

THE BRAMPTONS PRIMARY SCHOOL

Minutes of the Full Governing Body Meeting held at 7.00 pm on Wednesday 18th May 2011 in school

PRESENT: Mr. M. Adamson (MA – Head Teacher); Mrs. K. Brades; Mr. J. Hickman (JH);
Mrs. L. Hunter (LH); Mrs. B. Mellish (BM – Chair); Mrs. H. Popham (HP);
Mrs. D. Rhodes (DR); Ms. J. Schumacher-Smith (JS-S).

APOLOGIES: Mrs. D. Hart (DH); Mrs. G. Howarth (GH); Mrs. E. Cooke; (*Accepted*)

ABSENT: Mrs. M. Jackson (MJ);

IN ATTENDANCE: Dr. Graham Lampard – Temporary Authority Clerk

1. **APOLOGIES** These were accepted and the absence noted.

2. DECLARATION OF INTEREST

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

3. MINUTES OF THE PREVIOUS MEETING

a. These 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.

4. MATTERS ARISING

a. From page 1 of Minutes: Road Safety: The Head Teacher reported that a former pupil was involved in a road accident just down from the school. Fortunately, the child is fine, but the accident did highlight Governors' concerns raised in the minute. A Governor asked whether the Parish council will do anything as a result of the incident. The Head Teacher explained the accident had occurred due to a bin lorry, which obscured the car driver's view. Again fortunately, the driver was not speeding.

The Head Teacher said the incident had caused much commotion and unfortunately it was a SATs day. He said he had submitted a request for Special Consideration for the boys' as the tests were taken under adverse conditions. He said it means the boys could have their mark increased by between two and six points, dependant on their initial score and predicted grade due to the incident, which did affect them.

From Page 1

- i. Terms of Reference: Minutes have been circulated to Community and Safeguarding committee - but further no decision. It was AGREED to carry over the item to the next meeting **ACTION:** Community/Safeguarding committee
- ii. [8(b)] New Governor Training. One Governor has been on two of the three courses, but one Governor hasn't yet started their training.

From Page 2

- iii. Outstanding Pictures: Governors were reminded, again, that they need to send in their pictures by the next meeting. The Chair asked that this was a commitment that it is done by the next meeting. **ACTION:** All relevant Governors
- iv. PMT: The Head Teacher said the staff member has looked into this and has booked the course.

From Page 3

- v. [11] Tea/Cake Meeting: Completed.
- vi. [6(b)] Promotion and recruitment of children: The Chair said the website banner is uploaded. It was also AGREED to produce a letter for prospective parents and include quotes from the children. A Governor suggested that these should be hand delivered towards Kingsthorpe, stopping short of Acre Lane. 500 letters will be printed and the Chair asked for Governor support to deliver them. She said the distribution needs to be done within the next three weeks.

ACTION 1: HT to write a letter/leaflet and e-mail to Communications Committee for agreement.

ACTION 2: The Head Teacher will then e-mail Governors for help when the leaflet is ready for distribution.

From Page 7

- vii. [8(b)] Federation: No further movement has happened.
- viii. [9(f)] Budget Proposal: Completed. Finance meeting has taken place

From Page 8

- ix. [11(b)] Training Money System. £800 was put into budget to cover Governor's training needs. The Chair asked whether this will be monitored through the finance committee or via the Link Governor. The Head Teacher said it would probably be better via the Finance Committee. **ACTION:** It was AGREED that when booking a course a Governor should first e-mail the Head Teacher to confirm the budget is available and then tell the Finance Chair once the booking is confirmed.
- x. [12] E-mail parents: Carry over to next meeting **ACTION: MA**
- xi. [12] Non-teaching Staff Gov: In progress. Nominations are required by Friday 19th May. The current Non-teaching Staff Governor has indicated she is willing to stay on, if no other support teacher wants to. There has been one nomination so far. **ACTION: MA**

5. CORRESPONDENCE

- a. **Moulton School Academy Status:** A letter has been received from Moulton School stating they are considering applying for Academy Status, and are consulting with stakeholders, which includes The Bramptons. The Head Teacher said he would be surprised if they didn't apply and asked the Governors for their views. There followed a lengthy discussion, covering points about:
 - i. Whether The Bramptons should consider Academy status,

- ii. what would the picture be like in 5-10 years time;
- iii. The effect of more schools, both primary and secondary, converting to Academy Status. It was felt that small schools like The Bramptons could be caught between a rock and hard place as the school doesn't have the capacity to attain Academy Status on its own, yet the capacity of the Authority to provide adequate funding could be eroded if too many school go down the Academy route. It may therefore be necessary to explore other routes to academy status (in partnership with other schools for instance) whilst the school is still able to retain some control over the process.
- iv. If Moulton can formulate its own curriculum, how would that affect the continuity of teaching with the primary school curriculum? A Governor asked what percentage of children from The Bramptons went to Moulton School. The Head Teacher replied about 80%. He said occasionally some go to Guilsborough, NSG or NSB but the majority attend Moulton, so application for Academy Status will have an impact on the School;
- v. The Chair asked how long the Head Teacher thought the process could take. He replied that he believed three years would see most schools who want to apply for Academy Status do so. The actual conversion process once started only takes a matter of months.
- vi. He suggested that if The Bramptons were forced into it in 2/3 or 5 years' time a possible scenario would be for Moulton to become a lead school with which The Bramptons could link and take on economies of scale that the school currently get via the Authority at the moment. The Head Teacher said he would like to see them working with Primary Schools for the benefit of the children rather than the primary schools being business partners.
- vii. A Parent Governor said she had received the same correspondence, and commented it was about educating the Governing Body and asked what about 5-10 years down the line. The Head Teacher replied that is the problem, and said the concept of academies has changed; from just failing schools under the previous government, which were set up in a different way. The new academies are just 8 months old, and they were the elite, so there are no real reference points.
- viii. The Chair said her view has changed. She thought if the school was are going to be pushed into applying, having Moulton going through the process would be useful to see the pitfalls. She said that the Governors can't really say they don't agree because they would need a good rationale to do so, and she couldn't see one, even if it would carry any weight with Moulton School.
- ix. The Head Teacher asked how specifically the Governors wished to reply to the letter, and said the Governors needed to list the points. A Governor asked if the Head of Moulton would come and talk so the Governors could find out more.

- x. It was AGREED that the Governors suggest to Moulton School they hold an information evening at Moulton School. The Head Teacher said that based on discussion he would formulate a letter on the points raised, specifically about a joined up curriculum and acting in unison with primary schools rather than just seeing them as 'business partners'. The Chair agreed with this but asked that the letter be drafted in a way that leaves the school 'non-committal' regarding any application Moulton School may make for Academy Status. **ACTION:** Head to draft letter and Chair to agree.
- b. **FGB Finance Meeting:** The Minutes were agreed and signed by the chair.
- c. **Statement for Internal Control for Schools** form was signed by the relevant parties and handing to Head Teacher for filing. A Governor asked if Finance could be made a Standing Item at FGB Meetings. This was AGREED. **ACTION: Clerk** to add Finance as Standing Item

6. HEAD TEACHER'S REPORT

A report was circulated before the meeting. The Head Teacher added a few comments:

- a. **Standards:** An Early Years Moderator came into school. The feedback received was excellent. It was reported the Class Teacher's judgements were accurate and the moderator commented that the teacher was the strongest NQT she'd seen in a reception class this year. The Head Teacher said this was really positive for the NQT and the school, especially as it is a difficult class; being on her own and separate from the main school with two LAs for support, but no other qualified teachers nearby. A Governor asked if the Moderator's comments could be used in the leaflets to be distributed. The Head Teacher thought he could find a suitable form of words. **ACTION: MA**
- b. **Building work:** A terse e-mail was sent to the project manager and a phone call was received immediately to arrange a meeting. Concerns were raised about time slippage. **ACTION:** Head Teacher to keep asking and pushing.
- c. **Policy Review:** A timetable for policy review and other statutory requirements was tabled. This was AGREED by the Governors and the Clerk was asked to make sure the relevant policy was added to the relevant agenda. **ACTION: Clerk and Committee Chair**
- d. **Behaviour:** It was reported that attendance at end of the Easter term stood at 96.1%, which is good to outstanding.
- e. **Cluster funding:** A Governor asked about the cluster funding mentioned in the HT Conference section. The Head Teacher replied the money comes via the AIP, and it is decided through the 9 schools in the cluster. He said there is a meeting on the 9th July with Magdalene Schools about working effectively as a cluster. They have a best practice in action model, which needs to be adapted to suit the Moulton cluster.
- f. **Residential trips:** It was reported that Year 6 would be going to the Frontier Centre nr Wellingborough for three days rather than usual five, but there is less travel involved, so the

time there is about the same. A Governor asked the cost, which the Head Teacher said was £175. It was AGREED the school would cover outstanding costs, if necessary. The Head Teacher asked if a male Governor would be prepared to go along in case of emergencies, and child protection issues. Mr Hickman agreed to check the dates (6-9th July). The Governors AGREED the trip should go ahead. A Governor asked what would happen next year with only three children in Year 6. The Head Teacher suggested Year 5 and 6 go together, which is 9 children, and reduces the supply costs. It might be to Frontier again. It was suggested the school may fund an evening out for the leavers as they are only going for three days rather than the usual five. **ACTION: MA to discuss with Chair**

7. STATEMENT OF INTERNAL CONTROLS FOR SCHOOLS

- a. See Minute 5(c).

8. RATIFICATION OF POLICIES

- a. There were none.
- b. Standards Committee - to ratify policies for July FGB. Documents will be circulated.
ACTION: Chair of Standards Committee
- c. Community & Safeguarding Committee – At the last meeting a holding document was produced, which is to be ratified in July. **ACTION: Community & Standards Committee**

9. MANAGEMENT COMMITTEE

- a. A paper was tabled by the chair entitled 'Bramptons – GB School Improvement Cycle'. Governors discussed the paper with attention on the monitoring cycle; the criteria Ofsted will review, and the measures needed to ensure school improvement that Governors were expected to review. A Governor asked how this should be achieved. The Chair said there would be a target measure, e.g. "How effective is Safeguarding?" and then actual goals. Some measures would be qualitative and some quantitative. The qualitative goals will be measured using the Head Teacher's report to the FGB or via reported Governor visits.
- b. Actions for committees. The Chair said that some data will come from lead Governors who will need specific requirements given to them by the committee.
- c. The Chair commented that the paper set out aspirational challenges, which needed debating at committee level initially. She hope that within 12 months the Governors would have a list of what should be investigated at each stage, and where it all fits within the running of the school, and what Governors need to monitor and do.
- d. The Chair said the Lead Governor will be required to submit a verbal report based on 6/7 questions that should be asked during the visit. She has an Excel spreadsheet with specific questions it initially it will be an iterative process.
ACTION: Chair to send spreadsheet for committees to see.
- e. Governor visits. A Governor visited twice recently and saw ICT training in Years 2-6 and

numeracy in reception. Both times he was most impressed with the children's abilities and the quality of the teaching.

10. COMMITTEE REPORTS

- a. Standards – see Minute 8(b)
- b. Finance – Nothing to report not already covered elsewhere in the minutes
- c. Community – Chair of Committee to circulate prospectus cover.
- d. SENCO – held over to next meeting.

ACTION: Chair of Community Committee

11. TRAINING GOVERNOR'S REPORT

- a. Nothing not already covered elsewhere

12. ANY OTHER BUSINESS

- a. A Governor reported seeing a website called "Survey monkey". This is a way of receiving feedback from parents. It is apparently a free service to gauge response. The Head Teacher admitted that parent consultation needed to be stepped up.

13. DATE OF NEXT MEETING

Tuesday 5th July, 7 pm.

There being no further business the meeting closed at 8.30 pm.

Signed: _____

Dated: _____ 2011