

Minutes of the meeting of Governors
of Swanmore CE (Aided) Primary School
held on Thursday, 03 July 2008 at 7.30 p.m.

Present: Mr John Branson
Mrs Sarah Dineen
Mrs Jean Downer
Mrs Penny Eliot
Mr Ian Green (Vice-Chair)
Mrs Sally-Anne Hunt (Vice-Chair)
Mr Gabor Kovacs (Chair)
Rev Peter Kelly
Mrs Sharon Mordecai
Dr Bob Smith
Mr Jon Thompson
Mr Andy Yeoman (Headteacher)

In Attendance: Rowley Bucknill (Associate Member)
Mrs Janet Woodburn (Clerk)

1. Welcome, Prayers and Apologies

Gabor Kovacs welcomed the Governing Body to the meeting. Apologies had been received from Maggie Bullard and Brian Hay.

Peter Kelly led the opening prayers.

2. Minutes of the Meeting of 20 May 2008 and Review of Action Points

The minutes were reviewed for accuracy the following amendment was made:-

Page 3 Finance and Building Committee 8th paragraph should be amended to read

The main events fund has now been closed. For the building fund there are 2/3 standing orders, which need to be stopped; Bob Smith is dealing with this. VAT for the main Project account has been signed off.

The Minutes were then signed as an accurate record of the meeting.

Review of Action Points:

- GK had prepared a draft letter to be sent to the Highways Authority to request reducing the speed limit to 20 mph. (Copies to be sent to Councillor Hindson, Parish Council, Frank Pearson and Vicki Weston).
- Self Evaluation forms - GK had received 4 and he asked if the Governors could complete and return their forms.
- BS had copies of three insurance documents for GK to look through.
- Stephanie Mundy to be invited to the September meeting.
- JB had produced an induction programme for new members of the Governing Body which was circulated at the meeting this was approved by the Governors subject to any minor changes which Governors may suggest making. Gabor thanked John for preparing this.

All other Action Points had been dealt with satisfactorily or are a separate item on the Agenda.

3. Gabor asked if there were any declarations of interest pertaining to the meeting, there were none.

ACTION

All Govs

GK
AY

4. Correspondence

A list of correspondence had been circulated prior to the meeting. Gabor thanked Sally-Anne for keeping this list up to date.

Gabor had received a thank you from FOSPS thanking the Governors for their support at the summer fair.

NASUWT (National Association of Schoolmasters and Union of Women Teachers) Audit form had also been received and was passed to Andy Yeoman.

John Branson had received an invitation from Governor Services to participate in a trial for on line learning for Governors, this pilot scheme is free for the Autumn term (normally £89). The Governors agreed to authorise John to put forward the Swanmore Primary School Governors to participate in this pilot scheme. John agreed to talk to Governor Services.

JB

5. Diocesan Business

There was no Diocesan news.

6. Headteacher's Report

Andy Yeoman had prepared a report in advance of the meeting;

Andy pointed out the number on roll for September 2008 is 401.

Andy talked about an appeal, which is taking place on 09 July 2008, for one pupil on the waiting list where class sizes are full. Andy is disappointed that there is no place for this pupil but also anxious that a precedence is not set. The family is appealing on medical grounds.

The Governing Body expressed their sadness to hear of the death of Pam Pynigar and send their condolences to Pam's family and friends.

Benching is to arrive next Monday for the new meeting room; the carpet was finished last Monday.

The line markings are due to be completed on the playground during the summer holidays and the Tyre Park

Rowley is currently working on a new school prospectus and leaflet and presented a summary to the Governors. He had received permission from parents to use photos and to use a pdf version on the website. The Governors gave their full approval to the suggested prospectus and leaflet, which should be ready in September.

Rowley asked if the Governors were happy to commit to having a Governor's button on the website. After discussion it was agreed that the Governors should show their commitment to the school and it was agreed that Governors should have a page, Ian Green and Rowley Bucknill agreed to meet to discuss the content of this page and form a small sub-committee.

IG/RB

Sporting Activities - Swanmore children took first place in both track and field events at District Sports.

Belinda has worked very hard on hosting a concert with local schools, Ian commented how impeccably well behaved the Swanmore pupils had been.

Andy reported that the Swanmore Ball had been as good as ever. The loan, which had been lent to the Swanmore Ball Committee, was discussed. It was agreed to ask for the money to be returned but it would be held in the Governors' Fund and available to the

committee for future events should they need it.

There were no more questions. **Gabor Kovacs thanked Andy Yeoman for his Report, which was accepted by the Governors.**

7. FEMSiS Financial Policies and Procedures

Andy had a selection of policies for approval. Cherry Benton has a file in her office of all policies should any Governors wish to read them.

Gabor signed approval, on behalf of the Governing Body, to the following policies:

- Whistle Blowing
- Best value statement
- School staffing structure

The Clerk will keep a copy of these policies with the Minutes. Other policies will be looked at and reviewed during the course of the year.

JW

8. Committee Reports

Finance and Building Committee

The committee had met and the general salary structure had been reviewed, they had asked Andy for any particular items from during the year and these had been discussed.

Bob Smith had produced a Financial Report for the first two months.

Personnel Committee

Personnel had met today.

Curriculum Committee

Had not met as there had been nothing specific to discuss they will meet again in the Autumn.

Rowley mentioned that French is all set up and ready to go for ½ hour each week. Mrs Toft and the staff have worked hard to set this up. The after school club is continuing as well.

9. Self Assessment

Gabor asked the Governors to post or e-mail to him their assessments by the end of next week, 11 July. Gabor will analyse these and prepare a report.

All Gavs

10. Health and Safety

It was felt important that the diocese should be invited to the next GB meeting to inform Governors on liability insurance for voluntary aided schools in order to help the Governors understand and plan ahead, PK agreed to contact Brian Hay or Tony Blackshaw to invite them to the GB meeting.

PK

11. Parent's Car Park

Penny and Michael Westwell had met with Andy to discuss plans for the parents' car park. Andy presented to the GB plans and ideas due to be put to the Parish Council the following Monday. In general the Governors were happy with the plans and passed their comments to Penny.

It is important that a contract agreement is drawn up between the school, Parish Council and PCC as the main users of the car park and also the Greenery. It would be useful to have a working group set up to meet once a term.

Penny agreed to report back to Peter Kelly and Andy Yeoman as work is supposed to start during the summer holidays

PE

12. Appreciation

A large number of staff had attended the Summer Ball, the Governors recognised that staff are happy to mingle with parents.

Y6 Bivvy - Ian congratulated the Year 6 Team who had put a lot of thought and work into it's success.

Governors were reminded that Pimms on the Vicarage lawn will be at 4.00 p.m. on 21 July. Andy will ask Jackie Bound to provide Gabor with a list of staff in order for him to prepare invitations.

Andy invited the Governors to attend the Leavers Service and Tea, and also the Year 6 productions on 15/16 July at 7.00 p.m.

Final assembly will be at 9.20 on 23 July, which will be the final good bye to Janet Danby by the school.

13. Dates for Governors' meetings in the next school year and Nomination of Officers for 2008/09

Dates for the next 12 months were proposed and are listed at the end of the Minutes. AGM on Wednesday 19 November and Governors' Day will be on Wednesday 11 February.

The Clerk agreed to e-mail these dates to the Governors.

JW

Gabor advised the Governors that he wished to stand down as Chair of Governors in September. Ian Green is happy to be nominated as Chair and Sally as Vice Chair. No-one else put themselves forward at this moment so the Governors were happy to assume Ian Green will work as Chair in the next academic year, Andy and Ian could then start forward planning towards the next school year and agreed to meet together with the Clerk before the end of term (21.07.08) to provisionally plan the structure of the Governing Body meetings for 2008/09.

IG/AY/JW

14. Items for next Agenda

Election of Chair of Governors and Vice Chair
 Chairs of Committees
 Terms of reference
 Healthy Schools (Stephanie Mundy to be invited)
 FEMSiS
 Car Park
 Health and Safety
 Performance Data
 Prospectus
 Website
 Training
 Appreciation
 Induction of new Governors
 Personnel Committee

The meeting closed at 9.45 p.m.

Dates of Future Meetings

Whole Governing Body	Thursday 25 September 2008 at 7.30 p.m. Tuesday 11 November 2008 at 7.30 p.m. Thursday 22 January 2009 at 5.00 p.m. Wednesday 11 March 2009 at 5.00 p.m. Tuesday 12 May 2009 at 7.30 p.m. Wednesday 01 July at 7.30 p.m.
Governors Day	Wednesday 11 February 2009
Annual General Meeting	Wednesday 19 November 2008
Personnel Committee	Tuesday 21 October 2008 at 1.30 p.m. Tuesday 10 March 2009 at 1.30 p.m. Tuesday 07 July 2009 at 1.30 p.m.
Other events	14 July Portsmouth Cathedral Leavers Service leaving at 12.30 (Sally-Anne to attend) 15/16 July at 7.00 p.m. Y6 Production "Zoom" Monday 21 July at 4.00 p.m. Pimms on the Lawn at the Vicarage Tuesday 22 July at 2.15 p.m. Leavers Service followed by Tea at 3.30 p.m. in the hall 23 July at 9.20 a.m. Final Assembly (final goodbye to Janet Danby)