

**Minutes of the meeting of Governors
of Swanmore CE (Aided) Primary School
held on Thursday 14 January 2010 at 5.00 p.m.**

Present: Mr John Branson
Mrs Sue Collins
Mrs Jean Downer
Miss Fleur Duckett
Mrs Penny Eliot
Mrs Sally-Anne Hunt (Vice-Chair)
Rev Peter Kelly
Mrs Marion Loveday
Mrs Sallyann Smith (Acting 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

Sallyann Smith welcomed the Governing Body members to the meeting, Ian Green was unable to attend and had sent his apologies also Bob Smith had sent his apologies, Marion Loveday and John Branson would be late arriving.

Mike Turnbull led the opening prayers.

2. Declarations of Interest

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

3. Minutes of the Meeting of 12 November 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.

Sally-Anne Hunt mentioned that she had photographs of children's footsteps across the dew pond in the snow. Penny will discuss this at the next PC meeting. The council have erected a temporary fence and we are anticipating a decision on a permanent solution soon.

5.15 p.m. Marion Loveday arrived

Sallyann Smith had circulated, via e-mail, the draft Cycling Policy - **the Governors approved and formally accepted the Cycling Policy.**

4. Correspondence

A list of correspondence was circulated, there were no questions relating to this.

ACTION

PE

Andy Yeoman had circulated a letter received from the Swanmore Education Charity, it was hopeful that there would be some money available to help towards the hall project. Bob Smith to follow up.

BS

Andy Yeoman reported that there were no updates on the hall project; the aim is to get tenders out and for work to be done over the summer holidays and to be completed by September 2010.

5. Diocesan Business

There was no news from the Diocese

6. Headteacher's Report

Andy Yeoman had prepared a Report which had been circulated prior to the meeting. Due to the adverse weather conditions the school had closed for two days 6 and 7 January.

Andy reported that the number for next September's Year R is now 53.

Barbara Toft has now left. Sarah Davies and Gillian Dirks are teaching full time.

Andy updated the Governors on the trial proposed by the County to provide three posts in the county to support the workload of Headteachers with various activities e.g. Policies, producing a template which could then be 'tweaked' to suit our own school, sitting on committees and providing feedback to the school. Andy reported that there is a Headteachers' meeting next week when he will discuss this further within our pyramid of schools. The Governors were in agreement in principle with this proposal and will discuss further at the next GB meeting when Andy has more information from other schools.

Andy provided the Governors with a Finance Report and informed the Governors that all was running to plan.

There were no questions.

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

Rowley Bucknill updated the Governors on progress with attendance, persistence absenteeism and absence due to holidays.

Rowley reported that visits from the Forest Bus have been well supported by the traveller children and attendance rate has gone up. Also the Carex project has been positive – teaching the children etiquette in hand washing and how to sneeze into a tissue etc. Sickness absence data will be analysed at the end of term.

Comparing data with Hampshire and Nationally absence through holiday at Swanmore is high. Rowley is meeting up with schools in the pyramid in two weeks and the schools will be working together to draw up a consistent policy to reduce the amount of holidays taken in school time.

7. Training

The Governors discussed whether to opt in or out of full access training for 2010, **The Governors were in full agreement to once again opt out.**

8. Committee ReportsPersonnel Committee

Not met this term – due to meet in March 2010.

Admissions

Admissions committee had circulated Minutes from their meeting held in November 2009.

Curriculum Committee

Curriculum committee had met and Minutes had been circulated prior to this meeting. The main focus of their next meetings will be ICT.

Health and Safety Committee

Health and Safety Committee had met they had discussed the dew pond and updated the First Aid Policy. The committee is currently looking at the School Emergency Response Plan.

9. Policy Review

Policies reviewed and accepted by the Governors were:

First aid Policy

Curriculum Policy

Sex and Relationships Education Policy

10. Terms of Reference

Chairs of Committees have updated their Terms of Reference and these were reviewed by the Governors. **They were all accepted by the Governors**

Pay Committee

Finance and Building

Health and Safety

Staff Dismissal

Curriculum

Personnel

Admissions

The Clerk agreed to make the heading on the Terms of Reference more clear and consistent. Also the footer should be made consistent and date updated. Updated copies will be circulated at the next meeting.

Clerk

The Clerk agreed to liaise with Jackie Bound so that it is clear who is keeping the policies updated.

Clerk

6.04 p.m. John Branson arrived

11. Training

John Branson asked the governors to suggest topics for a whole governor training session in 2010.

All GB

12. Website & Appreciation

The website has been updated. It was agreed to remove the Policy button from the Governors section as this is more relevant to the school. It was agreed that the terms of reference would be more appropriate on the website. It was questioned whether committee dates should be put on there but after discussion it was agreed that there is currently enough information.

SAS

Appreciation should go to the organisers of the following:-

- YR Nativity in Church which was superb
- Carols round the tree, special thanks to Fleur Duckett the singing was stunning and the orchestra excellent, thanks to Mrs Brown and Mrs Staniforth. The FOSPS raffle was good.
- Year 1/2 Alien Production
- Christmas Dinner

Thank you to all the staff that made it into school during the bad weather. Thank you also to Jackie Bound for her work producing the Governors Bulletin.

13. Governors Day (10 February)

Fleur Duckett will produce a timetable, Governors need to inform her if they are unable to attend any part of the day. The Governors will need to complete feedback forms at the end of the day. The Governors agreed that the theme for the Assembly should be music.

Clerk to circulate feedback form

All Governors agreed to provide cakes for the staff and it was also suggested that it would be a nice touch to produce a cake (perhaps in the shape of a swan) for the children as well. Kirsty Williams and Sallyann Smith agreed to plan and prepare the cake(s) for the children.

All Govs

14. Items for next Agenda

Governors Day (evaluation).
Governor Training
Terms of Reference
'Virtual' Headteacher

15. Pay settings

The school staff left the meeting while the salary reviews was discussed.

The meeting closed at 6.40 p.m.

Dates of Future Meetings

Whole Governing Body

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

*Finance & Building Meetings
for info*

*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)*