

**Minutes of the meeting of Governors
of Swanmore CE (Aided) Primary School
held on Tuesday 22 September 2009 at 7.30 p.m.**

Present: Mr John Branson
Mrs Sue Collins
Mrs Jean Downer
Mrs Penny Eliot
Mr Ian Green (Chair)
Mrs Sally-Anne Hunt (Vice-Chair)
Mrs Marion Loveday
Dr Bob Smith (Treasurer)
Mrs Sallyann Smith
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 members of the Governing Body to the meeting. Apologies had been received from Peter Kelly and Fleur Duckett. Ian welcomed the two new governors Mike Turnbull and Kirsty Williams.

2. Declarations of Interest

Statements of Pecuniary Interest were completed and returned to the Clerk. There were no declarations of interest pertaining to this or any future Governing Body meetings.

3. Election of Officers

Bob Smith proposed Ian Green to continue the appointment of Chair of Governors; this was seconded by John Branson. The remainder of the Governing Body members were in full agreement with this proposal and no other nominations were made.

Ian Green proposed that once again it would be useful to have two vice-chairs and Ian proposed that Sally-Anne Hunt should again act as one Vice-Chair and this was seconded by Jean Downer. Bob Smith proposed Sallyann Smith should act as the second Vice-Chair this was seconded by Sally-Anne Hunt. **The remaining Governors were all in full agreement of these proposals. No other candidates had offered themselves for election or raised any objection to the incumbents being in office; Ian Green was therefore elected as Chair and Sally-Anne Hunt and Sallyann Smith as Joint Vice-Chairs.**

Ian Green proposed that Bob Smith should continue as Treasurer and this was seconded by Penny Eliot. There were no objections to this agreement. It was confirmed and agreed that Bob can sign financial claims and returns when they do not explicitly require the signature of the Chair of Governors. There were no objections to this agreement.

ACTION

4. Review of Committee memberships, Chairs of Committees and Specific Responsibilities

Chairs of Committees were reviewed; it was agreed; that Sallyann Smith should replace Gabor Kovacs as Chair of the Health and Safety Committee, Bob Smith should replace Gabor Kovacs as Chair of the Staff Dismissal Appeal Committee and Ian Green should replace Gabor Kovacs as Chair of the Pupil Exclusion Committee.

It was agreed that specific responsibilities should remain the same and it was agreed that there was no longer a need for a Governor to act as specific responsibility for School Display and Drama. A new Specific Responsibility was created for History and Archive and it was agreed that Bob Smith should take on this responsibility.

Chairs of committees will update the terms of reference at their first committee meeting of the academic year and submit to the Chair and Clerk.

Clerk to update List

Clerk to distribute ToR to Chairs

5. Minutes of the Meeting of 01 July 2009 and Review of Action Points

The minutes were reviewed for accuracy there was one amendment :

Page 3, paragraph 5 line 3; 'F & B proposed that Mike be appointed for a four year period' should be changed to read "Mike and John be appointed for a four year period".

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 mentioned that the school is no longer in breach of class sizes as class sizes are now down so no longer an issue.

Pimms on the lawn was a success, special thanks went to Sallyann Smith for supplying cakes despite being unable to attend the event.

6. Correspondence

A thank you letter had been received from Jane Atkinson.

7. Diocesan Business

Ian Green had received a notification for the Governors to agree to formally appoint the list of trained admission panel members from the Diocesan Admission Appeal Service (this was circulated to the Governors). **The Governing Body Members were in full agreement of the appointment of the new list.** The support received last year had been excellent.

The Governors were sorry to hear that Brian Hay will not be replaced as there will be no regular contact with the Diocese.

Ian Green reported that Peter Kelly had nothing to add.

8 Headteacher's Report

Andy Yeoman had prepared a Report in advance of the meeting.

Andy added that Fleur Duckett had been coming into school three days a week and would be back full time in two weeks.

Andy reported that SATs results for KS2 were positive and in his report had shown a comparison with results nationally. He was very pleased with KS1 results. Andy will provide performance data at the next meeting.

Parents Car Park

Andy had met with Michael Westwell (Parish Council) and informed him that he had been expecting a hard surface and another bike rack. Michael had been sympathetic and another bike rack is to be installed. Parents on the whole are not happy and Andy has referred them to the Parish Council. The Governors were concerned that the dew pond should be fenced and this concern should be passed on to the Parish Council. There are some finishing touches to be done to the car park; signage, and bay markers. Andy mentioned that the car park is now bigger and the side access is safer, there was a problem with getting buggies through the kissing gates. It will be interesting to see how the surface wears during the winter.

PE/AY

It was questioned whether the side gate to the school was locked, Andy reported that the gate is locked at 9.05 and opened again at 15.15.

Andy was pleased to report that Pre-school have had approval to site the Pre-school in the school grounds. They will have their own entrance, the path will be widened and will be able to take up 54 children. A joint management committee will be set up; Andy asked Bob Smith and Ian Green to join him on the committee.

Andy spoke to the Greenery once he knew approval had been received.

School improvement targets were discussed; reading and maths targets are continuing. A key area is the use of ICT, the school has just bought a new suite of laptops which are being well used and appreciated.

There are lots of after school clubs being offered to the children and thanks must go to all the staff who give up their own time to run these.

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

9. Financial Matters and FMSiS

Andy circulated the monthly report, there is nothing major to worry about.

Bob Smith offered training sessions to the two new governors.

FMSiS

Peter is due to review tendering this term.

PK

ACTION

10. Committee Reports

Nothing to report. No committees had met during this academic year so far.

11. Policy review

Key policies required by law, schedule was reviewed and updated. Chairs of committees need to ensure policies are reviewed.

It was questioned whether each policy for Equal opportunities, Race Equality, Accessibility could be combined into one document.

Ian thanked Jean and Rowley for producing this comprehensive list.

It was agreed that Policies should be a standard item on the Agenda.

Chairs of Committees

Clerk to note

12. Governor Training Feedback

Sallyann Smith, Jean Downer, John Branson, Ian Green and Andy Yeoman had attended Health and Safety Training they had found the course to be excellent.

It was agreed that a monthly Health and Safety assessment tour should be made of the school by a member of the Governing Body. Sallyann was asked to produce a list for monthly visits to fit in with Andy Haslar.

8.49 p.m. Marion Loveday left the meeting

SAS

13. Health and Safety – Risk assessment

Rowley had circulated examples of risk assessments carried out for the residential trips to Wales and Swanage. Risk assessments are made for all trips and off site activities in advance of the visit, when a pre-visit is made. These are also reviewed at wash-up meetings. Also risks may be assessed for individual children.

Sally-Anne asked for a change to be made to the Swanage risk assessment, there are 2 blind corners and it should mention staff being well away from the group and near the bend in both directions.

RB

14. School History

Bob Smith had produced a handout which had been circulated prior to the meeting. There were various ideas to source school history, including an article should be put into the parish magazine. Bob had already made two 2 hour visits to the Hampshire Records Office. It would be useful if the original stone could be identified and restored.

John Branson brought the bell into the meeting and discussed options for restoring it. It was generally agreed that the best use of the bell would be to make it into a feature when the school hall is restored. A decision will need to be made as to whether it should be fixed as a feature or on a substantial trolley to be wheeled out for special occasions.

15. School Hall

Renovation of the school hall is still going ahead. There will be no money from the Diocese next year.

16. Appreciation and Website

1. Again, Andy Haslar and his team had done an excellent job during the summer preparing the school for the next year.
2. Thanks for the support from parents of YR children and welcome to YR children, they have settled in well.

17. AGM and Annual Report

Ian proposed not having an AGM this year and to re-design the annual report to a smaller report, i.e. A4 size, friendly and informative. After discussion the Governors agreed to not hold the annual AGM this year.

Andy agreed to ask the parents' partnership for their opinion.

Sallyann agreed to draft some ideas together for the report but asked the Governors to let her have ideas via e-mail in the meantime.

It was suggested that maybe there could be a 'drop in session' on Governors' day for parents to ask any questions.

18. Andy mentioned that the Kitchen was now finished thanks should go to FOSPS.

Marion Loveday had agreed to co-ordinate the running of the bar again at the FOSPS Firework night (06 November). Sally-Anne agreed to organise mulled wine.

The summer ball is going ahead again next year on 26 June 2010; money made at this event will be divided between the school and another charity.

Open morning on Friday 02 October, 9.30 – 11.30 Andy asked if as many Governors as possible could attend this.

19. Items for next Agenda

Budget review and Capital Budget
 Summer Ball update
 Governors Newsletter
 Performance Data
 Personnel Committee
 Hall (standing item for future Agendas)
 Governors' Day
 Amendment to Minutes May 2009 mtg (*added after the meeting*)

The meeting closed at 9.29 p.m.

AY

All

ML
SAH

All

Dates of Future Meetings

Whole Governing Body

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.

Open Day

Monday 02 October 2009 at 9.30 a.m.

Bonfire Night

Friday 06 November 2009 (gates open 5.15 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)*