

NEWBOTTLE & CHARLTON C.E. PRIMARY SCHOOL
Minutes of Governors' meeting
held on Thursday 29th January 2009 at 7.30pm in the School Hall

Present: Mrs Hagger, Lady Juliet, Mrs Gladden, Mrs Marsella-Brookes, Mrs Darby, Miss Dean, Lady Hayter, Mrs Short, Mrs Carroll, Mrs Wykes, Mrs Willie (Clerk)

Apologies: Mrs Morgan

1. Apologies

Apologies as noted above. Father Roger was absent from the meeting.

2. Minutes of the meeting held on 25th November 2008

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

3. Matters Arising

a) Admissions Policy 2010

Copy of the Admissions Policy 2010 was distributed to all governors who were advised that amendments received from the Diocese had been made. It was confirmed that these amendments do not alter the way the school deals with admissions. It was proposed by Lady Juliet, seconded by Lady Hayter, that the Admissions Policy 2010 is adopted by the Full Governing Body. All governors were in agreement with this proposal, motion carried.

b) Foundation Governor

Mrs Hagger reported that Mrs Willmer has resigned as a Parent Governor. The vacancy for a Parent Governor will go into next week's newsletter.

Mrs Hagger advised that it had previously been proposed to look into someone recommended for the position of Foundation Governor. However, further to a review it was felt that it was not appropriate to offer this person a position on the Governing Body.

Mr Marcus Atkinson, a parent with a child in Reception, has been approached to be a Foundation Governor and Father Roger is visiting him this weekend in order to propose him as a governor to the PCC.

Thanks were given to Mrs Short for her report to Aynho PCC.

c) Governors/Staff Social Evening

All governors stated that the evening went very well. Miss Dean reported that all the staff had been very positive about the evening. Thanks were given to Miss Dean. Another social evening is to be held in the summer term.

d) Date of next Governors' Meeting

As the next scheduled meeting coincides with parents' evening, it was proposed that the next full governors' meeting be moved to Tuesday 24th March 2009. All governors agreed to this.

4. Head Teacher's Report

The Head Teacher's report was distributed to all governors prior to the meeting.

School Dinners

It was confirmed that hot school dinners would be starting on Monday 9th February. Order forms will be going out tomorrow and governors were shown an example of an order form. Meals will cost £1.90 per day and it is hoped there will be a 30% take up. It was stated that hot school meals is very positive for the school.

Mrs Hagger advised that the presentation from Cygnet Catering had been very good.

Ruth Cousins will undertake the administration for school dinners at no extra cost to the school. A server will be paid for by Cygnet Catering. The PTA has paid £600 for the industrial microwave. A higher table for serving meals is also required.

Miss Dean advised that she had received a letter from County saying that we had to buy into their hot meal service and asked for £2,500 for this service. Miss Dean has looked into this and advised that we do not have to buy into their service.

Miss Dean briefed governors on the healthy eating scheme, which is being led by Debra Elwyn.

5. Reports from Committees

a) Personnel

Minutes from the meetings held on 28th November 2008 and 23rd January 2009 were distributed prior to the meeting. No questions were raised from the minutes.

b) School Improvement

Minutes of the meeting held on 21st January 2009 were distributed prior to the meeting. The committee reviewed the School Uniform Policy and a copy of the policy was given to Mrs Carroll and Ms Wykes for them to review.

The committee amended the Governors' Visits Policy and this was circulated to all governors prior to the meeting. Miss Dean to finalise the protocol and email to governors next week.

Action: Miss Dean

Miss Dean stated that the school would like to welcome a governor for a half day visit each term. This will start next term with three visits in total each academic year. Governors were advised that they are also welcome to attend assemblies and school concerts.

Governors agreed that the School Uniform Policy and the Governors' Visits Policy be adopted by the Full Governing Body. Both policies were signed by Mrs Hagger and given to Miss Dean for filing.

Governors confirmed that they had received the copy of the SDP sent out by Miss Dean. Miss Dean answered questions from governors on the SDP and agreed to put page numbers onto the document.

Miss Dean advised that with regard to extended services and wraparound care, questionnaires received have shown that there is no interest in breakfast clubs or other additional after school clubs. The Governing Body discussed extended services further. It was stated that the questionnaire to parents would be issued annually.

c) Finance & Premises

Minutes from the meeting held on 22nd January 2009 were distributed to all governors prior to the meeting. Mrs Hagger briefed on the bills received from the Diocese as detailed in the minutes. Governors were advised that the Diocese Service Level Agreement had been renewed.

Budget Update

Miss Dean advised that she met with Cathryn Walker, Schools Financial Advisor, in December to go through the 09/10 budget. At the end of the next financial year £2,730 will still be owed to County, with our debt being paid off in within the agreed three years. Funds, however, will be tight for the next two years.

The new budget is delayed until 19th March due to issues with the Activity Led Funding.

Miss Dean and Mrs Marsella-Brookes were thanked for their work with the budget and keeping it on track.

6. John Cliffe Memorial Project

Mrs Hagger showed to the Governing Body the proposed pavilion, which will be built in the corner of the field. Mrs Hagger read out a statement from the John Cliffe Memorial Committee. Governors were advised that Mark Brown will build the pavilion and a fund will be kept to cover future maintenance.

7. School Build

Governors were shown the plans from Peter Smith Associates. It was stated that the original estimate for the work was £520,000, but it was thought that the work could be done for approximately £300,000. Miss Dean advised that Governing Body that the Diocese currently have two school with structural problems which are a priority and, therefore, it is not known if funds will be available for the school build.

Mrs Hagger advised that a bid for the work has to be submitted by 4th February 2009 and we have to prove that we can pay 10%. Mrs Hagger expressed that she does not believe we can prove that we can pay 10% at the current time. The issue of whether the PTA would be able to raise this much money for something that is not directly benefiting the children was raised and discussed. It was confirmed that money from the School House will not be available for the school build.

Governors reviewed and plans and agreed that the layout is good. However, it was felt that too much glass was used in the building and that parts of the building were too fancy and modern.

The car park area was discussed and it was agreed that this area needs tidying up.

The issue of the telephone system, revamping the library and whether the DFC money could be used for these projects was discussed. If the DFC money cannot be used then the PTA would have to be asked for funding for these projects, as there will be no money in the budget for these.

Mrs Gladden stated that staff are missing the library service. Miss Dean stated that she would look at this again to see if we can afford it.

Mrs Hagger stated that a decision needs to be made as to whether a bid is put forward to the Diocese. Further to discussion by the Governing Body, it was agreed

that it was not feasible to put in a proposal to the Diocese at this current time. It was also agreed that the building plans are put on hold and will be reviewed annually.

8. SDP

As discussed in point 5.b) above.

9. Governor Visits to School

Miss Dean asked if any governor would like to come into school next term to participate in a lesson. Mrs Short offered to come in to see Class 4. Miss Dean to discuss with staff and advise Mrs Short.

Action: Miss Dean

10. Governors' Training

List of governors' training sent out to all governors prior to the meeting.

It was agreed that an in-house trainer would be booked for Thursday 26th March at 7.30pm for Sex & Relationship Education training. Lady Hayter to book training.

Action: Lady Hayter

Lady Hayter is due to undertake Safeguarding Children in Education training, as this is related to child protection.

Mrs Willie advised that a governor should undertake the Safer Recruitment training. Mrs Darby offered to undertake this training.

11. Any Other Business

No further issues were raised.

There being no further business the meeting ended at 9.10pm.

Mrs Hagger thanked everyone for coming.

Signed.....

Date.....

Dates for Full Governors' Meetings:

Tuesday 24th March 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, Friday 13th March.

Dates for Committee Meetings:

**Finance/Premises
Personnel
School Improvement**

**Monday 23rd March 11.30am
Friday 20th March 9.15am
Wednesday 29th April 3.45pm**