

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

**The minutes of a meeting of the Governing Body
held on 27 June 2011 at 6.30pm at the School**

PRESENT: Peter Holland (Chair), Sharon Cross (Acting Headteacher) (from Item 5, excluding items 6 and 9.1), Kevin Sandall, Gill de Berry, Sara Clemence (SCLM), Colin Langdon, Jason, Lewis, Vanya Body (from Item 3), Chris Hoggarth (Associate Member) and Dorothy Riley (Clerk).

IN ATTENDANCE: Sarah Hobby, Teacher, Hazel Class for Item 3.

1 Welcome and Apologies for Absence

The Chair welcomed Governors and Sarah Hobby, Teacher Hazel Class and Maths Subject Co-ordinator, for Item 3 to the meeting. Governors introduced themselves.

Apologies were accepted from Linda Scott and Rodney Harrison, together with Julianne Smith and Peter Sewell should they not arrive. Sharon Cross has sent her apologies for the beginning of the meeting. Rodney is unwell and the Chair will forward Governors' best wishes on to him

Action: Chair

2 Declarations of Interest

2.1 Pecuniary interests - register 2010-11

None.

2.2 Conflicts of interest with items on agenda

None

2.3 Interests of immediate family

None.

2.4 Subsequently declared interests

None.

3 Presentation by Mrs Sarah Hobby

VB joined the meeting.

Sarah presented her Maths Report to Governors; this included:

- An outline of monitoring activities which are supported by the Numeracy Co-ordinator at Great Bedwyn;
- An action research project;
- Courses attended to improve maths teaching and learning across Foundation Stage and KS1 and to improve maths interventions.
- Pupil activities including Maths Cluster games, a Forest Maths day and a Maths project at St John's School.

The presentation concluded with Governors noting the actions points for the current year and next year.

Governors discussed the impact of the above strategies and noted that there has been a positive effect on maths across the school for both pupils and teaching staff. Teachers, rather than Teaching assistants, are delivering intervention programmes with the 'Every Child Counts' intervention programme producing very positive results. Assessment and monitoring has improved facilitating appropriate planning across the school.

Sarah tabled her paper and Governors thanked her for her presentation.

Sarah Hobby left the meeting.

4 Minutes of previous meeting

4.1 To approve the Minutes of the meeting held on 17 May 2011

The Minutes of the meeting held on 17 May 2011 were approved as a true and correct record. A signed copy will be given to SC for filing. KS will arrange for publication on the website.

Action: Headteacher, KS

4.1.1 Matters arising (not covered by later agenda items)

Conflicts of Interest form: Headteacher to ask RH to complete a form if appropriate when he visits the School next.

Action: Headteacher

Gritting of roads: The Chair will write to Wiltshire Council with a Freedom of Information Act request.

Action: Chair

Governor visits with Subject Leaders: KS will prompt Subject Leaders to email Governors with suggested dates and times for meetings.

Action: KS

School hall: Investigation of the first 2 planks in the hall is outstanding.

Action: Headteacher

Governor Visit Form: This will be circulated to Governors.

Action: JS

Evaluation of School Fete: CH to write up evaluation of this event on the new one page Governor Visit form when circulated.

Action: CH

Cleaning of the School: Deferred until the Autumn. Parts of the School unaffected by the building works will be deep cleaned during the holidays.

Action: Headteacher

Annual Parent Questionnaire: A summary of responses will be circulated to Governors.

Action: Headteacher

Domain name www.stkatharinesprimary.org: Governors agreed that the domain name should be purchased when possible; a reminder will be noted in the Bursar's diary.

Action: KS

Policies: The Chair will check that the amendments to the policies from the previous meeting have been actioned.

Action: Chair

Sex & Relationships education Policy: The Headteacher will be contacting GdeB and SClm to approve the materials for pupils.

Action: Headteacher

5 Pupil Numbers

5.1 To consider attached paper and to decide on approach

Governors considered a confidential paper on projected pupil numbers and agreed the following:

- The Published Admission Number will remain at 12
- The extension will be proceeded as soon as possible to ensure that the one to one room can be used as the need arises.
- The Chair will write to parents now explaining the situation so that they can forward plan eg parents who live outside Wiltshire may wish to consider finding a school which can accommodate all their children, rather than have them at different schools.

Action: Chair

6 Budget 2011-12

The Chair led Governors through the Commentary on the Budget for Year to 31 March 2012 and the School Budget Template that had been circulated with the Agenda. For 2011-12 there is a budgeted surplus of £482 on the revenue account based on a Number on Roll of 74 plus the Grafton pupils from mid July. Expenditure assumes the continuation of the present staff and that the Formula Capital Budget will be spent on the planned extension. The meeting noted that the projected surpluses for future years were dependent on high pupil numbers which might not reflect what actually happens and that, if the pupil numbers were as stated, the School could well need to incur further expenditure to ensure suitable teaching provision. The Governing Body approved the School Budget Template being signed by the Chair and Responsible Officer (the Headteacher).

7 Extension

To review position and approve/ratify expenditure

Governors noted the background paper circulated with the Agenda. The modified tenders have been received and, following consideration, the Governing Body accepted Gaigers tender subject to discussion about the electric power supply being adequate. Different electricity tariffs will be investigated. Gaigers have confirmed that they can commence work over the summer holidays.

8 Headteacher's Report

8.1 To note report

The Headteacher led Governors through her Report; points to note:

- CD is Creative Development.

- At KS1, overall, pupil progress is good. The fact that some of the targets set by teachers at the start of the year had not been achieved was a reflection that the targets were indeed challenging.
- Years 3, 4 and 5 have sat their optional tests and a summary of their results will be forwarded to Governors. Year 6 SATs results are expected at the beginning of July and an update will also be sent to Governors.

Action: Headteacher

- A summary of the parent questionnaires is being prepared and will be circulated to Governors.

Action: Headteacher

- The current attendance is 5.3% which is below the national target of 5.5% but slightly above the school target of 4.9%. Letters are sent to parents where a pupil's attendance is below 85%. The Headteacher will check the reported absence percentages for April.

Action: Headteacher

9 Committee updates

9.1 Curriculum and Assessment Committee

The Committee's planned meeting has been postponed.

9.2 Human Resources Committee

9.2.1 To receive Report (oral)

The Headteacher reported that the School had been unsuccessful in the Every Child Counts grant application; it appeared that we were penalised for being a small school. The Headteacher complained about this and Wiltshire Council has agreed to pay for the training of this Teacher.

VB reported as follows:

Mrs Austin had her tendered her resignation and a replacement, for five mornings, has been advertised with good interest being shown. Closing date for applications was at the end of the week. Part of the new teacher's role will be to provide the Every Child Counts programme.

The Headteacher and KS left the meeting for the next item.

The permanent Headteacher recruitment process was reported on. Interviews will be held on 13 July.

The Headteacher and KS returned to the meeting.

The Headteacher reported that teachers have visited 'Outstanding' schools to observe teachers and have brought back numerous ideas. On Friday Teachers will be visiting another school to observe both Numeracy and Literacy lessons. Such visiting is about sharing best practice and raising standards.

As a result of the Strike on 30 June, the School will be closed for the day.

The Local Authority's services for schools will in future be provided by a new alliance established by the LA and called Wiltshire Learning Trust.

SIPs (School Improvement Partners) have been replaced with SIAs (School Improvement Advisors).

Funding for Cluster Advisors has ceased. Their fee is £80 per session and Cluster Heads are exploring purchasing support as a Cluster.

9.3 PR Committee

9.3.1 To receive Report of the meeting held on 13 June 2011

VB reported as follows:

- The various media reports about the School were discussed.
- The Media Relations Policy has been reviewed and updated and has been presented for Governing Body consideration (later agenda item).
- The letter to parents regarding the Headteacher recruitment was noted.
- The School Prolife has not been updated by the DfE since 2009 as it is no longer a requirement. It was agreed that although it can't be deleted it will also not be updated by the School. There is no link from the School's own website.
- A Governor newsletter will be produced at the end of the year.
Action: Chair
- Due to health and safety requirements, Robin Hood activities could not be held in the Forest.
- The marquee costs £200 with 4 separate tents being required to form a large one. It was reported that it may be difficult to hold Sports Day with a marquee on the field and this will be discussed later.

Action: Headteacher & VB

9.4 Finance and Premises Committee

9.4.1 To receive Report/Minutes of the meeting held on 14 June 2011

Chair led governors through the previously circulated draft minutes.

9.4.2 To approve Best Value Statement

The Best Value Statement has been reviewed and updated to reflect all areas that are monitored for best value and was adopted by the Governing Body.

9.4.3 Statement of Internal control

Governors noted documents 13 and 14 regarding the Financial Management Standard in Schools which had required a Statement

of Internal control to be undertaken following the closedown of the annual accounts. Although the FMSiS is no longer a requirement, the SIC remains as part of best practice and the Headteacher, Bursar and Chair have undertaken an annual internal audit as required by Wiltshire Council. They are confident that the 10 financial objectives have been met. The audit may be viewed by Governors in the School office.

The Governing Body approved the Chair and Acting Headteacher signing the Statement of Internal Control.

10 Headteacher Recruitment progress

Discussed above.

11 Policies and other Documents

11.1 Induction of Pupils Policy

The revised Induction of Pupils Policy reflects the Government's policy to encourage pupils, whose birthday is after 31 March, to attend school on a full time basis from September. Flexibility has been built in to the policy so pupils can attend part-time if parents and the Headteacher consider this to be in the best interests of the pupil.

Visiting in the home setting, in the first term, to see how pupils are settling in is being trialled. The Buddy system operates in School and will be reintroduced for Reception children in September. There is a friendship seat for older children to befriend younger children. A scheme is in place for Yr 6 pupils to help in Hazel Class after the SATs.

The Governing Body adopted the Induction of Pupils Policy.

11.2 Media Relations Policy

VB reported that the Media Relations Policy has been reviewed and updated to reflect how the school is actively promoted in the community. Governors noted that all reports for the media must be channelled through the Headteacher. The Governing Body adopted the Media Relations Policy.

11.3 Model Pay Policy 2010-11

VB reported that little has changed in Wiltshire Council's Model Pay Policy for 2010-11. At Clause 15.5 Governors agreed 3 points; 5 points will be deleted. Appendix B is the staff structure and this will be attached to the policy.

Action: VB

The Governing Body adopted the Model Pay Policy 2010-11.

12 Governing Body Operation

12.1 Chair and Vice Chair Elections

Nomination(s) for Chair: Peter Holland

Peter Holland was re-elected Chair for a further one year term of office.

Nomination(s) for Vice Chair: Vanya Body

Vanya Body was re-elected Vice Chair for a further one year term of office.

12.2 Governing Body Dates 2011-12

Governors noted the Governing Body Dates for 2011-12 as circulated with the Agenda.

13 Governor Matters/Courses

13.3 To receive reports on Governor Courses attended

Finance Course: Further to CH's report that this course had not provided best value in relation to the content and delivery, Governor Services have responded that the course will be delivered by different people next year.

Online Database: The Clerk reported on the issues that she has raised with Governor Services regarding the new online data system and recommended that Governors do not use this site until the problems have been resolved. Courses may be booked directly with Governor Services or via the Clerk.

14 Late Arising Business

Governors noted that there appears to be conflicting advice from WWT and WC as to whether planning permission is required for the pond. The Headteacher reported that she has instigated a formal request for a ruling from Wiltshire Council at a cost of £30.

Date of next meeting: Wednesday, 12 October 2011