be put on next FGB agenda (Safeguarding): Action complete
- 6 (11) ACTION: Head to review Guidance in light of new HCC template (DFES guidance on children with medical conditions) HT has completed and uploaded it on to Google Docs. The Chair asked if we need to check and agree this as a governing body. It was confirmed that it was adopted by the Standards and Curriculum committee; therefore there was no need to discuss at FGB.
ACTION: HT to change document from draft status on Google docs and put on school website.

HT

- 6 (12) ACTION: Outstanding, this training will be arranged for spring term (Safeguarding): Action complete - HT covered Safeguarding training at the Inset day on 30th January with staff and confirmed this satisfied the statutory requirement.

- 6 (17) ACTION: this is currently ongoing (Ensuring the school is undertaking church priorities is added to School Annual Priorities Plan) Action ongoing. The HT noted that this was also partly an action for Foundation Governors who have devised a programme. The HT has also asked CE and SH to consider core stories and individual bible verses that relate to the children.

- 7.1 ACTION: Parent Governor election to be advertised in January. Action complete. The HT confirmed that no parents had come forward for nomination. One governor suggested directly asking parents whether they are interested rather than waiting for some to come forward.

LH offered adding her contact details to the next advert so that parents are encouraged to talk to a peer or ask questions about the role. The wording for the most recent advert will be re-used i.e. explaining why we are advertising again after already asking for nominations in November – due to the governing body reconstitution and now a parent governor has become a co-opted governor.

- ACTION:** Chair and Head to advertise for parent governor.

HT/BG

The HT has confirmed that no Staff governor has come forward.

- ACTION:** HT to complete letter to canvass staff again at same time.

HT

- 9 - ACTION: to be added to next FGB meeting agenda (receive annual report on Safeguarding) JS: Action Complete
- 10 - ACTION: Any governors who have not yet complete the survey to do so ASAP (Governors Survey) all: Action Complete.
- 10 - ACTION: reviewing of these results to be added to the next FGB agenda (Governors Survey) JS
 - All Governors to write 5-6 lines about themselves (skills, experience, qualifications) and email to HT to collate. Incomplete JC confirmed she had not completed this. **ACTION:** JC to email HT
- 12 - ACTION: Banner details to be sent to MINT and put up on 5th Jan (promoting school, value added result): Action complete, though erected after 5th Jan. The banner has been erected on the main road. It was noted that one corner had torn in the wind and was rather threadbare and it should now come down. **ACTION:** LH to liaise with MINT about possible refund / replacement.
- 12 - LH to collate information on what other schools are doing to

JC

LH

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promote their school in the local community and media and feedback at next meeting: Action complete, see schedules agenda item 11.

- 15 – ACTION: HT to devise list of statements (that governors can say about school/in event of an inspection). Action partially complete. The statements were given out at the most recent standards and Curriculum meeting and need to be passed to Resources ACTION: TN to scan and send round as a pdf to all governors. TN
- 15 - ACTION: It was agreed that the HT would collate information on what kind of articles had recently been in the chronicle with regards to other schools. Action complete, the HT is scanning the Chronicle Periodically.
- 15 - ACTION: Tim to ask Kate Molesworth to come 15 minutes before next meeting to photograph all governors. Incomplete. ACTION: TN to organise Kate to attend the next FGB meeting. TN
- 15 - BG to send round the Governors Self Evaluation doc to all governors Action complete.

At this point one Governor asked about whether a donation had been received from JL's employer. BG has chased up and the HT does not think we have received. ACTION: BG to ask again. BG

5 Standing Items

5.1 Governing Body Vacancy Management

Parent Governor and Staff Governor vacancies were discussed in 4 (7.1) above. The Clerk confirmed that there were no vacancies due to arise for the governing body until January 2016.

5.2 Safeguarding

The new Safeguarding regulations require a new code of conduct to be signed by all staff. This action is outstanding, ACTION: HT to organise staff to sign new code of conduct. HT

5.3 Health & Safety

One governor highlighted that there had been a problem with the school roof – pieces of concrete have flaked off and a large piece approximately the size of a tennis ball has fallen off. The HT confirmed that HCC have been made aware and the area has been blocked off.

It was highlighted that staff must be made aware that if they invite anyone in to hear children reading, that person needs to sign in and also wear a name badge. It is a fire risk if any visitor is not signed in. One Governor confirmed that this had happened recently but the issue was resolved by the visitor signing in at the end of the day.

The Ash class sandbox lid is very heavy and difficult for children to open. The HT confirmed that it needed to keep animals off. It originally came with tarpaulin and this did not stop cats from getting in and also the weather affecting it. A pulley system was suggested to help aid opening.

A suggestion was made to purchase guards for guillotines as there was concern it was that their absence may mean that a child could cut their fingers on them. The guillotines for concern are stored in a long cupboard in the library just inside the cupboard door. After a

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quick bit of research the HT confirmed that the guards were designed for the slice style of guillotine and not for the safer rotary style. We have rotary paper cutters and not guillotines. **ACTION:** HT to draw attention to staff to make sure rotary paper cutters are stored away safely.

HT

5.4 Governor Training

An email had previously been circulated by Clerk from Governors Services regarding the Safer Recruitment on-line training. The Clerk confirmed that Governors Services had records to confirm that SH had undertaken the training. NC and CE were also noted as having completed the training on the CWA database, but governors services did not have their training record as they are only kept for five years. The HT has completed this training. Governors services confirmed that at least one person needs to be trained. **ACTION:** BG to undertake NSPCC online Safer Recruitment training and report back.

BG

5.5 Link Governor Updates

SC highlighted that she is a Link Governor (for science) and is not on the Standards and curriculum committee (currently on resources). It was agreed that the new parent governor JC would become the Link Governor for Maths. JC asked what was required of her as link governor. It was suggested that she make self known to Miss Aitken, keep abreast of curriculum issues and guidance and run these past her to make sure she has been made aware.

5.6 Correspondence

No correspondence was received.

6 Policies

None were received for review.

7 Matters from Standards and Curriculum Committee needing FGB attention (Cynthia)

Nothing issues were FGB attention. LH thanked LC for taking a week to go to Minstead. Thanks were also given to WS organising the 'Cool School' read out of the weather by pupils at the school on Radio Solent on Monday.

8 Matters from Resources Committee needing FGB attention

Lindsay Dobner (LD) the Network Manager for the school attended the last resources meeting to discuss replacing white boards and projectors in 5 class rooms. The technology to replace the projector and board with just one touch screen board is called an active panel. LD organised a demonstration of this technology for several governors.

It was confirmed that the quote for the cost of replacing 5 classrooms with the ActivPanels would be £12,000. They come with a five year warranty and have expected working life of 25 years. The cost of replacing 5 classrooms with 5 normal screens and 5 new projectors would be a total of £11,155. However it was highlighted that in replacing like with like, there were additional costs in maintaining the projectors and they have a much shorter life span (a few years). Therefore over the lifecycle sticking with the existing technology would overall cost more. All agreed to the purchase of 5 ActivePanels.

One governor raised whether or not one more classroom (Miss Pooley's) could benefit from an ActivPanel. It was confirmed that there was no more money in the Capital budget for this, but that it would be investigated whether the selling of the existing equipment

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would finance an additional board. **ACTION:** LD to investigate the amount the existing equipment could be approximately sold for.

LD

The Chair recommended that the active panels be purchased from the Capital budget. He highlighted that this budget is for purchase of assets, which these items would be. All agreed. The HT flagged up that there would not be sufficient funds in the budget until the start of financial year, but it was confirmed purchase across two financial years is possible.

Also discussed was the recommendation from LC regarding teaching assistant staff and support staff undertaking work at a higher level than they are currently paid. LC has been through an evidence exercise to show that the respective staffs are performing at a higher level. In terms of cost, this would mean an extra £5,551 pounds extra per year in total. The staff costs for next year and year after have been factored in to the agreed three year budget for staff costs.

The HT also noted that there are two very reliable contract cleaners that are employed at the school via the YBC contract that she recommends the school employ directly. This would require a one off 10% payment, which would total £1100. The HT noted that the school had received income of £1000 for having a student so the fee could be offset by this. By employing cleaners directly, after the one off fee, the school would later save £3000 per year.

All agreed to the above staffing recommendations. One governor asked about about pay progression for the re-graded support staff over the following years. The HT confirmed that this had again already been catered for in the agreed three year budget.

The HT also recommended that the Assistant Head roles be made permanent. One governor asked for clarification on how staff feel about the roles as it was the governing body's remit to look at this. The HT confirmed that the two Assistant Heads had settled in very well to their very different roles and have undertaken and managed what they wanted to do. All agreed that the leadership structure will be made permanent.

9 Receive annual report on Safeguarding from Safeguarding Governor

This is not due for release yet so will be put on agenda for the FGB meeting scheduled for 20th May.

10 Review results of Governor Survey and Governor Exit Interviews

BG confirmed that 8 responses had been received. Broadly speaking responses were positive and that the governing body is focussed on continuous improvement. It was highlighted that the questions regarding the standards and curriculum and resources committee had been omitted from the report. One governor asked whether FGB meetings should be on parent mail, but it was agreed that this was not required.

Regarding exit interviews several points were raised by the departing governors about their experience as governors. A few points that were raised by ex governors including: that some information is required for new governors, mentors etc.; being clear about what roles entail and the time commitment require. **ACTION:** As a new governor, JC offered to list out what would be good to know **JC**

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11 School Marketing/Media strategy (presentation by TN and LH)

TN started by giving an outline of the goal of the marketing exercise, which is to convince the maximum number of parents/carers in the area to choose the school for their children. All agreed this as sensible goal. Clarification was sought on the ideal pupil number. It was agreed that between 166-174 was a good number to balance the best educational benefit to pupils and also giving due care to both the numbers required to ensure income for the school, but also a small space for people moving in and out of the area in any one year.

One governor asked if we can talk to the parents that have applied to the school for next academic year. The HT confirmed that the information received on application is anonymised and would therefore not be appropriate.

The target market was identified as being parents/carers of infants upwards up to 10 years old, approximately 25-45, predominantly female, in the class level ABC1 in the local geographical area.

LH continued by covering the marketing strategies of other school. She looked at different types of schools with different demographics which have had falling number and/or what they have done to market themselves locally.

One School in rural Oxfordshire with a satisfactory rating re-did their brochure and put in various place including estate agencies, community centres etc. A combination of, marketing and possibly parental word of mouth, increased number of children and their rating went from satisfactory to good. A Lincolnshire school that had another school in the neighbouring village with capacity in with a better OFSTED rating and perceived reputation embarked on a strategy of improving first impressions i.e. to the outside of the school. Significant investment was made to the outdoor play and exterior of school. They also held an open evening each year.

LH noted that one northern urban deprived school had year 5/6 show parents around which meant parents got to see the potential outcome for their child and hear the real picture. They also forged links with local nurseries and playgroup for example inviting them to the nativity dress rehearsal. Older children would also go in and read stories they have written. Their open evening date was fully publicised.

Owslebury School's marketing was looked at. They have improved their website to make it easy to find information and they highlight on their site that they do have space available in most classes. There is also a focus on results on their home page. It appears that a concerted PR campaign had been undertaken to publicise all the great things that go on in school via the local media, with timely press releases for everything e.g. carols, weather reading etc. Owslebury also have a school brochure and an opening evening.

Otterbourne school was also noted for their focus on afterschool activities. BG noted that part of the plan could include making sure our after school clubs are communicated effectively.

It was agreed that the next step would be to form a marketing working party. LH, TN and LC agreed to form the party. **ACTION:** to prepare a plan, agree with FGB and execute as soon as possible.

LH, TN, HT

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15 Urgent Matters for consideration

HT Confirmed donation not received from JL's employer.

16 Date of next meeting

1st April 2015 6:30pm

Summary of Actions

| | | |
|---------------|---|------------|
| Ref 4 (6, 11) | ACTION: HT to change document from draft status on Google docs and put on school website. | HT |
| Ref 4 (7, 1) | ACTION: Chair and Head to advertise for parent governor. | BG/HT |
| Ref 4 (7, 1) | ACTION: HT to complete letter to canvass staff again at same time (for staff governor) | HT |
| Ref 4 (10) | ACTION: JC to email HT (5-6 lines about herself for information board and website) | JC |
| Ref 4 (15) | ACTION: TN to scan and send round as a pdf to all governors (HT devised list of statements for governors) | TN |
| Ref 4 (15) | ACTION: TN to organise (photographer) Kate to attend the next FGB meeting. | TN |
| Ref 4 (15) | ACTION: BG to ask again (ref donation from JLo's bank. | BG |
| Ref 5.2 | ACTION: HT to organise staff to sign new code of conduct (Safeguarding) | HT |
| Ref 5.3 | ACTION: HT to draw attention to staff to make sure guillotines are stored away safely. | HT |
| Ref 5.4 | ACTION: BG to undertake NSPCC online Safer Recruitment training and report back | BG |
| Ref 8 | ACTION: LD to investigate the amount the existing equipment (screen and projectors) could be approximately be sold for | LD |
| Ref 10 | ACTION: As a new governor, JC offered to list out what would be good to know | JC |
| Ref 11 | ACTION: to prepare (marketing) a plan, agree with FGB and execute as soon as possible. | LH, TN, HT |

Glossary of Terms used in these minutes and associated documents:

| | | | |
|-------|---|---------|---|
| ELSA | Emotional & Literacy Support Assistant | FGBM | Full Governing Body Meeting |
| FFT | Fischer Family Trust | FSM | Free School Meals |
| FMSIS | Financial Management Standards In Schools | HCC | Hampshire County Council |
| GDC | Governors' Discipline Committee | HT | Head Teacher |
| HLTA | Higher Level Teaching Assistant | KS1/KS2 | Key Stage 1 (Years 1&2) KS2 (Years 3-6) |
| INSET | In-Service Education and Training | LLP | Leadership & Learning Partner |
| LA | Local Authority | PAN | Pupil Admission Number |
| LSA | Learning Support Assistant | SEF | Self Evaluation Form |
| PPA | Planning, Preparation and Admin | SEN | Special Education Needs |
| PTA | Parent Teacher Association | SFVS | Schools Financial Value Standard |
| SENCO | Special Education Needs Coordinator | SLA | Service Level Agreement |
| SIP | School Improvement Plan | TOR | Terms of Reference |
| TLG | Training Liaison Governor | | |

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