

MEADOWBROOK PRIMARY SCHOOL GOVERNING BODY.

MINUTES OF A MEETING OF MEADOWBROOK PRIMARY SCHOOL GOVERNING BODY HELD ON THURSDAY, 20th. MAY 2010 AT 5.00 pm. AT THE SCHOOL.

PRESENT. Mr Jon Barr (Headteacher), Miss Laura Steer, Mrs Paulene Blazey, Mr Kevin Jones (Deputy Headteacher), Mrs Ann Reed (Clerk), Mrs Claire Wingate, Mrs Jensina Williams, Mr Andrew Hood, Mrs Anita Barrett, Mrs Dianne Briancourt, Mr Jon Welsh, Mr Matt Lewis, Mrs Lara Scannell, Mr Tim Williams (Chair), Mr Stuart Price

29/10 WELCOME, APOLOGIES AND THEIR ACCEPTANCE.

Tim Williams opened the meeting and welcomed everyone, especially our new Parent Governor, Paulene Blazey. Apologies were accepted from Mr Stephen Leary and Mrs Julie Snelling.

30/10 DECLARATIONS OF INTEREST -- none.

31/10 MINUTES OF THE LAST MEETING -- 25th March 2010

a) Approval.

The minutes were proposed as a true record by Claire Wingate and seconded by Dianne Briancourt. Unanimously agreed.

b) Matters arising. -- none.

32/10 HEADTEACHER'S REPORT.

This had been pre-circulated and Jon Barr worked through it.

1c. There will be no quiz night.

2f. ? *Is there any assessment scale*

A *No, this is a quote.*

3c. Claire Wingate will be on the interviewing panel for the Year 5 teacher for September 2010.

3e. The " out of school club " has settled in well.

4a. There has been a Single Central Record review.

The safeguarding group had met and the report was circulated. Claire Wingate , as Safeguarding Governor, explained the processes worked through by the group.

It was agreed that the franchise sales people will not have access to the building unless vetted by a CRB which we have sight of.

It was advised that outside agencies such as Southern Brooks group are vetted and we ascertain this from their group leaders.

Concern was raised about sales leaflets in the entrance.

Action Ann Reed -- agenda item next FGB meeting “ Our role in promoting local business “

? *Will Induction volunteer leaflets include school trip volunteers*

A *It was felt that this would be useful.*

Action Jon Barr to liaise with Julie.

? *When parents go on a trip do teachers keep a record of who goes*

A *Jon Barr will investigate this.*

Action Jon Barr

? *Should Governors be CRB checked*

A *After discussion it was agreed that it would be good practice to have all Governors CRB checked*

Action Jon Barr to liaise with Julie.

Governor photos will be taken to be put on an information board .

Action Tim Williams.

The SEF amendments were highlighted.

A3.3 The judgements on the curriculum have moved from satisfactory to good.

This was proposed by Tim Williams and seconded by Matt Lewis.

Unanimously agreed.

Headteacher items additional to the report.

This was circulated and was recommended by the Finance and Premises Committee.

1. Quotations for play work.

The Play work was detailed with costings and Green Play is the recommended contractor. They have done specifications for us.

The work would be done in sections on a work plan.

It was proposed that we accept this by Anita Barrett and seconded by Paulene Blazey. Unanimously agreed.

2. Attendance. It was advised that we are the second highest in the Authority at 96.5% Our FSM vulnerable group attendance is 95%.

5. 17th July 2010 – Summer Fair. It is proposed that Governors run a stall to fund raise for the e-safety mouse mat initiative. It would also raise the profile of Governors with parents and the community. This was agreed and the Friends are agreeable to Governors doing this.

Action Claire Wingate to liaise with the Friends Committee.

33/10

HEADTEACHER'S ITEMS.

All documents had been pre-circulated.

a & d taken together as both survey results. Discussion took place on children's perceptions regarding such issues as bullying.

Kevin Jones stated that he has discussed "feeling safe" with the School Council. Bullying was not mentioned in this forum.

The next parent Forum is being run by Governors and the topic is bullying in school.

Parents need support to have confidence in their child using IT and e-safety needs to be stressed. This could be a future Parent Forum topic.

b) Business manager. A job description was circulated for comment

6 - To add to supervision -- caretaker.

c) Equality of Opportunity Audit.

This had been pre-circulated and any questions may be asked at Committee or to Jon Barr.

e) Strategic Plan. 2008-2012 This had been pre-circulated and all achievements had been highlighted in bold type.
The achievements so far are encouraging and we are continually moving forward.

f&g) Approval of the budget 2010/2011.

A budget commentary was pre-circulated and questions were invited. The Finance Committee had discussed the budget figures in depth. Staffing costs have had to be reduced and we have taken opportunities to do this.

? *A concern was raised at the lack of male teachers on the current staff*

A *We can only go with the applications that we get*

? *What other ways are there to get male influence in children's lives*

A *We will have this as an agenda item at our next FGB meeting and possibly at the Parent Forum*

Action Ann Reed -- agenda item for the next FGB meeting

Jon Barr advised that he is looking at ways of sharing costs with other schools.

The budget was proposed by Anita Barrett and seconded by Matt Lewis. Unanimously agreed.

The Statement of Internal Control and the Statement of Best Value were both proposed by Tim Williams and seconded by Stuart Price. Unanimously agreed.

34/10 CHAIR'S ITEMS -- none.

35/10 COMMITTEE REPORTS

a) Staffing and Curriculum Committee -- not taken as no minutes available.

SEN report.

This had been pre-circulated and Lara Scannell talked it through and outlined what happens in the school currently.
The SEN Governor is Jon Welsh.

? *Does SEN include More Able children*

A *We do provide activities / programmes for this group*

It was advised that we need to respond and enrich the activities for any talented children.

b) Finance and Premises Committee -- not taken as no minutes available

Health & Safety group had not met since the last FGB meeting.

c) Working Group reports.

Safeguarding already minuted .

The SEN group had met.

Parent Forum. There will be a focus on bullying and it will be more of a workshop with key questions to debate. The school needs the parents views and any anti-bullying policy should be driven by the users.

We need to know what the parents know about the current situations in the school and what they would like to happen in the school.

Action Claire Wingate, Tim Williams and Stuart Price agreed to attend the Parent Forum meeting.

36/10 PERFORMANCE MANAGEMENT UP-DATE.

Jon Barr's PM was done last week with the next review due in July 2010.

Paternity leave was requested from Kevin Jones at Christmas 2010. This was agreed.

37/10 GOVERNOR VISITS TO SCHOOL REPORTS.

Claire Wingate -- Safeguarding

38/10 GOVERNOR TRAINING REPORTS.

Claire Wingate -- The strategic role of Governors

Tim Williams outlined the training opportunities available from the LA for Governors.

39/10 GOVERNOR VACANCIES AND ENDS OF TERMS DUE.

Tim Williams is re co-opted as from 05/07/10 -- 04/07/14.
Jon Welsh is to be proposed as an LEA Con. nomination.

40/10 AOB.

There was a query about the safety of the Play Pod.

Action Agenda Item for the Curriculum Committee

This could be included in part of the Health & Safety walk around.

The pattern of meeting dates as last year was agreed for next year. All to be on a Thursday and a start time of 5.00 pm.

41/10 DATES OF FUTURE MEETINGS.

FGB meeting -- 15th July 2010 at 5.00 pm. in Herons room.

The meeting closed at 6.55 pm.