

Minutes of the meeting of Governors
of Swanmore CE (Aided) Primary School
held on Tuesday, 20 May 2008 at 7.30 p.m.

Present: Mr John Branson
Mrs Maggie Bullard
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 Andy Yeoman (Headteacher)

In Attendance: Rowley Bucknill (Associate Member)
Brian Hay (Diocesan School's Advisor)
Mrs Janet Woodburn (Clerk)

1. Welcome, Prayers and Apologies

Gabor Kovacs welcomed the Governing Body to the meeting. Apologies had been received from Jon Thompson. Peter Kelly led the opening prayers.

2. Minutes of the Meeting of 13 February 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:

- It was agreed that Gabor should still draft a letter asking for the speed limit to be reduced in front of the school despite there being little chance of success. Andy will apply for the "20 is plenty" signs when the next round of applications is being made.
- Gabor will e-mail the Governors to complete a self-evaluation form and these will be analysed and discussed at the next meeting.

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

3. Declarations of interest

Gabor asked if there were any declarations of interest pertaining to the meeting, there were none. Dr Bob Smith is no longer Director of a company that deals with inspections of schools.

4. Correspondence

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

ACTION

GK

AY

GK

5. Diocesan Business

Brian updated the Governors on some latest news;

- Isle of Wight school re-evaluation is now complete.
- Lilian Weatherley is back in work.
- John Gerry had started the previous week, we will be working on Buildings and Building Finance, Brian will bring him round the schools, he will be the contact for Capital Funding.
- The Leavers' Service is on 14 July

As Health and Safety is a big issue Andy asked for more information on the legal liability insurance. Brian Hay assured the Governors that the Diocese looks at the H & S Policy regularly. It was generally agreed that it would be useful if the Governors could have some training or briefing so that they are more aware and able to ask the right questions. Bob Smith agreed to look at the Policy documents he holds and will discuss the matter further with Andy, Gabor and Brian.

AY/BS
GK/BH

6. Headteacher's Report

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

He expanded on some items from his report, Kay Haskins the new Teaching Assistant has settled in well. Interviews had taken place to replace Janet Danby, and Eliza Swaine had been appointed. There are no other changes in staffing.

It is hoped that the parents' car park will be completed over the Summer Holidays.

Maths monitoring had been completed and feedback had been circulated with the Headteacher's report.

Andy was pleased to inform the Governors that Sainsburys at Hedge End have agreed to sponsor the school for 2009, which means they will support the school with events and other curriculum activities, by supplying food and holding money-raising events such as fashion shows.

SATs are all completed and a comment was made that the Year 2s had been unaware that they had taken the tests.

It was queried why there are 61 children in Year R, Andy explained that one Year R class has 31 children because the school has admitted a fostered child recently. Fostered children have to be admitted into the local school regardless of numbers on roll.

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

7. Committee Reports

Personnel Committee had met on 14 March and are due to meet again on 27 June.

Curriculum Committee

Rowley circulated Minutes from the curriculum committee meeting 17 March 2008.

Rowley commented that Year 5 and 6 sex education had been expanded for the girls by using a 15 minute DVD with questions afterwards answered by a female teacher. The Governors were in agreement with the curriculum committee that sex education should be re-addressed in the next academic year and also that Rowley should investigate the current policy for pyramid schools to try and prepare the children better for the sex education programmes in Year 7.

The school has been accredited with "Healthy School Status", Stephanie Mundy has put a lot of work into this, it was agreed that she should be invited to present at the next GB meeting.

RB

Gabor was asked to send a letter of thanks.

AY

Finance and Building Committee

GK

Bob reported that the Finance and Building Committee had had a successful meeting. Pupil count in January was 418, with a probable forecast of 404 for next year. If numbers should drop below 400 it would become difficult to run 14 classes.

There had been an under spend on permanent and supply staff which had increased the school's surplus, any surplus has been spent wisely on special projects/development of the school for instance spin offs from the building work, i.e. new blinds to enable the whiteboards to be used effectively.

The Finance and Building Committee recommended the 2008/09 Revenue Budget for approval by the Governing Body and the Governors were in full agreement with this recommendation.

The capital budget was discussed; the major expense had been the new workroom, which is now complete. The playground work is scheduled to begin over half term so unfortunately missed the last financial year.

ICT expenditure was light due to the large investment 3 years ago, a 5-year plan exists which is updated annually.

The Finance and Building Committee recommended the 2008/09 Capital Budget to the GB for approval and subsequent submission to the Diocese for their sign-off and the Governors were in full agreement with this recommendation.

The finance and Building Committee had discussed financial authorities and recommended that the Headteacher's authority should remain set at £10,000; the Governors formally approved this.

The main events fund has now been closed, and VAT signed off. There are 2/3 standing orders, which need to be stopped; Bob Smith is dealing with this.

John Young had audited the Unofficial fund, the Finance & Building Committee is content with how the fund is being used and grateful for the contributions from PCC. **The committee recommended approval of the Governor's General Fund to the Full Governing Body and the Governors were in full agreement with this recommendation.**

Jean Downer queried whether an extra member of support staff could be considered for 1 year, Andy felt that there is sufficient support and part-time staff prefer to do extra hours at difficult times such as leading up to SATs.

Budgets will be reviewed in October 2008 and Bob Smith concluded his report.

8. Training

John Branson is working on a new programme for New Governors, with a formal introduction into the school. There will be two new members in the next academic year; Bob Smith has provided a Performa, which could be adapted.

Sally-Anne had been on Safer Recruitment Training and found the session very helpful.

9. Staffing Matters

Rowley Bucknill, Maggie Bullard and Sharon Mordecai left the meeting whilst a staffing matter was mentioned.

10. Tour of the new Building

A short break was taken to view the new building which has now been completed and is awaiting furnishing.

11. Parents'/Parish Council Car Park

The Parish Council are hoping to move on with development of the Parents/Parish Council Car Park over the summer holidays, Penny will meet with Andy Yeoman to keep him updated, Winchester City now has planning permission

PE

12. Forthcoming events

The Bivvy planned for **5/6 June** – help is required Thursday and Friday morning particularly with transport.

13 June 2008, Summer Fair it is hoped the Governors can once again help with the bar, Governors to e-mail the clerk with their availability.

15 June combined Church Service at 10.30 a.m.

11 July – meal for the Governing Body and partners at 7.30, Andy agreed to find out a price and Sarah agreed to collect money and arrange.

All Govs

AY/SD

8.35 Brian Hay left the meeting

13. Appreciation

The Evacuee Performance had been superb the Governors passed on their thanks to the staff.

SM

The Swanage Visit had been very good, there had been many comments from the public and the Guest House staff on the good behaviour and politeness of the children. Thanks go to Rowley and the staff.

Thanks to Chris Vickery, the Governors Page on the website is moving forward, Governors were asked to look at the website and website of other schools and bring their ideas suggestions to the next meeting.

All Govs

It was noted that the Swanmore College of Technology Music Group had performed a concert and it was good to see such a high percentage of 'old' Swanmore Primary School students continuing their with music, congratulations must go to the Swanmore Primary School Music Staff for initiating this enthusiasm.

14. Items for next Agenda

School Council Presentation (Governors prepare some questions)

Healthy Schools - Stephanie Mundy

Website

Self Assessment

Health and Safety

Committee Meetings

- Personnel
- Curriculum
- Finance and Building/Pay Review

Parents' Car Park

The meeting closed at 9.45 p.m.

All Govs

Dates of Future Meetings

Whole Governing Body

Thursday 03 July 2008 at 7.30 p.m.

Personnel Committee Meeting

27 June 2008

Curriculum Committee Meeting

Monday 16 June 2008 at 8.00 p.m.

Finance and Building Committee mtg

Thursday 03 July at 7.00 p.m.

Forthcoming events

Bivvy

5/6 June

Summer Fair

Friday 13 June at 5.00 p.m. – 8.00 p.m.

Combined Church Service

Sunday 15 June at 10.30 a.m.

Strawberry Tea

Thursday 03 July

Governors' meal at the Rising Sun

Friday 11 July at 7.30 p.m.

Y6 Performances

Tues & Weds 15/16 July at 7.00 p.m.

Pimms at the Vicarage

Monday 21 July

Leavers Service in St Barnabas Church followed by Leavers Tea

Tuesday 22 July