

**MEADOWBROOK PRIMARY SCHOOL GOVERNING BODY.**

**MINUTES OF A MEETING OF MEADOWBROOK PRIMARY SCHOOL GOVERNING BODY HELD ON  
THURSDAY, 25<sup>th</sup>. MARCH 2010 AT 5.00 pm. AT THE SCHOOL.**

**PRESENT.** Mr Jon Barr ( Headteacher ), Mrs Ann Reed ( Clerk ), Mr Matt Lewis, Mr Kevin Jones ( Deputy Headteacher ), Mrs Claire Wingate, Mrs Anita Barrett, Mr Stephen Leary ( 5.15 pm. ) Mr Tim Williams ( Chair ), Mr Stuart Price, Mrs Dianne Briancourt, Mrs Lara Scannell, Mr Shawn Smith, Mrs Julie Snelling, Miss Laura Steer

**27/10** **WELCOME, APOLOGIES AND THEIR ACCEPTANCE**

Tim Williams opened the meeting and welcomed everyone , especially our new Governors Mrs Julie Snelling and Miss Laura Steer. Apologies were accepted from Allison Moore and Andy Hood. It was advised that Mrs Allison Moore had resigned from the Governing Body due to other commitments. Jon Barr will conduct a staff election to fill her place as a non-teaching staff representative.

**28/10** **RATIFICATION OF COMMUNITY GOVERNOR.**

Mrs Julie Snelling had been nominated as a Community Governor and this was proposed by Tim Williams and seconded by Matt Lewis. Unanimously agreed.

**29/10** **DECLARATIONS OF INTEREST.**

Matt Lewis declared an interest in an item in the Headteacher report.

**30/10** **MINUTES OF THE LAST MEETING -- 21<sup>st</sup> January 2010**

a) Approval.

The minutes were proposed as a true record by Shawn Smith and seconded by Matt Lewis. Unanimously agreed.

b ) Matters arising.

20/10 Section 4e. Jon Barr had attended a meeting of the Southern Brooks group and advised that the others attending may be interested in becoming a Governor to fill the LEA vacancy. Julie Snelling will ask

around the area. Ann Reed to let Jon Barr know the political party nomination needed.

**Action Julie Snelling and Ann Reed**

- **Post meeting note -- the political party nomination needed is Conservative. Jon has been informed.**

31/10

HEADTEACHER'S REPORT.

The report had been pre-circulated. An additional sheet was circulated and Governors given time to read it, especially Item 4, Green Play Projects. The suggestions listed will go to the Resource Committee for discussion and then to the FGB for ratification.

They are paid for their plan and it is a "rough guide " price at the moment. All Governors agreed with the current proposals as listed. Further developments will depend upon budgets or fund raising. This development will benefit all children.

Main report.

Section A2 - 2b SAT's boycott.

We will be submitting teacher assessments but not doing any SAT's tests. There will be some form of testing, internally marked, to support the teacher assessments.

? *If we boycott will the school be affected because others do not boycott*

A *We respect the democratic vote and outcome taken by the NAHT Union of which the Headteacher and Deputy Headteacher are members.*

? *Will this affect parents choosing this school for their child*

A *This year's intake will have looked at the last year's results. We do advise them of test results.*

? *If we want to show that we are an improving school we need to have something to show*

A *We agree that is so.*

Section A4- 4a. Parent questionnaire.

The conclusions are available for Governors to see.

4b. SENSE programme.

Jon Barr explained how this has developed and operated so far. Jon Barr owns 90% of the programme and Meadowbrook School owns 10% of it. Income comes to the school through involvement with this project.

#### Section A8 -- Summative judgements.

These are SEF judgements and are regularly reviewed to check accuracy.

#### Additional sheet.

1,2 and 3. Interviews held and appointments made as listed.

#### 5. Parent Forum.

It was suggested that a Governor should always attend the Parent Forum and it could be led by a Governor. The next Parent Forum is to be led by Claire Wingate.

33/10

#### CHAIR'S ITEMS inc. correspondence.

No correspondence.

#### a ) Proposed Governor Working Group structure.

We need to produce an Action Plan as to our working and the way forward.

Anita Barrett had circulated a list of the working groups and proposed dates to meet.

Jon Barr advised that SLT will meet at the same time as the Governors and one member of SLT will attend the Governor meeting. The discussion topics will be a two-way process with SLT. These groups are intended to help and support the work of SLT.

The meeting dates for next year will be adjusted in September 2010 to one per term.

Claire Wingate advised that the groups need to define the roles and responsibilities of each group at the first meeting and then to produce an Action Plan.

Allied training documents appertaining to each group will be shared with the others.

It was stated that the groups will have no delegated powers but certain reviews may be given to a small group who bring conclusions back to the FGB. Things can be looked at in depth in this way.

It is hoped that we will create knowledgeable Governors to speak on their area to others eg. OFSTED.

Governors are trying to create a definitive Policy list and are identifying statutory policies that are needed. There will be a check list included.

? *Could all pupil relevant policies be put on the web-site*

A *Some already are but not all are suitable for the public arena although they are all available for scrutiny.*

It was suggested that part of the ratification of each policy could include whether it can go on the web-site.

It was proposed that the project go forward by Shawn Smith and seconded by Stuart Price. Unanimously agreed.

The Governor Responsibilities sheet was circulated and 7 working groups are to be set up with nominated members of each group and a leader identified as follows --

Safeguarding	Claire Wingate
Achievement	Matt Lewis
SEN	Dianne Briancourt
Curriculum Development	Andy Hood
Early Years/Foundation Stage	Tim Williams
Communications/Community	Stuart Price
Link/Training Governor	Anita Barrett

At each FGB meeting there will be reports from the groups so this will be an agenda item under reports for each meeting.

**Action Ann Reed --agenda item**

It was noted that if Governor group meetings are swapped after negotiations please could Jon Barr be kept informed.

**Action All Governors**

No SEN report.

b) Finance & Premises report -- as above.

Tim Williams was asked to liaise with the Clerk of Committees to ensure that time-scales are kept to.

**Action Tim Williams**

Health & Safety report. Stuart Price to send to Ann Reed for circulation to all Governors.

**Action Stuart Price and Ann Reed**

Stuart verbally reported that a walk around had taken place and the main concern was the pond area and the bridge across it was deemed to be a hazard. Jon Barr advised that this is not an area where children are unsupervised. If it opened up as an accessible unattended area, a grid will be put across the pond.

It was also reported that there are several fence panel slats missing. This is being addressed.

It was felt to be useful to have the Caretaker as part of this group. These walk arounds need to be done 3 times per year.

35/10

PERFORMANCE MANAGEMENT UP-DATE.

Pay Panel discussions.

Jon Barr explained the development of the Training Product SENSE which he had developed and which was minuted under Headteacher's report.

Jon Barr owns 90% of the product and Meadowbrook Primary School owns 10 % of the product, which is in return for help with the marketing costs.

It is now to be used in the wider arena and a training session held for 1.5 days in March 2010 recouped all the current outlay by the school. So, at the moment, we are cost neutral.

It had been agreed that Jon Barr can spend 10 days per year on this project with a potential to bring some revenue to the school.

The Pay Panel will review this and all accounts will be dealt with by the school and will be audited.

It was felt that this can only be positive for the reputation of the school.

It was felt to be similar with the work done by Kevin Jones at Bath Spa.

The Performance Management review for Jon Barr has taken place this term.

36/10      GOVERNOR VISITS TO SCHOOL REPORTS.

These will be under Governor working group reports on future agendas.

37/10      GOVERNOR TRAINING REPORTS.

Claire Wingate and Stuart Price -      Roles & Responsibilities

Ann Reed --      Clerks network meeting

                         Safeguarding

Anita Barrett had circulated a Governor training record and asked Governors to take note of it.

**Action      All Governors**

38/10      AOB. -- none.

39/10      DATE OF FUTURE MEETING.

FGB meeting --      Thursday, 20<sup>th</sup> May 2010 at 5.00 pm. ( budget approval )

The meeting closed at 6.50 pm.