

Minutes of the meeting of Governors
of Swanmore CE (Aided) Primary School
held on Tuesday, 11 November 2008 at 5.00 p.m.

Present: Mr John Branson
Mrs Sue Collins
Mrs Jean Downer
Mrs Penny Eliot
Mr Ian Green (Chair)
Mrs Sally-Anne Hunt (Vice-Chair)
Mr Gabor Kovacs (Vice-Chair)
Rev Peter Kelly
Mrs Marion Loveday
Mrs Sharon Mordecai
Dr Bob Smith
Mrs Sallyann Smith
Mr Jon Thompson
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

Ian Green welcomed the members of the Governing Body to the meeting. There were no Apologies.

Ian welcomed Sue Collins, as Maggie Bullard has now left the school and resigned as a Staff Governor, Andy had asked if any of the staff would be interested in the vacancy. The Governors noted that Sue Collins had been elected by the Staff to replace Maggie with effect from today's meeting. Sue is a specialist in speech and language support at the school.

Peter Kelly led the opening prayers.

2. Minutes of the Meeting of 25 September 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:

- Penny Eliot had agreed to join the Personnel Committee.
- Committees were reminded to review their terms of reference when they meet and send to the Clerk for approval at the next Governing Body meeting.
- Gabor and Ian have yet to meet to discuss the results of self-assessment.
- A health and safety committee meeting is to be arranged.
- Ian thanked Marion Loveday for doing a fantastic job organising the bar at the Bonfire Night, and also Sally-Anne for preparing the mulled wine.
- Andy had prepared a letter for Guides with respect to the rent, it had been agreed to charge the same as the Paterson Centre, basically £5 per room and this would be reviewed each year by the Finance and Building Committee.
- Bob Smith asked if the Governing Body meeting planned for May 2009 could be moved to 19 May 2009 at 7.30 p.m. to allow more time to prepare finance papers, the Governors were in agreement to this.

ACTION

Chairs of
committees

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

3. Ian 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.

A card had been received from Maggie Bullard, which was circulated at the meeting.

5. Diocesan Business

Brian Hay reported that Lilian Weatherley has been back since September. Liz Hodson has been off for 6 months. They are presently short staffed but are in the process of recruiting an additional adviser for the New Year. The re-organisation of the Isle of Wight schools has taken a lot of time.

6. VA School Responsibilities

Brian presented the Governors with various handouts to explain the responsibilities of Governors and Schools with regard to Health and Safety in schools and insurance cover, plus the differences between categories of church schools. Andy Yeoman, Bob Smith and Tony Blackshaw have had discussions. It was noted that Winchester schools have taken out extra liability insurance and it was questioned whether Portsmouth schools should be doing the same. Andy was concerned who would give advice to the school should there be a claim. It was agreed that Brian and Gabor should discuss these matters more and report back to the Governing Body; Gabor will look further at the insurance policies.

GK/BH

It was generally agreed that whole Governor Body training in Health and Safety matters would be helpful. John Branson was asked to look into setting this up for spring 2009.

JB

7. Headteacher's Report

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

Andy reported that if any of the governors wished to see the school improvement targets he will send them an electronic copy rather than give everyone a paper copy.

There had been 65 applications putting Swanmore as first choice for next year's Year R.

There had been a cycle accident in the village with one of the school's children, Gabor asked if the school could do more to ensure children wear helmets when cycling, it was agreed that the school was already advising the children appropriately, out of school hours parents should ensure their children wear helmets.

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

8. Performance Data

Andy Yeoman presented to the Governors the Performance Data for 2008 for the three stages. Reading was an issue to be looked at, a lot of work has been put into improving writing attainment and this has had a good impact, which could be seen in the results. Results for Key Stage 2 were fantastic.

9. Revised Revenue and Capital Budgets

Bob Smith had circulated draft mid-year Revenue and Capital Budgets.

Bob reported on some of the projects proposed for this financial year including several outdoor projects; playground resurfacing, bicycle sheds and the Finance and Building Committee will look at the western boundary, members of the Health and Safety Committee members and Finance and Building Committees will walk round the grounds.

Bob Smith asked the Governing Body members to approve the Revised Revenue and Revised Capital Budgets for 2008/09.

The Governors gave their full approval

10. Committee ReportsPersonnel Committee

Personnel had met; Penny Eliot had joined the committee.

Finance and Building Committee

Terms of Reference had been looked at. It is recommended that two people audit the Governors Fund for last year and the year coming.

Curriculum Committee

Notes were circulated at the meeting, sex education had been discussed, Rowley had discussed with the pyramid schools, most schools are using the same programme of sex education, "Girl Talk", this has been used and had been well received by Y5 and Y6 girls. It had become clear that the majority of other pyramid schools were also using the programme of education "Boy Talk" and as this is not covered at Swanmore College, it was agreed that it would be appropriate to be used as part of the Y6 boys education programme, this will be shown to parents for comment.

French is going very well.

The terms of reference are to be looked at.

11. Parents Annual General Meeting

The timetable is for Governors to arrive between 6.30 and 6.45 p.m.

The Parents 7.00 for 7.30 p.m.

Andy will welcome at 7.00 and introduce the school orchestra and choir and invite parents to have a drink at 7.30 when Ian Green will welcome everyone and introduce the Governors and thank Gabor.

Rowley Bucknill will give a short presentation on the French curriculum

Chris Vickery will give a short presentation on the new Website.

There will be a thank you to FOSPS, green team etc.

Peter will review the Annual Report.

Followed by questions and then thank you to parents for their support

John mentioned trying to capture parents before they disappear with choir/orchestra but it was generally agreed that it would make the evening late for the children.

12. Governor's Day

This is planned for Wednesday 11 February 2009. Sharon Mordecai will e-mail a timetable and allocate the governors before the next Governors' meeting (22 January).

SM

It was agreed to have a French theme for the assembly.

ACTION

13. Policy Review
- Policies for Health and Safety and Child Protection had been circulated, the Governors were asked to bring any issues relating to these back to the next meeting.
- All Govs
14. FMSiS
- Cherry Benton had almost done the preparation for the government assessment the inspectors are due on 13 January 2009. Governors need to check on how money is dealt in various areas; Sally-Anne Hunt will go into school to look at Off Site Visits.
- Bob has agreed to compile a timetable of checks, one per term, which will become a standard item on the Agenda.
- BS
15. Governor Training and Feedback
- Sallyann Smith had completed the introduction to Foundation Governors, Marion and Sallyann will attend the Governor Induction Training in January 2009.
- John will look into Health and Safety Training for all the Governors as whole governor training.
- JB
- Sally-Anne Hunt has completed the mini bus training.
16. Dates from Governors – availability for school visits
- Jean, Peter and Ian have already made visits.
- It was recommended that Governors try to make three visits a year.
- Staff members were asked to leave the meeting while Personnel matters were discussed.*
- All Govs
17. Website
- The Governors all agreed that the new website looked very well, Chris Vickery is to present this at the Governors' AGM. Sallyann Smith agreed to compile appreciations to be added to the website.
- SS
18. Appreciation
- Sally-Anne said that the Minstead Visit had been absolutely superb thanks to the school staff; the centre staff always looks forward to the visits by Swanmore children.
- Evacuee day had been excellent and comments had been received from one of the visitors that the behaviour and attention of the children had been incredible which reflected the high quality of the school.
- Thank you to FOSPS for an excellent firework event.
- Special thanks to Jackie Bound for creating the annual report and Jon Thompson for compiling and collating the data.
- Thanks should go to parents who help on school trips, in particular the recent river trip and woods visits.
19. Sub committees
- Sue Collins agreed to join the Finance and Building Committee.

20. Items for next Agenda

Governors' Day and assembly
Health and Safety
Admissions Committee
Feedback from GK and BH with regard to School Insurance and liability
Car Park – PE

The meeting closed at 07.20 p.m.

Dates of Future Meetings

Whole Governing Body	Thursday 22 January 2009 at 5.00 p.m. Wednesday 11 March 2009 at 5.00 p.m. Tuesday 19 May 2009 at 7.30 p.m. (Note change of date) Wednesday 01 July 2009 at 7.30 p.m.
Annual Parents' Meeting	Wednesday 19 November 2008 at 7.00 for 7.30 p.m.
Personnel Committee Meeting	Tuesday 10 March 2009 at 1.30 p.m. Tuesday 07 July 2009 at 1.30 p.m.
Admissions Committee Meeting	Monday 24 November 2008 at 3.45 p.m.
Governors Day	Wednesday 11 February 2009