

**NEWBOTTLE & CHARLTON C.E. PRIMARY SCHOOL**  
**Minutes of Governors' meeting**  
**held on Thursday 25<sup>th</sup> September 2008 at 7.30pm in the School Hall**

**Present:** Mrs Hagger, Father Roger, Mrs Gladden, Mrs Marsella-Brookes, Mrs Darby, Mrs Wilmer, Miss Dean, Lady Hayter, Mrs Morgan, Mrs Short, Mrs Carroll, Mrs Wykes, Mrs Willie

**1. Prayers**

Father Roger opened the meeting with prayer.

**2. Welcome to new Governor**

Mrs Hagger welcomed two new governors, Mrs Kate Wykes, a Parent Governor and Mrs Tina Carroll a Foundation Governor. One Foundation Governor vacancy needs to be filled and governors were asked if they knew of anyone who could be put forward to fill the position.

**3. Apologies**

No apologies were received.

**4. Election of Chair and Vice-Chair**

One nomination was received for the position of Chair of Governors from Mrs Hagger. Mrs Hagger left the room whilst the governors voted. Governors voted in favour of Mrs Hagger continuing as Chair of Governors. Mrs Hagger agreed to continue as Chair of Governors but advised that she would only do so for one more year.

Lady Hayter proposed Father Roger continue as Vice-Chair. Father Roger advised that he did not want to undertake this position for another year due to his current workload. Mrs Gladden proposed that Mrs Darby become Vice-Chair. Mrs Darby agreed to take the position of Vice-Chair but stated she would not continue on the Finance & Premises Committee. Further to discussion by the governing body it was proposed by Mrs Gladden, seconded by Lady Juliet, that Mrs Darby becomes Vice-Chair. All governors were in agreement with this proposal and Mrs Darby was confirmed as Vice-Chair.

**5. Minutes of the meeting held on 26<sup>th</sup> June 2008**

The minutes of 26<sup>th</sup> June 2008 were reviewed, agreed as a correct record and signed by Mrs Hagger.

**6. Matters Arising**

**a) School Build**

Miss Dean advised that she had received two invoices from the Diocese, for £3,412.50 and £4,316.90, which make up the 10% governor's contribution. Miss Dean stated that she had emailed the treasurer of the PTF Committee asking for a cheque to cover these bills. Miss Dean is currently awaiting a reply.

Miss Dean advised that the interest on the Devolved Formula Capital (DFC) could be used towards the governors 10%, although the DFC itself can not be used. The governing body agreed that the interest, amounting to almost £1,000, could be used.

Pete Smith, the architect, is meeting with Miss Dean on 8<sup>th</sup> October to draw up plans for the rest of the building work. It was stated that the entrance, offices and car park

need to be done and that priorities need to be set for the work. Miss Dean stated that she would discuss ideas with the architect.

It was stated that a section would be put into the parents questionnaires regarding the school build. It was felt, particularly by the parent governors, that parents need to be made aware of the fact that the money for the school build is only available for a limited time period.

Mrs Hagger stated that the new toilets are good and that the builder who did the work was very good.

Father Roger confirmed that he would look into Diocese funding as discussed at the previous full governing body meeting (FGB) meeting.

**Action: Father Roger**

**b) Church Concert**

It was stated that the school would still like to put on a concert in the church inviting members of the community to attend.

**7. Review of Committee Structures and Membership**

Current committee membership was reviewed. Document detailing new committee membership attached to these minutes.

**a) Dates of FGB meetings**

The following dates were set for the remainder of the academic year:

Tuesday 25<sup>th</sup> November  
Thursday 29<sup>th</sup> January  
Tuesday 17<sup>th</sup> March  
Thursday 7<sup>th</sup> May  
Tuesday 30<sup>th</sup> June

**b) Dates for first committee meetings**

The following dates were set for the first committee meetings:

Finance	Tuesday 7 <sup>th</sup> October 4.00pm
Personnel	Tuesday 7 <sup>th</sup> October 11.00am
School Improvement	Wednesday 22 <sup>nd</sup> October 4.30pm
Admissions	Thursday 12 <sup>th</sup> March 12.00pm

**8. Appointments**

**a) Subject Link Governors**

The listing of governors with special responsibilities was reviewed. All governors agreed to stay in their current roles. Mrs Wykes agreed to be the Art link governor. Mrs Carroll agreed to undertake the role of Science link governor. Updated document detailing governors with special responsibilities attached to these minutes. Link governor roles will be discussed further by the School Improvement Committee.

Father Roger and Mrs Darby to arrange performance management with the School Improvement Partner (SIP).

**Action: Father Roger/Mrs Darby**

**b) Link Governor**

Father Roger and Mrs Hagger agreed to continue sharing this role.

**c) Child Protection Governor**

Lady Hayter agreed to continue in this role.

**d) Gifted & Talented Governor**

Father Roger agreed to continue in this role.

**9. Headteacher's Report**

A report was circulated to all governors prior to the meeting.

Lady Hayter raised the issue of the School Development Plan (SDP) and was advised that a new SDP would have to be written and that this would be dealt with by the School Improvement Committee. Miss Dean advised that a more detailed questionnaire will be sent out to parents this year as parents have to be consulted in relation to the SDP.

Raise-on-line report, which is usually received in early October, will be late this year due to the problems with the SAT results. The raise-on-line figures should be ready in time for the November FGB meeting.

**10. Reports from Committees**

**a) Admissions**

Admission Policy 2009 was circulated to all governors prior to the meeting. It was stated that this new policy has to be ratified by the governing body this evening. Mrs Darby highlighted the fact that reference to children of parents not resident in the parishes of Charlton, Newbottle and Aynho who have a sibling who will be continuing to attend the school was no longer included in the policy. It was agreed that this must have been an oversight when the policy was amended. Therefore, it was agreed by the governing body that the following paragraph is to be added into the policy as point 6:

'Children of parents/legal guardians not resident in the parishes of Charlton, Newbottle and Aynho who have a sibling who will be continuing to attend the school at the time of admission of the child.'

An additional amendment was also agreed. The word 'villages' in point 3 is to be amended to 'parishes'.

It was proposed by Lady Hayter that with the two amendments as noted, the policy is ratified by the FGB, seconded by Mrs Morgan, with all governors in agreement, motion carried.

Miss Dean to amend the policy as agreed and submit the policy to Mrs Ann Winter, with a copy to Mrs Willie.

**Action: Mrs Dean**

**b) Finance and Premises**

**(i) School House**

Mrs Morgan advised that two new tenants have moved into the school house. Two months rent has been lost as the deposit had to be paid to the previous tenant and the agency had to be paid for finding a new tenant. The rent per calendar month is currently £615.00.

**11. Governors' Training**

New governor training dates were given to the two new governors. Lady Hayter offered to look at governor training dates on the internet and report back to the governing body.

**Action: Lady Hayter**

**12. Governing Body Annual Performance Check**

All governors present completed the annual performance check forms during the meeting and Mrs Hagger collected these for review.

**13. Any Other Business**

**a) Date for SDP Review**

A review of the SDP was scheduled for Thursday 6<sup>th</sup> November at 7.30pm. All governors were asked to be involved with this review.

**b) Staff and governors' evening**

Miss Dean stated that the staff are keen to have a social evening with the governors, to build links with the governing body. Friday 9<sup>th</sup> January was set for the social evening to be held at Miss Dean's house. Governors to provide food and wine. Miss Dean to notify the staff.

**Action: Miss Dean**

**c) PTF Committee Funding**

Miss Dean advised that although not yet announced, the PTF Committee has been awarded a £4,000 grant from Tesco, £1,500 for musical instruments, £1,500 for science equipment and £1,000 for PE equipment.

There being no other business the meeting closed at 8.50pm. Mrs Hagger thanked everyone for coming.

Signed.....

Date.....