

NEWBOTTLE & CHARLTON C.E. PRIMARY SCHOOL
Minutes of Governors' meeting
held on Tuesday 25th November 2008 at 7.30pm in the School Hall

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

Apologies: Mrs Wilmer, Mrs Morgan, Lady Juliet

1. Prayers

Father Roger opened the meeting with prayer.

Mrs Hagger thanked everyone for the card and flowers that she received following her operation.

2. Apologies

Apologies as noted above.

3. Minutes of the meeting held on 25th September 2008

The minutes of 25th September 2008 were reviewed, agreed as a correct record and signed by Mrs Hagger. Copy of the minutes to be sent to Ruth Cousins for the website and to be displayed within school.

Action: Mrs Willie

4. Matters Arising

a) School Build

Miss Dean advised that she had contacted the Diocese regarding borrowing money or putting off our payments, but they do not do either of these anymore. If the school build goes ahead, we need to know that we are in a position to pay the bills. Bids can be submitted to the Diocese until February 2009. A decision on how to proceed will need to be made at the next full governing body (FGB) meeting, which is scheduled for 29th January 2009.

Miss Dean to contact the architects as nothing has been received to date.

Action: Miss Dean

b) Admissions Policy 2010

This new policy is currently with Lady Juliet. Miss Dean will contact Lady Juliet and distribute a copy of the policy by email. All governors were asked to either agree to adopt the policy or to put forward any amendments they felt were necessary. All governors agreed to follow this procedure.

Action: Miss Dean/All Governors

5. Head Teacher's Report

Head Teacher's report was distributed to all governors prior to the meeting. Miss Dean went through the report and highlighted the following:

- A new Site Supervisor will hopefully be appointed over the next couple of weeks.
- Mrs Cousins and Miss Dean attended a course yesterday and were given a new scheme for work for ICT for Northamptonshire.
- Congratulations were given to Mrs Hawes, Mrs Marsella-Brookes and Mrs Cousins for successfully completing their HLTA training. Congratulation cards were circulated for governors to sign during the meeting.

- HT Performance Management is taking place on Thursday 4th December, not Tuesday.
- It was confirmed that 13.2% is a rise in pupils on the SEN register.
- Peter Nicoll, School Improvement Partner (SIP) met with Miss Dean recently to carry out target setting. Miss Dean explained the Fisher Family Data to governors.
- The school needs guided reading books, especially in KS2. This will cost approximately £4,000. Sharing resources with the Cluster was raised and discussed.
- It was confirmed that pupils do take part in Cluster events.

'KS1 Performance Profile: 2008 v1' document was distributed to all governors and Miss Dean went through the document answering queries from governors. The following points were highlighted:

- Some Foundation Stage children started school below the national average in some areas.
- The SIP did not have any concerns regarding the data he reviewed.
- Writing was a focus this year and the school out performed the LA average.
- Miss Dean stated that the school does very well considering some of the children do not start school at the national average.

Lady Hayter congratulated the school on its KS1 results.

6. Reports from Committees

a) Personnel

Minutes from the meeting held on 12th October 2008 were distributed to all governors. It was stated that Miss Price will be leaving on 19th December and this issue will be discussed further at the Personnel committee meeting scheduled for Friday 28th November.

b) Finance and Premises

Minutes of the meeting held on 9th October 2008 were distributed to all governors. Minutes from the meeting held on 17th November 2008 have not yet been finalised. It was stated that the meeting of 17th November mainly dealt with the school build. Miss Dean reported that she is meeting with Cathryn Walker, Schools Financial Advisor NCC, on 12th December to look at the budget and assess whether we can pay County back at the end of the financial year.

c) School Improvement

Minutes from the meeting held on 12th November 2008 were distributed to all governors. Miss Dean advised that she would email a copy of the SDP to all governors.

Action: Miss Dean

7. Feedback from School Development Plan Review

Miss Dean briefed governors on the results of the parents' and carers' survey; document detailing the results was distributed prior to the meeting.

Miss Dean advised that the school is focusing on writing and getting a reading scheme, as well as challenging more able pupils in maths and ICT. Miss Dean wants to make the curriculum more creative in KS1 in order that the children are more inspired. A Science & Technology week will be discussed with staff.

8. Governor Visits to School

Governors were asked if anyone would like to visit the school in the January/February term to observe a lesson. Mrs Carroll offered to visit the school as Science Governor. Mrs Wykes advised that she recently visited the school in relation to her role as Art Governor.

9. Governors' Training

Mrs Wykes and Mrs Carroll recently undertook new governor training.

Governors were advised that they need to decide what in-house training they would like. New governors were asked to advise Mrs Hagger of any training they feel they would like and she will arrange it. Courses are free to attend and the school has points that need to be used up by March 2009.

Action: All Governors

The issue of sex and relationship education training was raised and discussed. It was agreed that this would be beneficial for the governors, as it is the legal responsibility of the governing body to decide what is taught in the school as it is a church school. Lady Hayter to look into sex and relationship education courses.

Action: Lady Hayter

10. Any Other Business

a) Staff and Governors' Evening

The social evening will take place at 7pm on Friday 9th January at Miss Dean's house. Governors to confirm to Mrs Darby what food and drink they will be providing.

Action: All Governors

b) Governors' Roles

Mrs Darby raised the issue of parents understanding of the governors' role within the school. This was discussed further by the governing body and it was agreed that information should go into the next newsletter, which should include what the governors do and do not do, so it is clear to parents.

Action: Miss Dean

c) Foundation Governor

Father Roger advised there is the possibility of a new Foundation Governor, which he will follow up.

Action: Father Roger

There being no further business the meeting ended at 8.50pm.

Mrs Hagger thanked everyone for coming.

Signed.....

Date.....

