

**Minutes of the meeting of Governors  
of Swanmore CE (Aided) Primary School  
held on Thursday, 25 September 2008 at 7.30 p.m.**

Present: Mr John Branson  
Mrs Jean Downer  
Mr Ian Green (Vice-Chair)  
Mrs Sally-Anne Hunt (Vice-Chair)  
Mr Gabor Kovacs (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: Mr Rowley Bucknill (Associate Member)  
Mrs Janet Woodburn (Clerk)  
Stephanie Mundy

1. Welcome, Prayers and Apologies

Gabor Kovacs welcomed the members of the Governing Body to the meeting. Apologies had been received from Penny Eliot and Brian Hay. In particular Gabor welcomed the two new members of the Governing Body, Marion Loveday and Sallyann Smith and also Stephanie Mundy who was to give a presentation.

Peter Kelly led the opening prayers.

2. Presentation – Healthy Schools by Stephanie Mundy

The school has achieved healthy schools status. It has take 2½ years to achieve accreditation and this is validated until 2011, Stephanie explained to the Governors what has been done to achieve this.

Stephanie had brought along the plaque, which will be displayed at the school entrance. Ian Green thanked Stephanie and her team for their hard work in achieving this status.

Stephanie Mundy left the meeting.

Gabor presented Long Service Certificates and Badges to Sharon Mordecai for 8 year's service and to Sally Anne Hunt for 12 year's service.

3. Statements of Pecuniary Interests

Statements of Pecuniary Interest were completed and returned to the Clerk. There were no declarations of interest pertaining to this or any future Governing Body meetings.

4. Election of Officers

Bob Smith asked for formal nominations for the appointment of Chair of Governors, Ian Green had declared an interest in this appointment, Gabor Kovacs proposed that Ian Green should act as Chair of the Governing Body and Sally-Anne Hunt seconded this, the remainder of the Governing Body members were in full agreement with this proposal. Jon Thompson proposed that Gabor Kovacs should act as Vice-Chair, Peter Kelly seconded this. It was agreed that having a second Vice-chair is very useful and Sharon Mordecai proposed Sally-Anne Hunt should continue as second Vice-Chair and Andy Yeoman

ACTION

seconded this. The remaining Governors were all in full agreement of these proposals. **No other candidates had offered themselves for election or raised any objection to the incumbents being in office; Ian Green was therefore elected as Chair and Gabor Kovacs and Sally-Anne Hunt as Joint Vice-Chairs.**

John Branson was willing to continue as Training Liaison Governor.

It was agreed that Dr Bob Smith should continue as Chair of Finance & Buildings Committee and carry the title of Treasurer. It was agreed that Bob can normally sign financial claims and returns when they do not explicitly require the signature of the Chair of Governors. There were no objections to this agreement.

8.00 p.m. John Branson left the meeting (returning later in the meeting)

5. Review of Committee memberships, Chairs of Committees & Specific Responsibilities

It was agreed that Chairs of Committees should remain the same as for 2007-08, Ian Green should replace Gabor Kovacs on the Buildings and Finance Committee. Sallyann Smith and Marion Loveday agreed to join the Curriculum Committee, Marion agreed to join membership of the Staff Dismissal and Pupil Exclusion committees.

Ian Green will take on the specific responsibility for Child Protection and Penny Eliot had agreed to take on specific responsibility for Special Needs.

It was suggested that Penny Eliot should join the Personnel Committee but Ian Green will have to confirm this with Penny.

Chairs of committees will update the terms of reference at their first committee meeting of the academic year and submit to the Chair and Clerk.

IG

Chairs of  
Committees

6. Minutes of the Meeting of 03 July 2008 and Review of Action Points

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

Page 5 – Dates of Future meetings: The time of the start of the next whole Governing Body meeting should read 5.00 p.m. not 7.30 p.m.

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

**Review of Action Points:**

- Swanmore School didn't get on to the pilot training scheme, as it was over-subscribed.
- Health & Safety, Bob Smith had spoken to Brian Hay; Tony Blackshaw or Brian will attend a Governing Body meeting in order to brief the Governors.

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

7. Correspondence

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

There was nothing to add.

8. Diocesan Business

There was no news from the Diocese. Andy will liaise with Brian Hay to arrange a time for the briefing on H & S. Clerk to inform Brian of change of time of next meeting.

AY  
Clerk

9. Headteacher's Report

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

Andy added that Andy Haslar and his team had done a lot of work over the summer holidays and done an excellent job decorating and cleaning.

The Car park alterations hadn't happened during the summer break and Andy reported that it is more likely to be Christmas at the earliest; he was also able to report that the school wouldn't need to pay anything in maintenance costs.

Finance: Budgets were running along smoothly, keeping an eye on supply teaching. There will be a budget revision at the next GB meeting.

Andy reported that the parents had won the admissions appeal (held in July) for a child in Year 5 and therefore there is 1 extra pupil in Year 5.

Andy thanked the Governors for their support during the year and in particular attendance at the Strawberry Tea and the Leavers Service. He mentioned the Open Morning for new parents planned for Friday 03 October 9.30-11.30 Andy asked for any Governors that could to attend.

There had been a problem with SATs results, arriving late, but Andy reported that the Stage 2 results were very good, Andy will report on the results at the next meeting.

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

10. Committee ReportsPersonnel Committee

Sally-Anne read out the Agenda items for the next meeting planned for October.

Finance and Buildings Committee

Bob Smith reported that it is necessary to appoint a 2<sup>nd</sup> auditor for the Governors' fund, John Young had already audited the accounts and Bob asked for the Governor Body members to formally appoint Richard Byrne to act as the second auditor, the Governors were in full agreement to this appointment.

11. School Admission Appeals

The Diocese have now an admissions appeal service available for Governing Bodies to access, it was necessary for the Governing Body to formally appoint the list of trained admission panel members. **The Governing Body members were in full agreement of the appointment of the new list.**

12. Findings of the Governor Self Evaluation

Gabor had e-mailed an overview of the results of the self-assessment form sent out last term. He thanked Governors for submitting their comments; Ian and Gabor will look at the results and look at areas that are weak and where action needs to be taken i.e. training. They will feedback at the next meeting.

IG/GK

Ian asked Governors to supply Andy Yeoman with any dates that they are available to spend some time in school, Andy will put the dates and names on the teachers board for teachers to sign up if they can assist in their class. This is a useful practice and appreciated by the staff and children.

All Govs

ACTION

13. Health and Safety Legal Responsibility of Voluntary Aided Schools

Legal Responsibility of the Governors was discussed, the Governing Body have a legal responsibility as the employer. Gabor and Bob Smith are to meet to discuss insurance cover (HCC and Diocese) and discuss with the Health and Safety Committee. They will report back to the Governing Body.

GK/BS

14. Prospectus

Rowley showed the Governors the new prospectus and leaflet, which the Governors gave their full approval and thanked Rowley for his hard work. Further copies of the leaflet are available if Governors can think of anywhere they would be suitably visible.

15. Policy Review

Due to the full meeting Policy review was carried over to the next meeting, Child Protection and Health and Safety Policies will be reviewed at the next meeting.

16. FMSiS

FMSiS audit will take place towards the end of January 2009; Cherry Benson has been gathering paperwork together.

17. Website

Rowley and Andy presented the new Website to the Governors, which is almost identical but has a new layout. Chris Vickery has worked very hard and the Governors agreed that the new layout is looking really good.

Governors discussed what they should add to the Governors' section, which included names of Governors and committees they are in, Minutes of the last meeting, Governor news including Thank you(s), details of the Annual General meeting and the Governors' annual report.

Andy asked the Clerk to e-mail the school: Representatives of Committees and Minutes, for adding to the website and to Rowley any thanks you(s) to be added.

Clerk  
RB

18. Appreciation

Thanks to Andy Haslar and his team, Becky Randall, and Alan and Mark Roberts for the fantastic work carried out in the holidays.

Year 6 Productions were absolutely superb as was the Leavers Services in Church.

Thanks to the whole staff for everything they do in school to create such a happy environment.

19. Governors Annual General Meeting for Parents and Annual Review

The Annual report was discussed and it was agreed to follow the same layout as last year: A3 size folded to A4, newsletter style, report by Chair of Governors (GK/IG), FOSPS (AY to ask Becky Beard), Information from School Council, (AY), Quotes from School i.e. comments of life in school (RB), Achievements (AY to ask staff: – Music - Belinda, Cricket, Cross-country, Netball – Jane Atkinson, Productions list (AY), SATs (AY), Future Plans/School Improvement (AY), Healthy Schools and recognition of Healthy School Team (SM).

Jon asked for contributions to be sent to him by End Tuesday 14 October, Jon to e-mail to GB at the same time he sends everything to Jackie Bound (by 20 October), and any GB

comments to be forwarded immediately to Jackie. Report to be sent to Parents Monday after half term (31<sup>st</sup>). Questions back to Governors 7 November to be reviewed at GB meeting 11 November ready for the AGM on 19 November.

Format of AGM: -

With wine & nibbles, choir and orchestra, Rowley agreed to demonstrate with some children Brain Gym, Peter agreed to go through the report. It was agreed that Ian Green could ask for Ellie Bolton (Green Team) to do a short presentation also.

9.15 p.m. Jon Branson returned to the meeting

## 20. Governor Training

John introduced the new performa he has produced for Governor Induction and it was agreed that Sharon would act as a mentor for Marion and Gabor a mentor for Sallyann. Both Sallyann and Marion have been booked on induction training January 2009.

Bob Smith and Jean Downer wished to attend one of the workshops to support schools to respond effectively to the requirements of equality legislation. **The GB agreed to this.**

## 21. A.O.B.

Peter Kelly discussed the Wedding Fair, the committee were hoping to ask FOSPS for help and asked if anyone was interested in helping on the day of the Wedding Fair next year, the first Saturday after the Easter Holidays, the Wedding Fair Committee were prepared to donate a portion of profits on the day to FOSPS.

FOSPS have asked for the Governors to help with the running of the bar on the evening of the fireworks, 07 November 4.45 – 8.00. Marion agreed to co-ordinate a rota.

ML

Andy is setting up a formal letting agreement for the letting of the School for outside activities and the setting up of insurance, i.e. Guides, French Club, Wedding Fair etc. Peter agreed to give Andy the price range for the Paterson Centre to keep in line with the Paterson Centre. It was agreed to set something up for September – August to be reviewed each year in the July Meeting.

PK

Andy asked if all Governors could try to attend the Photography session on 13 November from 8.00 a.m. onwards.

All to note

FOSPS – Andy reported that Becky Beard is stepping down as Chair of FOSPS and the Vice Chair is also stepping down.

Gabor thanked the Governors for the bottle of wine given to him in July.

## 22. Items for next Agenda

Governors' Day Timetable  
Performance Data  
Revised Budgets  
Personnel Committee  
AGM  
Policies - Health and Safety, Child Protection

The meeting closed at 10.00 p.m.

Dates of Future Meetings

Whole Governing Body	Tuesday 11 November 2008 at 5.00 p.m. Thursday 22 January 2009 at 5.00 p.m. Wednesday 11 March 2009 at 5.00 p.m. <del>Tuesday 12 May 2009 at 7.30 p.m.</del> Tuesday 19 May 2009 at 7.30 p.m. ( <i>date changed</i> ) Wednesday 01 July 2009 at 7.30 p.m.
Annual General Meeting	Wednesday 19 November 2008 at 7.00 for 7.30 p.m.
Personnel Committee Meeting	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.
Photographer at school	Thurs 13 November 2008 - 8.00 a.m. onwards
Governors Day	Wednesday 11 February 2009