

**Minutes of the meeting of Governors
of Swanmore CE (Aided) Primary School
held on Wednesday, 01 July 2009 at 7.30 p.m.**

Present: Mr John Branson
Mrs Sue Collins
Mrs Jean Downer
Miss Fleur Duckett
Mrs Penny Eliot
Mr Ian Green (Chair)
Mrs Sally-Anne Hunt (Vice-Chair)
Rev Peter Kelly
Mr Gabor Kovacs (Vice-Chair)
Mrs Marion Loveday
Dr Bob Smith (Treasurer)
Mrs Sallyann Smith
Mr Andy Yeoman (Headteacher)

In Attendance: Mr Rowley Bucknill (Associate Member)
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 Jon Thompson and Brian Hay. Gabor Kovacs led the opening prayers.

2. Two members of the school council (Jasmine and Sam from Year 6) had been invited to give a short presentation from the School Council on activities for the year. Amongst items the School Council had been involved in were: playground games, (snakes & ladders), choosing a charity for fundraising (Brake), choosing new library mats, and the Willow Dome. They have been in contact with another school (Stoke Park Junior) to explore new ideas.

The Governors appreciate the work that the School Council does and the help it gives to the school. They have some good ideas that the teachers may not think about. The Governors all thanked Jasmine and Sam for the excellent presentation and the whole of the school council for their hard work.

3. Declarations of Interest

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

4. Minutes of the Meeting of 19 May 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.

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

ACTION

5. Correspondence

A letter had been received from the DCSF regarding the school breaching the class size limit in January 2009 above the infant maximum. Ian Green will respond and cc Local Authority to explain it is because we have an allocated foster child.

IG

A letter had been received from Brian Hay thanking the Governors for his leaving gift and working with him during the last 10 years.

6. Diocesan Business

Peter Kelly had nothing to report.

7. Headteacher's Report

Andy Yeoman gave a verbal report to the Governors. Andy will include a Finance Report with his report. Andy, Bob and Cherry meet regularly but Financial Matters will be a separate item on the future Agendas.

Andy reported that they were pleased with the SATS results

There was an increase in KS1 in all areas
They were delighted with KS2 results, which are above national average.

Rowley will analyse the data and look at the results of children that have been with the school for the last few years.

The Governors expressed their sadness to hear of the death of Amy Hack and will send a donation and letter of condolence to her family.

IG

Andy reported that there had been two separate 2-day exclusions this term for the same child.

Ian Green thanked Andy Yeoman for his Report, which was accepted by the Governors.

8. Committee ReportsFinance and Building Committee

FMSiS - Sallyann Smith had self assessed the Governors' unofficial accounts. A new cheque signatory will need to be found when Gabor leaves the GB.
Peter Kelly will assess the Competitive Tendering during the Autumn Term 2009.

The Governing Body members were asked to approve the following policies which have remained unchanged, except in minor matters:

- Financial Regulations (County model – “Statement of Financial Expectations”)
- Whistle Blowing Policy
- Best Value Statement

The F & B Committee had updated the Charging Policy, with figures, in line with prices for the Paterson Centre.

The Governors formally adopted these four policies. These policies need reviewing annually.

- The County provided 2008/9 Annual Revenue Report and was **ratified by the Governors and signed by the Chair**
- The Statement of Internal Control was **ratified by the Governors and signed by the Chair**
- The Staffing Structure for the 2009/10 school year **was ratified by the Governors.**

As Gabor Kovacs ceases to be a Governor at the end of term, the F & B committee proposed his place as signatory (two for each cheque) should be taken by Peter Kelly (Governors Fund) and Ian Green (Capital Account) to be as follows:

Governors Fund – Bob Smith, Sally-Anne Hunt and Peter Kelly
Capital Account – Andy Yeoman, Bob Smith and Ian Green.

The Governors gave this proposal their formal approval to the new signatories.

John Young and Richard Byrne have been signed up as auditors for the General fund, Mike Middleton a qualified accountant who has a son in YR, has offered to audit the Capital Account and F & B proposed that Mike and John are appointed for a four year period. **The Governors gave their formal approval to these appointments for the four years 2007/08, 2008/09, 2009/10 and 2010/11.**

On the advice of the Finance and Building Committee the Annual Accounts for the General Fund and Capital Accounts (for the last two years) were approved by the Governors.

Personnel Committee

Personnel Committee had met. Update of the Child Protection Policy is on-going.

Curriculum Committee

Minutes of the Curriculum Committee had been circulated they included; SEN provision in School, Review of the Y6 SATS papers and Proposed Curriculum Action Plan for 1009/10.

9. Policy Review

Jean Downer and Rowley Bucknill had been in contact with Governor Services and provided the Governors with a list of legally required school policies and other policies, which are useful to the school. It was agreed that a robust system should be put into place. Chairs of Committees need to review and recommend policies when they need reviewing or are due to be reviewed. Reviewed policies should be circulated to the Governors prior to GB meetings for formal ratification. When policies are reviewed Chairs of Committees/Rowley need to inform Jackie Bound to enable the list to be updated. Jackie will also pass all updated policies to Chris Vickery to enable them to be put onto the website.

Ian thanked Jean and Rowley for their work in updating this procedure.

10. Health and Safety Developments & Risk Assessment

This was moved to the next GB meeting in September 2009.

11. Governor Training Report

Governor training in Health and Safety has been organised for Wednesday 16 September 4.00-7.00 it was agreed that John Branson, Sallyann Smith, Ian Green, Jean Downer and Andy Yeoman would attend.

12. Website & Appreciation

Ian had received a notification from HCC reference to the Don Allen Award for School Governors and was pleased to present Peter Kelly with a certificate for 12 years service to the school.

The Governors joined Ian in thanking Gabor Kovacs for the support and help he has given the school and the Governors over the years as he steps down from the GB.

Thanks also go to Jon Thompson for his support to the school as he steps down as a parent governor.

Thanks once again must go to FOSPS especially for the hard work they put into the Summer Fair, Andy Yeoman was pleased to inform the Governors that £3,100 had been raised at this event.

The school had won the trophy at the District sports

Thanks to Jane Atkinson for her 35 years service to the school.

All the staff should be congratulated for their dedication over the school year.

Thank you must also go to Sharon Mordecai for the super gift of a school clock.

13. Pay settings

The Finance and Building Committee with the Chair of Personnel had made an annual review of pay settings.

14. Dates and times of meetings for next school Year

Dates for the next year had been circulated prior to the meeting and these were approved.

15. Items for next Agenda

Policy Review
Health and Safety Developments and Risk Assessment
Off-site Visits
Financial matters
School History and School Bell
School Records

Ian Green will formally invite the staff to Pimms on the Vicarage lawn.

The meeting closed at 9.32 p.m.

Dates of Future Meetings

Whole Governing Body

Tuesday 22 September 2009 at 7.30 p.m.
Thursday 12 November 2009 at 5.00 p.m.
Thursday 14 January 2010 at 5.00 p.m.
Wednesday 10 March 2010 at 5.00 p.m.
Tuesday 18 May 2010 at 7.30 p.m.
Thursday 01 July 2010 at 7.30 p.m.

Governors' Day

Wednesday 10 February 2010

*Personnel Committee Meetings
for info*

*Wednesday 21 October 2009 at 2.00 p.m.
Wednesday 17 March 2010 at 2.00 p.m.
Wednesday 30 June 2010 at 2.00 p.m.*

*Finance & Building Meetings
for info*

*Thursday 12 November 2009 at 4.00 p.m. (before
GB meeting)
Wednesday 10 March 2010 4 pm (before GB
meeting)
Wednesday 12 May 2010 at 4 pm
Thursday 1 July 2010 at 6.30 pm (before GB
meeting)*