

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

**The minutes of a meeting of the Governing Body  
held on 15 November 2011 at 6.30pm at the School**

**PRESENT:** Peter Holland (Chair), Sharon Cross (Headteacher), Kevin Sandall, Vanya Body, Colin Langdon, Gill de Berry, Sara Clemence (SCLM) (from Item 3.1.1), Julianne Smith (from Item 3.1.1), Jason Lewis (from Item 4.1) and Dorothy Riley (Clerk)

**1 Welcome and Apologies for Absence**

The Chair welcomed everyone to the meeting.

Apologies were accepted from Chris Hoggarth.

Apologies were also received in advance from Julianne Smith for her late arrival.

**2 Declarations of Interest**

**2.1 Pecuniary interests**

Governors confirmed that their Conflicts of Interests forms have been completed for this year's Register.

None declared for this meeting.

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

None.

**2.3 Interests of immediate family**

None.

**2.4 Subsequently declared interests**

None.

**3 Minutes of previous meetings**

**3.1 To approve the Minutes of the meeting held on 12 October 2011**

The Minutes of the meeting held on 12 October 2011 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)**

**Gritting of roads:** The Chair has discussed the number of road traffic accidents on the Durley Road with the PTA Chair and will now write to Wiltshire Council with a Freedom of Information Act request.

**Action: Chair**

**Governor visits with Subject Leaders:** A list has been prepared of Governors' meetings this term with their Subject Leaders. A record of all Governors' visits is held in the School office.

**Evaluation of School Fete:** The Headteacher will check if CH has written up an evaluation of this event on the Governor Visit form.

**Action: Headteacher**

**Domain name: [www.stkatharinesprimary.org](http://www.stkatharinesprimary.org):** KS will check progress with the Bursar regarding purchasing the domain name.

**Action: KS**

**Raiseonline training with Wiltshire Council's Assessment Adviser:**

Staff and Governors are invited to attend this Cluster training at 3.30pm on Thursday 8 December.

**Maths workshop with Liz Hopkins, formerly a WC Maths Adviser:**

Parents and Governors have been invited to the Maths workshop on 1 December at 6pm.

**Travel Plan:** The Headteacher reported that the Travel Plan is being reviewed and the survey will go out to parents this week.

A reminder will be included in the School newsletter that parents remain responsible for children being dropped off in the driveway. The Headteacher reported that the Coach Company, used for swimming lessons, has been fined for being late - this was due their being blocked in by bad parking by a parent. This will be reported in the School newsletter. In future any parent blocking the coach will be asked to pay the fine.

**Action: Headteacher**

**After School Homework Club:** Notice of this facility will be repeated in the School newsletter.

**Action: Headteacher**

**Parent questionnaire results:** The Headteacher will summarise the results which will be circulated to Governors. A letter to parents will be written by the Chair on behalf of the Governors.

**Action: Headteacher/Chair**

**Public Sector Strike Action 30 November:** Following discussion about the possibility of the School staying open on 30 November the following actions were agreed:

- The Chair will seek further advice from the Local Authority.
- The Headteacher will contact the Chair following the Area Heads' meeting this Friday with information she learns about other schools' intentions.
- Parents will be notified of the School's intention at the beginning of next week.

**Action: Chair & Headteacher**

**Revised Code of Conduct for Governors:** Governors present confirmed that they have signed the approved Code of Conduct for Governors.

**St Katharine's Guide Parts 1 and 2:** VB is updating this.

**Action: VB**

Julianne Smith joined the meeting.

**Pupil Savings Account:** The Headteacher reported that the pupil savings account has 15 members. A journalist and a banker will be coming in to School next week to talk to pupils about this.

**E-safety Evening:** An E-safety training session for parents, Governors and Cluster Headteachers will be held in February 2012 to coincide with National Safety week.

**Academy status presentation:** Joy Tubbs, Salisbury Diocese, will be giving a presentation on Academy Status to the Cluster Headteachers and Governors at 6.30pm on 11 January at Preshute Primary School.

## 4 Headteacher's Report

### 4.1 To note report

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

**Outcomes:** Data will be updated following a meeting on 7 December with the School's Advisory Head, Headteacher, PH and VB. The new data will be reviewed by the Curriculum and Assessment Committee.

**Correction:** There are 7 boys and 8 girls in Year 3. One pupil has been omitted from Column DA of Reception data.

**Attendance:** Governors welcomed the news that attendance is on track with a reduced Actual Absence of 3.4%. Punctuality has also improved. For future reports, 'Current Attendance' will be replaced with 'Current Absence'.

**Festivals:** The School will be participating in community singing in Marlborough on 24 November when the Christmas lights are switched on.

**Carol Service:** This will be held on 18 December in Church.

**Christmas Fete:** The Christmas Fete is being held this Saturday in Marlborough Town Hall from 10am-12.30pm.

**Community Cohesion:** 30 pupils from Gorse Hill School, Swindon are coming out to the forest next week.

Jason Lewis joined the meeting.

### 4.2 To approve Attendance Target for 2012

This was not considered.

## 5 Child Protection Report

The Headteacher reported that the Child Protection Report followed Wiltshire Council's format. VB will confirm the date she completed the online safer recruitment training.

**Action: VB**

The last whole staff training took place in January 2010 and will be repeated 3 yearly.

The Headteacher reported that she considered the Induction training to be more relevant than the Level 3 safeguarding training.

The Child Protection Co-ordinator (Headteacher) and the Child Protection Governor (PH) met earlier this month to audit the School's Safeguarding/Child Protection compliance with good results.

Correction: The Local Authority will not be undertaking a Child Protection audit; only a self assessment audit is required.

## **6 Published Admission Number for September 2012**

Governors considered and (after considerable discussion) approved an unchanged PAN of 12 for September 2013. Both the Admissions and Premises Departments of Wiltshire Council will be formally advised about the potential overstretching of the School.

**Action: Headteacher/Chair**

## **7 Self Evaluation Form**

The Headteacher reported that the official SEF website closed in July. Schools are advised to continue updating the SEF document although the sections will change slightly to reflect the new Ofsted framework. The draft section presented to the meeting was noted. Although based on the School's position at the end of the previous academic year, SC reported that it reflected the current position (except that the reference to Y6 could be ignored and each of the other year groups will have progressed to the next year group). SC was grateful for the continuing advice from Gill Clark, the advisory head who supported her last year.

## **9 Risk Management**

This item was taken before Item 8 (School Development and Improvement Plan). The Chair explained that the Risk Management Schedule drives the School Development and Improvement Plan as it identifies what are the main risks that could seriously affect the School's operations and ensures that consideration is given to whether sufficient controls are in place to reduce the likelihood of the risks actually occurring and/or the severity of the impact if they should occur. It has been reviewed by the Finance and Premises Committee. Specific attention was drawn to the four "highest" risks highlighted in the schedule. It was approved by the Governing Body.

## **8 School Development & Improvement Plan**

The Headteacher and Chair led Governors through the 2 previously circulated documents.

Part 1 covers Teaching and Learning and is based on the new Ofsted schedule. It has the following 4 areas:

- Raising attainment and accelerating progress.
- To improve the quality of teaching and the use of assessment to support learning.
- To improve the conditions of learning - this included behaviour and the five learning to learn skills.

- Leading on learning: to develop the school as a professional learning community - i.e. leadership.

Part 2 includes Staffing, Grounds and Buildings, Links with Parents and Community, Governors, Governmental Reforms and Community Cohesion.

Governors discussed and approved the School Development and Improvement Plan, noting that it is a working document and will be updated termly by the Headteacher.

## 10 Committee updates

### 10.1 Curriculum and Assessment Committee

#### 10.1.1 To receive Report/Minutes of meeting held on 2 November 2011

JS lead Governors through the previously circulated Committee minutes. Discussions focussed around gifted and talented pupils with Governors satisfying themselves that the School is doing everything appropriate for these pupils.

Raiseonline and Fischer Family Trust data will be considered at the next Committee meeting and presented to the February Governing Body meeting.

### 10.2 Human Resources Committee

#### 10.2.1 To receive Report/Minutes of meetings of HR committee

VB reported that the Committee is meeting in the New Year following the January Census. Wiltshire Council's Human Resources policies have been circulated to Committee members for comment and adoption.

### 10.3 PR Committee

VB reported that the Committee is meeting next week.

Peter Davidson, a parent and promoter of a Marlborough online news and publicity site) has taken over the production of articles for the two Parish News (St Katharine's and Whitton) and the Headteacher is meeting with him this week. The Headteacher will approve articles prior to publication. All news items are archived in a scrapbook; a new scrapbook will be started for items published in the Parish News.

**Action: Headteacher**

### 10.4 Finance and Premises Committee

#### 10.4.1 To receive Report/Minutes of the meeting held on 31 October 2011

The Chair led Governors through the previously circulated draft Committee minutes. Points to note:

**Benchmarking:** A benchmarking exercise had been undertaken and the detailed report had been received by the Committee.

The main conclusion was that the School should consider

increasing its spending on ICT with the views of the School's IT consultant and the Cluster Business Manager being sought. Proposals will be presented to the Governing Body.

**Action: KS**

**Cash position:** The Bursar will be carrying out cashflow exercises and reports in future and will consider training.

**Action: Bursar**

**10.4.2 To receive Income & Expenditure return to 30.09.11**

The Chair reported that the School income and expenditure for the year is on budget. The I & E Return to end September will be circulated to Governors.

**Action: Chair**

**10.4.3 To receive School Fund Audit and approve return to the LA**

A review of the voluntary funds has been carried out by David De Saxe for the year ended 30 September 2011; his management letter was noted. Approval was given for the requisite return to be made to the LA.

**Action: Headteacher**

**10.4.4 To authorise the F&P Committee to approve the I & E return to 31.12.11**

The Governing Body authorised the Committee to approve the I & E return to quarter ended 31 December 2011.

## **11 Policies and other Documents**

### **11.1 Policies list**

Governors noted the policy list circulated with the agenda.

Many of the C&A Committee policies have been reviewed and the dates will be added to the list.

**Action: C&A Committee**

The Headteacher reported that an Environmental Policy is a requirement for the Green Flag award and should be added to the list.

**Action: Headteacher**

The Code of Conduct for Staff and Volunteers will be amended to include appropriate wording from the recently circulated Compliance Guidance on the Bribery Act 2010 from Wiltshire Council.

**Action: Headteacher**

### **11.2 E-Safety Policy**

The policy has been updated with reference to Wiltshire Council's guidance and was adopted by the Governing Body. From 01 January 2012 pupils will not be allowed internet access until a completed form has been returned to the School office. The form will be circulated to parents in the near future.

**11.3 Every Child Matters Policy**

Deferred to the next meeting.

**11.4 Equality Policy (new) – to approve**

The Headteacher explained that the new Equality Policy reflected the model proposed by Wiltshire Council in the light of the Equality Act 2010. The policy was adopted by the Governing Body subject to minor typing corrections.

**11.5 Code of Conduct for Safe Practice**

The Governing Body adopted the Code of Conduct for Safe Practice, subject to minor typing corrections.

**11.6 Medicines (Administration) Policy**

The Governing Body adopted the Medical Policy. It was agreed that the letter to parents on asthma inhalers should not be circulated until the Headteacher has clarified whether Wiltshire Council guidelines permits a pupil to share their inhaler with another pupil.

**Action: Headteacher**

**11.8 Communications Policy, inc Freedom of Information Scheme (new)**

Deferred to the next meeting.

**11.9 SEN and Gifted and Talented Policy**

Deferred to the next meeting as the Governors' role requires clarification.

**Action: Headteacher**

**11.10 Target Setting Policy**

The Target Setting Policy has been reviewed by the Curriculum and Assessment Committee and was adopted by the Governing Body. The School's name needs to be inserted at the head of the Policy.

**11.11 Teaching and Learning Policy**

The Teaching and Learning Policy has been reviewed by the Curriculum and Assessment Committee and was adopted by the Governing Body.

**11.12 Prospectus**

The Headteacher reported that 'what makes a good learner' and 'The Golden Rules' have been included in the School Prospectus. Pages 15 and 16 are new and include behaviour and child protection; they will be emailed to Governors for comments to the Headteacher by next Monday evening.

**Action: Headteacher and Governors**

**12 Governor Matters/Courses**

To receive reports on Governor Courses attended

**Safeguarding briefing 8 November:** JS reported that the safeguarding briefing was not good value to school Governors. It included too much history and other material which was not relevant to Governors wishing to learn about their role in safeguarding. Following discussion about training content, the Headteacher will discuss with cluster Heads if cluster training would be more appropriate.

**Action: Headteacher**

**Associate Member reappointment (Chris Hoggarth)**

The Governing Body reappointed Chris Hoggarth for a further one year term of office as an Associate Member. Chris will continue to serve on the Finance and Premises Committee and participate in Governing Body meetings. Voting rights were not given. The Clerk will inform Governor Services of his reappointment.

**Action: Clerk**

**13 Late Arising Business**

**Sycamores Classroom:** The noise of the fan during meeting was noted; an electrician will be asked if the fans can be serviced.

**Action: Headteacher**

The cracks in the walls of this classroom have been acknowledged.

**Possible appointment of a new Vicar:** The Headteacher reported that the Diocese is holding formal interviews on Thursday. It is expected that any appointment (if made) would not be taken up until around Easter at the earliest. Candidates will be visiting the school tomorrow.

**Finance Returns Compliance Statement Autumn 2011:** The Chair reported that all boxes are green (good).

**Date of next meeting:** Wednesday, 08 February 2012