

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

**The minutes of a meeting of the Governing Body  
held on 13 October 2010 at 6.30pm at the School**

**PRESENT:** Peter Holland (Chair), Sharon Cross (Acting Headteacher), Vanya Body, Kevin Sandall, Peter Sewell, Gill de Berry, Julianne Smith, Jason Lewis, Colin Langdon (from Item 6) and Dorothy Riley (Clerk).

**1 Welcomes to:**

The Chair welcomed Sharon Cross, Acting Headteacher to the Governing Body. He confirmed that Sara Clemence and Colin Langdon had recently been elected as Parent Governors.

**2 Apologies for Absence**

Apologies for lateness were received from Sara Clemence and Colin Langdon.

**3 Election of Chair and Vice Chair**

**3.1 Nominations for Chair**

The Clerk had received a nomination of Peter Holland for Chair of Governors. Following procedure, Peter Holland was elected Chair of Governors for a one year term of office.

**Nominations for Vice Chair**

The Clerk had received a nomination of Vanya Body for Vice Chair.. Following procedure, Vanya Body was elected Vice Chair of Governors for a one year term of office.

**4 Declarations of Interest**

**4.1 Pecuniary interests - register 2010-11**

Governors completed the Conflicts of Interests forms for the 2010-11 Register. The Register is held in the school office. Spare forms have been left in the school office for absent Governors to complete.

**Action: RH & SC**

**4.2 Conflicts of interest with items on agenda**

None.

**4.3 Interests of immediate family**

None.

**4.4 Subsequently declared interests**

None.

5 **Minutes of previous meetings**

5.1 **To approve the Minutes of the meeting held on 28 June 2010**

The Minutes of the meeting held on 28 June 2010 were approved as a true and correct record. They will be filed in the school office.

5.2 **Matters arising (not covered by later agenda items)**

**Diocesan Representative:** Carole McCormack has left Salisbury Diocese. The Chair will speak to Anne Davey, Salisbury Diocese Adviser, regarding Carole's replacement.

**Action: Chair**

**Governor Consultant:** Following a reorganisation of Governor Consultants at Wiltshire Council, Louise Sheppard has ceased to be our Governor Consultant but remains available in a personal capacity for telephone communications.

**Merlin:** A short paper, on Merlin's potential for a virtual school, will be presented to the next Governing Body meeting on 30 November.

**Action: VB/KS**

**SEF:** Working alongside the Subject Leaders, the Headteacher will update the SEF document. She will identify the actions being taken in respect of community cohesion.

**Action: Acting Headteacher**

**SDP and School Improvement Plan:** To be updated following the Ofsted Inspection Report.

**Action: Acting Headteacher**

**Guide to St Katharine's:** This has been circulated to parents and, following staffing changes, will now be updated. VB, SC, PH and PS will meet next Monday to discuss the School Open Day and all aspects of publicity including updating the School Prospectus. The Open Day date will be forwarded to the Parish Magazine for inclusion in the November issue.

**Action: VB/SC/PH/PS**

**Policy list:** Non statutory policies, no longer required, are being removed from the list of teaching and learning policies. A timetable is being drawn up by the Curriculum and Assessment Committee highlighting who is responsible for reviewing them and the date for review. This is on the agenda for the next C&A meeting.

**Action: JS and Acting Headteacher**

**Cluster Meetings:** The Headteacher reported that she has made contact with Sue Smith, Cluster Chair about attending Cluster Meetings.

**Website and potential photographs:** The Chair will let PS know what the budget is for this.

**Action: Chair**

**Events calendar:** VB will complete a calendar of events.

**Action: VB**

Colin Langdon joined the meeting and the Chair welcomed him back to the Governing Body. Governors introduced themselves.

## **6 OFSTED and School's Action Plan**

### **6.1 To report on OFSTED inspection on 6/7 October 2010 and outcomes**

Governors had received confidential preliminary information on the recent Ofsted Inspection with the Agenda. The draft Inspection Report has been returned with comments and is being forwarded to the HMI team for their final judgement.

The final Report will be published within 2 to 3 weeks of the Inspection and will be shared with parents within 5 working days of the school receiving it.

The Governing Body conveyed their thanks to Niki Jones, Marie Sivilis and Sharon Cross for work undertaken over the last 6 months. The Acting Headteacher thanked the staff for their hard work during the inspection.

### **6.2 To report on case conference of 6 July 2010**

NJ, VB and PH were present at the last case conference where each class was reviewed and the next steps agreed.

### **6.3 To report on subsequent actions and proposed action, inc case conf on 20 Oct 10**

Governors can request copy of Case Conference report from the Chair of Governors. The next case conference is on 20 October and any non staff governors are welcome to attend, having let the Chair or Headteacher know in advance. The Headteacher reported that assessment data should be available this week.

## **7 Headteacher's Report**

The Acting Headteacher led Governors through her previously circulated detailed Report. Additional points include:

- 2 children will be joining the school in Years 2 and Yr 4 after the October break. The school is receiving many enquiries for 2011 admissions.
- The School will be working towards the Eco Schools (with the proposed pond project being handled by Niki Jones) and Healthy Schools awards. The Investors in People award is coming up for renewal. Following discussion it was agreed that reapplying for this award may not present value for money. Other initiatives that involve children are favoured.
- A small number of parents are unhappy with the youngest children coming directly into class in the morning. Ofsted welcomed this initiative as it settles young children in for learning. A letter will be sent to parents next week seeking their thoughts.

**Action: Acting Headteacher**

- There are opportunities to challenge the more able pupils and all schools have a Gifted and Talented Register for the top 10% of pupils in each class.

Parents of gifted and talented pupils will be directed to specific activities. A chess club and book club will be offered in Term 2.

- Correction: There haven't been any bullying incidents this term and the Headteacher's Report will be amended to reflect this.

**Action: Acting Headteacher**

## **8 Child Protection/Safeguarding**

### **8.1 To note the attached report and action plan**

Governors noted the Child Protection/Safeguarding report and action plan circulated with the Agenda. The Action Plan is in response to suggestions at a meeting, in July, between Deborah Steele, Ros Harrison and the Chair of Governors. The Acting Headteacher reported that each class has its own Child Protection portfolio.

### **8.2 To approve revised Child Protection Policy**

Governors were led through the previously circulated Child Protection Policy. The designated senior person for Child Protection is the Acting Headteacher with KS deputising. The nominated Governor is the Chair of Governors. KS reported that he is attending an induction training day on Child Protection tomorrow. VB is completing the Safer Recruitment on-line course. The Governing Body adopted the Child Protection policy as circulated. Everyone will be asked to sign for it.

### **8.3 To approve revised Anti-Bullying policy**

The Governing Body adopted the revised Anti-Bullying Policy.

### **8.4 To approve revised e-Safety policy**

The Acting Headteacher reported that the existing e-Safety policy is the current policy and, therefore, this item is not required.

### **8.5 To approve revised Whistle-Blowing policy and appoint Gill de Berry as nominated Governor**

The Governing Body adopted Wiltshire Council's Whistle-Blowing policy. Gill de Berry is the nominated Governor who acts as the first point of contact for whistle-blowing issues. She will be meeting all the staff at a school assembly shortly.

### **8.6 To note Code of Conduct for safe practice**

The Governing Body noted the Code of Conduct for safe practice.

### **8.7 To approve Intimate and Invasive Care policy**

The Governing Body adopted the Intimate and Invasive Care policy.

### **8.8 To note Physical Restraint procedure**

The Governing Body adopted the Physical Restraint procedure.

The Admin and Finance Officer manages a single central register and has worked hard on achieving a comprehensive register. This was commended by the OFSTED inspector. Governors expressed their thanks for her work.

In response to a question, it was noted that all taxis and minibus drivers are CRB checked by the Local Authority.

## **9 To approve the revised Draft Scheme of Delegation**

Governors reviewed and agreed the proposed Decision Planner as circulated.

The Sex Education policy will be reviewed by the Curriculum and Assessment Committee before being presented to the Governing Body for adoption.

Following discussion, it was agreed that CL will join the Curriculum and Assessment Committee and SC will join the Public Relations Committee.

On the last page, GdeB will replace VB as the Sex/Drugs Education Governor.

**Action: Chair**

It was reported that a person has expressed an interest in joining the Governing Body as an Associate Member. The Chair will have discussions with this person.

With the above amendments, the Governing Body adopted the Scheme of Delegation for 2010-11.

## **10 Committee updates**

### **10.1 Curriculum and Assessment Committee**

#### **10.1.1 To receive Report on last meeting**

The Committee meeting has been delayed to the 03 November as a result of the recent Ofsted Inspection.

#### **10.1.2 To note Meeting dates for year**

C&A Committee meetings will be held on:

03 November 2010

26 January 2011

04 May 2011

22 June 2011

### **10.2 Human Resources Committee**

#### **10.2.1 To receive report**

VB reported that the Human Resources Committee had met on Monday. The Teaching Assistants have been allocated across the school and are working effectively.

Staff Performance Management reviews are scheduled as follows: Teachers and Admin and Finance Officer in Term 2 and the Teaching Assistants in Term 3. The date for the Acting Headteacher's Performance Management has yet to be arranged with the School Improvement Partner.

The Committee has reviewed and adopted the following policies:

Performance Management policies for Teachers and for TAs  
Policy on allegations against staff  
Continuous Professional Development policy  
Performance Management (TAs) policy  
Local Authority's updated procedure on Discipline, Grievance,  
Capability and Appeals.

**10.2.2 To approve the Pay policy**

The Governing Body adopted the Pay Policy 2009-10 as recommended by the Human Resources Committee. The Staff Structure document was approved and will be attached to the Pay Policy.

At the next meeting, the Committee will be looking at school numbers and reviewing the staffing structure.

**10.2.3 To note Meeting dates for year**

VB will forward the Clerk the Committee's meeting dates for the rest of the academic year for circulation with the GB minutes.

**Action: VB/Clerk**

**10.3 PR Committee**

The Committee has yet to meet.

**10.3.1 Prospectus, Website, Guide to your Child's Education at St K**  
VB reported that she had met with the Acting Headteacher. The new School Prospectus will be available for the Open Day. Gill Clarke had recommended holding back on producing 'A Guide to your Child's Education'. School Reports will be brought forward to February followed by Open Evenings with parents. PS reported that the website continues to develop. The Admin and Finance Officer will forward adopted policies to KS for uploading on to the website.

**Action: KS**

**10.3.2 To note Meeting dates for year**

To be agreed and circulated to Governors.

**Action: VB**

**10.4 Finance & Premises Committee**

**10.4.1 To receive Report on last meeting.**

The Finance and Premises Committee had met on 30 September and approved the revised financial procedures for the Financial Management Standard in Schools (FMSiS). Good maintenance work has been undertaken, including redecorating the Reception

area and painting the offices. A new maintenance schedule is being prepared.

JL and the Acting Headteacher have reviewed the Health and Safety requirements and the policy. The Acting Headteacher is in the process of completing some outstanding risk assessments. The Committee adopted the new Lettings Policy.

Governors noted that it has been decided not to have fireworks display this year due to Bonfire Night falling on a Friday and two of the parents who usually organised this event have now left the school community.

**10.4.2. To approve Income & Expenditure return to 30.09.2010**

The Chair led Governors through the previously circulated Income and Expenditure Return to half year ending September. The forecast to the end of the full year shows a deficit of £3,355 although the actual to quarter end show a surplus of £37,340. This is due to receiving more than half the income without incurring half the expenditure. The Budget is on target and the Chair and Acting Headteacher signed the half year return. The Acting Headteacher is considering capital expenditure plans.

**10.4.3 To confirm bank signatories**

Bank signatories were confirmed and approved as the Acting Headteacher, the Admin and Finance Officer and KS. The Chair reported that the deposit account balance is £50,000 and there is £60,000 in the current account.

## **11 Policies**

### **11.1 Community Cohesion Policy**

GdB reported on a link she has with a school in London; the Headteacher from this school has met with JS. Governors welcomed the suggestion of becoming a 'Forest School' in 2011. The Governing Body adopted the Community Cohesion Policy as circulated.

The Headteacher will forward the Community Cohesion Action plan to the Clerk for circulation with these minutes.

**Action: Acting Headteacher**

### **11.2 Governor Induction policy**

Deferred to the next meeting

#### **Health Safety and welfare policy**

The Chair reported that paragraph 1.3 of the policy (which repeats a provision in the School's previous policy) is a slight departure from the LA's model wording; the School's policy moves the emphasis away from pupils and

staff relying on others and places it on awareness of the effect on their own actions on themselves and on others.

12.1 - Emma Franklin is responsible for uniforms.

13 - Refer to Child Protection policy, rather than repeat parts of it.

15.3 - Staff who are now trained in first aid will be added.

16.6 - The Headteacher reported that she had been trained a few years ago to drive a mini bus and will check if this training is still valid. Niki Jones will be asked if she can drive a mini bus. Arrangements are being made to ensure that all teaching staff receives the training to drive the mini bus.

The Chair will amend the policy and with these amendments. Subject to this, the Governing Body adopted the Health, Safety and Welfare policy.

**Action: Chair**

## **12 Governor Matters/Courses**

The Clerk reported that she is attending both a staff discipline and a pupil exclusion training course next month.

PS and JL will be attending the Governor/Headteacher cluster meeting, at St John's School, about The Future of Education in Marlborough and NE Wiltshire on 20 October.

The new Governors are encouraged to attend the New Governors course.

## **13 Late Arising Business**

The Acting Headteacher reported that she has been on the NPQH assessment and has been accepted for this training for Headteachers.

**Date of next meeting:** Tuesday 30 November 2010