WATLINGTON COMMUNITY PRIMARY SCHOOL

	Minutes of the Governors' Meeting held at Watlington Community Primary School, Rectory Lane, Watlington on Thursday 17th June 29th 2010 commencing at 7.00 pm	**ACTION**
1.	**PRESENT**	
	J. Ward Chair J. Dowden Head M. Beeton M. Cooke B. Creasey A. Higgins A. Prior J. Rice R. Rockcliffe M. Secker H. West	
2.	**Apologies for Absence**	
	J. Ansell Father James Nolan	
3.	**Register of Pecuniary Interests**	
	There were no declarations of direct or indirect pecuniary or business interest other than those declared by Mrs. Dowden.	
4.	**Minutes of Previous Meeting**	
	The minutes of the meeting held on Thursday, 29th April 2010 were approved as a true record with the following corrections: 8a. Penultimate paragraph, last sentence. Should read Mr Prior, not Mr Hay. 9a. The FMSIS file had been submitted prior to the target date. 9d. Mr Creasey had raised the matter of Fairfield Lane with the Borough Council some 18 months ago. 19. Meeting date incorrect, should have read 17 June.	
6.	**Matters arising from Previous Minutes**	
6/8. 8. 8. 8. 9.b. 9.d. 10. 11. 13. 14.	Mrs Bond invited – see below Re the Travel Plan, Mrs Dowden is awaiting further information from County. Mrs Wilcox had met with parents. Mrs Dowden has clarified afternoon playtimes with parents. Interviews carried out. Covered by Facilities report below. Progressing Mr Rice and Mr Creasey have attended staff meetings to highlight main points in H&S Policy. Appointment procedure progressing. See Aims and Values below. Two additional items were added to the agenda; reports from the SIP and the Parent Support Adviser.	

6.	**School Improvement Partner**	
	The Chairman welcomed Julie Harrison to the meeting. She had spent the day in school carrying out her termly visit and collecting information for her annual report. She outlined the main points: There was a good feeling around the school, the children were complimented on their behaviour and good manners, the displays were good. Mrs Harrison discussed historical data and how children were progressing. In EYFS, previous results were in the lowest range, but this was because they were judged on child initiated work rather than teacher lead activities. This year the results are much improved, scoring 90.8 compared with 84.6. In KS1, progress for the last three years was satisfactory, but it has improved again, with reading and writing being the highest for three years, and maths also showing improvement. In KS2, progress for the last three years was satisfactory, but 2010 results are predicted to be much higher. The school now has a much more robust system of judging data. The only disappointment has been in one to one tuition which hasn't really increased confidence in some children. However, only four were involved. Mrs Harrison commented on the new Ofsted framework. The SEF needs to be up-to-date when Ofsted visits, so new data should be added as soon as they are available. New priorities now need to be considered for the School Development Plan. It was noted that Governors had made a number of visits to their assigned classes as well as attending a 'Governor Day' when all visited their class, and reading to classes during Book Week. The Bronze eco award was noted, as was work with the community. The FMSIS standard had been achieved, all safeguarding procedures are now in place. Attendance has improved, being helped by the 'first day phone call' to parents. Mrs Harrison suggested an award for the best-performing class. The school is categorised as C3, C indicating Satisfactory, 3 showing that the school is of some concern to the local authority because of leadership issues.	
7.	**Parent Support Adviser**	
	The Chairman welcomed Beryl Bond who outlined the extent of her work. The post is fairly new to the County. She is attached to the school cluster so covers 15 primary schools and Downham High School. Amongst her many areas of activity are: • One to one work with Year 6 students, helping with the transition to the High School. • Dealing with cases of behavioral difficulty. • Talking to schools about behavior problems. • Helping parents on a one to one basis. • Helping parenting groups. • Linking with other agencies. • Linking with social workers. • Attending annual reviews etc. • Mrs Bond attended the recent Parent Forums in the school and will be available in future if required.	

8.	**Correspondence**	
	Correspondence received since the last meeting was as follows: • Letter of resignation from Mrs Wilcox • Letter of resignation from Mr Hay • FMSIS Assessment • Letter from Lisa Christensen • Allocation of KS2 1 to 1 Tuition places • 'Governors' publication	Success announced Circulated Discussed Distributed
8.	**Headteacher's Report**	
	Mrs Dowden went through her report previously distributed. Mrs West asked whether the report could be produced earlier in future, to allow more time to study it before the meeting.	
10.	**Committee Reports**	
a.	**Finance**	
	All members had received the minutes of the recent Finance Committee meeting. Mr Cooke said that since then there had been a meeting with the County Finance Officer at which it was decided to join the ICT Refresh scheme for the next 3 years. The Budget was balanced but looked very tight. Mr Ward added that since then it has been noticed that the school has failed to return a M.R.S. creditor form, meaning that £3790 will be removed from our budget. This will mean trying again to balance the budget. Mr Cooke thanked all those involved in the work leading up to the school reaching the FMSIS standard.	
b.	**Staffing**	
	The Staffing Committee has been represented at all interviews since the last meeting. New members of MSA, TA and teaching staff have all been appointed. The likely placing of teachers by classes was outlined but is still confidential.	
c.	**Curriculum**	
	Mrs Higgins had previously circulated the minutes of a recent meeting. These mainly covered a presentation from Mr Rice of the QCA results for Years 3, 4 and 5.	
d.	**Facilities and Health and Safety**	
	Mr Creasey reported the following: • The new school notice board has been erected. • Plans for the Pre-school drainage have been received and sent to NPS. • Moles are still a problem on the field; trapping is taking place. • Health and Safety has been discussed at a staff meeting. • Mrs Dowden has been appointed the Fire Warden.	

	• The alarm in the staffroom has gone off twice recently. Papers should be fastened to the notice board with 4 pins to avoid flapping which could be responsible for this. • All is going to plan regarding the contract for the courtyard conversion. The latest figure is £123805, of which £121808 has been approved. There is £7k available for contingencies etc, so the overspend should not present a problem. It is now proposed that the ceiling be suspended to allow future wiring to be concealed. The IT requirements need to be finalised. • There is still a need for a ramp to be installed outside Class 2. • A H&S meeting is to be arranged. • There has been no development about work on Fairfield Lane.	
11.	**Special Needs**	
	Mrs Chivers is presently involved in transition meetings. She will also be attending essential skills training next week. The school's first case under the Common Assessment Framework is underway.	
12.	**School Policies**	
	Collective Worship Policy: There was discussion about whether the Achievements Assembly, which is purely secular, satisfied the legal requirement for an act of worship to take place daily. It was agreed that the school did sufficient to comply with the spirit of the law. The policy will now be signed. **E Safety Policy:** Mr Ward asked that permission for a child's unnamed photo to appear on the school's website be included in the annual request made to parents concerning other aspects of photography. It was agreed that the policy wording should be amended and then the policy could be signed as agreed **Single Equality Policy:** This is to be prepared for the next meeting.	
13.	**School Council**	
	• Mrs West reported that the School Council want a County Councillor to come into school to talk about the plans for Fairfield Lane. • Children are still concerned about the traffic outside the school gates. • School Council Minutes are to be placed on the school's website.	
14.	**Comments on Courses Attended**	
	No courses had been attended.	
15.	**Anti-racism log**	
	2 cases, one involving a Year 1 and the other a Year 6 child have been reported to County	

16.	**Disability Discrimination Act**	
	Nothing to report.	
17.	**Child Protection**	
	A new policy is being worked on, but an audit has shown that there is little to change.	
18.	**Aims and Values**	
	Mrs Dowden and Mr Rice are looking into this and will report to the next meeting.	**JD/JR**
10.	**Any Other Business**	
	Mrs West said there was still no new home/school agreement. Mrs West said the recent Parent Forum had been very poorly attended. She suggested that many parents have become apathetic about anything changing at school and there is no point in them repeating the same points. Maybe we should be more prescriptive about what we want from parents. The word 'Forum' could be off-putting; maybe something like 'Chat' would be better. Mr Rice suggested a Focus Group for ideas to be tested out, a vocal suggestion box etc. Mr Rice, Mrs Dowden and Mr Prior will discuss further. Mr Prior asked when new governors would be assigned to committees. Mr Ward said this would be at the next meeting and asked for preferences. Mrs Secker wanted to wait until she had undergone governor training, but Mr Prior expressed an interest in SEN, the curriculum and possibly staffing. Mr Rice said that many of the recent parent questionnaires had interesting comments and distributed copies to all members. It was decided that these should be discussed at the next meeting.	**JR/JD/AP**