

THE BRAMPTONS PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting held at 7.00 p.m. on Thursday 6th October 2011
in school**

PRESENT: Mr. M. Adamson (MA - Head teacher); Mrs. K. Brades (KB); Mrs. D. Hart (DH);
Mr. J. Hickman (JH); Mrs. D. Rhodes (DR); Ms. J. Schumacher-Smith (J-SS);
Mrs. H. Stanton (HS). Mrs L Hunt

APOLOGIES: Mrs. Jackson, Mrs Turland *(Accepted)*

IN ATTENDANCE: Mrs. Tracey Gilby - Local Authority Clerk
Mrs E Cooke (Associate Member)

- | | | |
|--|---|---------------------|
| 1. APOLOGIES | | Action |
| | As above | |
| 2. APPOINTMENT OF CHAIR AND VICE CHAIR | | |
| | The Clerk took the Chair. Mrs Diana Hart was nominated and seconded for the position of Chair for a period of one year. She left the room and Governors voted unanimously to appoint her. Mrs Hart returned to the meeting. | |
| | Mr John Hickman was nominated and seconded for the position of Vice Chair for a period of one year. He left the room and Governors voted unanimously to appoint him. Mr Hickman returned to the meeting. | |
| 3. DECLARATIONS OF INTEREST IN RESPECT OF THIS AGENDA | | |
| | None | |
| 4. REGISTER OF BUSINESS INTERESTS, MEDIA RELEASE FORM AND GOVERNORS CODE OF CONDUCT | | |
| | Governors present all signed the Business Interest and Media release form. A single copy of the Governors Code of Conduct was signed by all those present. All the forms were passed to the Headteacher to file in the school Governors records. Mrs Jackson will need to sign before the next meeting. | Head teacher |
| 5. ANY OTHER BUSINESS | | |
| | Governor Vacancies – Headteacher
Update on Academy/Federation – Vice Chair | |
| 6. MINUTES OF MEETING HELD ON 15th JULY 2011 | | |

Page 2, 4- community & Safeguarding Committee did not meet over the summer- still outstanding

Page 2 iii – Governors photographs and profiles have been done. The website is in the process of being updated, including the calendar for this term. The Headteacher is to check whether the email facility is working correctly.

**Head
teacher**

Page 2 x – The Headteacher has sent out the survey to parents but it did not include a question regarding emails. This action to be carried forward. Parents feedback was that the website needed to be up to date.

**Head
teacher**

Page 2 6c – the Standards Committee has not met.

Page 3 10c – Mrs Schumacher had obtained a quote from Portland Print for £368 for 200 copies. They would be full colour, timeless, i.e. no dates, and contained in a sleeve/folder. Governors AGREED to refer this to the Standards Committee to obtain further quotes from other suppliers.

Page 6 e – a letter was circulated and an additional leaflet from the contractor. The contractor will provide feedback on this at the forthcoming meeting.

Page 7 10 – has been completed

Page 7 - has been completed

Page 7 11b – has been completed

Page 7 12 – has been completed. Headteacher needs to print and circulate

**Head
teacher**

Page 7 12 -has been completed

7. MATTERS ARISING

There were no further matters arising. The Chair signed the minutes and they were handed to the Headteacher to file in the Governors minute file.

8. CORRESPONDENCE

None

9. HEAD TEACHERS REPORT AND ANY ITEMS OF URGENCY

The Headteachers Report had been previously circulated and forms the basis of this minute. The main points arising were:

a) The school numbers are stable and as high as last year with 55 on roll. There are 4 new children currently in Reception.

b) There were no issues to report regarding behaviour. Governors commented that it was good to see the children making use of the playground area for lessons during the recent hot weather. The Headteacher stated that the school will continue to expand outdoor teaching as much as possible.

c) Staffing: it was noted that Governors wished to thank Mrs Hunter and Mrs Quick for their hard work while the Headteacher had been away. The Headteacher's formal return to school will be 10th October 2011.

d) The Headteacher highlighted the need to keep up to date with the new Performance Management arrangements. The Chair raised that the Governors needed to appoint an Independent Adviser to work with Performance Management Governors. Governors AGREED to seek the services of Mr Brian Kite for this role. The Headteacher AGREED to contact Mr Kite and put him in touch with the Chair

**Head
teacher
Chair**

There is now a statutory requirement for all staff to have a performance appraisal . the Clerk advised that the Governing Body will have to approve a new policy. It was AGREED to review the Performance Management Policy at the next FGB meeting.

Clerk

e) Standards: an extract from the Raiseonline report is attached to the Headteachers Report and forms the basis of this minute. KS2 results were just above average. Governors asked the Headteacher to clarify what progress there had been in year 2:

The Headteacher stated that although it may appear an issue, there was a need to take into account the progress ~~off of~~ the children, who had made more progress than any other year group but remained just below the National average. Although attainment was below average progress is good.

The Headteacher also highlighted an issue with KS2 reading showing that progress in reading is lower than progress in writing and maths across the whole school. This needs to be investigated and addressed.

Governors asked if this was due to there being more boys than girls: The Headteacher pointed out that boys had in fact performed above the national average with a value added score of 100.2. The National boy's score was just below 100.

Governors requested a progress report on this for the next FGB meeting. The Headteacher also confirmed that Reading will be included in the School Development Plan .

**Head
teacher**

Governors asked if this was a one year 'blip' or a trend: the Headteacher stated that they will need to identify and monitor Reading closely. The school have purchased new guided reading resources and are updating the library which will hopefully impact on Reading results.

Governors asked if eOfsted would look at progress and attainment in equal measures and the Headteacher confirmed they would and that the school needs to look at both measures.

f) The Headteacher summarised the Bew Report on assessment and standards, which will change the way SATS are assessed. Year 6 will complete a portfolio of work showing a range of writing but grammar, spelling etc will still be tested. There will also be a change in the way school league tables will be reported. Year 6 reading and writing will be separate results (not combined, as they are currently).

g) School Development Plan: there will be an open day for next years reception intake but will need to take account of the current building work in terms of where and how it will be carried out. The open day had been advertised locally and further ways of marketing the school were discussed.

The Headteacher suggested that Governors may need to have a separate meeting dedicated to looking at the Governors role in the schools self evaluation in the light of the new Ofsted Framework, which will require a more active involvement from Governors and a need to demonstrate that Governors are well informed and know the schools strengths and weaknesses. The Headteacher will further inform Governors when he has attended the upcoming course for Headteachers on Self Evaluation. The Headteacher and Chair will set a date for this extra Governors meeting and circulate it to FGB members. Governors agreed it should be during the week, not a weekend.

Chair
Head
teacher

At this point in the meeting Governors were taken of a tour of the school to see the building work and new hall.

h) Governors agreed that the £20,000 expenditure had been good value for money. The Finance Committee had agreed some further expenditure to replace carpets and furniture and fittings to update the classrooms.

Governors asked the Headteacher to query with the contractor whether something could be done to prevent the noise from the scaffolding outside disrupting lessons.

Head
teacher

The Headteacher confirmed the new kitchen 'pod' will be arriving in January.

10. FINANCE (standing item)

Governors AGREED at the last FGB meeting that a cost centre report be available for the FGB meeting each time. This had not been done this time but will be available for the next meeting. The Clerk to ensure it is on the Agenda.

Clerk

11. MEMBERSHIP OF THE GOVERNING BODY

a) Mrs Schumacher had resigned from the Governing Body and as such this was her last meeting. The Clerk will inform Governor Services.

Clerk

b) The Headteacher informed the Governing Body about the changes to Governing Bodies proposed in the forthcoming Education Act. There was a long discussion about the needs of the Governing Body and whether to reduce in number, and how to attract Governors with the relevant skills and experience. Governors AGREED to go ahead with trying to fill the current Governor vacancies so that the Governing Body was full(12 members), as there was a need to share the workload.

c) The Headteacher suggested the Governing Body look at a skills analysis to identify gaps so that recruitment of new Governors can be targeted. A decision was made to deliver the letter to attract Governors from the local community to a wider audience and Mrs Schumacher and Mrs Rhodes agreed to hand deliver them.

JS
DR

d) The Headteacher reported that there was no further progress around Federation / Academy status but that Cluster Heads were going to be inviting speakers to their next meeting to further inform them.

11a Membership of Committees and terms of Reference

Governors AGREED the following membership:

Standards	Community & Safeguarding	Finance & Personnel
J Hickman	J Hickman	K Brades
D Hart	L Hunter	D Hart
M Jackson	D Rhodes	D Rhodes
M Adamson (Headteacher)	H Stanton	M Adamson (Headteacher)
E Cooke (Associate Member)	M Adamson (Headteacher)	

12. COMMITTEE REPORTS

Finance Committee minutes had been previously circulated and a SENCO report.

There were no questions or comments

13. TRAINING GOVERNORS REPORT

The Chair circulated a paper ‘Governor Training’

There is a requirement for a Health & Safety Governor

There is a requirement for two Performance Management Governors. Mrs Rhodes and Mr Hickman (to be confirmed) will attend training on 19th October or 16th November. They will need the schools DfE number to book – 9282012.

**DR
JH**

There is a need for at least one more Governor to complete Safeguarding Training. The Headteacher AGREED to look in to whether the Cluster can secure this training and report back at the next meeting.

**Head
Teacher**

Mrs Hart and Mrs Stanton attended the recent Governor Briefing at The Saints run by NCC Leadership and Governance. They felt that the evening had not been as useful as it may have been due to the following issues:

- no hard copies of the slides available as a handouts
- poor organisation
- 4 trainers to deliver seemed rather overdoing it
- the slides were too small to be readable.

This was not satisfactory. The Clerk AGREED to feed the concerns back to NCC Leadership & Governance colleagues.

Clerk

14. ITEMS OF ANY OTHER BUSINESS

The Governing Body felt that the items raised for AOB in item 5 had now been covered in the previous items (Governor Vacancies, item 11 b and Federation Academy update, item 11 d)

15. DATE OF THE NEXT MEETING

1st December 2011, 7pm

Mrs E Cooke gave her apologies in advance for the above meeting.

Clerk

The Governing Body wished to record their thanks to Mrs Schumacher for all her hard work and long standing commitment to the Governing Body.

There being no further business the meeting closed at 9pm

Signed: _____

Dated: _____ 2011