

Milton C of E Primary School

Full Governing Body Committee Meeting – Wednesday 23rd September 2009, 7.00pm

Present

David Lee (Chair)	Andi Everitt	Mirza Baig	Paul Seekings
Nat Johnson	Debbie Howes	David Owen	Julie Russell
Mike Staplehurst	Gary O'Shea	Jane Coston	James Fraser
Mac Lewis	Christina Youell	Andrew Latchem	Sue Dorrington
Amanda Scarborough	Judith Manwaring (clerk)		

1. Welcome and Apologies

Judith welcomed everyone to the meeting. Apologies were accepted from David Chamberlin and Alison Lycett. James was introduced to the governing body and introductions were made.

2. Election of Chair and Vice Chair

Governors were asked at the meeting on 15th July to notify Judith if they wished to propose themselves for the position of Chair or Vice Chair of Governors.

Judith informed the meeting that no proposals had been received to date. In the absence of proposals, David Lee had agreed to stand again as Chair. Judith proposed David as Chair for a period of two years as per the terms of reference in the Governing Body Plan and Structure, the proposal was unanimously agreed. Judith thanked David on behalf of the Governing Body for agreeing to remain as Chair and for the enormous amount of work and invaluable support that he offers to the Governing Body.

In the absence of volunteers for the role of Vice Chair, Christina had agreed to remain in the role. Judith proposed Christina as Vice Chair of Governors with a term of office of two years. The proposal was unanimously agreed.

3. Minutes of the meeting held on 15th July 2009

The minutes were signed as true copy of the meeting.

4. Matters arising

7 Committee Reports

b) Finance and Premises – Sue reported that the refurbishment and work to enclose the area outside year 1, went incredibly smoothly. She said that the school property management company, Atkins, managed the project very well and with a minimum amount of additional input. The building contractor engaged for the project, Murfitts, had also been very accommodating. Sue reported that the project had been completed on time. Blinds are on order for the rooms. Furniture, such as a new reading corner, have been purchased and is much more inviting for young children. Computers for the mini ICT (information, computer & technology) suite have been received but require the relevant licences be purchased before installation. Sue said that the refurbishment has bridged the gap between Foundation and Year 1. The classes are now much brighter and appear more spacious. David Lee asked if Sue felt that it would be appropriate to write to the contractors. Sue said that a letter to Simon at Atkins and Grant at Murfitts to acknowledge appreciation of their assistance would be appreciated.

Action Letter to be drafted

b) David asked what progress had been made with regard to the installation of a hearing loop. Andrew said that he has met with a parent, David Slatter and has a proposal to take to the Finance and Premises Committee meeting on Friday 25th September.

Action Letter to be drafted from the school to add to the Milton Village welcome pack

c) Personnel and Communications – Sue reported that ParentMail should be live following a training session on Thursday. The training session had been scheduled for Thursday 17th September but had been unable to take place as the County network had been unavailable.

d) Technology Task Force – Sue said that James had done a huge amount of work during the summer holidays, including liaising regularly with the Education ICT Service to enable the launch of the new school website on Friday 18th September. Sue acknowledged that there were a number of areas on the website that required further work.

d) David asked what the situation was with the wireless network. Judith said that Alwyn Owen, the ICT technician for the school, had done further investigations and was trialling different channels on

the wireless network. Recent feedback from teachers appears to indicate that the laptops are connecting more successfully. It was agreed that the situation should continue to be monitored.

9) Data 2009 –

Sue said that she thought it likely that there would be a County wide debate regarding the writing results. Jane asked if there was a breakdown of results from individual schools within the County. Sue said that the breakdown is not available yet, but would be looked at for benchmarking purposes. Gary asked if the evidence to support the teachers' assessments for the level 4 children would influence the judgement of the inspector. Sue and David said that it would help to argue the case but that the test scores will be very important.

David Lee suggested that the Governing Body set up a small task force focusing on standards. He suggested that the task force would consist of 2-4 governors who would develop a really good knowledge of what the issues are and what action is being taken to address them. Nat expressed an interest.

Action To be followed up at the C & A Committee meeting

5. Declaration of any other business

OfSTED (Office for Standards in Education) – New Framework
Vetting and Barring
Cycle path

David Lee
Gary O'Shea
Sue Dorrington

6. Declaration of Interest

None

7. Clerk's correspondence

Cambridgeshire Governor Training

8. Pecuniary Interests

Governors were asked to read and sign the declaration of pecuniary interest forms circulated.

9. Election of parent governor

Mac's term of office as a parent governor is due to end in October. Notification of a parent governor election was circulated to parents on 18th September. The closing date for nominations is 1st October. Sue has requested nominations for the staff governor vacancy following Kerry Walton's resignation from the governing body.

10. School news and update

Sue said that as well as the appointment of James as Deputy Headteacher, Kelly Gray has also joined the school as a year 2 teacher. The Foundation children have settled in well, Sue said that a large number of the children are already attending full time, more than in previous years.

Kerry Taylor, one of the part-time Foundation teacher's has undergone surgery and will be likely to be absent from school until November. Fiona O'Shea has agreed to cover her absence and will therefore provide continuity of teaching for the children alongside Sarah Jane Kirby.

Sue said that she felt that the teachers have spent an incredible amount of time in their classrooms providing support for the learning environment. She said that she thinks that the school looks lovely clearly showing the range of activities in which the children are involved. A number of the governors agreed.

Sue said that the senior management team had spent a significant amount of time focusing on and analysing the data and sharing the information with staff.

Class newsletters have been circulated to parents.

A meeting was held for year 6 parents. It was felt that providing parents with the opportunity to meet the teachers was particularly important for year 6 to discuss transition to secondary school and the SATs. Gary had attended the meeting had been very useful and the staff had presented the information very well.

Milton is part of a pilot of schools offering Family SEAL (Social and emotional aspects of learning). Alison Lycett has coordinated two family SEAL meetings for parents of children in years 1 and 2. The first session 'raising children' has been held with Sue Hunt, the Parent Support Adviser (PSA).

Sue said that although we are only in the third week of term the children have been involved in a large range of enrichment activities. Year 6 have been on a residential visit to the Grafham Water

Centre, James agreed that the event had proved to be a very successful bonding opportunity. Years 5 & 6 have been working with a composer, introduced through links with Cambridgeshire Music and will have the opportunity to participate in a 'Carnival of Animals' concert at West Road.

Sue said that the school is participating in a wider schools' music initiative. As part of this 30 African drums have been delivered to the school and within an hour Sue said that it was incredible the sound that was already being produced. The drums will provide an opportunity to support the initiative to encourage every child to learn an instrument. Several classes will be given the opportunity to use the drums.

Year 2 have participated in a multi school sports event at Impington Village College and Year 4 have been Tudor's for the day with visiting members from the Off the Page organisation. Debbie had been involved in the activities and said that the day had been very good. The confidence and positive way in which all of the children participated in the activities was commented upon.

Jane asked if the events could be shared with the Milton Village View. Sue said that the relevant photograph permissions are available.

Action James to forward details/ pictures

11. Governing Body's Plan and Structure document, meeting dates and Autumn term issues

David said that he had met with Mandy and Nat during the summer holidays and they had updated the Governors Improvement Plan to include a column to record the impact and monitoring of the ECM (Every Child Matters) initiative on the items recorded in the plan. He said that the Governing Body should also be considering how their actions impact on the Counties Child and Young Peoples Plan – Big Plan 1 and the recently updated Big Plan 2. David said that the Governing Body are already supporting the plan but need to be able to provide evidence to support this.

David suggested and it was agreed that every governor visit will incorporate action to consider the ECM agenda.

Action Governor visit proforma to be updated to include reference to ECM

David asked all the governors to consider the governing body effectiveness and in the event of an OfSTED they would be able to discuss this issue with an inspector and provide evidence of the way in which the governing body monitors its effectiveness.

Sue said that ECM will be re visited at a staff meeting. She suggested that the notice boards in the corridors of children participating in a wide range of activities provided excellent evidence for many areas of the ECM initiative. She suggested labelling the boards with stickers to identify which areas were of ECM were being demonstrated and it would be a useful source of information for parents.

Mandy said that she had recently attended the Family SEAL meeting. The parents had been asked to brainstorm as to what they would want for their children. Mandy said that she was amazed that the session mirrored the ECM targets.

Paul and Sue mentioned briefly that the end of year parent questionnaires demonstrated some very pleasing responses. 100% of the replies indicated that the parents felt that the school is a safe and secure environment for their children. The questionnaires will be discussed fully at the next P & C.

David reminded the governing body that discussions that take place during meetings are confidential. He said that the minutes would reflect the flavour of the meeting.

Governors were reminded that the Governing Body Plan and Structure states that governors will set themselves a personal goal. It was suggested that these may include something around ECM and an intention to attend at least one governor training event.

A discussion followed as to the election of Chair and Vice Chair of Committees. The plan and structure states that the Chair and Vice Chair of the Finance and Premises committee will be elected a Full Governing Body meeting, whilst the Chair and Vice Chair of the Personnel and Communications and Curriculum and Achievement Committees would be appointed at the first committee meeting. Mike proposed that all Chair and Vice Chair's of committees be elected at the first meeting of the Full Governing Body. Mandy seconded the proposal and it was agreed by all present.

Action Judith to update the Governing Body Plan and Structure to reflect the changes. Reference to Chairman to be updated to Chair.

Gary proposed a correction to the specific terms of reference for both the premises and finance sections. The references to the election of the Chair and Vice Chair will be deleted and inserted under the general terms of reference for the joint committee. David Owen seconded the proposal and it was agreed for adoption by all present.

Action Judith to update the Governing Body Plan and Structure to reflect the changes.

12. Nominations of Governors to First, Appeals, Standing Groups, Salary Group, specific roles and Committees

Blank committee and link governor grids had been circulated prior to the meeting.

With the exception of Mike, the governors choose to remain serving on the committees of 2008/9. Mike requested a change from the P & C committee to the C & A committee.

All present approved the current membership of the P & C, C & A, F & P and Performance Management committees, including the change of committees for Mike.

Current membership of the First Committee/ Salary Committee and Appeals Committee was proposed for continuation and agreed by all present.

It was proposed and agreed that Mac Lewis will remain as Child Protection Governor, now Safeguarding Governor. Debbie Howes will remain as Governor Training and Induction Governor. David Chamberlin will remain as School Profile Governor. Christina Youell will remain as Governor for Community, Equality and Social Cohesion.

Paul Seekings was nominated and approved as Inclusion and Special Needs Governor.

Action Judith to update and circulate the Committees Grid

Action Judith to add the Health and Safety Working Group to the Grid

It was agreed to condense the class link governors to governors for Foundation, Key Stage 1 – years 1 and 2, Lower Key Stage 2 – years 3 and 4, and Upper Key Stage 2 – years 5 and 6. Governors were proposed and agreed for the groups.

The subject links were also amended and agreed upon.

Action Judith to update and circulate the Link Governor Grid amended as agreed

13. Election of Chair's and Vice Chair's of Committees

a) Achievement and Curriculum Committee

Nat Johnson was elected as Chair. Mac Lewis was elected as Vice Chair.

b) Personnel and Communications Committee

Mandy Scarborough was elected as Chair. Debbie Howes was elected as Vice Chair.

c) Finance and Premises Committee

Gary O'Shea was elected as Chair. Mike Staplehurst was elected as Vice Chair.

14. Governor Training Programme

David asked all governors to attend at least one governor training event if possible.

Group Governor Training Event – 10th May – topic to be agreed

15. Any other business

Proposed cycle path between Impington and Milton - Jane outlined the details of the proposed cycle path. Jane said that the current provision of school buses was likely to be at risk in the event that the cycle path is constructed. A discussion followed relating to the potential implications and risks for children attending Milton Primary School. It was agreed that the Governing Body would support a letter to the South Cambridgeshire Cabinet who are meeting on 30th September to discuss the proposal. The letter will outline the concerns of the Governing Body for the Safeguarding of the Milton School community and their previous pupils.

Action Christina to draft a letter on behalf of the Governing Body

OfSTED Update

Action Deferred to the next meeting of the C & A committee – emergency meeting to be called in the event of an inspection being notified

Vetting and Barring

Action Deferred to next meeting

Date of next meeting:

Tuesday 8th December 2009, 7.00pm

The meeting closed at 9.20pm