

THE BRAMPTONS PRIMARY SCHOOL

Minutes of the Full Governing Body Meeting held at 7.00 p.m. on Thursday 3rd February 2011
in school

Chair : Ms. Schumacher-Smith (Vice-Chair)

PRESENT: Mr. M. Adamson (MA – Headteacher); Mrs. K. Brades (KB); Mrs. D. Hart (DH);
Mr. J. Hickman (JH); Mrs. G. Howarth (GH); Mrs. L. Hunter (LH);
Mrs. J. Macmain (JMcm); Mrs. H. Popham (HP); Mrs. D. Rhodes (DR);
Ms. J. Schumacher-Smith (JS-S).

APOLOGIES: Mrs. M. Jackson; Mrs. B. Mellish (Chair). (Accepted)

IN ATTENDANCE: Mrs. E. Cooke – Associate Member
Mrs. Sandra Turland – Local Authority Clerk

ACTION

*Ms. Schumacher-Smith began the meeting by welcoming a new parent governor,
Mrs. Gill Howarth, and introductions were made.*

1. **APOLOGIES** – as above.

2. **DECLARATION OF INTEREST**

There were no declarations of interest in respect of any items on the agenda.

3. **TO RATIFY APPOINTMENT OF NEW PARENT GOVERNOR**

- (a) With the process of appointing a new parent governor having been carried out correctly by the school Mrs. Gill Howarth was formally appointed to the governing body. *(Note from the Clerk: Leadership and Governance notified of the appointment on 6th February 2011).*

4. **MINUTES OF MEETING HELD ON 2nd DECEMBER 2010**

These were agreed as a correct record of the meeting and signed by the Vice Chair. A copy of the signed minutes handed to Mr. Adamson for the school's governors' file.

MA

5. **MATTERS ARISING**

Page 1

- 3 (c) Governing Body: the governing body is currently full although it should be noted that Mrs. Macmain's term of office as a non teaching staff governor comes to an end on 26th April 2011.

From Page 2

Road Safety: Mr. Hickman reported that he had contacted the Parish Council who had referred him to P.C. John McQuaide who is aware of all the problems regarding parking in the village and the particular concerns of the school. The Parish Council have a speed awareness campaign this month. Mr. Adamson stated that he had contacted the Travel Officer for Schools, Jay Shah, who had visited the school and taken photographs. He agrees that the possibility of an accident happening during the school day is likely. Traffic issues for the area will be agreed in the county's next financial year's budget for a red triangular sign as traffic comes up the hill and a flashing speed awareness sign as vehicles travel down the hill. To be closely monitored by the Standards Committee.

The car park barrier has been delayed owing to the bad weather – this is in hand and will be completed shortly.

From Page 2

Terms of Reference to be agreed at the first committee meeting of the new academic year: these have been agreed for Standards and Finance with those for Community/Safeguarding Committee being rewritten.

**Community/
Safeguarding
Cttee**

From Page 2

6 (a) Correspondence re EMC who provide broadband: a letter has now been received stating that schools will not be directly charged for broadband. However, it is not clear where the money will come from.

From Page 3

ICT Development: laptops are now successfully up and running in school.

From Page 4

8 (b) New governors to arrange to attend the Local Authority's Induction programme: Mr. Adamson reported that Mrs. Jackson's booking confirmation had been received in school. Mrs. Howarth and Mrs. Rhodes to book on line.

GH/DR

From Page 5

Governors to send profile/pen portrait/photograph to Mr. Adamson: those still outstanding are: Mrs. Hart, Mrs. Brades, Mrs. Rhodes, Mrs. Jackson, Mrs. Howarth and Mrs. Cooke.

**Those
named**

From Page 5

Training - Performance management training to be undertaken: Mrs. Hart's name on waiting list for 14th March 2011. Attending Pay and Benefits training on Monday 7th February 2011. Governor training record produced by Mrs. Mellish. Governors to complete training record form once training completed and put, with certificate, on file in the office with information sent to Mrs. Popham for updating the electronic training record.

ALL

From Page 6

11. Governors' Curriculum Role: these had been agreed as:

Subject	Staff Member	Governor responsible
Literacy	Mr. Adamson	Mrs. Rhodes
Numeracy	Mrs. Hunter	Mr. Hickman
SEN	Mrs. Hunter	Mrs. Brades
Early Years	Mrs. Foster	Mrs. Howarth
Science	Mr. Adamson	To ask Mrs. Jackson
ICT	Mrs. Walker-Green	Mr. Hickman
Health and Safety	Ms. Schumacher-Smith	

MA

From Page 7

- (a) RAISEonline: Standards Committee's open meeting Thursday 10th February 2011 at 6.00 p.m. – all governors invited to attend – Mr. Adamson will be going through a presentation of this year's RAISEonline report.

6. CORRESPONDENCE – Nil.

7. HEADTEACHER'S REPORT – Mr. Adamson

Copies of the report had been previously circulated and the following items highlighted at the meeting:

School Context

- (a) There remain 53 children on role – this is the number on which the forthcoming budget will be predicated. This is six higher than last year.
- (b) There are no exclusions to report and behaviour remains good. The situation with individual pupils mentioned at previous full governing body meetings are slowly improving although a full resolution is likely to be a long term goal.

Staffing

- (a) Mrs. Foster continues to develop well. She has passed her first review and is on course to pass her NQT¹ year with no significant problems. Links have been established with the Moulton EYFS² cluster group and she continues to attend the NQT induction course every three weeks.

Question from Mrs. Brades: How do we as governors know that she is developing well?

Mr. Adamson: I mentor Mrs. Foster myself and also carry out classroom observations. Mrs. Hunter takes on a more informal mentoring role. Statutory training is also in place. External moderation of the EYFS Profiles takes place annually and this year we will receive a monitoring visit. After the Early Years governor has completed a visit I would suggest that they do a brief report and feedback to governors.

Improvement Partners

- (a) The role of the Improvement Partner will end from the beginning of April 2011 as part of the LA³ cost reductions. The LA are hoping to retain some school support for schools in difficulties but this is unlikely to include schools like The Bramptons which is regarded as satisfactory and improving. The Local Authority is looking to set up 'Aspire'.

Aspire (clarification added by the Clerk)

- ASPIRE is a market-place traded service providing bespoke school improvement, including governor development solutions which can be purchased by all education providers, including those in the private and independent sector (including academies) across and beyond the county line.

¹ NQT = Newly Qualified Teacher

² EYFS = Early Years Foundation Stage

³ LA = Local Authority

- ASPIRE will operate as a third sector organisation having schools, providers and individuals as its shareholders/members. ASPIRE will be a not for profit organisation, putting any profit back into the organisation to develop better practices and outcomes rather than yielding financial return for shareholders.
 - ASPIRE comprises of a range of different professionals, all of whom are qualified teachers or highly experienced in governance and many of whom have additional professional accreditation and affiliation, for example as OfSTED inspectors and Improvement Partners (IPs).
 - ASPIRE will foster effective partnerships and relationships between and within schools and other providers to enhance outcomes for learners.
 - ASPIRE will act as a facilitator and broker within networks of learning communities, sign-posting schools to others to share and develop curriculum, pedagogy, practice and innovative school improvement solutions including different models of leadership and governance
- (b) The local cluster, of nine schools, is concerned about this and are looking to spend some of the joint budget to employ either Brian Kite and/or Geoff Allport in a consultancy role. Brian Kite has one more visit to make and has asked to spend some of that time briefing governors. This meeting is on Monday 14th March, 9.30 a.m. in school. Governors were asked to contact Mr. Adamson if they are able to attend this meeting.

ALL

Targets

- (a) The governing body has a statutory duty to set and agree performance targets for the school. Historically these have been agreed between the headteacher and the Improvement Partner with the governing body giving its agreement. However, with the demise of the Improvement Partner role, governors are going to need to take a more proactive critical friend role so that they have the confidence that the targets are appropriate. This would typically be a Standards Committee function.
- (b) This years targets are:

Section 5								
5.1 Statutory Targets The return to the LA must be completed before the end of November								
Delete KS not applicable	2010 results		2011 targets		2011 predications		2012 targets	
	L2+	L3	L2+	L3	L2+	L3	L2+	L3
Sp & L	100	0	90%	20%	90%	20%	100%	33%
Reading	83.3	33.3	90%	20%	90%	20%	100%	22%
Writing	100	16.7	90%	10%	90%	10%	100%	11%
Maths	100	33.3	90%	20%	90%	20%	100%	22%
Science	100	0	90%	30%	90%	30%	100%	33%

KS2	2010 result	2011 target submitted to DfE	2011 prediction in Autumn 2010	2012 target
KS2 L4+ English & Maths	100%	100%	100%	67%
2 levels progress English	100%	100%	100%	100%
2 levels progress Maths	100%	100%	100%	100%
Attendance	4.1	3.9	3.9	3.8

- (c) Attendance is currently running at 3.8% absence – better than targeted.

It was proposed by Ms. Schumacher-Smith that the targets listed and spoken about by Mr. Adamson be accepted. Seconded by Mrs. Hart Agreed unanimously.

Buildings

- (a) The building work is now going ahead and the Communities and Safeguarding committee will be meeting monthly to oversee this. As timetables become clearer, the committee will establish a monitoring programme. Ms. Schumacher-Smith, as Chair of this committee, will sit on meetings with different contractors when and where she is able to.
- Priority 1 = roofing and all associated work i.e. ceilings, lighting etc.
 - Priority 2 = new front door and panel.
 - Priority 3 = sub-divide room 4 into a dedicated library and staffroom. Replace ladies staff toilet with a disabled toilet.
 - Priority 4 = new door to separate foyer from the main hall.
 - Priority 5 = refurbishment of pupil toilets.

Cost over £½m. Priority 1 of the above will be paid for by the Local Authority. Priorities 2 – 5 will mostly be paid for from school funds (clearly it will not be possible to get all the way through the list, but it is important to identify the order of priorities before work commences).

- (b) An asbestos check will be carried out over February half term. There is no asbestos visible in school other than tiles in external cupboard which have been painted and therefore not fibrous. Governors will be kept informed of outcome from this check.

JS-S

Policies and documentation

- (a) A table indicating the current situation regarding school policies was attached to the headteacher's report, this included all statutory documentation and a list of policies that might be useful. Standards Committee to look at policy schedule and identify which committee should have oversight of which policy and deal with accordingly.

**Stds
Ctee**

8.00 p.m. Mrs. Cooke left the meeting.

- (b) The redundancy procedure had been looked at by the Finance and Personnel Committee and as it is based on the County's policy, with no hidden agenda in producing it, the policy was recommended to the FGB for ratification.

***Proposed by Mr. Adamson
Seconded by Mr. Hickman
Agreed unanimously***

- (b) School Pay Policy: again this is based on the County Council policy except on page 37 the insert regarding pay in special circumstances. Mrs. Hunter referred to paragraphs 32.1 and 32.2 which read:

32.1 In the event of adverse weather staff will be paid as normal if the decision is made to close the school by the Headteacher. If the school is open but a member of staff fails to come in then pay will be deducted unless they meet the criteria in 32.2 below. Staff will have a right of appeal to Governors if they feel that circumstances have led to them being unfairly penalised.

32.2 Emergency childcare – where staff require time off school to look after children due to illness or other emergency, they will be paid for the first day to allow alternative child care arrangements to be put in place, up to a maximum of three days per school year. Additional days will be unpaid. The Headteacher will retain the discretion to alter this in exceptional circumstances.

- (c) After some discussion it was agreed that in respect of 32.1 for those staff living a distance from the school the weather can be bad in their area but not at the school. Therefore it was not considered fair that they should be deducted a day's pay if they are unable to travel into school. It was agreed to add a clause about Health and Safety and that a decision would be made at the discretion of the Headteacher.

With regards to 32.2, again after some discussion, it was agreed to change the number of days in respect of emergency childcare, from three to four with the stand point always being sympathetic and the headteacher will retain the discretion to change in exceptional circumstances.

- (d) It was agreed that Mr. Adamson amend the document and bring back to the next FGB meeting for ratification. The Attendance policy also to be amended in the light of these changes.

MA

8. FEEDBACK FROM ANY TRAINING UNDERTAKEN AND TO LOOK AT ANY FUTURE TRAINING REQUIRED (standing item)

- (a) No training undertaken since the last FGB meeting.
- (b) Other than Ms. Schumacher-Smith and Mrs. Hart identifying and booking date to attend Safer Recruitment training nothing else was identified.

JS-S/DH

9. COMMITTEE REPORTS

Community/Safeguarding Committee – Ms. Schumacher-Smith

- (a) Meetings have taken place but notes are yet to be circulated although the e-mail sent to governors regarding the building work gives a fairly comprehensive summary of the last meetings with little to add.

Finance & Personnel Committee – minutes received.

Standards Committee – meeting on 10th February 2011.

10. LINK GOVERNORS' REPORT – Mrs. Popham

- (a) It was agreed to change 'Link Governor' to 'Training Governor' and to include in this item feedback from any training undertaken and any future training required as one agenda item.
- (b) Copies of 'The Northamptonshire Governor' along with any supporting papers, are being regularly circulated by the Clerk. Additional governors' information can be found on the website www.northamptonshire.gov.uk

11. ITEMS OF ANY OTHER BUSINESS

Christmas Play – Mr. Hickman

- (a) This production had been the very best! No-one can, or should be, picked out in particular but a lot of credit must go to Mrs. Hunter. Mr. Hickman had ensured that all pupils received two house points. Mrs. Hunter responded by saying that this had been a real team effort and thanked Mr. Hickman for his kind words.

Governors' Teas/Cake meeting – Mr. Hickman

- (a) Mr. Hickman stated that the enthusiasm of the children had been wonderful and they had come up with some terrific ideas e.g.
- Hot lunches (this will happen in September 2012)
 - Would like larger computer screens and there are some problems with computers. Mr. Adamson stated that these have now been broadly resolved and the laptops are faster compared to the old computers. Mrs. Hart commented that the IT provision in the school is good.
 - Ideas re playground – would like a swing and/or roundabout.
 - Some kind of 'removable' carpet for the floor in the hall to make it more comfortable when sitting down.
- (a) Mr. Adamson to recirculate list of dates and a bullet point summary of what is expected of governors.

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SENCO report – Mrs. Brades

- (a) This had been previously circulated, read by governors and accepted accordingly. SENCO report to be added to the agenda.

Parents Evening – 14th February 2011 – Ms. Schumacher-Smith

- (a) Governors to provide refreshments (tables in the hall) – this also provides an excellent opportunity to engage with parents:

3.30 p.m. – 5.00 p.m. Mr. Hickman and Mrs. Macmain.

5.00 p.m. – 7.00 p.m. Ms. Schumacher-Smith and Mrs. Hart.

12. DATE OF NEXT MEETING

7.00 p.m. Thursday 24th March 2011 in school.

ALL

There being no further business the meeting closed at 8.40 p.m.

Signed: _____

Dated: _____ 2011

ACTION TEMPLATE

Minute Page	Action Required	By Whom and date for completion
Page 2	Terms of Reference to be agreed and forwarded to the Clerk.	Community/Safeguarding Cttee – next meeting.
Page 2	New Governors' Induction Programme (LA). To book direct on line.	Mrs. Howarth and Mrs. Rhodes – a date convenient.
Page 2	Governors to send profile/pen portrait/photographs to Mr. Adamson.	Outstanding ones include: Mrs. Hart, Mrs. Brades, Mrs. Jackson, Mrs. Rhodes, Mrs. Howarth and Mrs. Cooke – before the next FGB meeting.
Page 2	Training record forms to be completed and together with certificate placed on file in the office. Information to be forwarded to Mrs. Popham for updating electronic record.	ALL – whenever training is completed.
Page 2	Curriculum Governors: to ask Mrs. Jackson if she is willing to take on the Science governor position.	Mr. Adamson – before the next FGB meeting.
Page 3	Improvement Partners: to contact Mr. Adamson if able to attend the meeting with Brian Kite on 14 th March.	ALL – as soon as possible and before the meeting.
Page 5 Policies	Schedule of policies to be looked at and split between committees to have oversight.	Standards Committee to take forward.
Page 5 Buildings	Governors to be kept informed of the outcome from the asbestos check during February half term.	Ms. Schumacher-Smith – as soon as check is carried out and results known.
Page 6 School Pay Policy	Amendments to be made to page 37 and circulated for governors to read prior to the next FGB meeting. If in agreement to be ratified at that meeting. Attendance policy also to be amended.	Mr. Adamson – to amend page 37 and recirculate to governors before the next FGB meeting.
Page 6 8.	Governor Training: to book on Safer Recruitment training.	Ms. Schumacher-Smith and Mrs. Hart to identify a date and book accordingly.
Page 7 11	Governors' Tea/Cake meetings: list of dates and bullet point summary of what is expected of governors to be recirculated.	Mr. Adamson.

Minutes taken and transcribed by
Sandra Turland – Clerk to the Governors