

## MEETING OF THE FULL GOVERNING BODY

Monday 15 December 2008, 19.30hrs



**Present:** Ysanne Austin, Matthew Borg, Steve Clarke, John Elliott, Hilary Hladky, Paul Jobson, Janie Jones, Ian Lewin (Chair), Carlos Montes, Ian Nimmo-Smith, Sue Romero, Ruth Sapsed.

**In attendance:** Emma Faid (Clerk).

### 1. Apologies for absence

1.1. None on this occasion.

### 2. Declarations of Interest & Register of Pecuniary Interests

2.1. There were no declarations of interest relevant to the current meeting. The Clerk advised that there were still a few annual declaration of interests forms outstanding, and she would be following this up with the individual governors concerned.

**Action: Clerk**

### 3. LEA Governor

3.1. The Chair reported that due to an administrative error with the renewal of John Elliott's appointment, he had not yet been appointed for a further term as an LEA Governor; accordingly his appointment as Vice Chair had automatically lapsed. The Clerk had obtained replacement renewal papers to be completed at tonight's meeting and returned to the LA.. In the meantime, it was unanimously agreed to appoint John Elliott as an Associate Member of the Governing Body, until such time as the LA had renewed his appointment as an LEA Governor.

### 4. Minutes of previous meetings

4.1. The minutes of the Full Governing Body meetings on 8 September, 15 September, 29 September and 21 November 2008, together with the minutes of the Salaries Committee on 24 November 2008 were approved, and signed by the Chair as a true and fair record of the meetings.

[Ian Nimmo-Smith arrived at this point.]

### 5. Matters Arising

#### 5.1. Meeting of 8 September 2008

5.1.1. Item 5.1 (Review of ISR): The Chair confirmed that the ISR was reviewed after consultation with EPM and kept at its current level; the new Headteacher had been appointed on this scale.

#### 5.2. Meeting of 29 September 2008

5.2.1. Item 5.1 (Terms of Reference): The Clerk confirmed that she would be uploading the agreed Terms of Reference to the MRPS Governor's Community over the Christmas break, now that her access to the Education Portal had been resolved.

**Action: Clerk**

5.2.2. Item 7.1 (H&S Walkabout): Paul Jobson had now completed the H&S walkabout; see minutes of Resources Committee 24/11/08 for details.

5.2.3. Item 9.2 (Meeting with SFA): The Chair reported that the issue of budget profiling, which was the main point of the intended meeting, was currently being addressed (see minute 11.1 below).

5.3. All other items were agreed as either completed, or covered elsewhere on the agenda.

## 6. **Recruitment of new Headteacher & Deputy**

### 6.1. Update on current status

6.1.1. The Headteacher reported that she had been in touch with Stephen Burton, to start the process of preparing for Mr Burton taking up his post as Headteacher in September 2009.

### 6.2. Appoint selection panel for Deputy

6.2.1. The Headteacher reported on her conversation with Mr Burton to ascertain his thoughts regarding the appointment process for the Deputy Headteacher. After a short discussion, it was agreed to commence the process to recruit the new Deputy in the spring term. An Appointment Panel was agreed; this would consist of Ysanne Austin, Stephen Burton, Stephen Clarke, Ian Lewin, Carlos Montes, John Elliott and Sue Romero.

## 7. **Admissions 2009 & beyond**

### 7.1. Update on LA Strategy

7.1.1. The Chair reported that the LA were now looking at the position for 2009 and beyond; along with representatives of the city's other schools, the Headteacher had recently attended a meeting with the LA to discuss the key issues. The LA had now appointed a consultant to review the demographics and manage the process, and a steering group headed by Hazel Belchamber had also been put in place.

7.1.2. This item is the subject of a confidential minute.

### 7.2. MRPS position

7.2.1. Governors reaffirmed the school's position that the extra Reception class for September 2008 was an exceptional measure in response to an unforeseen emergency situation that arose in the middle of summer term 2008. Parents should not expect another similar extra Reception class for September 2009. The school's PAN remains at 60, and the school possesses a promise from the LA that it would not be altered for September 2009.

7.2.2. This item is the subject of a confidential minute.

[Ysanne Austin left the meeting at this point.]

## 8. **Headteacher's Report (incl progress v SDP)**

8.1. The Headteacher introduced her report, previously circulated with the papers for the meeting. She also circulated a summary of the Staff Development Plan for the autumn term, which had not been available when the papers for the meeting were circulated.

8.2. In addition to the report as circulated, the Headteacher advised Governors that with effect from January, the school's number on roll (NOR) would be 366, with 86 children in Reception. She confirmed that maximum class sizes were 35 in years 5 & 6, and 30 in all other years.

8.3. The Headteacher also drew Governors' attention to the retirement of Sue Smith, and Governors asked the Clerk to minute their thanks to Sue, for all her hard work and dedication to the children at MRPS.

## 9. **Chair's Report**

9.1. The Chair drew Governors' attention to the Investors in People report, which he had circulated with the papers for the meeting. Governors asked the Clerk to minute their thanks and congratulations to the Headteacher, Leadership Team, and all the school staff involved in achieving the renewal of the school's Investors in People designation.

## 10. **Curriculum Committee Report**

10.1. The last meeting had been held on 1 December 2008, and draft minutes of the meeting had been circulated to all Governors. The meeting had included a very interesting and informative

presentation by Karen Watson, on MFL.

10.2. Following the end of Justin Lewis's term of office, Carlos Montes had been elected to serve as Chair of the Committee for the remainder of the academic year, with Ruth Sapsed as Vice Chair.

10.3. The Chair also reminded Governors that volunteers were needed to visit school in the week of 9-14 February 2009, to look at the Maths strategy. The Headteacher said that she would circulate the timetable of when Maths lessons were being taught at the start of next term, so that Governors could volunteer for times convenient to them.

**Action: Headteacher**

## 11. Resources Committee Report

11.1. The last meeting had been held on 24 November 2008, and draft minutes of the meeting had been circulated to all Governors. The Chair reported that, although there were still a few funding issues to resolve, the forecast outturn was broadly as budgeted. The school's SFA Margaret Burke had also adjusted the budget profiles, so that the budgetary control report would provide more meaningful information in future.

## 12. SDP Governor Targets (approve draft SDP pages on governance)

12.1. The Chair introduced the draft SDP Governor Targets, previously circulated with the papers for the meeting, and a short discussion followed.

12.2. Governors also considered ways in which they could engage further with the school staff. Two joint Staff/Governor sessions had previously been held (on ICT Vision and on the SDP), and these had been a great success. It was agreed to hold a further session, either in the second half of the spring term or the first half of the summer term, in order to consolidate on what had already been achieved, and plan for the future. Governors also agreed to invite Stephen Burton to the session, and the Headteacher said that she would liaise with Mr Burton regarding this.

**Action: Headteacher**

## 13. Governing Body Membership

### 13.1. Arrangements for forthcoming Parent Governor election

13.1.1. At the request of the Chair, the Clerk outlined the process for electing a new Parent Governor to replace Justin Lewis, whose term of office had recently ended. Notice of the vacancy and a nomination form had been prepared, and subject to approval by the Chair, would be circulated to parents before the end of term, with nominations due back in to the School Office by Thursday 15 January 2009. Governors were pleased to note that several expressions of interest had already been received from parents. *[Post-meeting note: the Notice was approved by the Chair, and Hilary Hladky agreed to assist with the circulation of the letter+nomination form to parents via ParentMail/pupil post.]*

**Action: H Hladky**

### 13.2. LEA & Community Governor vacancies

13.2.1. John Elliott confirmed that he had completed the replacement GB1 form, and handed this to the Clerk to give to Governor Services.

*[Post-meeting note: Governor Services had confirmed to the Clerk that Mr Elliott's re-appointment should be confirmed at the January 2009 meeting of the LA's appointments panel.]*

13.2.2. Governors noted that there were still two vacancies on the Governing Body for Community Governors, and a short discussion followed regarding potential organisations/individuals that might be approached. The Clerk also circulated details of a charitable organisation, School Governors' One-Stop Shop (SGOSS), who provided a free service to help governing bodies recruit new Governors. The Chair said that he would contact SGOSS to find out more, and would report back to a future meeting.

**Action: Chair**

14. **Policy Review & Approval & Publication Scheme**

14.1. The Chair introduced the Recommended Complaints Procedure, Persistent Complaints Procedure, and Whistleblowing Policy, previously circulated with the papers for the meeting. After a short discussion all three policies were adopted without amendment.

14.2. Publication Scheme

14.2.1. The Chair reminded Governors that a volunteer was required to review/tailor the UK recommended scheme for public bodies, for approval at the next Governing Body meeting. Hilary Hladky and Janie Jones offered to work together to do this.

**Action: H Hladky/J Jones**

15. **Any Other Business**

15.1. Education Portal accounts

15.1.1. The Clerk circulated details of Governors' new Education Portal email accounts, explaining that existing Portal accounts remained unchanged, but that the email element of the Portal had now been migrated by Education IT to the new webmail-based Microsoft Exchange system.

16. **Date of Next Meeting**

16.1. The meetings currently scheduled for the Spring Term were confirmed as:-

- 19-Jan-2009 – Resources Committee
- 26-Jan-2009 – Curriculum & Community Committee
- 23-Feb-2009 – Resources Committee
- 02-Mar-2009 – Curriculum & Community Committee
- 16-Mar-2009 – Full Governing Body meeting

There being no further business, the meeting closed at 21:30 hours.

Approved by the Governing Body on 16-Mar-09