

## MEETING OF THE FULL GOVERNING BODY

Monday 6 July 2009, 19.30hrs



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

**In attendance:** Emma Faid (Clerk), Nina Gane, Mandy & Melissa from Zest (item 10.3 only).

### 1. Apologies for absence

1.1. Apologies were received and accepted from Paul Jobson.

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

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

### 3. Minutes of previous meeting (16 March 2009)

3.1. The minutes of the Full Governing Body meeting on 16 March 2009 were approved, and signed by the Chair as a true and fair record of the meeting.

### 4. Matters Arising

4.1. Items 1.2 & 2.1 (New Community Governors): Noted that welcome packs had been issued to the new Community Governors by the Clerk, and the Chair had put the new Governors in touch with their appointed mentors. There had been limited contact with one of the two new Governors, and the Chair agreed to make contact by telephone and check that all was well.

**Action: Chair**

4.2. Item 6.1 (Education Portal): The Clerk confirmed that she had uploaded the Terms of Reference to the MRPS Community on the Education Portal, and would be working on the Community over the summer holidays to ensure it was completely up to date. The Chair mooted the idea of storing Governing Body papers on a school intranet to which Governors could have remote login access – to be taken forward next term.

**Action: Chair/Clerk**

4.3. Item 8.2.2 (Delegation Decision Planner): The Chair confirmed that the delegations regarding discipline & dismissal were identical to those in the EPM model policies; with delegation of all disciplinary matters (capability and misconduct) up to dismissal, to the Chair of Governors. A Dismissal Committee (on which the Chair of Governors could not sit) then had formal dismissal power. The Delegation Decision Planner was therefore now formally ratified.

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

### 5. Governing Body Matters

#### 5.1. Review and approve Audit of Governing Body Effectiveness checklist

5.1.1. Noted that the Clerk had circulated an updated version of the checklist drafted by the Chair, with the papers for the meeting. There being no queries on the Checklist, the Chair said that he would carry out one final review of the updated checklist, and then ask the Clerk to send the final version to Governor Services.

**Action: Chair, Clerk**

#### 5.2. Approve Annual Child Protection Monitoring Report to Governors

5.2.1. The annual Child Protection Monitoring Report to Governors was received, approved and signed. The Deputy Headteacher confirmed that she would forward the signed Report to the LA.

**Action: Deputy Headteacher**

5.3. Agree arrangements for 2009 School Profile

- 5.3.1. Agreed that this should be completed in the autumn term, as in 2008. The Clerk confirmed that she would provide assistance to Stephen Burton/Nina Gane as required, to complete the School Profile.

**Action: Clerk**

5.4. Agree arrangements for staff governor elections – autumn 2009

- 5.4.1. Staff had been made aware that elections would take place in the autumn term for a new staff governor, and there had been several expressions of interest. Detailed arrangements/timetable to be finalised at the first meeting of Full Governors in the autumn term.

**Action: Clerk**

5.5. Admission Arrangements

- 5.5.1. The Chair drew Governors' attention to the website link he had circulated with the agenda for the meeting; the LA was the admitting authority, however all Governors should be aware of the key principles of the admissions policy, in particular with reference to fairness and transparency.

6. **Headteacher's Report**

- 6.1. The Headteacher circulated an updated copy of her Headteacher's Report, with the recently received KS1 and KS2 results attached. Due to the late arrival of the results the detailed analysis remained outstanding to complete, however in broad terms the results at both key stages were good – either the same or better than the previous year. The Deputy Headteacher reported that the school had identified some clerical errors with the adding up of some students' results, and this had affect levels awarded in some cases. These had been reported, and agreed to correct, without needing to go through the formal review process.

- 6.2. A brief discussion on SDP priorities for the forthcoming year then followed. The Chair reported that as requested by the Curriculum Committee he had contacted Stephen Burton to discuss this; Stephen had requested that the current plan be carried forward until Christmas, a new plan could then be put in place to cover the remaining two terms. In addition to the objectives already identified, Stephen had requested to add virtual learning environment to the ICT section (with the possibility of becoming a beacon school) and a more strategic approach to multi-age learning ie planning across ages . Noted that the joint early years leaders already have some multi-age activities planned for the forthcoming year.

- 6.3. One Governor queried what impact (if any) removal of the Science SATs would have, and the consensus of the staff members present was that the removal of the additional workload would have a beneficial impact on both teaching and on student attainment. Performance in Science would continue to be assessed via teacher assessments, and Governors asked that future analyses of results include the teacher assessments for Science, so that the Governing Body could continue to monitor standards/progress etc.

**Action: Headteacher**

- 6.4. Governors noted from the report that there had been no exclusions or racist incidents in the summer term. However the school currently had a record number of pupils with statements - spread across all year groups in the school.

7. **Headteacher/Deputy Head handover arrangements**

- 7.1. The Chair reported that Stephen Burton would be visiting the school again on 13 & 14 July 2009, and a signed contract was now in place. The Headteacher confirmed that all admin/handover arrangements etc were ready, and she would be finalising the details with Stephen Burton during his forthcoming visit.

- 7.2. In response to a query from one Governor, the Deputy Headteacher confirmed that the school brochure – following a similar format to that of previous years – had been finalised and was

with the printers.

## **8. Committee Reports**

### **8.1. Catering Committee**

8.1.1. The Chair updated Governors on the presentation evening from the three shortlisted caterers, which had taken place the preceding Thursday. Following the presentations, the Catering Committee unanimously agreed to recommend to Full Governors that contract negotiations be opened with Aspen. Schools currently served by Aspen were mainly in the Midlands and the West Country. In addition to the other benefits detailed in Aspen's formal tender document, they came with excellent references from their existing clients, and had been the only tenderers to make a repeat visit to school/contact Zest for further information, after the official day attended by all the tendering companies.

8.1.2. Aspen also had a clear idea as to how they could maintain "business as usual" once Zest's involvement ended, and the Aspen executive chef would have a presence at school at the start of the autumn term, to ease the transition to the new system. In response to a query from one Governor, the Chair confirmed that the arrangements for parental billing would remain the same as currently. After a short discussion, the Governing Body voted unanimously that contract negotiations be opened with Aspen. The new contract would probably be for a three year term – Chair to confirm at the next meeting of Full Governors.

**Action: Chair**

8.1.3. The Chair also reported that Peter Sulston's involvement in the process covered the running of the tender and the negotiation of the contract; his involvement was then scheduled to end on day 1 of the contract. There was an option for the school to purchase ongoing support of 3 visits to school in year 1 of contract to check all was running smoothly; the cost for this would be £1,500 in total. The Chair had asked Stephen Burton for his views on this, and Stephen had indicated he would be willing to purchase the additional support if Governors wished it, but would like to discuss further when he visited school next week. Governors voted unanimously to delegate authority to the Chair (in consultation with Stephen Burton) to make a final decision on whether or not to commit this expenditure. A short discussion then followed on various possible alternatives; the Chair said that he would share Governor's thoughts with Stephen the following week before a final decision was taken.

**Action: Chair**

8.1.4. Finally Governors noted the need to communicate details of new appointment to parents, emphasising that the Governing Body had appointed a new company whom the Governors felt were capable of continuing all the healthy eating, interaction with pupils and other initiatives which Zest had been so successful at. Aspen would be working with Zest to ensure handover arrangements, including billing to parents, ran smoothly. They had offered to do a presentation for parents early in the autumn term, and Governors agreed that an assembly for children early in the term should be requested also. The Headteacher and Chair agreed to work together on a suitable paragraph to be included in the final newsletter of the term to parents.

**Action: Headteacher, Chair**

### **8.2. Resources Committee**

8.2.1. The unapproved minutes of the Resources Committee meeting of 15 June 2009 had been circulated with the papers for the current meeting, and there were no questions arising.

### **8.3. Curriculum & Community Committee**

8.3.1. Again, the unapproved minutes of the previous meeting (22 June 2009) had been circulated with the papers for the current meeting. The Chair reported that the meeting had included an excellent and informative presentation from Roger Lilley on Pupil Voice – thanks to Roger were duly recorded.

9. **Meeting Schedule for 2009/10**

- 9.1. A draft meeting schedule had been circulated with the papers for the meeting. Noted that the correct date of the September training day was 2 September – the Clerk confirmed that she would correct the year planner for this. The schedule would be reviewed and finalised at the September meeting of Full Governors.
- 9.2. The Chair took the opportunity to remind Governors that they would need to carry out the annual elections for Chair, Vice Chair and Committee Chairs, at the September meeting of Full Governors. He indicated his willingness to stand again as Chair if required, but encouraged all Governors to consider if they were will to stand for one of the posts.

10. **Chair's Report**

10.1. Overall review of Governing Body work 2008/09

10.1.1. The Chair said that the 2008/09 year had started with a number of uncertainties for the school - the impending retirement of the Headteacher and Deputy Headteacher, the extra reception class, and various changes in staff responsibilities. Additionally the need to recruit a new caterer arose part-way through the year. However the recruitment process to recruit a new Headteacher and Deputy had gone very smoothly, and thanks were also due to the joint Early Years KS Leaders, Janie Morrison and Nina Gane, for ensuring the arrangements for the third reception class ran equally smoothly. Thanks also to all Governors who had participated in the recruitment and tendering processes.

10.1.2. The Chair also recorded thanks to all Governors who had participated in governors visits/H&S walkabouts, organised leaving parties, and other Governing Body activities. Meeting attendance levels had also increased, especially at committee level, and some of the newer Governors especially had been very quick to become involved in Committee work etc.

10.2. Appreciative goodbye to Mrs Romero & Mrs Hladky

10.2.1. On behalf of the Governing Body the Chair paid tribute to Mrs Romero and Mrs Hladky, firstly for running a very successful junior school – followed by the merger and going on to build a very successful primary school, which had achieve two Outstanding ratings from OFSTED, a multitude of other logos as evidence of the school's continued achievements. Both had also made a significant contribution to the smooth running of the work of the Governing Body

10.2.2. In response, the Headteacher thanked the Chair for his kind words, and asked that thanks be recorded to the Chair for his leadership over the past year, which had seen the appointment of a new Headteacher, Deputy Headteacher and school caterer, the integration of the third reception class, and a second "Outstanding" rating from OFSTED.

[Mandy and Melissa from Zest joined the meeting at this point.]

10.3. Appreciative goodbye to Zest

10.3.1. On behalf of the Governing Body, the Chair thanked Zest for everything they had done over the last three and a half years; the recent catering tender process had really brought home to Governors quite how much Zest had achieved since they were appointed – and the challenge that the successful tenderer would face in following the high standards set by Zest. He also paid tribute to Zest for winning the BBC School Dinnerlady of the Year Award, and for twice scoring a maximum 5\* rating from the Environmental Health "Scores on the Doors" inspection team. Zest had also been highly rated in the two OFSTED reports. They had also made a huge contribution towards personalised learning at Milton Road, by taking every opportunity interact with the pupils. On behalf of the Governing Body the Chair thanked Zest for their contribution to the school and wished them all success for the future.

11. **Any Other Business**

11.1. None on this occasion.

12. **Date of Future Meetings**

12.1. Covered above under year planner for next year.

There being no further business, the meeting closed at 21:10 hours.

*approved by the Governing Body on 07/09/09*