

**Minutes of the meeting of Governors  
of Swanmore CE (Aided) Primary School  
held on Wednesday 10 March 2010 at 5.00 p.m.**

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

In Attendance: Mr Rowley Bucknill (Associate Member)  
Mrs Janet Woodburn (Clerk)

1. Welcome, Prayers and Apologies

Ian Green welcomed the Governors to the meeting and led the opening prayers. Apologies had been received from Penny Eliot.

2. Declarations of Interest

There were no declarations of interest pertaining to the meeting.

3. Minutes of the Meeting of 14 January 2010 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.

Andy Yeoman added that the Parish Council have decided the dew pond should be filled in.

Bob Smith confirmed that the Swanmore Education Charity has set aside money towards the costs of the hall project and Bob will liaise with them to give them more information.

The Terms of Reference are ready to go on the website.

A change of date for the Finance and Building Committee, the May meeting will be held on 13 May 2010.

Tony Blackshaw will assist in the Headteacher interviewing process instead of Chris Pritchard.

ACTION

Clerk

4. Correspondence

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

5. Diocesan Business

Peter Kelly reported that he is attending a meeting on Thursday 18 March to elect the new Bishop for the Diocese; hopefully the new Bishop will be in post by September.

6. Headteacher's Report

Andy Yeoman had prepared a report which had been circulated prior to the meeting. Andy added that the school now has the highest number of children on roll. There have been 56 applications for next year's Year R.

Hannah Powell will start maternity leave on Friday 12 March, Claire Plumbley started three weeks earlier which has been very useful. Debbie Wareham has been off sick 4-5 weeks and is likely to be off until after the Easter break.

A Finance report was circulated and Andy reported that everything was going well.

The Hall Project is going well and £15,000 has kindly been promised from FOSPS, the School Council will be involved in choosing new P.E. equipment.

The Leadership Team have worked hard on the Self Evaluation Form. Andy asked if a working group could be set up within the Governors to draft their part of this. Jean Downer, Bob Smith and Ian Green agreed to work together on this.

JD/BS/IG

Analysis of the Year R parents' questionnaire/feedback forms had been circulated prior to the meeting. This showed yet again a very positive response.

The residential visit to Wales had been a great success and Sally-Anne Hunt added that the children had been a joy to be with. Thanks to Rowley Bucknill for all his hard work.

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

7. 'Virtual' Headteacher

Andy Yeoman reported that after discussions with other Headteachers in the pyramid they have decided not to go with this and instead work closely together. They were unhappy with the 3 year commitment that was needed for the 'Virtual' Headteacher.

8. Committee Reports*Finance and Building Committee*

Bob Smith reported that it is now time to close the Building Fund which had been used for raising the £180,000 required as the 'governors' contribution to the 2004/05 major project. All but one of the donation standing orders had been tracked down and stopped. The remaining standing order was anonymous and the only way to stop it was by closing the account. On closure, the £140 remaining in the account should be transferred to the Governors' Fund. **The Governing**

**Body agreed to the closure of the Building Fund and authorised Bob Smith and Sally-Anne Hunt to sign the relevant bank instruction.**

Bob said that the linked School Events Fund was closed last year as the governors had agreed. The last task will now be for Bob to finalise the report he had drafted on the major project and for the Governing Body to receive final audited accounts for the Building Fund. (Richard Wilkinson-Green had been previously appointed auditor).

The Hall Project - there is now sufficient money in the bank for this. The plan is to go out to tender late April/early May and Bob will report further on this at the next meeting.

9. Governors' Day (evaluation)

The Governors all agreed that the day had been a big success. The Governors commented that they had been well received by all the children and there is a good bond between staff and governors. Kirsty Williams commented on how easily the children chatted with the governors. It was generally felt that the school assembly at the beginning of the day involving the governors is a good introduction for the children.

Andy commented that he had received feedback forms from all the governors and their evaluations were good, he asked if they would be happy for these to be shared with the staff. The Governors were in full agreement that their comments could be shared with the staff.

It should be noted that the usual date of the week before half term always coincides with the same celebrations, and the staff felt it would be good if the Governors should see a more 'normal' day next year.

Andy mentioned that it is now three years since the last Ofsted visit and another visit could happen at any time. It was agreed that an Ofsted action group should be formed, Andy asked the clerk to gather information from the Governors on their availability at short notice in readiness for the next Ofsted visit, also to compile a document of contributions from the Governors "What we as Governors do".

Clerk +  
all GB

10. Hampshire Children's Trust: Developing Local Partnerships - proposed local partnership

Andy Yeoman has discussed this with other schools in the pyramid. This re-organisation of services will mean that Swanmore will be clustered with other schools possibly Eastleigh area. Andy reported that this will mainly depend on the Swanmore College of Technology and the pyramid schools will follow their decision.

11. Headteacher vacancy

Since the meeting on 27 January when the panel was identified and a draft timetable produced, the panel have worked hard and produced a pack containing items such as prospectus, Ofsted report, relevant policies, admission statement and a handbook created by the panel with an introduction from the Chair, Job Description, Personal Specification, application process etc. An advert was sent to recruitment and went live on 12 February; the advert went into the Times Education Supplement on 26 February the closing date for all applications will be

ACTION

19 March at 12 noon. The panel will then produce a shortlist with 4 or 5 possible candidates. Interviews will be on the school premises and the plan is to involve staff and governors as much as possible. An informal lunch is planned in the Paterson Centre for staff, governors (as many as possible) and perhaps parent partnership. The candidates will also meet the school council.

There will be a full governing body meeting on Friday 23 April at 5.30 p.m. for ratification of the panel's decision.

All GB

Training recruitment is planned for all the governors on 15 and 22 March at the school at 7.00–9.30 p.m.

All GB

12. Policy Review

Admission Policy - this has been deferred to the next meeting Jackie Bound is checking item on page 3 "places are not held after this time". This will be ready for approval at the next Governor meeting

13. FMSiS

Peter Kelly completed the last audit, tendering. Mike Turnbull will be carrying out the check on the banking system this term.

Marion Loveday volunteered to do the next audit and should liaise with Cherry Benton to do this sometime during the summer term.

ML

14. Plans for proposed Pre-school

Siobhan Hall has had a look at the plans for the new pre-school building and thinks it is fantastic, it fits in with statutory guidelines and will accommodate 26 children; it will probably not even be visible from the school. There is to be a resurfaced path from the parents' car park and according to the plans lighting along the path. The building will have its own electricity. Andy pointed out that drainage will have to be laid somewhere and he was concerned that the playground isn't affected. Work is to take place during the summer holidays; the hope is that it will run on time. The pre-school should be ready to open in January 2011. It was pointed out that some trees are to be removed; Andy said that these will be replaced and Andy is hoping the Green Team will be involved in this.

15. Governor Training and Feedback

An e-mail had been sent out on 09 March showing dates of a Summer Conference for Governors and Ian and Sallyann Smith were interested in going to this.

The whole Governor training (Interview training) in March will mean that the Governors will have done two full governor training sessions in one financial year.

After some discussion it was agreed to retract on the decision to opt out of full access as agreed at the last meeting and to opt into full access and the Governors will attend more training sessions during the coming year to benefit from this.

Bob Smith suggested that a briefing on the new Ofsted process may be useful.

**The Governors were in full agreement to opt into full access training for the next financial year.**

John reminded the Governors that there is a folder in the governors' pigeon hole in the staff room which contains information and a booklet on courses.

6.40 p.m. Jean Downer left the meeting.

16. Website & Appreciation

- Thank you to Rowley Bucknill and all the staff involved with the residential visits to Wales.
- Thank you to Year 6 for the memorial Service in memory of Eleanor Dlugosz.
- Thank you to staff and children on Governors' Day.
- Stainer's Baker for providing Sausage rolls for the Wales trips.

Sally Anne Hunt said the Centre at Wales was excellent.

17. Governors' Bulletin

Mike Turnbull had prepared some ideas for the next issue of the Governors Bulletin at the end of April 2010. He would like comments back by 02 April. Ideas he had included:

Debrief of Governors' Day  
Update on recruitment process for Andy's replacement  
Debrief on Special Needs Meeting (Penny)  
Profile of Sallyann Smith  
Update on Policies (directing to website) discuss which to include  
Update on Pre-school development  
Update on hall refurbishment  
Invitation to submit questions for response in next bulletin  
Thanks and Acknowledgements

All GB

18. Ian Green asked as there are several Governors whose terms of office end in September to let him know if they are thinking of stepping down.

All GB

At this point Ian presented John Branson with a 4 years' Service certificate and badge.

The School gate was discussed and John Branson said he often sees it is open and felt that it was not good security. Andy pointed out that they cannot lock this because the postman and other people sometimes deliver school forms by hand. It was suggested that a notice may help or a spring loaded mechanism to make sure the gate shuts.

19. Items for next Agenda

SEF  
Ofsted Action plan  
Admission Policy  
Annual Budgets  
Personnel Report  
Hall Project  
Preschool Project

ACTION

The Governors all agreed that it would be a good idea for Andy Yeoman to invite the new Headteacher to the next GB Meeting.

AY

The meeting closed at 7.00 p.m.

Dates of Future Meetings

<b>Whole Governing Body</b>	Tuesday 18 May 2010 at 7.30 p.m. Thursday 01 July 2010 at 7.30 p.m.
<b>Whole Governor Training – recruitment</b>	15 and 22 March at the school at 7.00–9.30 p.m.
Interview Dates	22 & 23 April 2010
<b>Full Governing Body meeting - ratification of the panel's decision.</b>	23 April at 5.30
Personnel Committee Meetings for info	Wednesday 17 March 2010 at 2.00 p.m. Wednesday 30 June 2010 at 2.00 p.m.
Finance & Building Meetings for info	Thursday 13 May at 4.30 pm. ( <i>Change of date</i> ) Thursday 1 July 2010 at 6.30 pm (before GB meeting)