

**MEADOWBROOK PRIMARY SCHOOL GOVERNING BODY.**

**MINUTES OF A MEETING OF MEADOWBROOK PRIMARY SCHOOL GOVERNING BODY HELD ON THURSDAY, 21<sup>st</sup>. JANUARY 2010 AT 5.00 pm. AT THE SCHOOL.**

PRESENT. Mr Jon Barr ( Headteacher ), Mrs Ann Reed ( Clerk ), Mr Kevin Jones ( Deputy Headteacher ), Mrs Claire Wingate, Mrs Anita Barrett, Mr Stephen Leary, Mr Tim Williams ( Chair ), Mr Matt Lewis, Mr Stuart Price, Mrs Dianne Briacourt, Mr Jon Welsh, Mrs Lara Scannell, Mr Shawn Smith, Mrs Tracy Smith (presentation )

16/10 WELCOME, APOLOGIES AND THEIR ACCEPTANCE.

Tim Williams opened the meeting and welcomed everyone. Apologies were accepted from Allison Moore and Andy Hood.

17/10 DECLARATIONS OF INTEREST.

21/10a -- Anita Barrett and Shawn Smith

21/10c -- Anita Barrett, Shawn Smith, Jon Welsh and Matt Lewis

18/10 GOVERNOR ELIGIBILITY FORMS.

The Governors present read and signed 2 sets of forms, one for the school office and one for Governor Development Unit.

19/10 MINUTES OF THE LAST MEETING -- 1<sup>st</sup> October 2009

a ) Approval

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

b ) Matters arising.

67/09b. Financial Benchmarking -- Tracy Smith.

The overhead presentation papers had been pre-circulated and Tracy talked them through with the Governors explaining what benchmarking

means, how it is performed and how it applies in our school. The comparisons that were used were advised.

Where our expenditure/investments varied in our school from comparative schools was explained.

It was recommended that Committees should evaluate the data relevant to their areas.

? *When does this data come into schools*

A *08/09 data came in October 2009*

It was felt that benchmarking is important and it raises questions.

Thanks were given to Tracy who left the meeting at 5.30 pm.

13/10 New OFSTED Framework. -- Claire Wingate.

An evaluation schedule was circulated and Claire talked it through with the Governors.

It was observed that all Governors need to be knowledgeable about the school as OFSTED can visit at any time and key people may not be available.

Governors need to develop skills at making judgements and challenging what they find.

20/10

HEADTEACHER'S REPORT.

Section 2a. -- The target setting sheet was circulated.

? *What criteria are you looking at*

A *The data from Year 2 children who have been with us but we do not have data for 3 children who have joined us from elsewhere.*

? *When will intervention strategies be used*

A *We invest in this area earlier now and possibly in Years 4 and 5.*

Jon Barr advised that targets should be aspirational but achievable.

It was proposed that the targets were accepted by Tim Williams and seconded by Shawn Smith. Unanimously agreed.

Comparison data sheets for Years 4,5 and 6 cohorts had been pre-circulated and Jon Barr talked them through with the Governors stating that they are predictions of achievements.

? *What actions are taken to improve Maths in girls*

A *This is in the Headteacher Report but 1:1 tuition has been targeted to girls*

? *What is the cause of girls problems in Maths*

A *They seem to be passive learners in this area even though they are able and there could be cultural reasons.*

Section 2g. -- The racist incidents were caused by children.

Section 4a -- The conclusions will be in the next Headteacher Report

Section 4e. -- Jon Barr advised that Julie Snelling from Southern Brooks Partnership would like to become a Community Governor. It was agreed that she be asked to join our Governing Body and was proposed by Claire Wingate and seconded by Matt Lewis.

**Action Jon Barr to ask her and give details to Ann Reed.**

Governors were also asked to think about any person who might fill the vacant LA MA Governor place. It was advised that any person who we nominate will have to be agreed with the LA and relevant party but that should not be any problem as the vacancy has existed for a long time.

**Action All Governors**

Section 4h. -- It was felt that we should not move to “good “ as a Governing Body because , although we perform well in meetings, our follow up work in school is not good. We have to be prepared to meet all the OFSTED judgements.

Section 8a -- Summative Judgements.

It was proposed by Shawn Smith and seconded by Tim Williams that the judgements be accepted. Unanimously agreed.

a) Budget strategy and staffing decisions.

The staffing up-date had been pre-circulated with information on decisions regarding secondments.

Lengthy discussion took place during which the following points were raised --

- Discussions on secondments had taken place at the Staffing Committee meeting and there are concerns about decisions taken.
- Governors are being asked questions by parents about this and actually are not fully conversant with why the decisions were taken. Is this a communication issue ?

- Jon Barr pointed out that decisions taken were communicated to parents within 24 hours .

- It was noted that Governors should be notified first. Jon Barr advised that he always consults with the Chair of Governors and so the Governors must decide whether they wish the Chair to relay all decisions agreed by him to all Governors.

Tim Williams outlined the content of the discussions that had taken place.

- Jon Barr advised that all the issues must be looked at in context with future budgets. The school , up until now, has been a growing community and budgets were no problem but now the future of our children and staff must be considered in the light of future budgets as the school nears capacity.
- Jon Barr advised all Governors to re-read the budget papers from last year as the strategy outlined then is being put into place. We have to go beyond the short term.
- At no time have staff been encouraged to leave only to be given experience for their own development.
- Why was the system of letters of request from staff regarding secondment not been followed as was the case with Mrs Scannell ?  
Jon Barr advised that the recent secondments are in line with Governor agreed budgetary strategies.
- Jon Barr advised that the Governors have to place their trust in him and the SLT regarding judgements of staff taken on.
- Also Governors need to decide where they are going and how they want decisions relayed to them. Tim Williams stated that he is happy to relay appropriate decisions to every Governor , if required.

**Action. It was agreed that Tim Williams will relay appropriate decisions to every Governor as soon as they are taken.**

Jon Barr advised that the Finance Committee will soon be setting next years budget and so he is willing to explain the processes to any Governor who requests extra input. A date can be arranged if Governors contact him.

- b&c Dealt with under Headteacher's Report.
- d) Teacher salary reviews are on-going.
- e) Out of school club licence. -- on-going discussions. The Licence as pre-circulated was proposed by Anita Barrett and seconded by Jon Welsh. Unanimously agreed.
- f) Dealt with under Headteacher's Report.
- g) A letter had been received from LA to ask whether the Governors will consider any potential redundant staff from another school if they have a vacancy to fill.  
It was agreed that we will do this.

22/10

CHAIR'S ITEMS.

There has been no correspondence received.

The holiday request that Governors were e-mailed about was declined.

a) Governor responsibilities.

It was agreed that Governors should take on responsibilities following Every Child Matters areas. A working party meeting will take place before the Committee meetings to decide Governor responsibilities and their format. Proposals will be agreed at the Committee meetings. Governors feel that they are still satisfactory.

**Action Governor working group**

Jon Barr advised that an SEN Governor is needed immediately and Jon Welsh offered to take this on.

23/10

COMMITTEE REPORTS.

As these were so late in being received they were left in abeyance.  
No SEN report was available.

**Action Jon Welsh**

Health and Safety Review. A walk around had taken place at the end of the Summer Term and all issues have been addressed. Another review is due.

24/10

POLICY APPROVAL.

a) Safeguarding Policy. Proposed by Claire Wingate and seconded by Anita Barrett. Unanimously agreed.

b) Pay Policy.

1.3 The Pay Committee will fulfill the role of a scrutiny group.

3.1.1 Discretionary experience points

? *Is this statement too prescriptive*

A *No, it is open to interpretation*

Appendix 2. approval for this is to be consulted upon

The Policy was proposed by Shawn Smith and seconded by Tim Williams.  
Unanimously agreed.

25/10

POLICY PLANNING.

Policy documents had been pre-circulated. The same working group as for Governor responsibilities will look at the policies in place and their review.

26/10

AOB. -- please see Confidential minutes.

27/10

DATES OF FUTURE MEETINGS REMINDER.

FGB -- Thursday, 25<sup>th</sup> March 2010 at 5.00 pm.

The meeting closed at 8.10 pm.