

MEETING OF THE FULL GOVERNING BODY

Monday 16 March 2009, 19.30hrs



Present: Matthew Borg, Steve Clarke, John Elliott, Hilary Hladky, Paul Jobson, Janie Jones, Lisa Kennedy, Ian Lewin (Chair), Carlos Montes, Sue Romero, Ruth Sapsed.

In attendance: Emma Faid (Clerk), Noreen Guy (item 1 only).

1. Election of new Community Governors

- 1.1. The Chair opened the meeting by welcoming Noreen Guy, one of the two prospective Community Governors (the second prospective Community Governor, Ankit Mathur, had been unable to attend due to work commitments). After giving Noreen the opportunity to say a few words about her background/why she was interested in becoming a Community Governor, a short question & answer session followed, at the end of which the Chair explained that Governors would now vote on the prospective appointments, and he would then advise both candidates of the result.

[Noreen Guy left the meeting at this point.]

- 1.2. After a short discussion, Governors voted unanimously to appoint both Noreen Guy and Ankit Mathur as Community Governors. The Chair said that he would contact both Noreen and Ankit to welcome them formally to the Governing Body. The Clerk confirmed that she would register the appointments with the Local Authority, and prepare welcome packs for both new Governors, once the Chair had notified the new governors of their appointment.

Action: IL, EF

2. Appoint mentors for new Community Governors

- 2.1. Ruth Sapsed agreed to act as mentor to Noreen Guy, and Steve Clarke agreed to act as mentor to Ankit Mathur. The Chair confirmed he would put Noreen and Ankit in touch with their mentors.

Action: IL

3. Apologies for absence

- 3.1. Apologies were received and accepted from Ysanne Austin and Ian Nimmo-Smith.

4. Declarations of Interest & Register of Pecuniary Interests

- 4.1. There were no declarations of interest relevant to the current meeting.

5. Minutes of previous meeting (15 December 2008)

- 5.1. The minutes of the Full Governing Body meeting on 15 December 2008 were approved, and signed by the Chair as a true and fair record of the meeting.

6. Matters Arising

- 6.1. Item 5.2.1 (Terms of Reference): The Clerk advised that she had now resolved her access issues to the Education Portal, and would be uploading the current Terms of Reference to the MRPS Community, shortly.

Action: EF

- 6.2. Item 12.2.2 (Staff/Governor training session): The Chair confirmed that this would take place on Thursday 21 May, starting with a Zest buffet at 6.15pm. The main session, facilitated by Frankie Williams, would start at 7pm, and the evening should conclude around 9pm.

- 6.3. Item 13.2.1 (Parent Governor elections): These had now taken place, with Lisa Kennedy being the successful appointee. Governors discussed briefly the election process, and some of the issues that had been experienced with the LA guidance/templates used. In response to a query from one Governor, the Clerk explained that each parent was entitled to one vote,

regardless of the number of children they had at the school. The Clerk also confirmed that the lessons learnt from the recent elections these would be taken into account in future elections, including improved guidance for parents and carers on the election process/eligibility to vote.

6.4. Item 7 (Admissions for 2009 & beyond): A letter had been received from Hazel Belchamber, confirming that only 60 Reception places would be offered at Milton Road for September 2009. The LA had also confirmed that the main pressure for September 2009 reception places lay in schools south of the river; at present it appeared that there were sufficient places in SNOTR schools. Noted also that the LA's Strategy Committee, set up to review admissions for 2009 and beyond, had not yet visited either Milton Road, or attended a SNOTR meeting, but that they had indicated they would be doing so at some point.

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

7. **Re-election of Vice Chair of Governors**

7.1. The Clerk advised the meeting that John Elliott, now re-appointed as an LEA Governor, had indicated his willingness to stand again as Vice Chair. There being no other candidates, John Elliott was duly elected to serve as Vice Chair for the remainder of the academic year.

8. **Review/re-approve Standing Orders and Delegation Decision Planner**

8.1. Standing Orders

8.1.1. After a short discussion these were re-approved with only one change; amending section 1 to allow additional nominations for Chair/Vice Chair to be made on the day. The Clerk confirmed that she would circulate the updated Standing Orders to Governors, and place a copy on the MRPS Governors' Community.

Action: EF

8.2. Delegation Decision Planner

8.2.1. The Chair introduced the draft Delegation Decision Planner; this was a new document (taken from the LA's Governing Body Toolkit) which set out the various decision-making processes the Governing Body was responsible for, and the level at which each decision was to be taken.

8.2.2. After a short discussion, the Delegation Decision Planner was approved in its current form, subject to seeking clarification from EPM regarding appropriate delegations for suspension/dismissal, especially with regard to the headteacher.

Action: IL

9. **Senior Management Changeover – update**

9.1. The Chair reported that Nina Gane had now been appointed to the Acting Deputy position, and asked that thanks be minuted to those Governors who had served on the appointments panel. The Headteacher advised that an advertisement for a teacher would appear in the TES this week, with interviews on 29 April 2009. A Governor would be required for the appointments panel, and Carlos Montes volunteered to do this. Nina's KS leader responsibilities would be covered internally; the arrangements for this would be finalised during the summer term, in consultation with Steven Burton.

10. **Headteacher's Report**

10.1. The Headteacher presented her report, previously circulated with the papers for the meeting. A short discussion followed on the current system of tracking pupil progress and the new Assessing Pupil Progress requirements followed; the Headteacher and Deputy Headteacher explained that the focus was now on pupils' progress, as opposed to percentages achieved at the various different levels.

10.2. Noted that an OFSTED inspection could be anticipated in the near future (other local schools

with *outstanding* or *good* ratings having been re-inspected approximately 3 years after their previous one). There was also a brief discussion on Extended Schools; this was about to be audited by the LA, and could also form a suitable topic for a summer term Governor Visit.

10.3. Governors noted the attendance figures from the Headteacher's report, also that there had been no exclusions or racial incidents this term.

10.4. Finally, Governors congratulated staff on the various achievements detailed in the Headteacher's report, including:-

- Activemark 2008 (to add to the Activemark 2007 award).
- The appointment of Jo Pulford as one of a handful of Leading Maths Teachers for Cambridgeshire.
- The excellent feedback received from the assessor who had visited the school as part of the school's application for Artsmark 2009

11. **School Catering - update**

11.1. Governors noted with regret that Zest had indicated they would not be seeking a renewal of their contract when it expired at the end of the summer term. Given the value of the catering contract, it would be necessary to go through the full tendering process; Gary James from the LA would be able to advise the Governing Body on this.

11.2. After a short discussion on the key issues, it was agreed to form a working party to manage the tender process, with the Governing Body taking the final decision on the award of the contract. The Chair asked for volunteers to join him on the working party; Paul Jobson, Lisa Kennedy, and Carlos Montes volunteered to serve. Governors also noted that newly-appointed Community Governor Noreen Guy came from a procurement background, and the Chair said that he would invite Noreen to join the working party also.

Action: IL

12. **Curriculum Committee Report**

12.1. Governors noted the minutes of the Curriculum Committee of 26 January 2009, previously circulated with the papers of the meeting, together with the Governor Visit Report on cross-curricular activities. Thanks were recorded to Steve Clarke and Ruth Sapsed, for the Governor Visit Report, which was approved.

13. **Resources Committee Report**

13.1. Governors noted the minutes of the Resources Committee, previously circulated with the papers for the meeting. This had included a detailed review of the school's current financial position, one of the requirements of FMSiS.

14. **Re-approve Governor Visit policy**

14.1. Governors reviewed the Governor Visit Policy, previously circulated with the papers for the meeting, and agreed to re-approve it without changes.

15. **Approve Pay Policy**

15.1. The Chair introduced the draft Pay Policy, previously circulated with the papers for the meeting. He explained that the policy was based on a model from the school's personnel provider, EPM, with changes from the previous policy highlighted. After a short discussion, Governors agreed to adopt the policy as circulated. The Headteacher confirmed that she would advise staff that the Pay Policy had now been approved by the Governing Body.

Action: SR

16. **Any Other Business**

16.1. School Brochure: Noted that the next school brochure would need to be produced during the

summer term. Agreed to follow a similar format to the previous year; this would include an introductory message from the Chair (IL to draft), and pictures to be taken by Flower.

17. Date of Future Meetings

17.1. The meetings currently scheduled for the Summer Term were confirmed as:-

- 27-Apr-2009 – Curriculum & Community Committee
- 11-May-2009 – Budget Approval (Combined Resources Committee/FGB meeting)
- 21-May-09 – Joint GB & Staff meeting
- 15-Jun-2009 – Resources Committee
- 22-Jun-2009 – Curriculum & Community Committee
- 06-Jul-2009 – Full Governing Body meeting

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

Approved by the Governing Body on 06/07/09