

NEWBOTTLE & CHARLTON C.E. PRIMARY SCHOOL
Minutes of Governors' meeting
held on Tuesday 30th June 2009 at 7.30pm in the School

Present: Mrs Hagger, Mrs Gladden (left at 8.45pm), Mrs Marsella-Brookes, Miss Dean, Lady Hayter, Mrs Short, Mrs Carroll, Father Roger, Lady Juliet, Mrs Wykes, Mr Davies and Mrs Willie (Clerk)

Apologies: Mrs Darby, Mrs Morgan and Mr Atkinson

1. Prayers

The meeting opened with prayer led by Father Roger.

2. Welcome to Mr Simon Davies, Parent Governor

Mr Simon Davies was welcomed as a new governor.

3. Apologies

Apologies as noted above, which were accepted.

4. Minutes of the meeting held on 7th May 2009

Mrs Short highlighted a sentence on Page 3, point 10 that it was felt was inappropriate. Further to discussion, it was agreed that this sentence is to be removed and the minutes amended for signing at the next Full Governing Body (FGB) meeting.

Action: Mrs Willie

5. Matters Arising

a) Voluntary Aided Status

Following the presentation by Dr Stephen Partridge at the last FGB meeting, governors were advised that a decision needs to be made as to whether the status of the school is changed or not. Miss Dean expressed that after hearing the presentation, she felt there was no way forward but to remain as a Voluntary Aided school. The issue of the 10% to be paid when using Devolved Formula Capital (DFC) was discussed. It was also stated that choosing our own staff is a big advantage.

Further to discussion by the governing body, it was proposed by Mrs Hagger, seconded by Lady Hayter that the school stays as a Voluntary Aided school. All governors voted in agreement with this proposal, motion carried.

b) Fundraising Ideas

Mrs Hagger asked if any governors would be willing to look into the fundraising ideas from Dr Stephen Partridge. Mr Davies advised that he had discussed this issue with Mr Atkinson and that they were both willing to help move this forward. Details to be sent to Mr Davies and Mr Atkinson.

Action: Miss Dean

c) World School Network

Miss Dean to look into this issue in the new term.

Action: Miss Dean

d) Diocese Funding – Security & New Entrance

Miss Dean confirmed that no further information has been received to date. Item to be carried forward to the next meeting.

Action: Mrs Willie

e) Letter to parents re. contributions to school funds

A letter, which was drafted by Mrs Darby and Mrs Hagger, was made available for governors to read. Governors agreed that the letter was acceptable. Letter to go out to parents on Friday 10th July. **Action: Miss Dean**

f) Governors' visits to worship

Mr Atkinson and Lady Juliet to arrange a visit to worship as agreed at the previous FGB meeting. Mrs Short advised that she had visited the school on an informal basis. **Action: Lady Juliet/Mr Atkinson**

g) Initial governor training in June

New governor training booked for Mr Atkinson and Mr Davies in June was cancelled and will now go ahead in November.

h) Governors and staff social evening, 9th July

It was agreed that the social evening would take place at Miss Dean's house at 7.30pm. Staff to provide drinks. Governors to provide food for the BBQ.

6. Head Teacher's Report

The Head Teacher's report was distributed prior to the meeting. Miss Dean advised that KS2 SAT results were received last Friday. Document 'Pupil Progress and Attainment 2008-2009' was distributed and Miss Dean briefed on the content of the document.

KS2

Miss Dean advised she was pleased with the maths and science results. Everyone had achieved a level 4 with 71% achieving a level 5, including a statemented child. The writing results were disappointing, with a lot more level 5's expected. Miss Dean advised that some children must have been very close to a level 5 and, therefore, Miss Dean would like to put some tests forward to be remarked. Miss Dean will move this forward once the Marking Scheme has been received.

Governors asked for their thanks to be passed onto Mrs Rak and Mrs Williams for their work with the children.

KS1

Miss Dean advised she is very pleased with the results and highlighted that the schools record with special needs is very good, with pupils doing very well.

The governors thanked Mrs Gladden for her work.

Year 3

Miss Dean explained levelling to the governors and briefed on the figures in the document relating to Year 3. Miss Dean advised that she has applied for Government funding for one to one tuition and is awaiting a response.

Year 4

This year group did not get the maths results expected, therefore, Miss Dean will work on intervention programmes for the children who are currently not on track. One child has been put forward for one to one tuition for writing.

Year 5

93% on track to reach KS2 targets.

Miss Dean confirmed that intervention programmes run in year's 4 and 5.

7. RAISE Online Report

All governors had previously been provided with a copy of the report.

8. Reports from Committees

a) School Improvement

A working party met on 26th June to review the Sex Education Policy. Minutes from the meeting have been produced by Lady Hayter.

The policy was previously sent out by Miss Dean who advised how it has been decided to teach sex education. Lady Hayter advised that decisions made were based on the training governors had received. It is a legal obligation that all parents receive the policy. Parents have the right to view any DVD's, etc, relating to sex education and may withdraw their child from class.

Miss Dean advised that the policy will go out next week and parents will also receive a letter notifying them of when their children are to be taught specific issues.

The decision to use proper names for body parts in KS1 was discussed by governors. Mrs Hagger stated that the school nurse from Magdalen College School has previously advised her that our children were not prepared enough for what they were taught there.

Further to discussion by the governing body, Father Roger proposed that the Sex Education Policy is adopted by the FGB. This proposal was seconded by Lady Hayter, with all governors in agreement, motion carried.

b) Admissions

Minutes of the meeting held on 19th May 2009 were distributed prior to the meeting. Miss Dean advised that since the meeting other issues have arisen and advised as follows:

- Twins were admitted, which took the school over its intake number.
- A child was confirmed as not coming, so this took the intake back to 15.
- A parent wanted to send her child here from the village. Miss Dean spoke to Ann Winter who advised we can admit this child if we have a good case. However, this raised the issue of what happens if more children move into the village. Miss Dean has been advised that a case could be built against further admissions.
- Two children are moving back to Aynho from Australia. As the family does not yet have an address, Miss Dean is waiting to hear from the Local Authority and the Diocese as to how we stand.
- Therefore, there could be 17 children in September. However, one child may not stay long as they are waiting to hear from another school.

c) Finance & Premises

Minutes from the meeting held on 23rd June have been circulated to committee members and will be circulated to all governors. Mrs Hagger advised that the PTFA was reluctant to pay the last Diocese bill. Therefore, this has been paid out of the School House Account.

The carry forward is £3,994, which is excellent, and is due to how the school has been managed this year. This money will be used to pay off some of the debt to County. It is expected that the remaining £2,500 will be paid back this year.

9. Plans for School Library

A first draft of plans were shown to governors. More detailed plans are to be submitted to the Finance & Premises Committee in the new academic year. Three quotes will have to be obtained for best value. Miss Dean is awaiting clarification from the Diocese that DFC can be used for books.

Governors were advised that Newbottle PCC has donated £200 to the school for the new library. Father Roger is to write to Aynho PCC to ask if they would match this amount.
Action: Father Roger

Thanks were given to Mr Steve McCorkill for his work on the plans and to Mrs Val Taylor who has produced a Library Policy.

10. Extended Services Update

Miss Dean explained the work of the two Extended Services Co-ordinators employed by the Cluster and advised that £150,000 had been given to the Cluster to provide extended services. The school has ordered a wall rack and noticeboard for the front entrance to display information for parents on what services are on offer and how they can register for these services. Magdalen College is to employ a Parent Support Advisor who will be available to the primary schools. One Parent Link Worker will be employed for each primary school and they will advise parents on opportunities for external care.

Mrs Gladden left the meeting (8.45pm).

11. Attendance Policy

Policy circulated to all governors prior to the meeting. Miss Dean advised that the Cluster Head Teacher's Group has discussed attendance and it has been agreed that holiday forms will no longer be available. From September parents will have to write a letter to the Head Teacher to request absence from school and explain why they wish to take their child out of school in term time. Governors discussed the impact of children being taken out of school during term time.

It was proposed by Father Roger, seconded by Lady Hayter that the Attendance Policy is adopted by the FGB. All governors voted in favour of this proposal, motion carried.

Miss Dean to send the policy out to all parents.

Action: Miss Dean

12. School Dinners

Miss Dean recently attended a conference on hot school meals and explained that she is more convinced than ever that the school needs to stay with County in order to provide hot school dinners. Miss Dean believes that the costs of the school meals will go up if they continue to be provided by Cygnet Catering. Miss Dean explained the regeneration kitchen, which is a 'pod' provided by County to heat up and cook food. County is due to visit the school to look at the site to see where a 'pod' can be located.

Miss Dean has clarification from Dr Stephen Partridge that if we feel we need to sign up with County then we should and if we need to use DFC this can be put aside. County made assurances at the conference that the dcsf is allowing Capital funds to be used. County has also given assurances that they will not charge us any more than they are now. School meals should only rise by 10p more. By September 2010 we will have County hot school meals.

Lady Hayter advised that she wrote to Councillor Ron Sawbridge following the letter Miss Dean received from County regarding hot school meals, which it was felt was

rather threatening. Councillor Sawbridge has passed the letter onto Councillor Joan Kirkbride. To date Lady Hayter has not received a reply.

13. Governor Visits to School

Mrs Short was thanked for her summary and visit to Year 3 Numeracy lesson.

As a new governor Mr Davies will be invited to visit the school and have a tour.

Action: Miss Dean

Miss Dean advised that staff are contacting the governors connected with their subjects. Miss Dean to resend the Shadow Governor Monitoring Form to governors.

Action: Miss Dean

14. Governors' Training

Mr Atkinson and Mr Davies to undertake new governor training in November.

Lady Hayter distributed an updated training list. Mrs Hagger advised that County and Diocese training are available for all governors.

15. Any Other Business

Bikeability

Miss Dean advised that she recently met with the School Travel Plan Officer and confirmed that Bikeability (previously known as Cycling Proficiency) will take place next year.

Diane Morgan

Mrs Hagger advised that Mrs Diane Morgan is resigning as a Foundation Governor. Mrs Morgan has done a lot of work for the school and she will continue to help with reading next year. Mrs Hagger to send a card and flowers to Mrs Morgan.

Action: Mrs Hagger

16. Date of Next Meeting

The next Full Governing Body meeting is scheduled for Tuesday 22nd September 2009 at 7.30pm. Lady Hayter and Lady Juliet both gave their apologies for this meeting.

Mrs Hagger advised that she will be attending the meeting on the 22nd but will be stepping down as Chair.

There being no further business the meeting ended at 9.05pm.

Mrs Hagger thanked everyone for attending.

Signed.....

Date.....

Dates for Full Governors' Meetings:

Tuesday 22nd September, 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 11th September 2009.

Dates for Committee Meetings:

**Finance/Premises
Personnel
School Improvement**

**To be advised
To be advised
To be advised**