

Minutes of the meeting of Governors
of Swanmore CE (Aided) Primary School
held on Tuesday 19 May 2009 at 7.30 p.m.

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

In Attendance: Mr Rowley Bucknill (Associate Member)
Mr Brian Hay (Diocesan School's Advisor)
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 Jean Downer. Ian welcomed Hannah Powell to the meeting and also Fleur Duckett who is replacing Sharon Mordecai as a Teacher Governor.

Penny Eliot led the opening prayers.

2. Presentation – Hannah Powell - English Developments (School Improvement Plan)

Hannah presented to the Governors Developments in English, including the Big Write and Guided Read. Hannah had provided handouts.

Ian Thanked Hannah for her interesting and informative presentation and mentioned that he had witnessed first hand a class as they were undertaking a Big Write and was impressed by the magical and special time it had been. Hannah mentioned that they have no more than two Big Writes per half term.

Hannah left the meeting.

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 11 March 2009 and Review of Action Points

The minutes were reviewed for accuracy there were no amendments:

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. Correspondence

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

A thank you card from Sharon Mordecai was circulated.

Bob Smith mentioned that it would be useful if Andy could feedback to Governors the result of the LA Funded Visit. Andy agreed to this and added that the overall effectiveness of the school had been categorised as good.

AY to
note

6. Diocesan Business

Brian mentioned he had looked into the option of screens for the leaving Service, in the Cathedral; the cost is too high (£1500).

There is a new website on Christian values Brian gave details to Peter and Andy.

Brian mentioned that he will be retiring in August after 10½ years and thanked the Governors for their support.

Brian added that Tony Blackshaw has the authority to find a replacement in the near future.

Ian Green thanked Brian for his report and then presented Brian with a gift and thank you card, and thanked him for his support to the school and the Governors.

7. Headteacher's Report

Andy Yeoman had prepared a report in advance of the meeting;

Andy added that since the report had been distributed there are now 410 pupils on roll for next September.

He also mentioned that there are three foster children, he added that the County give a lot of support to Children in Care. Kay Haskins is one of the children's Teaching Assistant and has qualified teacher status.

The appeals for Year R had been unsuccessful, there is another appeal pending for Year 2.

Jane Atkinson will be retiring at the end of the year.

Playground/story circle work has been finished.

Work on the parents' car park has started.

Andy asked for Governors to support forthcoming events; Summer Fair, Strawberry Tea, Pimms afternoon and the Leavers' Service.

Sainsbury are organising a Fashion Show during the autumn term.

There were no questions. **Ian Green thanked Andy Yeoman for his Report, which was accepted by the Governors.**

Andy had circulated the feedback report from the Year R Parent Questionnaires prior to the meeting.

Bob queried the results of item 9. (staggered starts) and Andy clarified that this is always unpopular with parents but the majority of parents feel this helps the children. Next year the system is changing and there will be three different options offered to parents.

Financial matters – to be discussed in committee reports, Bob asked that Financial matters be a separate item on agenda rather than part of the Head Teacher's report.

Clerk to
note

8. Committee Reports

Finance and Building Committee

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 2009/10 Revenue Budget for approval by the Governing Body and the Governors were in full agreement with this recommendation.

A large amount of work had been carried out last financial year on improving both the buildings and the school grounds. Bob advised that Capital money is likely to get tighter over the next few years, the next major project will be the enlargement of the school hall, a realistic timing would be summer holidays 2010.

The Finance and Building Committee recommended the 2009/10 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.

The Finance and Building Committee had discussed financial authorities and recommended that the Headteacher's authority should remain set at £10,000. Reviewing finance authorities annually should be added to the F & B committee's terms of reference; the Governors formally approved both matters.

Andy and Bob are currently working on a Lettings Charging Policy.

BS/
Govs

A qualified accountant is needed to audit the Capital Accounts; this needs to be dealt with.

Governors' Fund Accounts and Capital Accounts will be brought to the next meeting.

Health & Safety Committee

Minutes of the meeting held on 27 March 2009 had been circulated prior to the meeting. Andy Yeoman and Andy Haslar review the premises monthly but also

hold regular on-going conversations as things arise.

Gabor had reviewed the Accident Report Book and Accident Book in the medical room. He reported that good records were maintained.

The committee will tour round the school in the summer term. It would be helpful if a member of F & B committee could join them for this visit.

Andy Yeoman reported that following a meeting of Heads of pyramid schools it was agreed that Governors should be more rigorous and aware of Health and Safety matters, as Governors are accountable. A briefing meeting for Governors is to be arranged for Governors of schools in the area.

Curriculum Committee

Curriculum Committee have approved the French Policy, which had been circulated to the governors prior to the meeting, and the **Governors formally approved the French Policy.**

The curriculum committee had also been looking at able child provision, and planning for the future. Penny asked if an able child register was kept, Rowley reported that there was.

9. Policy Review

The Admission Policy had been circulated at the last meeting and the governors were asked for their formal approval of this – **The Governors formally approved the Admissions Policy for the academic year 2010-11.**

Jean Downer and Rowley Bucknill have met and have compiled a full list of Policies with consultation with the HCC and National Schools Partnership. This will be discussed at the next Governors meeting.

10. Governor Training and feedback

Ian had had some feedback from the Child Protection Training session, the general feeling was that not everything had been covered in the session and the trainer had run out of time.

John asked the Clerk to circulate a notice referring to a HCC Early Years Foundation Stage training session via e-mail.

Clerk

11. Diary update

Governors were asked to support forthcoming events if possible (*list at the end of the Minutes*).

Marion has set up a rota for the Summer Fair bar.

12. Singing Initiative

Fleur Duckett presented to the Governors the singing initiative - The Governors were in full agreement to support the school introducing the Singing initiative and signing up for the Silver award.

Ian thanked Fleur for the impact that she has had on the school and improved result has been shown in the successful events that have taken place, in particular the music concert.

13. Appreciation

The Governors were pleased to be able to thank: -

Andy Haslar for all the hard work completing the kitchen
Year 4 Productions – especially the high quality of singing
Barbara Toft – French
Mr and Mrs Miller – Morris Dancing
Staff supporting the numerous sporting achievements
Staff involved with - The Music Concert
The hard work of Rowley and his teams for the very successful residential visits.

14. Items for next Agenda

School Council presentation
Policy Review (10 mins)
Two sets of accounts for approval (Governors Fund and Capital Accounts)
Pay settings
Health & Safety Development

The meeting closed at 9.40 p.m.

Dates of Future Meetings

Whole Governing Body Wednesday 01 July 2009 at 7.30 p.m.

Forthcoming events

Summer Fair Friday 12 June 2009 at 5.00 – 8.00

Strawberry Tea Thursday 02 July at 4.00 p.m.

Y6 Leavers Service at Portsmouth
Cathedral Monday, 6th July

Y6 Production to Parents Tuesday, 14th July and
Wednesday, 15th July 7.00 pm

Summer Sports Assembly Monday, 20th July 9.15 am

Pimms on the Vicarage Lawn
Staff and Governors Monday 20 July at 4.00 p.m.

Leavers Service Tuesday, 21st July 2.15 pm

Y6 Leavers Tea in School Hall Tuesday, 21st July 3.30 pm

Governors Meal Tuesday 21st July 7.00 for 7.30