

Minutes of the meeting of Governors  
of Swanmore CE (Aided) Primary School  
held on Wednesday, 13 February 2008 at 4.00 p.m.

Present: Mr John Branson  
Mr Steve Cook  
Mrs Sarah Dineen  
Mrs Jean Downer  
Mr Ian Green (Vice-Chair)  
Mrs Claire Guyer  
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)  
Maggie Bullard (Observer)  
Mrs Janet Woodburn (Clerk)

1. Welcome, Prayers and Apologies

Gabor Kovacs welcomed the Governing Body to the meeting and in particular Maggie Bullard as an observer. An apology had been received from Penny Eliot.

Peter Kelly led the opening prayers.

2. Minutes of the Meeting of 17 January 2008 and Review of Action Points

The minutes were reviewed for accuracy there were no amendments:

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

**Review of Action Points:**

- Maths Monitoring – Andy will report back to the next GB meeting
- YR parents' survey, still some surveys coming in Andy, will report back at the next GB meeting.
- The Parent Partnership are to discuss Carols around the tree at their next meeting, they have some ideas.
- 20 mph speed limit, it is necessary to register a request but Gabor was not hopeful.

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

Gabor thanked the governors for their contributions of cakes for staff on the Governors' Day they had been much appreciated.

ACTION

AY

AY

GK

3. Declarations of interest

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

4. Correspondence

A list of correspondence had been circulated prior to the meeting.

The school had been congratulated by the Area Manager for being one of 2007s most successful schools by OFSTED.

Andy reported that some parents at Swanmore College of Technology had publicly expressed dissatisfaction with the Headteacher. The Governors were in full agreement that Swanmore Primary School should express its full support to Mrs Hillier and the College.

5. Diocesan Business

There was nothing to report from the Diocese.

6. Headteacher's Report

Andy Yeoman gave a short verbal report.

Year R currently have an intake of 46 for September. On the Census Day (17 January 2008) the school had 418 on roll.

Bob Smith reiterated the need to monitor closely the ratio of admissions of children out of catchment and within catchment.

Bob reported that financially everything is in good order.

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

7. Committee Reports

Personnel Committee

Personnel had not met they are due to meet on 14 March 2008.

Curriculum Committee

Curriculum committee has been through the Policy for Confidentiality and Policy for Inclusion for all children and had circulated them prior to the meeting for the Governors to approve.

**The Governors ratified the Policy for Confidentiality subject to one small amendment** on page 3 under the heading Staff and Governors, remove the word normally - "All staff can normally expect ....." to read "All staff can expect..."

**The Governors ratified the Policy for inclusion for all children subject to one amendment** under the heading Our Practice the first bullet point add "the needs of" to read "To assess the needs of all children on entry to our school...."

8. The extension/General Purpose Room Update

Andy reported that the building work is all going to plan and they are keen to meet the deadline. Andy has been surprised by the minimum amount of disruption the school have had.

9. Governors' Day

The Governors had enjoyed the day, they thanked Steve for his good organising and the staff appeared very relaxed and had been brilliant.

The Clerk agreed to e-mail feedback forms to the Governors and the Governors agreed to complete and return these to the school.

All Govs

Thanks should go to all the staff and it was felt appropriate to send a card and tin of biscuits to the Dinner Ladies, as they didn't benefit from cakes.

10. Cycle Racks

Andy reported that they are waiting for the Parish Council.

11. Appreciation

Steve Cook was awarded a 4-year service award. Steve has chosen to resign from the Governing Body to enable him to concentrate on other commitments; the Governors also presented him with a card and gift of thanks.

At this point Andy awarded Gabor his 8-year service award for service as a School Governor.

12. Training

The Governors discussed whether to opt in or out of full access training for 2008, **the Governors were in full agreement to opt out.**

A training session has been organised for all the Governing Body members at a cost of £350. It was re-iterated that opting out should not deter any of the Governors attending any training they feel would be appropriate.

Gabor agreed to ask the governors to complete a self-evaluation form to enable him to assess any governor skills that could benefit the school.

GK

13. Replacement Governor

Andy had informed all the staff of Steve Cook's resignation as a Staff Governor and had asked if any of the staff would be interested in the vacancy, Maggie Bullard had expressed an interest and consequently came along as an observer to the meeting. The Governors noted that Maggie had been elected by the Staff to replace Steve Cook with effect from the end of today's meeting.

14. Items for next Agenda

Personnel Committee Report.  
Revenue and Capital Budgets for next year.  
Curriculum Committee Report

The meeting closed at 5.25 p.m.

Dates of Future Meetings

Whole Governing Body	<b>Tuesday 20 May 2008 at 7.30 p.m. (<u>New Date</u>)</b> <b>Thursday 03 July 2008 at 7.30 p.m.</b>
Personnel Committee Meeting	14 March 2008
WGBT(Finance) Training	30th April 2008 at 6.30 p.m.