

**NEWBOTTLE & CHARLTON C.E. PRIMARY SCHOOL**  
**Minutes of Governors' meeting**  
**held on Thursday 26<sup>th</sup> June 2008 at 7.30pm in the School**

**Present:** Mrs Hagger, Father Roger, Mrs Marsella-Brookes, Mrs Darby, Miss Dean, Mrs Morgan, Lady Hayter, Lady Juliet Townsend, Mrs Short, Mrs Willie (Clerk)

**Apologies:** Mrs Willmer, Mrs Gladden

**1. Prayers**

Father Roger opened the meeting with prayer.

**2. Welcome to new Governor**

Mrs Hagger advised that Mrs Tina Carroll is unable to attend this evening, as paperwork to become a Foundation Governor has not yet been finalised.

**3. Apologies**

Apologies were received from Mrs Willmer and Mrs Gladden, which were accepted.

**4. Declaration of Interest**

No interests were declared.

**5. Minutes of the meeting held on 22<sup>nd</sup> May 2008**

The minutes of 22<sup>nd</sup> May 2008 were reviewed, agreed as a correct record and signed by Mrs Hagger.

Mrs Willie to email approved minutes to Ruth Cousins in order for them to be put onto the school website. Mrs Marsella-Brookes to provide email address for Ruth Cousins.

**Action: Mrs Marsella-Brookes/Mrs Willie**

**6. Matters Arising**

**a) Hot School Meal Provision**

Cygnets Catering has advised Miss Dean that they are not able to proceed until after the October half term and will contact her at this time. Proposed cost of meals is £1.80. Miss Dean recently visited Croughton School to see how hot school meals operate there. Miss Dean will ask parents about their interest in hot school meals in September.

**b) School Build**

Miss Dean received an email from Mark Bedford, the Diocese School Buildings Officer (Finance), which was circulated to all governors prior to the meeting. The committee discussed the contents of the email. It was confirmed that the school must raise 10% of the full cost. Miss Dean reported that the staff are happy with the plans for the new staff room.

The issue of applying for funds from charitable trusts was raised and discussed. Father Roger to look into Diocese funding.

**Action: Father Roger**

## **7. Feedback on Parents' Meeting 24<sup>th</sup> June**

Lady Hayter congratulated Miss Dean on the recent parents' meeting. Mrs Darby stated that she felt the evening had gone well. Approximately 50 parents had attended and Mrs Short advised that positive feedback had been received from parents about the evening, although parents are asking what the next step is.

Miss Dean advised that she followed up the meeting with information in the newsletter. However, it was suggested that a follow up meeting is held in the autumn.

## **8. Head Teacher's Report**

Miss Dean apologised that the report had not been circulated to the governors prior to the meeting. Copies of the report were distributed to all governors. Miss Dean briefed governors on the content of the report and highlighted the following issues:

- Miss Dean is now the Child Protection Officer after undertaking the necessary training.
- Miss Dean has undertaken training on Dyslexia, Speech, Language and Communication.
- Pupil absences currently stands at 97%, an issue which was noted by Ofsted. It was confirmed that no child is absent for more than the 10 authorised days

Miss Dean went through the SAT results and highlighted the following issues:

- L5 noted under Maths and Science should read L3.
- Year 3 writing is an area of concern.
- Children who are more able in year's 3 and 4 did achieve their targets this year. It had previously been picked up by Ofsted that the more able children were not achieving.
- The special needs children did well this year, especially in reading and writing.
- The school had set writing as a target this year and will continue to focus on the technicalities of writing next year throughout the whole school.

## **9. Inspection Reports**

Miss Dean advised that she has created an action plan following the SIAS inspection. This action plan has been reviewed and discussed by the School Improvement Committee. Governors advised that they felt the plan was realistic. Miss Dean advised that she and Father Roger met to discuss services in church as well as a concert in the church. Further to discussion by the governing body, it was agreed that at Christmas a concert will be held in the church to which the elderly people in the village would be invited.

It was agreed that a précis of the action plan could be given to parents. The SIAS report is to be put onto the school website.

**Action: Miss Dean**

## **10. School Uniform**

Miss Dean advised she had recently raised this issue with the School Improvement Committee. Miss Dean proposed that she would like an amendment to go into the Uniform Policy that states that children must comply with the following uniform requirements:

- 1 pair of plain black shoes to be worn (no trainers or any type of indoor shoes)
- For PE, a plain white T-shirt is to be worn. No logoed t-shirts permitted, apart from those with the Newbottle & Charlton logo.
- Navy or black PE shorts and plimsolls.
- Trainers and a plain tracksuit to be worn for outdoor PE.

It was stated that it should be made clear to parents that trainers for PE should be brought in separately. A letter will be issued to parents to notify them when children have indoor and outdoor PE.

Mrs Hagger proposed that the amendments are made to the policy and the policy be ratified by the Full Governing Body, seconded by Father Roger with all governors in agreement, motion carried. Mrs Hagger to sign the amended policy.

**Action: Mrs Hagger**

Information to be put into the next newsletter and to be sent to new starters.

**Action: Miss Dean**

## **11. Reports from Committees**

### **a) School Improvement Committee**

Minutes from the meeting held on 19<sup>th</sup> June were circulated prior to the meeting.

Lady Hayter advised that a Sex Education Working party has been set up. It was stated that the nurse at Magdalene College School has advised that pupils from the school do not know enough and can be shocked by lessons in Year 7. The working party are to draw up a new policy and decide what is to be taught.

With regard to the solvent abuse presentation by 'Solve-It', it was agreed that the children need to be aware of this issue before they move onto Magdalene College School.

### **b) Personnel**

Minutes from the meeting held on 19<sup>th</sup> June yet to be finalised. Mrs Darby reported on the following issues, which had been discussed by the committee:

- Recruitment of a Lunchtime Supervisor. It was decided that two lunchtime supervisors are required in KS1.
- A Site Supervisor is to be recruited who will replace Mrs Marsella's cleaning role and undertake maintenance. Miss Dean advised that she has received no applications or interest expressed in this position. Advert to be placed in Kings Sutton and Croughton.

**Action: Miss Dean**

- A child is coming into Reception who requires one to one support and has been given funding for 5 hours a week. Someone is to be recruited to work 11am-12pm each day.

### **c) Finance & Premises**

Minutes from the meeting held on 17<sup>th</sup> June were circulated prior to the meeting. The governing body were advised that additional governors are needed for this committee next year.

The Governing Body were advised that eight governors will be reaching their end of term of office in 2009.

Two parents, Mrs Wykes and Mrs Taylor are both standing for parent election, which will take place shortly.

There is currently one Foundation Governor vacancy, which Aynho are not able to fill. Governors were asked to let Mrs Hagger know if they are aware of any suitable candidates.

**12. Governors' Training**

Mrs Short recently attend Foundation Governor training run by the Diocese and new governor training run by the LA.

Lady Hayter has successfully undertaken new admissions/appeals training.

Mrs Hagger advised that she would like to arrange more in-house training.

Mrs Marsella-Brookes to find out if Governor newsletters and Director's Reports were requested under the Service Level Agreement.

**Action: Mrs Marsella-Brookes**

**13. Any Other Business**

**a) Induction of New Governors Policy**

Copies of this policy were distributed to all governors and governors were advised that to date this policy has not been adopted. Further to review of the policy by the governing body, it was proposed by Mrs Darby that the policy is ratified, seconded by Mrs Morgan with all governors in agreement, motion carried. The policy was signed by Mrs Hagger.

**b) Nominations for Chair & Vice-Chair**

Mrs Willie advised that she would be sending out an email before the start of the next academic year to ask for nominations for the position of Chair of Governors and Vice-Chair.

**c) John Cliffe Memorial Ball**

Mrs Marsella-Brookes advised that the John Cliffe Memorial Ball raised £7,421.33.

**d) Miss Dean**

Lady Hayter congratulated Miss Dean on her first year as Headteacher Miss Dean thanked the governing body for their support, which she greatly appreciates. Miss Dean stated she felt it has been a very positive first year due to this support.

The governing body thanked Mrs Hagger for her hard work as Chair of Governors.

Mrs Hagger thanked everyone for attending this evening.

The next Full Governing Body meeting is scheduled for Thursday 25<sup>th</sup> September 2008 at 7.30pm.

There being no other business the meeting closed at 8.55pm.

Signed.....

Date.....

**Dates for Governors' meetings:**

**Thursday 25 September 2008                      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, Friday 12 September 2008.

**Dates for Committee meetings:**

**Finance/Premises:**                      To be advised

**School Improvement:**                      To be advised

**Personnel:**                                  Wednesday 16 July, 12pm