

**ST. KATHARINE'S CE (VC) PRIMARY SCHOOL
GOVERNING BODY**

**The minutes of a meeting of the Governing Body
held on 08 February 2011 at 6.30pm at the School**

PRESENT: Peter Holland (Chair), Sharon Cross (Acting Headteacher), Kevin Sandall, Jason Lewis, Gill de Berry, Julianne Smith, Rodney Harrison, Colin Langdon, Sara Clemence (SCIm), Chris Hoggarth (Associate Governor) and Dorothy Riley (Clerk).

1 Welcome and Apologies for Absence

PH welcomed Chris Hoggarth to his first meeting of the Governing Body. Apologies were accepted from Vanya Body and Peter Sewell.

2 Declarations of Interests

2.1 Pecuniary interests - register 2010-11

None.

2.2 Conflicts of interest with items on agenda

JL for item 9, Proposed Extension.

2.3 Interests of immediate family

None.

2.4 Subsequently declared interests

None.

3 Minutes of previous meeting

3.1 To approve the Minutes of the meeting held on 30 November 2010

The minutes of the meeting held on 30 November 2010 were approved as a true and correct record. A signed copy was given to SC for filing. KS will arrange for publication on the website.

Action: Headteacher, KS

3.1.1 Matters arising (not covered by later agenda items)

It was noted that all the Action points had been carried out except as noted below:

Conflicts of Interests form for 2010-11 Register: The Headteacher will check that RH has completed a form for this year's Register.

Action: Headteacher

Budget for the website: PH reported that the budget has been vired elsewhere as it is no longer required.

Prospectus: A printing company has visited School today and costings for various printed documents (including letterheading) are awaited.

Guide to St Katharine's: VB to send KS a soft copy of the Guide to upload on to the website.

Action: Chair

Induction of Pupils Policy: Deferred to the next meeting.

Action: Headteacher

Media Relations Policy: Deferred to next the meeting.

Action: VB

Gritting of roads: VB has not received an answer from the Highways Department to her letter requesting that Durley Road is gritted. Governors reported on recent incidents. The Headteacher will talk to The Avenue Pre School and co-ordinate a response to the Highways Department. The Chair will do a new Freedom of Information Act request.

Action: Headteacher, Chair

4 Headteacher's Report

4.1 To note report

Governors noted the Headteacher's Report circulated with the Agenda.

Points discussed:

Attendance: - Absence up to 27 January is 5.3% against a target of 4.9%. Unauthorised absence is 0.4%. This is below the national target of 5.5%. SC commented that the absence level fluctuates monthly - on Census day (20 January), the absence figure was 4.9%. The figures in the Headteacher's Report are to the end of January.

Letters are being sent to parents if their child's attendance is below 85%. A meeting is required for attendance below 80% reflecting Wiltshire Council's policy. One pupil's absence was at 80% and the absence has been accounted for with a letter from the family doctor. Parents are advised that the request for authorised absence, eg for holiday, is granted at the Headteacher's discretion and 100% attendance is actively encouraged by the school. The Headteacher noted the dilemma of encouraging attendance where a child has a minor snivel but encouraging absence where the child is infectious. Attendance targets will be included in the school newsletter.

Action: Headteacher

Specific Support Programmes: 'Sound Discovery' looks at gaps in pupils reading and writing mainly where they do not know what words sound like. It is being applied to Year 2 pupils and works best with small groups of pupils. A specific programme follows an assessment process. Pupils are being supported in Catch Up Numeracy and Literacy. Staff are working with parents where appropriate. The School is doing more intervention than a "normal" school as a number of children are behind. The Headteacher reported that there is always a need to assess the impact of the intervention on each child's progress and tailor it accordingly.

Governor visits: A Governor Visits pack has been reviewed by the Curriculum and Assessment Committee. The Headteacher will ask Subject Leaders to email Governors with suggested dates and times for meetings.

There are 2 levels of *Governors* work here; meetings with *Subject Leaders* and *Class Teachers*.

Action: Headteacher

Parent Evenings: Two *Parent Evenings* were held in *November*. *Parents* will be informed in the next *newsletter* that the *School Reports* will be going out on *18 March*. This will be followed by *Parent Evenings* week commencing *21 March*.

Action: Headteacher

School Evaluation Framework: *Governors* will feed in to the *SEF* document after *Easter*. *JS* is looking at the *Curriculum and Assessment* aspects of the document such as *Raiseonline* and *Fischer Family Trust* data.

Continuous Professional Development: The amount of time that *teachers* are out of the class and the impact of *CPD* on learning will be monitored by the *Curriculum and Assessment Committee*.

Action: C&A Committee

Lunch time supervision: Two new *MDSAs* have been employed, *Amanda Teagle* for *Monday* and *Jo Angel* for *5 hours* per week as *MDSA* with an additional *5 hours* as a *Clerical Assistant*. The *Headteacher* has verbally thanked the *parents* for their support at *lunchtimes* and will be following this up with a letter of thanks.

Action: Headteacher

Number on Roll: The closing date for admissions passed in *January*. For *September* admissions the school has received *9 first preferences*, *12 second* and *6 third*. The *Planned Admission Number* is *12*. *Parents* are told which school their child will attend at the end of *April*. The configuration of classes for next year will be the same as this year.

Grafton Primary School: The *Chair* read out a message he had received from the *Co-Chairs* of *Grafton Governing Body* advising of their reluctant decision to consult on closure of the school from *31 Aug 2011*.

Governors noted that the *Headteacher* will be working with the *Chair* to revise the format for future reports that are more commentary led rather than data led.

Action: Headteacher & Chair

4.2 To consider and approve School Development Plan 2010/11 and School Improvement Plan

The *Chair* was thanked for producing the *School Development Plan 2010/11*. The summary of *Strategic items* was noted and the *Chair* led *Governors* through each section of the document. *Teaching and Learning* will be populated by the *Headteacher* and *Staffing* by the *Chair*.

Action: Headteacher & Chair

The *pond* will be added to the *Grounds and Buildings* section. *Governors* were asked to let the *Chair* know if anything else should be included.

The Headteacher stated that she is considering applying for Forest School status. Governors discussed Academy Status and agreed that this should be investigated together with other possibilities for collaborative working with Cluster Schools.

The SDP 2010/11 will be brought back to the next meeting for adoption by the Governing Body.

4.3 Cluster proposals for Collaborative working

Governors noted the Agenda for the Steering Committee meeting held on 31 January 2011 and the Collaboration Arrangements Regulations 2007. The Chair reported that the discussion sessions at the meeting were somewhat inconclusive, partly because the feedback reports overran their time but mainly because more information is required, including information about service provision from the Local Authority, before decisions can be made. The opportunities for support from the new School Business Manager at St John's School will be explored. Governors were not required to pass the Cluster collaboration resolution as this had not been considered at the steering meeting.

5 Committee updates

5.1 Curriculum and Assessment Committee

5.1.1 To receive Minutes including Report to the meeting held on 02 February 2011

Governors noted the draft minutes from the Curriculum and Assessment Committee. Governors thanked the Headteacher and Committee Chair for a very informative and concise summary of the meeting held in December, where data reports had been reviewed to understand the position of the School and the achievement of the children up to the time they leave St Katharine's. It was noted that from 2008 to 2010 the pupils' KS2 performance for attainment had improved and in 2010 was above average. JS reported that an updated list of non committee governors and staff updates will follow shortly.

Action: JS

The Wiltshire Tracker is being updated w/c 14 February following assessments this week. A new summary tracking scheme has been devised by the staff and approved by the SIP and NLE (the staff were congratulated that the NLE has asked if she could copy it for her use). The scheme reflects a higher than expected or 'wished for' level for each child. It is being used for numeracy and will be introduced for literacy and writing in Term 4.

A rolling programme for reviewing policies is being developed. Governors were reminded to discuss appropriate policies with their Subject Leader.

Action: Governors

A Governor Visit pro-forma was tabled; they are available from the school office. The Governor Visit folder is held in the school office.

The next Committee meeting will be held on a revised date of Thursday, 05 May at 3.30pm.

5.2 Human Resources Committee

5.2.1 To receive Report

In VB's absence, the Chair reported that Jo Angel had been appointed MDSA/Assistant Clerk.

5.3 PR Committee

5.3.1 To receive Confidential Report from the meeting

Governors noted the minutes from the meeting held on held on 06 December 2010 to plan for future work. It was agreed that the minutes do not require confidential status.

It is considered that Part 2 of The Guide to St Katharine's will be ready in March. Part 2 will be looking at how children progress in school. Part 1 outlined the structure of the school.

Action: VB

5.4 Finance and Premises Committee

5.4.1 To receive Report from the meeting held on 24 January 2011

Governors noted the Committee minutes from the meeting held on 24 January.

5.4.2 To receive Income and Expenditure Return to 31 December 2010

The Committee had reviewed the Income & Expenditure Report for the third quarter ended December 2010. It has been signed and returned to Wiltshire Council. Governors noted that the total amounts likely to be underspent on various cost centres were estimated to exceed the likely overspends. Income and expenditure will be reviewed again before the end of the financial year to ensure that it continues to be on track. The school is in a good financial position.

5.4.3 To receive and approve Report and Plan on the proposed Pond

Governors have received a Pond Action Plan, costings and plans for the proposed Pond. The Chair thanked CL for producing the plans. CL and NJ have discussed the proposed pond which will be located away from the road behind the climbing frame. Various options were considered for the surrounding fencing. CL will obtain an alternative quote on fencing for posts and netting. The total project cost at present is £2539. Actions required:

- Quotes will be obtained for alternative fencing - posts and sheet netting.

- Wiltshire Wildlife Trust will be approached about planning permission.
- A location plan will be prepared - it is required by the Savernake Estate when their consent is formally requested.

Action: CL/JL

- Although the Savernake Estate has indicated their approval in principle (with some caveats), their formal consent will now be sought.

Action: Chair

6 Policies and other Documents

6.1 Media Relations Policy

Deferred to the next meeting.

7 School Term and Holiday Dates 2012/13 - Consultation

Both staff and parents have been consulted on the School Term and Holiday Dates 2012/13 from Wiltshire Council. Only two responses had been received from parents. Staff and the parents' responses all agreed on Option 2. The pro-forma will be completed and returned to Wiltshire Council before the deadline of 11 February.

Action: Headteacher

8 Governor Matters/Courses

SCIm has attended a New Governors course.

JS is attending the School Church Conference on 02 March.

JL will be attending a Health & Safety course.

CH is booked to attend a New Governors course.

PH will be attending 200 Years of the Church in May

PH and SC will be attending the Budget Roadshow.

9 Proposed extension

JL requested discussions on the proposed extension with a Governor as he considered that he has not been consulted on his views as a Governor or a neighbour of the school. JL left the meeting, having declared a conflict of interest.

9.1 To receive and consider plans and outline timetable for extension

Governors confirmed that the proposed extension is to increase the facilities at the School and is not to increase pupil numbers. Various options have been considered against the priorities and Governors discussed the proposed plan including a games equipment/furniture store; staffroom; one to one room; toilets cloakroom; Headteacher's office; entrance lobby admin office and reception/waiting area.

The Chair will establish with the Architect whether the gully in the roof valley is strong enough to clear out leaves and establish whether there are any relating covenant issues.

Action: Chair

The Headteacher reported that the planning application fee to the LA is £335. If all goes well with the planning application and the tendering process, the architect believes that building works could start early July and are anticipated to take 12 to 14 weeks. A form has been submitted to the Local Authority. Formula capital funds are available to cover expected building costs including inbuilt furniture, but a detailed review will be needed following receipt of tenders from building contractors. A letter will be sent to neighbours inviting them to come and look at the plans in school and the Diocese will be contacted.

Action: Headteacher/Chair

9.2 To give authorisations as appropriate

Governors agreed to submit a planning application, subject to discussions with JL and after talking to Peter Madeley at Wiltshire Council.

10 Late Arising Business

St Katharine's Church - 150 years of the Church: Celebrations will be held on 25 September.

School hall: The first 2 planks in the School hall require investigation.

Action: Headteacher

Date of next meeting: Tuesday 17 May 2011