

**Minutes of the meeting of Governors
of Swanmore CE (Aided) Primary School
held on Tuesday 18 May 2010 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
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 welcomed everyone to the meeting, there were no apologies. Sallyann Smith led the opening prayers.

2. Declarations of Interest

Sally-Anne Hunt declared two items, Darren Hamilton, Woodland Consultant, is doing some work in Sally-Anne's garden. Darren is involved in the management of the woods (Captain Phillimore's) which are available to the school.

Andy Haslar (School Caretaker) is also doing some work at Sally-Anne's house.

Marion Loveday declared that Eliza Swaine had taken her husband's business card (he is an optician) this may be passed on to parents.

3. Correspondence

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

Ian mentioned that Bob Smith had attended the Governors Forum in Winchester; Bob said it is worthwhile attending in the future if there is anything that is of specific interest to any of the Governors on the Agenda.

4. Minutes of the Meeting of 10 March 2010 and Review of Action Points

The minutes were reviewed for accuracy there was one amendment:

A typographical error on Page 2 Diocesan Business the first paragraph should start with -

Peter Kelly reported that he is attending a meeting....

ACTION

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.

5. Diocesan Business

Ian is going to contact Tony Blackshaw with regard to foundation governors continuing their appointments.

IG

The Leavers' service is at the Cathedral on Monday 12 July, Sally-Anne Hunt will attend.

6. Headteacher's Report

Andy Yeoman was pleased to report that the number on roll is 409 which is positive.

Hannah has had her baby, a boy Dylan. Chris Vickery is retiring.

Andy discussed a few problems with staff shortages in the support staff due to long term sickness which is ongoing, temporary staff have been employed in the Admin team.

Andy has been unable to find anyone to cover for Judy Cook, the lollipop lady. Andy has kept the parents fully informed of this situation.

Andy discussed the two big projects, the Hall Project and preschool project.

The Hall tenders are due on Monday 07 June. A group consisting of Mike Turnbull, Bob Smith and Andy Yeoman are due to meet and the Governors were in full agreement that this group should have the authority to appoint the appropriate contractors.

This is a 5-week project and should be completed during the Summer holidays; the only concern is the flooring something suitable is being sought. Kirsty Williams asked who will be overseeing the project as Andy is leaving, Andy said that he and the Acting Head will be involved with overseeing this during the summer holiday.

The Pre-school project is going to plan, Pre-school are concerned to some extent whether the new Headteacher will be as supportive. Andy had reiterated to them that the Governors are in full agreement with the project and will be overseeing the Pre-school's long term future. The Pre-school leaders will give a presentation to the Governors at the next GB meeting in July.

Andy Discussed the letter prepared with regard to Pyramid attendance. Something had to be done as Swanmore has a below average attendance in the County figures and Local authorities are tightening up on this. After discussions with the other schools in the Pyramid, a letter has been proposed to be sent out to parents of all the schools at the same time, subject to Governor approval. It is important that Swanmore Primary School parents realise we are not acting in isolation. A leaflet will go out with the letter. **The governors gave their full approval of this policy** to be sent out when the other schools have received Governor approval.

Andy discussed in depth Safeguarding Children. And listed the ways this is dealt with at the school

Everything in School – i.e. recruitment, volunteers, risk assessments, first aid and visitors.

Ian Green is the Safeguarding Governor

Ian and Rowley Bucknill are both trained in Child Protection and Rowley is the Child Protection Liaison Officer (CPL)

Staff are all aware of the cause for concern sheet

Any causes for concern staff should have regarding the Headteacher would be directed to the Chair of Governors.

Andy Yeoman, Cherry Benton, Sally-Anne Hunt, Sallyann Smith, Ian Green, Kirsty Willimas are all Safer recruitment trained.

CRB checks are made on everyone involved in the school.

The governors have had full governor training in child protection 2009.

Rowley is the educational Visit Co-ordinator and risk assessor, and on the Health and Safety group

Risk assessment is managed by Rowley.

The Health and Safety Committee looks at all issues in school

Rowley Bucknill completes staff induction and is partly involved in child protection issues.

Andy talks to staff at interview regarding Child protection and their own safety.

Swanmore does not have a 'no touch policy' but Andy discusses with staff how this is dealt with e.g. Dinner ladies are advised how to take a child to the toilets; Staff should have another adult present when discussing anything that may be linked to a child protection issue and discussing why members of staff should not make themselves liable

Andy mentioned that the main vulnerable groups are the travellers.

Andy attends all briefings referring to Child Protection and the emergency plan is currently being drawn up by Sallyann Smith.

The message Andy portrays is that the Children's safety comes before anything else.

It was agreed that the Headteacher should provide a Safeguarding Report annually.

Safeguarding will be a standard item on the Agenda for the Health and Safety Committee meetings.

Andy will aim to have the Safeguarding Policy ready for ratification at the next meeting.

AY

Parent helpers are given a leaflet on Health and Safety Issues and this is to be re-launched in September. All parent Helpers are CRB checked.

ISA registration is mandatory in November.

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

7. Committee ReportsFinance and Building Committee

Minutes of meetings 10 March and 13 May had been circulated to the Governors.

Bob discussed the Hall Project – money for the Hall Project is in place. Donations anticipated from FOSPS, Summer Ball and the Swanmore Educational Charity will be set aside for revenue items such as PE equipment and will be used once the new Headteacher has been appointed.

Bob reported that there had been a marked increase in the amount of subsidy for school visits this year. Rowley suggested some of this increase may be due to Minstead overall charge not being based per head but a set price and Y4 being a small year group, it was felt inappropriate to charge more. The cost of day trips is continually going up. It was agreed that Ian should send a letter to parents acknowledging this increase and to say that the school is committed to continue with residential and school trips. The Governors were interested to know how much parents are asked to pay as some Governors do not have children at the school. The Safety aspects of these trips are most important.

Rowley agreed to talk to Cherry with regard to the Minstead trip and making parents aware of the estimated costs in the summer term. Whilst Andy and Rowley are still at the school, to help with an idea of prices the number of trips for the coming year, Ian agreed to draft a letter before the July meeting to issue in September, (including a caveat that there may be some extra trips).

Personnel Committee

Personnel had met and Sally-Anne Hunt mentioned items discussed included Electronic staff handbook, Grievance and safeguarding children.

Curriculum Committee

Curriculum committee had done an ICT audit, a survey around the children; in summary everyone enjoyed the morning and the survey showed the children to be competent. It highlighted ICT resources need maximum use, Steve Cook will be taking over the responsibility of ICT from Chris Vickery.

8. Approval of Budgets

Bob reported that the Finance and Building Committee had had a successful meeting. Notes were tabled at the Governors' meeting:

The Finance and Building Committee recommended the 2010/11 Revenue Budget for approval by the Governing Body and the Governors were in full agreement with this recommendation.

The Finance and Building Committee recommended the 20010/11 Capital Budget to the GB for approval and subsequent submission to the Diocese for their sign-off and the Governors were in full agreement with this recommendation.

IG

9. Policy Review

The Admission Policy had been circulated at the last meeting, two changes had been made and the governors were asked for their formal approval of this – **The Governors formally approved the Admissions Policy for the academic year 2011-12.**

The Pyramid Attendance Policy had been circulated prior to the meeting as discussed earlier **The Governors had given their full approval to this policy and this will be issued once approval has been received by all the Schools in the Pyramid.**

10. Headteacher Vacancy

Ian confirmed that they did not appoint a new Headteacher on 25 April, a new advertisement had been added to the Hants website on 26 April for 7-8 weeks and the pack sent to recruitment on 05 May. On 07 May the advert went live in the Times Educational Supplement with 5 weeks exposure. Closing date is 11 June and the next interviews will be on 08 and 09 July with a ratification meeting on 09 July at 3.45 p.m.

Ian asked that the governors follow the same format as last time. Sally Ann Smith will arrange lunch again (12.10 – 13.10 on 08 July – *to be confirmed*).

SAS

An Acting Head has been arranged for September 2010. It was agreed that the Acting Head should be invited to the next GB meeting.

AY

Dates and times for the Autumn GB meetings will need to be 5.00 p.m. to allow the Acting Head to travel home.

11. Ofsted Action Plan

A group of governors were identified to be available should Ofsted visit. Ian asked all Governors to prepare a list of what they do as a governor, why and who we are accountable to.

All
governors12. FMSiS

Marion will be doing the next FMSiS check on Petty cash holdings and payments and has arranged a date.

ML

13. Governor Training and Feedback

Whilst we have full access to Governor training (for this financial year) Ian and John encouraged all the Governors to attend as many courses as are appropriate.

14. Website & Governors Newsletter

All the Governors agreed that Mike had done an excellent job preparing the last Governors newsletter.

15. Governors News

The Governors were in full agreement they would like to receive the termly Governors' and Clerks' newsletter via e-mail instead of paper copies.

Clerk

AOB

Ian informed the Governors that Swanmore Governors had been asked to help other Governors as we have been acknowledged as an excellent example. Andy thought that it was important that this news was shared with the parents.

IG

Jean, John, Bob, Sally-Anne and Ian all wish to continue as Governors after their terms of office finish in July- October this year. Ian agreed to contact Ian Troup to clarify whether he can continue as a parent Governor.

IG

16. Appreciation

All staff who helped with the Swanage trip.

The whole school team for manning the school during the week of 19 April when Andy and Rowley were absent due to the volcanic ash disruption. In particular Cherry, Siobhan, Tony and Jackie. The Governors were very impressed how well they coped.

The Fun Run Committee – the fun run had a lovely atmosphere.

17. Items for next Agenda

Pre-school Presentation
School Improvement Plan – update
SEF
Safeguarding Children
Finance and Building Approval.

The meeting closed at 9.55 p.m.

Dates of Future Meetings

Whole Governing Body

Thursday 01 July 2010 at 7.30 p.m.

Ratification Meeting to appoint the new Headteacher
Friday 09 July at 3.45 p.m.

*Personnel Committee Meetings
for info*

Wednesday 30 June 2010 at 2.00 p.m.

*Finance & Building Meetings
for info*

*Thursday 1 July 2010 at 6.30 pm (before GB
meeting)*

Other dates for Diaries

* Help required

*Help needed during the day.	Thursday 27 May		Bivvy Camp
*Help needed	Friday 18 June	4.45 – 7.45 pm	FOSPS Summer Fair
	Wednesday 07 July	4.00 p.m.	Strawberry Tea
*Help needed	Friday 09 July		Evening before the Swanmore Carnival to set up float at Mayhill Farm
	Saturday 10 July		Swanmore Carnival – YR Float
	Monday 12 July	(coach departs at 12.30)	YS Leavers Service in Portsmouth Cathedral
	Monday 12 July	7.30 p.m.	Meal at the Rising Sun (Governors & Partners)
	Tues & Weds 13 & 14 July	7.00 p.m.	Y6 Productions to parents
	Wednesday 21 July	4.00 p.m.	Pimms on the Vicarage Lawn
	Thursday 22 July	2.15 p.m.	Leavers service all Y6 parents welcome to attend.
		3.30 p.m.	Leavers Tea in School Hall