

NEWBOTTLE & CHARLTON C.E. PRIMARY SCHOOL
Minutes of Governors' meeting
held on Tuesday 24th March 2009 at 7.30pm in the School

Present: Mrs Hagger, Mrs Gladden, Mrs Marsella-Brookes, Mrs Darby, Miss Dean, Lady Hayter, Mrs Short, Mrs Carroll, Mrs Wykes, Mr Atkinson, Father Roger (arrived at 8pm), Mrs Willie (Clerk)

Apologies: Mrs Morgan, Lady Juliet

1. Prayers

The meeting opened with prayer led by Lady Hayter.

2. Welcome & Apologies

Mr Marcus Atkinson was welcomed as a new Foundation Governor.

Apologies as noted above, which were accepted. Lady Juliet was absent from the meeting.

3. Minutes of the meeting held on 29th January 2009

The minutes were agreed as a correct record and signed by Mrs Hagger for filing.

4. Matters Arising

a) Governors' Visit Policy

Miss Dean advised that 'Protocol for Governor Visits' had been added to this policy, which has been reviewed by the School Improvement Committee. Document detailing the protocol was distributed to all governors and was reviewed. It was proposed by Lady Hayter, seconded by Mrs Short that the Governor Visits Policy be adopted by the Full Governing Body (FGB), with the policy now including the Protocol for Governor Visits. All governors were in agreement with this proposal, motion carried.

5. Head Teacher's Report

The Head Teacher's report was distributed to all governors prior to the meeting and the following issues were highlighted:

The Cluster are to write a policy for South Northamptonshire regarding pupil absence during term time. This issue was discussed further. Miss Dean advised that there has only been one issue relating to a long-term pupil absence.

Mrs Gladden advised that with reference to the information in the report relating to Class 2, Mrs Stott is also in class on Thursday and Friday mornings.

6. Reports from Committees

a) Admissions

Minutes from the meeting held on 25th February 2009 were distributed prior to the meeting. Since this committee meeting an application has been received for a 'looked after child'. It was stated that a looked after child is at the top of the admissions criteria. It has been agreed with County and the Diocese that due to the extenuating circumstances, this child is to be admitted to the school, in addition to the

15 pupils on roll next year. Letters confirming this have been received from County and the Diocese.

Miss Dean advised that the school was first choice for 20 children but as there are only 15 places there maybe appeals.

b) Personnel

Minutes of the meeting held on 20th March 2009 were distributed. No questions were raised from the minutes.

c) Finance & Premises

A meeting took place on 23rd March 2009, for which the minutes are not yet finalised. Governors were advised that the new activity led funding budget has been received, totalling £348,424. This is £7,000 less than the indicative budget received in December 2008. Miss Dean explained the impact of receiving less funding in regard to the buy back services from County. Governors were advised that next year less funding will be received as approximately £3,000 had been received to help small schools this year.

The following details were given in relation to the budget:

- TA support in Class 1 has been cut.
- Computer Hardware has been cut by £2,000.
- Library Services not taken (£1,700).
- LASI Teacher training not taken (£1,500).
- Legal Services taken through County (£145).
- Financial Support taken through County (£1,200).
- HR taken through County (£1,700).
- Two and a half days financial consultation visits with Cathryn Walker taken (£280).
- Service Level Agreement (SLA) with Diocese undertaken (£1,100).
- SLA with Governor Services training (LASI) undertaken (£600).
- The carry forward is not known at the moment.
- It is hoped that £2,000 will be paid towards our debt to County this year, with £2,500 being paid next year and £1,500 being paid in the third year.
- Threshold money for teachers will be put towards Pay & Benefits. Miss Dean confirmed that as the threshold money from County is a reimbursement, it does not effect teacher's pay and teacher's moving up the pay scale.

The Finance & Premises committee will meet again in April to discuss the budget and the final budget will be brought to the FGB on 7th May 2009 for ratification.

Mrs Hagger briefed governors on the new telephone system the school would like to install and advised that three quotes had been received for this project. Mrs Hagger advised that the committee would like to recommend that Yellow is used for the installation of this new system. This project is to be paid from the Devolved Formula Capital (DFC) with 10% being paid by the School House. Further to discussion by the FGB it was proposed by Lady Hayter, seconded by Mrs Darby that the proposal from the committee to proceed with Yellow be ratified. All governors were in agreement with this proposal, motion carried.

The committee also discussed the refurbishment of the library and Miss Dean is to put a plea into the newsletter for help with designing the library. Once the design is finalised three quotes can be obtained for the refurbishment. DFC money can be used to fund this project, however, 10% has to be paid by the school.

Miss Dean explained the Hot Meals Service that the school has been asked to sign into by the Local Authority (LA) and advised that governors need to decide this evening if the school is to sign up to this service. Further to discussion by the FGB, it was proposed by Father Roger, seconded by Mrs Hagger, that the school sign into the hot meals service. All governors, reluctantly, voted in favour of this proposal, motion carried.

The finance committee recommended to the FGB that parents are asked for a voluntary contribution of £5 for swimming per school year, as the school is currently making a loss on swimming. It was proposed by Father Roger, seconded by Mrs Wykes, that voluntary contributions are requested for swimming. All governors voted in favour of this proposal, motion carried.

7. Governor Visits to School

a) Mrs Short – Class 4 Lesson Observation

Mrs Short briefed on her visit to a Class 4 lesson and the observations she had made. Mrs Short was thanked for coming into school and for her report.

It was agreed that Mr Atkinson would visit the school in the summer term to monitor an English lesson. Miss Dean to arrange visit with Mr Atkinson.

Action: Miss Dean

b) Lady Hayter & Mrs Short – Collective Worship Observation

Lady Hayter briefed on her visit to collective worship, which had also been attended by Mrs Short.

8. Governor Training

a) Sex & Relationship Education Training – 26th March

Lady Hayter, Miss Dean, Mrs Carroll, Mrs Darby, Mrs Short and Mrs Wykes confirmed their attendance at the forthcoming training. Copy of policy to be sent out to governors prior to the training. Governors were advised that it is their responsibility to decide the syllabus for sex education.

Lady Hayter advised that she had been unable to get onto the Safeguarding Children in Education Course. Lady Hayter to update and circulate list of available Diocese and LA Governor training.

Action: Lady Hayter

9. Any Other Business

Finance & Premises Committee

Mr Atkinson agreed to join the Finance & Premises Committee.

The next Finance & Premises Committee meeting is rescheduled to Tuesday 21st April at 7.30pm.

Voluntary Aided School/DFC

Miss Dean stated that because the school is Voluntary Aided (VA), each time the school wants to use its DFC the school has to find 10% of the cost. Schools that are not VA get their DFC funding in their budgets and no 10% is paid. Miss Dean is going to write to Dr Partridge to ask why this is.

Mrs Hagger explained that the school also buys into the Diocese Service Level Agreement, which cost £1,100 this year compared to £430 last year. The question has been raised of what the school gets for this money.

The issue was raised of whether it would be worth considering changing from being a VA school to a Voluntary Controlled (VC) school. This would enable the DFC to be spent without having to pay 10%. This was discussed further by the governing body and it was agreed that Miss Dean would invite Dr Partridge to the next FGB meeting on 7th May to explain the difference between VA and VC schools and discuss this issue further with the governing body.

Action: Miss Dean

There being no further business the meeting ended at 9.00pm.

Mrs Hagger thanked everyone for coming.

Signed.....

Date.....

Dates for Full Governors' Meetings:

Thursday 7th May at 7.30pm

Please hand all agenda items for discussion, notes to facilitate discussions and reports (head teacher's, link governor's and committee reports etc) to the Clerk/school office by 9 am, Monday 27th April.

Dates for Committee Meetings:

**Finance/Premises
Personnel
School Improvement**

**Tuesday 21st April 7.30pm
Friday 15th May 9.00am
Wednesday 29th April 3.45pm**