

THE BRAMPTONS PRIMARY SCHOOL

Minutes of the Full Governing Body Meeting held at 7.00 p.m. on Thursday 30th September 2010 in school

Chair : Mrs. Mellish

PRESENT: Mr. M. Adamson (MA – Headteacher); Mrs. K. Brades (KB); Mrs. D. Hart (DH);
Mr. J. Hickman (JH); Mrs. L. Hunter (LH); Mrs. J. Macmain (JMCM);
Mrs. B. Mellish (BM – Chair); Mrs. H. Popham (HP); Ms. J. Schumacher-Smith
(JS-S).

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

ACTION

To note that the listing of items at the beginning of the meeting for 'any other business', to be discussed at the end, has been removed from this and subsequent agendas at the request of Mrs. Mellish.

1. **APOLOGIES** – all present.

2. **DECLARATION OF INTEREST**

There were no declarations of interest in respect of any items on the agenda. Register of Governors' Interest Forms: these were duly completed by all governors and the signed copies handed to Mr. Adamson for the school's governors' file.

MA

3. **APPOINTMENT OF CHAIR AND TERM OF OFFICE**

The only nomination received was from Mrs. Mellish who left the room at this point. A brief discussion took place after which Mrs. Mellish joined the meeting. It was unanimously agreed that Mrs. Mellish be appointed Chair of Governors again which she elected to do for another 12 months. (*Note from the Clerk: Leadership and Governance notified on 3rd October 2010*).

APPOINTMENT OF VICE CHAIR AND TERM OF OFFICE

The only nomination received was from Ms. Schumacher-Smith and after a brief discussion it was unanimously agreed that she be reappointed as Vice Chair with a term of office of 12 months. (*Note from the Clerk: Leadership and Governance notified on 3rd October 2010*).

4. **MINUTES OF MEETING HELD ON 8th JULY 2010**

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.

MA

5. MATTERS ARISING

From Page 1

3 (b) Parent governor elections to be arranged: Mr. Adamson confirmed that the paperwork had gone out today (30.09.2010).

From Page 2

8 (c) Building issues: at the last Community/Safeguarding committee options of special tape to measure movement was looked into. This item is ongoing and the building is being monitored closely.

Schools for the Future money: Mr. Adamson had noted that the recent Strategy for Schools Document issued by the County Council stated the pot of money reserved includes funds to deal with the defects in serial build schools.

From Page 3

Behaviour: the problem with the parent has been resolved amicably.

From Page 4

9 (b) Governors' Development Plan to be refreshed: Standards Committee to take forward.

From Page 5

14. School Website: ongoing.

From Page 5

14. Communication – letter to be sent from the governing body to The Friends: Mrs. Mellish stated that this has been done.

From Page 6

Road Safety – Mr. Hickman stated that there are still problems when certain parents/carers collect their children from school. Ms. Schumacher-Smith stated that she had spoken to the Highways Department who confirmed that the road outside the school had been highlighted as one with problems. Mr. Adamson added that he had been emailed by someone from the Safer Routes to school department today stating that the person concerned was on extended compassionate leave therefore this matter is ongoing. Speed bumps have been rejected as an option and it is very unlikely that the school would be allowed to erect bollards (even those child like models) with being in a rural area. Mr. Adamson stated that he would send letters to parents/carers reiterating the issues/concerns regarding parking outside the school. It was suggested that the parking banner go up again outside school. Quotes are being obtained re the area between the school's parking and pathways.

MA

6. CORRESPONDENCE

- (a) A letter had been received by Mrs. Mellish, with a copy to Mr. Adamson, dated 27th September 2010 from Spencer Kilby in which he tendered his resignation from the governing body with immediate effect. Mr. Kilby's reasons for his resignation were given in the letter. Governors stated that Mr. Kilby had been an ambassador for the school and had represented the governing body at various events. **(Note from the Clerk: Leadership and Governance notified**

on 3rd October 2010 along with an email to Mr. Kilby acknowledging his resignation).

ACTION

- (b) A 'Thank You' card was circulated from Mrs. Cooke in which she thanked governors for the garden vouchers on her retirement from the school.

7. HEADTEACHER'S REPORT – Mr. Adamson

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

School Organisation

- (a) There are currently 51 children on roll. A further child joined on the first day of term but left again less than a week later 'because he wasn't settling'.
- (b) Classes have been arranged to balance out the numbers across the school as agreed before the end of last term.
- (c) Mrs. Foster has taken over Class 1 following Mrs. Cooke's retirement and has signed up for the year long NQT¹ induction programme.
- (d) Links have been made with Pitsford Primary School who have a similar class setup and whose teacher was considered to be outstanding by OFSTED. Support will also be forthcoming from the EYFS² team at the Local Authority.

SEN

- (a) The school currently have eight children with SEN – two of whom are at School Action plus – the remaining are at School Action.
- (b) The completion of a Statement for one of the SA+ children, who has joined Reception, is awaited which will then enable the school to employ a teaching assistant to care for him and enable him to access all aspects of the curriculum. The proposed Statement stated that funding will be in Band F which is at the top end of what would be expected within mainstream. Mr. Adamson stated that his recommendation is that the school can meet the child's needs and that the Statement should be formally accepted. Staff are aware of his medical condition and if there are any concerns whilst he is at school the parent will be called. The School Nursing Service has been in school and say that his admittance should not be an issue. As with all Statements the situation will be reviewed. The school has secured part funding to make an interim appointment of 15 hours per week so that the child concerned has some support through the first part of this term – the school will pay approximately 70% of the cost with the rest provided as transition funding from the pre-school team.

After a discussion the governors approved the acceptance of the Reception age child with F banded funding.

Agreed unanimously.

- (c) Another child has joined the school who is reported to have considerable behavioural needs – as yet there has been little evidence of these problems within school. Parents are aware of the conditions that the child is reported as

¹ NQT = Newly Qualified Teacher

² EYFS = Early Years Foundation Stage

having and this has caused some disquiet among the parent body. The situation will continue to be monitored.

ACTION

- (d) Currently the school has six children who fall within the definition of Gifted and Talented and for whom curriculum adjustments are being made in order to accelerate their progress in their areas of strength.

Behaviour

- (a) This continued to be good and there have been no exclusions.

Attainment

- (a) The Standards committee will be given a full presentation of the school's outcomes for 2009/2010 once RAISEonline is published (due November). However, it is worth noting that the school's CVA³ figure has been calculated by the DFE as 101.1 which will probably put the school in the top 5% of the school's nationally.

ICT Development

- (a) At the recent finance meeting the proposed new ICT provision was discussed. It was the recommendation of the Finance Committee that Option 2 be the preferred option. An additional allowance needs to be made for the installation costs and additional software requirements so that the total cost of the project will be approximately £16k and may well be less than that – these additional costs will be roughly the same whichever option is chosen.
- (b) Extract from Finance Committee Report: 'in July governors approved the purchase of new ICT equipment in principle. The proposal is to buy 16 new laptops with a charging trolley for use primarily in Class 2 and 3, six new desktops for Class 1, a new software server and all the relevant backup software and equipment. Three quotes were obtained to upgrade the ICT system within school'. (Full details of these are contained in the headteacher's report).

It was proposed by the Finance Committee that governors approve Option 2: £12,900 from Viglen who are a recognised supplier of hardware to schools with a good track record. The equipment is very similar to that in Option 1 (outlined in the Headteacher's report) with the advantage of being a single order which eases administration now and in the future with warranties etc. The software would need to be purchased separately.

Agreed unanimously.

Governor Teas and Monitoring Visits

- (a) Tuesday 16th November – Class 3 pupils and Learning Walk = Mrs. Brades and Mrs. Hart to attend.
- (b) Tuesday 11th January – Class 2 pupils – Mrs. Mellish and Mr. Hickman to attend.
- (c) Tuesday 1st February – Class 1 pupils and Learning Walk = governor(s) still to be identified.
- (d) Tuesday 29th March – Class 3 pupils = Ms. Schumacher-Smith.

³ CVA = Contextual Value Added

- (e) Tuesday 17th May – Class 2 pupils and Learning Walk – governor(s) still to be identified.
- (f) Tuesday 14th June – Class 1 pupils – governor(s) still to be identified.

ACTION

Educational Context

- (a) The Local Authority is to become a fully traded, non-profit making service April 2011 under the title ASPIRE – which will aim to provide many of the services that schools require with discounts available when packages are bought. However, the governing body will be free to procure services from neighbouring authorities and private companies – it is likely that some LAs will work together to provide a full range of specialist services.
- (b) The Secretary of State has asked OFSTED (and they have signalled their agreement) to withdraw the SEF from 2011 onwards. There will also be a new inspection framework that will focus on core elements of teaching and learning rather than on peripherals such as community cohesion and pupil wellbeing. However, the school will still need to engage in a thorough self evaluation process and will need to provide a rounded education to the children whether or not it will contribute towards inspection.
- (c) It was agreed that Mr. Adamson should ask Martyn Webb to speak to the whole governing body about the pros and cons of federating schools. Mrs. Mellish added that the governing body should look to having twice yearly sessions to discuss specific strategic issues.
- (d) The NAHT have contacted its members regarding a letter received from Rt. Hon Michael Gove MP, Secretary of State, dated 27th September 2010 stating that he intends to commission an external review which will look broadly at the testing and accountability system for primary schools. Therefore the NAHT were recommending that there be no SATs boycott this year.

MA

Mr. Adamson was thanked for his report – there were no questions.

8. ACADEMY PROPOSAL – Mr. Adamson

- (a) It was decided not to discuss this fully until after the meeting with Martyn Webb regarding the pros and cons of federation. Academy status could be considered as part of a review but not at this stage.

9. CODE OF CONDUCT – Clerk

- (a) Copies of the National Governors' Association's Code of Practice for School Governors 2010/11 had been circulated with the agenda and governors asked to read prior to the meeting.
- (b) Governors felt that this was a good document and all present adopted and individually signed it. The signed document was handed to Mr. Adamson for the school's governors' file.

10. FEEDBACK FROM ANY GOVERNOR TRAINING UNDERTAKEN AND TO LOOK AT FUTURE TRAINING REQUIRED

- (a) No training undertaking this term and nothing booked to date.

ACTION

11. MEMBERSHIP OF COMMITTEES (please see attached list)

Finance & Personnel Committee

- Kate Brades
- Helen Popham
- Martin Adamson
- Bursar co-opted

Community/Safeguarding Committee

- Julia Schumacher-Smith
- Diane Hart
- Lesley Hunter
- Martin Adamson
- Janet Macmain

Standards Committee

- John Hickman
- Barbara Mellish
- Martin Adamson
- Eileen Cooke co-opted

Performance Management

- Kate Brades
- Helen Popham

Pupil Discipline Committee

- John Hickman
- Barbara Mellish

Staff Discipline Committee

- John Hickman
- Barbara Mellish

- (a) 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.

**Cttee
Chairs**

(b) **Community Safeguarding Committee**

- Minutes of the meeting held on 17th September have been circulated. No actions were highlighted for the FGB.

(c) **Standards Committee**

- Meeting held prior to the last FGB meeting – minutes previously Circulated and received.

(d) **Finance Committee**

- Minutes from the meeting to be circulated by Mrs. Hart.
- The current budget situation was reviewed and it was confirmed that consistent financial reporting is taking place. Mrs. Brades tabled copies of the Consistent Financial Reporting sheet 2009 – 2010. Mrs. Quick (Bursar) to be asked to give a more detailed return to the committee at the next meeting.

DH

13. APPOINTMENT/CONFIRMATION OF GOVERNORS WITH SPECIFIC AREAS OF RESPONSIBILITIES – Mrs. Mellish

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

14. LINK GOVERNOR'S REPORT

Note from the Clerk:

In a move forward Leadership & Governance is planning to replace the briefing sessions for Link governors, Chairs of governors and clerks with 'Governor Briefings'. The briefings will consist of a series of pre-recorded pages on the County Council's website: www.northamptonshire.gov.uk/schoolgovernors. Each video will run for no longer than 10 minutes and each will be based on a topic e.g. finance update. A transcript of the presentation, or guidance notes, will also be available on the web page to download at the same time. This method of accessing information means that the whole governing body can access the briefings rather than just one or two representatives. Additionally, Chair could use these presentations as a topic for discussion in governing body meetings and committees. It is planned that the video presentations for the Autumn term will be on the County Council website at the beginning of October 2010.

All LA Clerks will have specific CPD and networking meetings.

- (a) It was agreed that Mrs. Popham would continue as training governor.

15. ITEMS OF ANY OTHER BUSINESS

Report for governors regarding Special Needs in the school

– Mrs. Hunter and Mrs. Brades

Copies of the report circulated and the following points highlighted at the meeting:

- (a) At present the school have two children at School Action Plus, one in KS1 and one in KS2. Six children are at School Action in KS2 and six children are on the gifted and talented register. Three children are registered as under achieving at KS2.
- (b) Those pupils who are at School Action Plus have IEPs⁴, one in Early Years Foundation Stage receiving on-going medical treatment. (Previously discussed elsewhere in the meeting).
- (c) The children at School Action level work in small groups with a TA on group or individual IEPs and are all working on either group or individual targets depending on their specific needs.

⁴ IEPs = Individual Education Plans

- (d) There is a small group of three KS2 children who are receiving intervention at class level, but are not on the SEN register.
- (e) All IEPs and targets are reviewed half termly. Closely contact is kept with parents by sharing targets at parents' evening and review times.
- (f) Two children have started school this term with significant physical, emotional and educational difficulties.
- (g) All children who have been assessed as having particular developmental or curriculum need are put into various programmes and are taught in small groups or individually. A small group is following a PHSE intervention course that is led by a TA. No children have been identified as needing the intervention of the Fresh Start programme this term, but this is kept under review. Three children in KS2 have been identified as requiring the 1:1 tuition programme that will commence after Christmas.
- (h) KS1 is continuing to be reviewed. Children may be identified as needing extra help in the future. KS2 children work on literacy support modules, extra spelling and reading programmes and spring-board and Wave Three materials for Numeracy when required.
- (i) Mrs. Hunter renewed her child protection training earlier in the year and is also up to date with CAF training and safeguarding training. The demands on the SEN time is manageable at present. Mrs. Hunter stated that as SENCO she can ask for non-contact time when required, as a block, but is not able to have it on a regular basis.

ACTION

Teas and Coffees at Parents' Evenings – Miss Schumacher-Smith

- (a) The serving of teas and coffees at parents' evenings has worked well. It was agreed that this should continue on the following dates:

18 th October	3.30 – 5.30 p.m.	=	Mrs. Mellish and Mr. Hickman
20 th October	5.00 – 7.00 p.m.	=	Mrs. Macmain and Mrs. Hart

16. DATE OF NEXT MEETING

7.00 p.m. Thursday 2nd December 2010 in school.

ALL

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

Signed: _____

Dated: _____ 2010

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

ACTION TEMPLATE

Minute Page	Action Required	By Whom and date for completion
Page 2	Road Safety – letter to go out to parents re parking and banner to be put up outside school again.	Mr. Adamson – as soon as convenient and before the next FGB meeting.
Page 5	Educational Context (c) Martyn Webb to be invited to speak to governors re Federation.	Mr. Adamson – to establish dates and circulate to governors.
Page 6 11 (a)	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.	Committee Chairs – before the next FGB meeting.
Page 6 11	Finance Committee – minutes to be circulated.	Mrs. Hart – as soon as possible.

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

	Sept.	October	Nov.	Dec.	Jan 2011	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											

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"> Martin Adamson (Head) Kate Brades John Hickman Diana Hart Lesley Hunter Janet Macmain Barbara Mellish (Chair) Helen Popham Julia Schumacher-Smith 	<ol style="list-style-type: none"> Kate Brades Helen Popham Martin Adamson Bursar (co-opted) 	<ol style="list-style-type: none"> Julia Schumacher-Smith Diane Hart Lesley Hunter Martin Adamson Janet Macmain 	<ol style="list-style-type: none"> John Hickman Barbara Mellish Martin Adamson Eileen Cooke (co-opted) 	<ol style="list-style-type: none"> Kate Brades Helen Popham 	<ol style="list-style-type: none"> John Hickman 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"> 	<ol style="list-style-type: none"> John Hickman 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">

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