

THE BRAMPTONS PRIMARY SCHOOL

Minutes of the Full Governing Body Meeting held at 7.00 p.m. on Thursday 2nd December 2010 in school

Chair : Mrs. Mellish

PRESENT: Mr. M. Adamson (MA – Headteacher); Mrs. D. Hart (DH); Mr. J. Hickman (JH);
Mrs. L. Hunter (LH); Mrs. M. Jackson (MJ); Mrs. J. Macmain (JMCM);
Mrs. B. Mellish (BM – Chair); Mrs. H. Popham (HP); Mrs. D. Rhodes (DR).

APOLOGIES: Mrs. K. Brades; Ms. J. Schumacher-Smith (Accepted)

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

ACTION

1. **APOLOGIES** – as above.

2. **DECLARATION OF INTEREST**

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

3. **RE-APPOINTMENTS OF GOVERNORS AND NOMINATION OF NEW PARENT GOVERNORS – Mrs. Mellish**

(a) Mrs. Debbie Rhodes and Mrs. Maria Jackson had both been elected as parent governors at the school. These appointments were unanimously agreed by the governing body. Both Mrs. Rhodes and Mrs. Jackson completed register of governors' interest forms which were handed to Mr. Adamson for the school's governors' file. Mrs. Brades will act as 'buddy' for Mrs. Rhodes and Mrs. Mellish as 'buddy' for Mrs. Jackson. **MA**

(b) Mrs. Brades had also been reappointed as a parent governor and Mrs. Popham had kindly agreed to continue as a Community governor until the end of this academic year.

(c) There is still a vacancy on the governing body for a parent governor – Mr. Adamson to advertise again and if unable to fill from within the school in the new year it may be necessary to consider a parent from another school. Mrs. Mellish's contact details to be given to anyone who is interested and would like to know more. **MA**

(d) The Clerk notified Leadership and Governance of these appointments 5th December 2010. A list of updated membership attached to these minutes.

4. **MINUTES OF MEETING HELD ON 30th SEPTEMBER 2010**

Page 6

11. Finance & Personnel Committee: Mrs. Hart's name to be added to the membership of this committee.

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

5. MATTERS ARISING

From Page 2

Road Safety letter to go out to parents re parking and banner to be put up outside the school again: Mr. Adamson confirmed that an article had appeared in the October newsletter. The banner belongs to the Road Safety Partnership not the school – to ask if this can be used again. Jay Shah the Schools' Road Safety Officer, has visited and left information for inclusion in the school's newsletter. He stated that there is no possibility that the County will approve changes to the road layout particular as no substantive accidents have been recorded. Jay will look at getting a 'flashing up' sign for the village and red warning triangle as you come up the hill and approach the school. Jay was constructive and positive and tried to assist. To be an agenda item for the Standards Committee.

**Stds
Cttee**

Mr. Adamson stated that the school has now awarded a contract for the car park barrier – this will have more strength than a chain link fence, and will have double gates to access the rear of the school if necessary. Cost = £3½k which will come from the school's travel grant. Weather permitting work will commence in the school holidays.

From Page 5

Educational Context (c) Martyn Webb to be invited to speak to governors re Federation: all governors, with the exception of Mrs. Cooke who forwarded her apologies, indicated that they were able to attend the meeting with Martyn Webb.

From Page 6

11 (a) Terms of Reference to be agreed at the first committee meeting of the new year: Community & Safeguarding/Finance & Personnel – ongoing.

**Named
Ctees**

6. CORRESPONDENCE

(a) From EMC, who provide broadband – to go to Finance Committee. Next year £4,300 will be deducted from capital expenditure as the government has 'pulled' harnessing technology grant. Due to the fact that capital will be used this will not impact on the day to day running of the school. There is only one more year to run before all schools' contracts are up for renewal. Finance Committee to monitor closely.

**Finance
Cttee**

(b) From South Northants and Daventry Schools Sports Partnership: relating to the impact of the Government spending review on sports. The Government is now reviewing their previous decision. Standards Committee to give a watching brief on the Government's decision and make recommendations as appropriate.

**Stds
Cttee**

**7. HEADTEACHER'S REPORT UPDATE FROM SEPTEMBER 2010 WRITTEN REPORT
– Mr. Adamson**

- (a) Mr. Hickman stated that the RAISEonline report was brilliant and that the teaching staff should be formally recognised for the work they have done. The Standards Committee will be reviewing the report fully at their next meeting and will report back edited highlights to the FGB. Mr. Adamson asked governors to contact him direct if they would like a copy of the RAISEonline report. All governors were formally invited to the next Standards Committee, date to be confirmed by Mrs. Mellish by email. (Note: completed, meeting date 10th February 2011 at 6.00 p.m).

ALL

School Organisation

- (a) School Roll = 53.
- (b) Mrs. Foster, who has taken over Class 1 following Mrs. Cooke's retirement, has completed her first appraisal and met the various targets set over the term – she is doing very well. Comments received from parents' evening indicated that they are very impressed by her and that she is liked by the children. She was very confident meeting and greeting parents. Support structure still remain in place.

SEN¹

- (a) The expected Statement is now fully in place along with a full-time appointment and other main structures for the pupil who is making good progress.
- (b) The concerns expressed by governors re behaviour issues relating to a pupils: there are still some issues in the playground/lunchtime and outside school. These concerns have been taken to the LOT² meeting for a multi agency approach. Core assessment is underway from Social Services for the whole family. Any actions for the school to take will come from the core assessment.
- (c) Behaviour in general in school continues to be good other than some minor issues at lunchtime which are being dealt with.

ICT Development

- (a) Contract in place and the ICT engineer has done all the work at home – new system to be in place on Wednesday. The new server and wireless system will be a great improvement putting ICT provision at the top with regards to capacity.
- (b) Mr. Adamson is in contact with the website provider who is happy to provide a secure governors site/log-ins. Governors therefore need to decide how to use this space e.g.:
- policies
 - minutes
 - budget options on secure section
 - RAISEonline
 - documents for reference
 - SEF³
 - governors' Forum
 - governors Induction document

¹ SEN = Special Educational Needs

² LOT = Local Operational Team

³ SEF = Self Evaluation Form

Educational Context

- (a) The White Paper has been published with no additional information with regards to the new curriculum. In view of this traditional subject headings will be retained. Points highlighted:
- New curriculum review to be launched in December this year and be introduced from September 2013 with a draft published in 2012.
 - Schools to have more direct control.
 - Reading Test age to be introduced to identify those pupils having difficulties in reading early on in order that they can have the correct strategy put in place.
 - Keen to increase information flow to parents.
 - The highest performing schools will be spared any Ofsted visits by inspectors unless parents, or staff trigger a 'waning signal'. Instead of being assessed by 18 different criteria, schools will be rated in just four categories – teaching, leadership, behaviour and attainment.

Finance

- (a) FMSiS⁴ has ceased, as it was finally considered to be too time consuming, but will be replaced by something else in the new year.
- (b) Governors need to be aware of the short time span available between now and the new financial year. No information has been received from the Local Authority with regards finance for the academic year 2011/2011 other than things will change considerably probably at short notice. It may therefore be necessary to had additional finance/FGB meetings.
- (c) The 8% carry forward will be strictly adhered to this year (Capital sits outside of this). To look at purchasing some big items in order to use any excess monies for the children currently in the school.

Governors Teas/Learning Walks

- (a) Mrs. Hart stated that the 16th November date had been cancelled as Mrs. Brades was unwell that day.

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

- (a) No training undertaken.
- (b) New governors to undertake the Local Authority induction programme – information via the County Council's website: www.northamptonshire.gov.uk – MJ/DR

9. COMMITTEE REPORTS

- (a) The two new governors elected to join the following committees: Finance & Personnel Committee = Mrs. Rhodes. Standards Committee = Mrs. Jackson. Update list of membership attached to these minutes.

⁴ FMSiS = Financial Management Standards in Schools

Finance Committee

(a) Minutes of meeting held on 21st September still to be circulated by Mrs. Hart. The last committee was on 2nd December 2010 when the following items were discussed:

- Current budget situation – under spend in teaching staffing at the moment due to Mrs. Cooke's retirement and the recruitment of an NQT.
 - Repairs and Maintenance – the school had to have repairs to the roof and boiler.
 - No orders to be placed after 31st March 2010 so all orders need to be placed by mid February 2010.
 - Factoring in known costs within a carry forward figure of £45k looking to use £10/15k. Bulk of money to be held until the bad weather is over.
 - Spoke about Broadband.
 - Spoke about personnel issues which are still opened.
 - The Friends of Brampton School have now paid off all the money owing to the school over 18 months and also paid for the new stage, before the invoice was received, therefore £6k has been received from them over the last two/three months.
 - Grant for area for Reception children to hang their coats – capital money available but this work will cause problems if carried out with the roof which has an inherent design fault e.g. the walls/windows weight bearing where they shouldn't be. This means that work cannot be undertaken which will put additional weight or disturbance on the walls/ceiling.
- (b) Mr. Adamson's performance management review carried out by Mrs. Popham and Mrs. Hart. Also in attendance Brian Kite, Improvement Partner. Finance committee will issue a report on the recommendations. Both Mrs. Popham and Mrs. Brades are performance management trained. It was agreed that Mrs. Hart should undertake the training before the end of the financial year.

DH

Standards Committee

(a) Minutes of meeting held on 4th November 2010 previous circulated – no questions.

Community and Safeguarding Committee

(a) Minutes of meeting held on 10th November 2010 previously circulated. Two actions had been highlighted for the governing body:

1. The school website is now up to date, however the committee asks that all members of the governing body regularly check the site and flag any changes/amendments as necessary.

Governors were asked to send a profile/pen portrait and photograph for inclusion – to be emailed to Mr. Adamson.

ALL

2. For further parents' evenings, please can governors who attend record the number of parents they manage to speak to and feed back parents' comments to the full governing body (provided these are not confidential).
- (b) Mrs. Hart and Mrs. Macmain commented that a lot of parents, especially from Kingsthorpe, were amazed that they can get their child(ren) into The Bramptons. It was agreed that this committee look at the website/marketing for the next academic year. The County's brochure still puts the school down as over subscribed. To consider producing a prospectus for governors to take to local playgroups and speak about the school. Parents stated that children feel secure and no negative comments were received. Mrs. Jackson stated that she was happy to help with marketing the school.
 - (c) Governors' Refreshments at Parent Consultation Evenings: it was agreed that tea be served from a table in the hall rather than via the hatch.

10. LINK GOVERNOR REPORT – Mrs. Popham

- (a) The Director's Report is now on line.
- (b) It was agreed that although the Link Governors' role has now changed, and training is on line, this would remain an agenda item in order that any items can be highlighted from the online training.

11. ITEMS OF ANY OTHER BUSINESS

ISP⁵ – Mr. Adamson

- (a) Review undertaken this week which went very well. The school clearly demonstrated that it is on top of its own agenda. 'Light touch' now to be kept until the end of this academic year which will then be the end of the two year programme.

Governors' Curriculum Role – Mr. Adamson

- (a) Mr. Adamson to email governors re taking on a curriculum area role in Numeracy, Literacy, ICT and Early Years – this will help to aid communication across the school and will provide another voice for staff to speak to. Mrs. Cooke stated that she had found it very helpful when this was in place in the past and it helped to increase the awareness of governors.

MA

12. DATE OF NEXT MEETING

7.00 p.m. Thursday 3rd February 2011 in school

ALL

There being no further business the meeting closed at 8.45 p.m.

Signed: _____

Dated: _____ 2011

⁵ ISP = Improving Schools Programme

ACTION TEMPLATE

Minute Page	Action Required	By Whom and date for completion
Page 1 3 (c)	To advertise for another parent governor – if no response from within the school in the new year may be necessary to look outside.	Mr. Adamson.
Page 2	Road Safety – to be on Standards Cttee agenda.	Standards Committee – agenda for next meeting.
Page 2	Terms of Reference to be agreed at the first committee meeting of the new academic year and forwarded to the Clerk. Chairs and note takers also to be appointed along with setting dates for the academic year. Details to be forwarded to the Clerk.	Named Committees at their next meeting.
Page 2 6 (a)	To monitor EMC broadband costings/proposals.	Finance Committee
Page 6 6 (b)	A watching brief to be kept on the Government's decision re sports and make recommendations as appropriate.	Standards Committee
Page 7 (a)	RAISEonline report.	ALL – contact Mr. Adamson direct if copy of report required.
Page 4 8 (b)	New governors to arrange to attend the Local Authority's Induction programme.	Mrs. Jackson/Mrs. Rhodes – a suitable date.
Page 5	Community and Safeguarding Committee – governors to send profile/pen portrait/photograph to Mr. Adamson.	ALL – as soon as possible and before the next FGB meeting.
Page 5	Finance Committee – performance management training to be undertaken.	Mrs. Hart – as soon as possible when suitable date available.
Page 6	Governors' curriculum role: details to be emailed.	Mr. Adamson – as soon as available and before the next FGB meeting.

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

LIST OF CURRENT GOVERNORS – THE BRAMPTONS PRIMARY SCHOOL DECEMBER 2010

FILLED APPOINTMENTS

Governor Type	Full Name	Address	Telephone	Start Date	End Date	Governor Position/Committee
Clerk	Mrs. Sandra TURLAND	11 Greenway, Weston Favell, Northampton NN3 3BW sj@turlandhome.co.uk	01604 415309	03/04/2006		Clerk to the Governors
Authority	Mrs. Barbara MELLISH	135a Harlestone Road, Northampton NN5 6AA barbara.mellish@tiscali.co.uk barbara.rothwell@barclaycard.co.uk Re-elected Chair 30.09.09 for 12 months	01604 591932 07736869120	14/03/2008	13/03/2012	Chair
Authority	Mrs. Diana HART	The Old Rectory, 17 Welford Road, Creaton, Northants NN6 8NH dianavhart@hotmail.com	01604 505802 07511695243	18/12/2009	17/12/2013	
Community	Mrs. Helen POPHAM	44 Back Lane, Chapel Brampton, Northampton NN6 8AJ helenpopham@aol.com to continue until end of academic year 2010 →	01604 820153	02/12/2010	31/08/2011	Link Governor
Community	Mr. John HICKMAN	Ardoch, Harlestone Road, Chapel Brampton, Northampton NN6 8AW Jhickman1940@hotmail.co.uk	01604 842998	20/05/2010	19/05/2014	
Community	Ms. Julia SCHUMACHER-SMITH	73 Holdenby Road, East Haddon, Northampton NN6 8DH Julia.schumacher@northamptonshireenterprise.ltd.uk Re-appointed Vice Chair 30.09.09 for 12 months	01604 771379	20/05/2010	19/05/2014	Vice Chair
Headteacher	Mr. Martin ADAMSON	Bramptons Primary School, Harlestone Road, Chapel Brampton, Northampton NN6 8AW	01604 842078	01/09/2007		
Parent	Mrs. Kate BRADES	4 Auckland Close, Northampton NN2 7BJ k.brades1@sky.com	01604 646462	08/11/2010 re appointed	07/11/2014	
Parent	Mrs. Maria JACKSON	4 Great Close, Chapel Brampton NN6 8AN maria.jackson@siemens-enterprise.com	01604 847871 07808 942472	02/12/2010	01/12/2014	
Parent	Mrs. Debbie RHODES	82 Fallow Walk, Kingsthorpe, Northampton NN2 8DE debbiejrhodes@aol.com	01604 820921	02/12/2010	01/12/2014	
Parent						
Teaching Staff	Mrs. Lesley HUNTER	Bramptons Primary School, Harlestone Road, Chapel Brampton, Northampton NN6 8AW lesley@rooken.fsworld.co.uk	01604 842078	20/05/2010	19/05/2014	
Non Teaching Staff	Mrs. Janet MACMAIN	Bramptons Primary School, Harlestone Road, Chapel Brampton, Northampton NN6 8AW janetmacmain@yahoo.com	01604 842078	27/04/2007	26/04/2011	
Associate Member	Mrs. Eileen COOKE	1, The Avenue, Kingsthorpe, Northampton NN2 8PR ecooke74@hotmail.com	01604 846280	20/05/2010	19/05/2014	

CURRENT VACANCIES

TYPE	Start Date
Parent	Was Spencer Kilby – letter of resignation dated 27.09.2010

INSTRUMENT OF GOVERNANCE

4 parent governors
2 Authority governors
3 staff governors
3 community governors
TOTAL = 12

THE BRAMPTONS PRIMARY SCHOOL – SCHEDULE OF GOVERNORS’ MEETINGS 2010/2011

	Sept.	October	Nov.	Dec.	Jan 2010	Feb.	March	April	May	June	July
Full Governors	Thursday 30 th 7.00 p.m			Thursday 2 nd 7.00 p.m.		Thursday 3 rd 7.00 p.m.	Thursday 24 th 7.00 p.m.		Wednesday 18 th 7.00 p.m. Note change of date		Tuesday 5 th 7.00 p.m. Note change of date
Finance & Personnel Committee											
Community/Safeguarding Committee											
Standards Committee		Thursday 21 st 6.00 p.m.	Thursday 25 th 6.00 p.m.			Thursday 17 th 6.00 p.m.	Thursday 31 st 6.00 p.m.		Thursday 12 th 6.00 p.m.		Thursday 7 th 6.00 p.m.

Full Governors Meetings	Finance & Personnel Committee	Community & Safeguarding Committee	Standards Committee	Performance Management	Pupil Discipline Committee	Staff Discipline Committee
<ol style="list-style-type: none"> 1. Martin Adamson (Head) 2. Kate Brades 3. John Hickman 4. Diana Hart 5. Lesley Hunter 6. Maria Jackson 7. Janet Macmain 8. Barbara Mellish (Chair) 9. Helen Popham 10. Debbie Rhodes 11. Julia Schumacher-Smith 	<ol style="list-style-type: none"> 1. Kate Brades 2. Helen Popham 3. Martin Adamson 4. Diana Hart 5. Debbie Rhodes 5. Bursar (co-opted) 	<ol style="list-style-type: none"> 1. Julia Schumacher-Smith 2. Diana Hart 3. Lesley Hunter 4. Martin Adamson 5. Janet Macmain 	<ol style="list-style-type: none"> 1. John Hickman 2. Barbara Mellish 3. Martin Adamson 4. Maria Jackson 5. Eileen Cooke (co-opted) 	<ol style="list-style-type: none"> 1. Kate Brades 2. Helen Popham <p>Both the above are performance management trained.</p>	<ol style="list-style-type: none"> 1. John Hickman 2. Barbara Mellish <p>NB: H/T/staff govs cannot be on this committee</p> <p align="center">Appeals</p> <ol style="list-style-type: none"> 1. 2. 3. 	<ol style="list-style-type: none"> 1. John Hickman 2. Barbara Mellish <p>NB: H/T/staff govs cannot be on this committee</p> <p align="center">Appeals</p> <ol style="list-style-type: none"> 1. 2. 3.

Child Protection/Safeguarding Governor	SEN Governor	Health and Safety Governor	Training	Early Years
Diana Hart	Kate Brades	Julia Schumacher-Smith	Helen Popham	