

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

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

In Attendance: Mr Rowley Bucknill (Associate Member)
Mr 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. Apologies had been received from Penny Eliot.

Sallyann Smith led the opening prayer, which had been written by Lily.

2. Presentation - Tony Hughes – Maths (School Improvement Plan)

Ian Green welcomed Tony Hughes to the meeting.

Tony gave a short presentation to the Governors, the main points mentioned were:

- The teachers had had two inset days covering Maths - Barry Phillips had led the first, the second had been a follow up day.
- Tony commented that they are using the ICT suite a lot more.
- Year 3 upwards are being put into sets which means the more able children are able to go at a quicker rate and other children are able to work at a pace that suits them, with sufficient help. It is too early to monitor how things have progressed.
- Two evenings had been used to present to the parents work being done. One had been led by Siobhan Hall and Hannah Whitwell and the KS2 evening had been led by Tony Hughes. Tony reflected that feedback from parents had been very positive, booklets have been produced to help parents.
- Staff are grateful to FOSPS who have bought some number/board games.
- It is hoped to provide links into the school website of programmes used in class.
- Homework is to be looked at to revitalise it.

Sally-Anne Hunt asked how much homework the children were given, Tony explained that maths homework was given probably every other week and that it

ACTION

was suggested that the children spend within 30-40 minutes on this. There are also extensions so that the children can expand on their homework if they wish to. It was generally agreed that parents would find it useful to have better guidance and feedback from homework

Ian thanked Tony for his informative presentation and thanked him for arranging the parents meetings, which have been very useful.

3. Minutes of the Meeting of 22 January 2009 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:

- Cherry will try to provide a break down figure for the year end supply teachers it may be difficult
- Finance and Building Committee had walked round school and money will be put aside for renovations of the school hall

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

4. Declarations of interests

Ian asked if there were any declarations of interest pertaining to the meeting, Sally-Anne had completed a declaration and Jon Thompson mentioned that as his wife is an LSA he should not be involved in any governor decisions referring to staff and in particular teaching assistants.

Bob Smith mentioned that as a result of the FMSiS audit the agenda should be changed so that requests for declarations of interest are made before the Minutes are reviewed.

Clerk to
note

5. Correspondence

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

There was nothing to add.

6. Diocesan Business

Brian informed the Governors that Bishop Kenneth will be retiring in the summer, he will be leaving at the Leavers Service on Monday 06 July. Otherwise Brian reported that they are back to full strength, Liz Hodgson is back full time, there are four appeals at the moment, and a lot of schools in the area are over subscribed.

Sally-Anne and Andy asked if there was any possibility of making it easier to see in the cathedral at the Leavers' Service, a couple of suggestions were made, the use of screens positioned so that the children could see what is happening or having different pieces of the service in different areas of the cathedral.

7. Headteacher's Report

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

Andy reported that the Year R is full for September there are also four appeals.

Pat Poole has retired and Emma Bedford has replaced her.

The school are very sad that Sharon will be leaving at Easter, but delighted for Sharon and wish her well in her new role. Liz Hatt, a regular supply teacher will provide cover and continuity for the summer term.

A Finance Report had been circulated prior to the meeting; this shows a healthy surplus.

Hannah Whitwell will present at the next Governors' meeting, an update of the School Improvement Plan for English.

According to the Parish Council, the work will start on the car park during the Easter break; this is likely to take 2-3 weeks. This includes the installation of the bike racks. Andy reiterated that the school would not be liable for any maintenance costs.

Y6 had had two brilliant weeks in Wales and thanks go to Rowley and Sally-Anne Hunt. Sally-Anne mentioned that the children were a credit to the school and staff.

Ian highlighted a couple of events from the diary, Tues 31 March - the Music Concert in St Barnabas Church and Y4 production to parents – Wednesday 01 April.

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

Govs to
note

8. Committee Reports

Personnel Committee

Sally-Anne stated that the Personnel Committee had met the previous day, their Agenda had included Staff Structure, Child Protection and Performance Management

9. Admissions Policy for Ratification

An updated Admissions Policy for 2010 was circulated to the Governors. The governors agreed to read through this and make any comments before the next meeting so that the policy can be ratified at the first summer term meeting. It was agreed that it would be useful to have a copy of the old policy to make comparisons; Andy would ask Jackie to e-mail to the clerk for circulation.

All GB

AY/
Clerk

10. Health and Safety Risk Assessment

Wales Residential 2009 risk assessment and management record had been circulated at the meeting. This item has been moved to the next GB meeting.

ACTION

11. Governors Day - Evaluation

Ian thanked Sharon Mordecai for the work she had done preparing the timetable etc.

The Clerk will e-mail feedback forms to the Governors to complete and return to the school

Gabor mentioned that he was very impressed by the safety standards on the swimming trip he went on.

Sally-Anne thought the Governors Day had been very positive and the children and staff had enjoyed it, the Governors were made to feel welcome. It was felt that the Governors participated well. Peter thought the staff appeared very relaxed and welcoming.

Jon queried the method for paying for extra items for lessons, he felt that staff shouldn't be using their own money, Andy assured him that there is sufficient funds and procedures for claiming refunds.

Clerk

12. Policy Review

The Governors agreed that the process for reviewing policies needs to be pulled together with a list of policies to be produced which will show when they have been updated and clear details of which policies need to be reviewed.

JD/Clerk

13. FMSiS

Andy and Bob reported that Cherry did an amazing job and the school had passed in flying colours.

Declarations of interest should be reviewed at the beginning of the meeting and these should be completed in ink.

14. Governor Training and Feedback

John has arranged for full governor training on Child Protection which is to be held on **Tuesday 21 April at 6.30 p.m.**

All GB

The Governors discussed whether to opt in or out of full access training for 2009, **the Governors were in full agreement to opt out.**

John agreed to look into the e-learning training and report back to the Governors.

JB

Bob Smith mentioned he had completed a Finance Training Session with 3 new Governors and is happy to repeat this for other Governors if there is 3-4 Governors who would like training.

15. The Website

It was agreed by all the Governors that the new website is looking good.

16. Appreciation

Thanks to:

- all involved in making the Wales trips so successful.
- all the staff and children in making Governors' Day so enjoyable

- Cherry and the rest of the admin team for all the work involved for the FMSiS review
- Jackie and all the admin team for their work in preparing for the Appeals.

Ian thanked Sharon Mordecai for all her hard work as a Teacher Governor she has been a brilliant link between the staff and the Governors. The Governors are all sad to lose Sharon from the Teaching staff as she moves on to a job of Early Years Adviser after Easter. Sharon in turn thanked the Governors for the support she has had, in particular making the progression from teaching assistant to teacher.

Ian also thanked Sharon Mordecai for updating the Governors' profiles.

Andy informed the Governors that Jane Atkinson will be retiring at the end of the summer term

17. Agenda items for the next meeting

Approval of Admissions Policy
Training
Hannah Whitwell - School Improvement Plan (English)
Budget annual review and approval of Revenue and Capital Budgets
Health and Safety Committee Report
Curriculum Committee Report
All Governor Training (Child Protection) feedback
Admissions Appeal
Policy Review

For Summer term 2nd meeting
School Council
Health and Safety Risk assessment

The meeting closed at 7.00 p.m.

Dates of Future Meetings

Whole Governing Body	Tuesday 19 May 2009 at 7.30 p.m. Wednesday 01 July 2009 at 7.30 p.m.
Whole Governor Training - Child Protection	Tuesday 21 April 2009 at 6.30 p.m.