

MEADOWBROOK PRIMARY SCHOOL GOVERNING BODY.

MINUTES OF A MEETING OF MEADOWBROOK PRIMARY SCHOOL GOVERNING BODY HELD ON THURSDAY, 1ST. OCTOBER 2009 AT 5.00pm. AT THE SCHOOL.

PRESENT Mrs Claire Wingate, Mrs Ann Reed (Clerk), Mrs Anita Barrett, Mr Stephen Leary, Mr Tim Williams (Chair), Mr Jon Barr (Headteacher), Mr Kevin Jones (Deputy Headteacher), Mr Matt Lewis, Mr Stuart Price, Mrs Dianne Briancourt

01/10 WELCOME, APOLOGIES AND THEIR ACCEPTANCE

Tim Williams opened the meeting and welcomed everyone. Apologies were accepted from Jon Welsh, Shawn Smith, Tracy Smith, Alison Moore and Julie Dunk.

02/10 PECUNIARY INTEREST DECLARATIONS. -- None.

Dianne Briancourt completed her form which was passed to Jon Barr for the school to keep for Audit purposes.

03/10 REVIEW OF COMMITTEES/PANELS & THEIR MEMBERSHIP.

Please see amended attached list.

04/10 REVIEW OF INDIVIDUAL GOVERNOR RESPONSIBILITIES/CURRICULAR LINKS.

Discussions centred around a proposal from Jon Barr that the Governor links may be better aligned to the Every Child Matters agenda as this would fit better with how the school works. Governors could work in small teams.

It was proposed that the Chair works with a small group of Governors to work out how the former roles fit in with this new format. Some former roles may have to be kept.

Agreed that a working group be set up as follows -- Tim Williams, Anita Barrett, Claire Wingate, Stuart Price

Proposals from this group will be ratified at the next Committee meetings.

05/10 MINUTES OF THE LAST MEETING -- 2nd July 2009.

a) Approval.

The minutes were proposed as a true record by Anita Barrett and seconded by Stuart Price. Unanimous.

b) Matters arising.

66/09 – 1.5 Presentation on the Hungary Visit. A report from Kevin Jones had been pre-circulated and he invited questions from the Governors. Points were added as follows --

- the parents are committed in law to be engaged in the decision making of the school
 - the school is committed to actively engaging with parents and getting / using their views
 - milestone events are held throughout the year with the school working with the community
 - Kevin Jones is working with three other schools as a collaboration group following the visit
- ? *How did you get involved*
A *I applied for this second co-hort for visits organised by NCSL*
- ? *Why Hungary*
A *The group leader was a participant in the first co-hort who visited South Africa and learnt lessons from that visit as to how to choose the countries visited.*
Hungary has a very competitive culture and funding tends to follow successful schools.

Kevin Jones offered to take any further questions from Governors by e-mail.

67/09 b The presentation on bench-marking was deferred until the next FGB meeting on 21st January 2010.

Action Ann Reed FGB agenda item.

06/10

HEADTEACHER'S REPORT.

This had been pre-circulated and points highlighted as follows --

- 1.2 ? *Do we have less pupils currently*
A *Today we have 392. There is a lot of mobility in the area and people are moving in and out for varying reasons.*
- 3.1 ? *Is the Breakfast Club on track*
A *No and Jon Barr will talk with OFSTED about the time-scale in granting the licence.*
- 4.3 Policy re-organisation is a main focus this year to get them all into the same format and up to date.
- 4.4 Inset dates -- Friday, 23rd October 2009, Monday, 2nd November 2009 and Monday 3rd January 2010 were proposed by Matt Lewis and seconded by Claire Wingate. Unanimous.
- 4.5 If we employ our own cleaners we can guarantee the quality of the work.
- 4.6 The newly formed Safeguarding Panel can use the Safeguarding Audit as an accountable document. Jon Barr will work with Claire Wingate further on this.

ADDITIONAL ITEM SHEET.

Jon Barr circulated an additional item sheet which the Governors read and Jon Barr briefly explained the data individually.

Jon Barr asked if Governors liked the format of the data presentation. The sheets show where the pupils are and forecast the progress needed to reach Fischer Family Trust targets.

Governors agreed that the format was good.

? *Why have we stopped streaming in subjects*

A *Because the results did not show any benefits and the school did not feel that it was working*

School Assessments are to be done in Terms 2,4 and 6.

Graphs of the results will come to the FGB meeting in Terms 3,5 and 1.

Average pupil progress = 3 points over the year.

? *How much do you use results data when assessing teachers*

A *At the moment we do not but it is a way to initiate a dialogue.*

Item 1. The times of the Committee meetings on the evening of the meeting with LA Personnel Department at 6.30 pm. were agreed.

Item 2. ? *What is a fixed term exclusion*

A *The school decides the length of the exclusion and the use of it is very rare.*

06/10

HEADTEACHER'S ITEMS

- Parents Survey. - staff response.
The staff were surprised at the parental responses.
- Safeguarding -- please see Headteacher's Report 4.6

07/10

CHAIR'S ITEMS.

a) Correspondence

- Training booklets issued to all Governors
- School Prospectus circulated

b) Impact of the Recession on the school community.

Jon Barr advised that incidents of domestic violence have increased. There are more redundancy issues, family break-ups and hardship in paying for trips etc.

? *Are we legal in only having one supplier of school uniform*

A *We make it clear that we want our colours to be worn but not necessarily the badge.*

A nearly new stall is being set up by a parent.

? *Have the support agencies responded well to families being put in touch with them*

A *We do not have a culture yet where families are happy to be referred to an agency. We have an excellent new Education Welfare Officer who follows things up.*

Our learning mentors are picking up several social and emotional issues because of some family stresses.

We involve Southern Brooks Community Partnership for help as a resource.

? *Are the Friends being asked for any funding*

A *Their cake stall money is to be focussed to providing visits to and by the Life Skills Centre.*

We need to budget for hardship in accessing residential trips.

? *Should there be a limit on how much parents should be asked to contribute in a year.*

A *Perhaps guidelines would be useful.*

Action Jon Barr will produce guidelines and take them to the Curriculum Committee

Sometimes the learning outcome is not evident in a trip so guidelines can include why activities are useful.

09/10

POLICIES READ AND AGREED.

- Accessibility Plan
- Attendance -- to be amended
- Charging & Remissions
- Child Protection
- Collective Worship
- Discipline & Behaviour
- Finance
- Health & Safety – Governors to e-mail Jon with any queries / problems
- Pay
- Publication Scheme
- Scheme of Delegation - to be sent out with the minutes (Action Ann Reed)

All proposed by Anita Barrett and seconded by Tim Williams. Unanimous.

10/10

PERFORMANCE MANAGEMENT UP-DATE.

? *Pupils average progress should be 3 points per year. How does this impact on teachers performance management assessments if this does not happen*

A *We want staff to aspire to improvements continually and we set challenging targets where staff need evidence of reaching them*

Jon Barr stated that he will advise on how we addressed aspirational targets that respond to the data results at the next FGB meeting.

Action Ann Reed – agenda item next FGB meeting

11/11 TEACHER’S SALARY REVIEWS -- not taken.

12/10 GOVERNING BODY VACANCIES.

Kevin Jones renewal of Associate member was proposed by Tim Williams and seconded by Matt Lewis. It was agreed that this would be for 4 years with voting rights. Unanimous.

Jon Barr advised that it would be worthwhile to adopt Lara Scannell as an Associate member , now that she has returned to Meadowbrook. This was proposed by Stuart Price and seconded by Dianne Briancourt. It was agreed that this will be for 1 year without voting rights. Unanimous.

Community Governor vacancy -- Southern Brooks have been contacted and we are awaiting a response. Also Dalmo (a Muslim religious group) may be a possibility as they use the school.

LEAMA vacancy -- on-going.

A Parent Governor election is underway with a possibility of a vote being needed.

13/10 GOVERNOR TRAINING PROGRAMME.

Anita Barrett stated that she will get last years programme from Tracy Smith.

Action Anita Barrett

Claire Wingate -- OFSTED new framework

Jon Barr advised that we will look at the Governor criteria under the Revised Inspection framework at the next FGB meeting.

**Actions Jon Barr to e-mail Steve Rogers to get the relevant document
Jon Barr to provide the relevant SEF section to Govs.
Claire Wingate to present to the next FGB meeting
Ann Reed - next FGB meeting agenda item**

14/10 AOB. -- None.

15/10 DATE OF FUTURE MEETING.

Full Governing Body -- Thursday, 21st January 2010 at 5.00 pm.

The meeting closed at 7.30 pm.