

MEETING OF THE FULL GOVERNING BODY

Monday 7 September 2009, 19.30hrs



Present: Ysanne Austin, Matthew Borg, Stephen Burton (Headteacher), Steve Clarke, Paul Jobson, Janie Jones, Lisa Kennedy, Ian Lewin (Chair), Carlos Montes, Ruth Sapsed.

In attendance: Emma Faid (Clerk), Karen Watson.

1. Chair's Opening Remarks

1.1. The Chair welcomed all Governors to the first meeting of the 2009/10 academic year. A special welcome was extended to Stephen Burton and Karen Watson, attending their first meeting of the Governing Body.

2. Apologies for absence

2.1. Apologies were received and accepted from John Elliott and Noreen Guy.

3. Declarations of Interest & Register of Pecuniary Interests

3.1. There were no declarations of interest relevant to the current meeting. Forms for the 2009/10 Register were circulated to all those present, and the Clerk confirmed that she would circulate forms to those Governors who had been unable to attend the meeting.

Action: Clerk

4. Election of Chair and Vice Chair

4.1. The Clerk advised Governors that Ian Lewin and John Elliott had indicated their willingness to stand again as Chair and Vice Chair. There being no further nominations from the floor, Ian Lewin was elected to serve as Chair, and John Elliott as Vice Chair, for the forthcoming year.

5. Minutes of previous meeting (6 July 2009)

5.1. The minutes of the Full Governing Body meeting on 6 July 2009 were approved, and signed by the Chair as a true and accurate record of the meeting.

6. Matters Arising

6.1. Item 4.2 (Education Portal/Governors' Extranet): Storing governing body papers on the school network – with a remote login for Governors, had been discussed briefly at the July meeting of Full Governors, and the Headteacher said that he thought this would be a good idea. It was agreed to discuss the technical aspects with Flower, and then consider in more detail within the Resources Committee.

Action: Chair/Headteacher

6.2. Item 5.1 (Audit of Governing Body Effectiveness): The Clerk advised that she would send a copy of the updated Checklist to the Chair and Headteacher for final review, and once approved by them, she would then forward it to Governor Services.

Action: Clerk/Chair/Headteacher

6.3. Item 6.3 (Removal of Science SATs): The Headteacher said that he would give this issue some consideration, and report back to a future meeting of the Governing Body.

Action: Headteacher

Item 8.1.3 (Peter Sulston): The Chair reported that following consultation with the new Headteacher, it had been decided to extend Peter Sulston's contract for a further two terms, so until the end of the current financial year.

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

Signature of Chair

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7. **Salaries Committee and Headteacher's Review Panel**

7.1. Appoint Salaries Committee for 2009/10 and agree meeting date

7.1.1. Ysanne Austin, Matthew Borg and Lisa Kennedy were appointed to serve on the Salaries Committee for the forthcoming year. It was suggested that the Committee would meet immediately before/after a scheduled Resources Committee.

7.2. Appoint Headteacher's Performance Review Panel for 2009/10

7.2.1. Ian Nimmo-Smith, Carlos Montes and Stephen Clarke were confirmed as Reviewer Governors. It was hoped that Ian Nimmo-Smith would be willing to chair the panel; the Chair said that he would contact INS to confirm.

Action: Chair

7.2.2. The Headteacher advised that he had been liaising with the SIP and with Frankie Williams to set a meeting regarding setting initial targets etc; a meeting date of 15 September 2009 at 9.30am was proposed.

8. **Agree arrangements for Staff Governor elections**

8.1. Noted that a staff governor election process was required to fill the vacancy created by the end of Hilary Hladky's term of office; at present one member of the teaching staff had expressed an interest in standing. The clerk confirmed that she would liaise with the Headteacher regarding the election process, and in the event no further candidates came forward, the member of staff would be duly elected without the need for a formal election. It was also agreed to invite the Deputy Headteacher to attend any Governing Body meetings if she wished; the Headteacher said that he would pass this invitation to her.

Action: Clerk, Headteacher

9. **Headteacher's Report**

9.1. The Headteacher reported that the school community had made him feel very welcome during his first few days in post, and gave a brief summary of the activities so far. Having had one business meeting with the leadership team to set up rotas etc, he was now keen to start work on school development planning, taking forward the suggestions that had been made during the summer term. He felt that slightly longer than a one year plan would be good, with one central lead objective. He was also working on a plan to develop more leadership members, with distinct roles, from within the current staff team. He would report back further on both points, to a future meeting of the Curriculum & Community Committee/Governing Body.

Action: Headteacher

9.2. Regarding staffing, all the new members of the teaching staff were settling in well, as were the two new TAs. There were still two TA vacancies; an advertisement had been drafted, and it was hoped to advertise the posts by the end of the week.

9.3. Finally, the Headteacher was pleased to report that the building reconversion over the summer holidays had gone very smoothly. Additionally he had met recently with the PTA Chair, who had offered funding of approx £5k towards a climbing pyramid. He was also reviewing H&S matters to ensure all necessary arrangements including fire drills and first aid arrangements were in place.

10. **Chair's Report (incl update re new catering arrangements)**

10.1. The Chair reported that a draft contract had been drawn up and discussed with Aspen; Aspen had suggested a few minor changes, and the contract was currently with the LA's legal department to finalise. It was hoped that the contract would be signed soon, and the Chair said that he would follow this up with the LA's legal department.

Action: Chair

Signature of Chair

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10.2. A brief discussion then followed on meal take-up so far, and on the early feedback received from parents and pupils. Governors noted that at the tenderers' presentation evening, Aspen had offered a parents' evening to give parents a chance to meeting the Aspen staff and try the food for themselves. The Chair said that he would talk to Aspen regarding this, and also invite them to a future meeting of the Governing Body so that they could brief Governors on how the school catering was running from their point of view.

Action: Chair

10.3. The Chair also reported on a letter that had been received by a number of Governors concerning WIFI. It was agreed to take this issue to the next meeting of the Resources Committee.

Action: Chair/Clerk

11. Committee Matters

11.1. Elect/re-elect committee chairs

11.1.1. Carlos Montes and Ruth Sapsed were duly re-elected as Chair and Vice Chair of the Curriculum & Community Committee, and Ian Lewin and Ysanne Austin were duly re-elected as Chair and Vice Chair of the Resources Committee.

11.2. Committee work programme for 2009/10

11.2.1. Governors noted that the school's FMSiS assessment was due in Spring 2010, and so this would be one of the main work areas this term for the Resources Committee. The possibility of a sub-committee/working party was mooted, and it was agreed to discuss this in more detail at the next meeting of the Resources Committee. The Clerk advised that a comprehensive pack of FMSiS checklists/guidance from the LA was now available on the Education Portal and offered to assist the Headteacher/Finance Secretary with the completion of the checklists if required.

Action: Resources Committee/Headteacher/Clerk

11.2.2. It was also agreed to develop a more formal termly work programme for the Governing Body and its Committees. The Clerk advised that a work programme template was available in the LA's Governing Body Toolkit, and said that she would obtain a copy and circulate to IL/SB/CM.

Action: Clerk

11.3. Governor Visits for autumn term

11.3.1. There was a brief discussion on possible Governor Visits for the autumn term; suggestions included after hours provision/Kidscape/community issues. The Headteacher said that he would give some thought to this, and bring suggestions to the Curriculum & Community Committee meeting on 5 October 2009.

Action: Headteacher

11.3.2. Carlos Montes also flagged up the need to make sure Link Governors were in place to cover all the statutory/strongly recommended Link Governor areas. Agreed to review this also, at the Curriculum & Community Committee meeting on 5 October 2009.

Action: Curriculum Chair/Clerk

12. Discuss arrangements for completing current year's School Profile

12.1. The Headteacher reported that he would be working on the School Profile with the Deputy Headteacher, and would report back to the December meeting of the Governing Body. Paul Jobson offered to provide governor input to the process, as & when required.

Action: Headteacher/Deputy Headteacher/PJ

Signature of Chair

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13. **Any Other Business**

13.1. Presentation to Zest

13.1.1. The Clerk reminded Governors that Ruth Sapsed had kindly organised the presentation of flowers to Zest at the summer term leavers' assembly, and asked Governors to reimburse Ruth directly.

Action: All Governors

13.2. Register of Pecuniary Interests

13.2.1. The Clerk also reminded all Governors to complete and return their 2009 declarations of pecuniary interests, either directly to the Clerk or via the School Office.

Action: All Governors

14. **Date of next meeting**

14.1. Monday 14 December 2009, at 7.30pm in the staff room.

There being no further business, the meeting closed at 20:45 hours.

Approved by the Governing Body on 14/12/09

Signature of Chair

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