



Pending ratification



ST PETER'S CHURCH OF ENGLAND (VA) PRIMARY SCHOOL
GOVERNORS' MEETING

Wednesday 14 May 2008 at 7.15 p.m.

Draft MINUTES

Present: Morey Andrews (MA), Ruth Blow (RB) Margaret Bonfiglioli (MB), Hannah Farncombe (HF), Kevin Hinton (KH), Sara Lawrence (SL Headteacher), Anne Luttmann-Johnson (ALJ Vice Chair), Frank Nelson (FN), Bryan Partridge (BP), Hazel Perfect (HP1), Hazel Petty (HP2), David Taylor (DT arrived late)
In attendance: Liz Bickley (LB Clerk)

Table with 3 columns: Minute, ITEM, ACTION. Contains minutes 68 through 74 with details of meetings and actions.

Minute 2008	Item	Action
	she held a checklist to be completed before it was opened. Graham Jameson of OCC had provided the checklist; the fence was not regarded as a problem; lifeguarding requirements for non-curriculum swimming were more onerous. Nicky Copelin and others were concerned about the lifeguard regulations. KH reminded all that parents signed an agreement which gave the lifeguard authority over parents in the pool.	
75	Stone Wall repairs- a joint meeting involving school, church and parish council was taking place on 15 May. Ownership of the wall was unknown; repairs would cost about £1000. SL would discuss possible source of funds with Liz Harrison of the Diocese.	
76	5. BUDGET 2008 / 09 Statement of Internal Control - signatures for the 2007/08 document were required, now that the end of the financial year had passed. Signed by SL, ALJ and (later) DT.	
77	Governor Fund. MA reported that JM had been trying to force progress on the questions: who were the trustees and how could funds be used at school? MA had asked for minutes of recent meetings which apparently took place four times a year under Alnutt Baker Trust. ALJ offered to examine the Trust Deed when it was provided. SL had been informed that there could have simply been an administrative oversight at the Diocese, and meanwhile she was trying to keep school expenditure down.	JM MA
78	FMSiS procedures and audit - please see Head Teacher's report	
79	6. STAFF - please see Head Teacher's report 7. SCHOOL DEVELOPMENT PLAN -DEFERRED TO AFTER ITEM 8	
80	8. HEAD TEACHER'S REPORT (Report attached). Staff: SL was pleased to confirm the appointment of Mrs. Lorna Buchanan Class 1 teacher. Pupil data - tracking, monitoring and annual reports via INCERTS system. This was discussed and Governors were cautious about the report writing function. SL agreed but it was a trial and it offered useful functions for tracking/monitoring. (DT arrived) SATs (Key Stage 1) A Governor asked why parents had not been informed that tests were underway , while supporting keeping the tests low key. SL said that tests were scheduled over several weeks and she had accidentally overlooked letting parents know. Children at KS1 and KS2 were working calmly. SL recorded her thanks to staff	
81	Critical Incident Plan - BP and Don Davidson (OCC) had been involved in the drafting and Governors ADOPTED the document. BP agreed to hold copy contact details, off site	SL, BP
82	Health and Safety Model Policy Part III. Governors delegated to a Health and Safety Committee (SL, FN, BP) authority to make Health and Safety policies and procedures. Safety Tour. Audit on 23 June. Safety signs made by pupil	Comm KH
83	Health and safety: outstanding issue of Work Life Balance. SL reported that working hours of staff had been monitored over a period and were exceeding 48 hours a week. Governors were invited to discuss and address this issue. There was great concern that a Head Teacher in her first year should experience the burden of the many audits which has been seen at St Peter's this year (Ofsted, SIAS, FMSiS, H&S - many displaying poor language, repetition, lack of clarity). These items had detracted from prioritising children's education! Governors noted the pressures on SL - also on other staff. Governors recognised the need for staff to manage their time and to prioritise and gave	

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	support for ensuring a balance. Governors were grateful for staff's commitment, but encouraged them to work reasonable not excessive hours. Governors recognised the difficulty which staff often had in ensuring that their work life balance was reasonable. Angela Joinson should hear about these matters and was therefore invited to the next meeting. SL said that everyone aimed to keep children at the centre of their thoughts, but that this was a challenge.	SL? Invite AJ
84	Disability Equality Scheme. SL circulated a scheme which had been discussed with ALJ, FN, BP. To be approved at next meeting	Agenda
85	FMSiS - SL reported that this had been onerous. A return visit was occurring on 23 May when we would be assessed: SL hoped that we would pass. Thanks to Vanessa for her commitment and extra work. SL said that it had been recommended by the bursary service that the threshold for cheques requiring two signatures should be increased from the current level of £1000. Governors decided there was no need to change the threshold.	
86	Write-off policy. Proposals to amend the model policy were made by DT and AGREED . SL to produce and file. School Policy file - KH continued to gather documents so that a master set was available electronically and on file at school. This was proving very useful and he was thanked.	SL/KH
87	Vision and Values - a document was tabled and much admired. Input from parents, children, staff and governors had been used. It was not yet finalised -comments welcome.	
88	Admissions September 2009: Child with medical needs in F1. Building alterations were being considered. Sign language would be used and Learning support required. There had been 19 applications, 13 admitted -the standard number. Next year there was expected to be 64 pupils on roll.	
89	Early Years Framework -policies required to be up to date for this age group (equal opportunities, Medication, SEN, behaviour management). KH to send to SL	SL Agenda
90	Early Headship Programme and other courses- SL was interested for next year and Governors supported her applying for this which included funding. (FN left)	
91	7. SCHOOL DEVELOPMENT PLAN SL said this had evolved through the audits which had been carried out by Governor committees. Six main priorities were identified, each with targets. It was a fairly long document. A presentation would be given by SL at the next meeting. New Governors asked for help with acronyms!	Agenda LB
92	Governors discussed holding another Open Day, or advertising using the new Visions and Values document. Our catchment was beyond Cassington and the village hall was one good place to advertise. V&V group to progress. Thanks to SL for her report.	V&V Group
93	9. REPORTS AND UPDATES Learning and Teaching Committee (Meeting held 29 April - minutes circulated). It had been good to see the work on curriculum planning.	

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94	<p>Pastoral and Community (Meeting held 30 April - minutes circulated). Admissions Policy - this had been amended to meet the Diocese's requirements and HF asked for Governors to see the final version. SL agreed to email a copy prior to the next meeting.</p> <p>The committee was considering Extended Schools - first, a breakfast club. A survey was to be done in the community. Also an Information Hub for parents might be provided - a library and pc access.</p> <p>SL's meeting with Julie Quarrell had been postponed.</p> <p>RB said that the new chair of Playgroup was keen to get on with the Foundation Stage partnership. Claire Stickley had promised to send a ratified partnership document after November 2007. SL to chase</p>	<p>SL Agenda</p> <p>SL</p>
95	Strategy and Finance (no meeting since 29 April)	
96	Governor Visits - RE and collective worship in March 2008. Feedback forms had been collected by SL but not analysed. RB offered to do so. The design of the forms was not entirely satisfactory but this was a low priority.	RB
97	Health and Safety - see 81 - 84 above	
98	Child protection / racial incidents - nothing to report	
99	<p>Hire of Grounds (Bouncy castle)</p> <p>SL had received a request for a children's party in the grounds. The current Hire policy did not cover this. Generally the school grounds were closed when school was closed. There were many implications which had not been examined so Governors decided that unfortunately the answer had to be no. Other locations might be appropriate -e.g. Elms Road Recreation Ground /tennis courts</p>	
100	<p>10. ITEMS FOR NEXT AGENDA</p> <p>Partnership Foundation Stage Unit. Wrap around care (Cassington Café)</p>	
101	<p>11. DATES OF MEETINGS</p> <p>NEW DATE : 10 July Full Governing Body Meeting at 7.00 p.m. for 7.15 p.m. start</p>	

The meeting closed at 9.40 p.m.

Signed: (Chair) Date: