

## WATLINGTON COMMUNITY PRIMARY SCHOOL

	<b>Minutes of the Governors' Meeting held at Watlington Community Primary School, Rectory Lane, Watlington on Thursday 25<sup>th</sup> February 2010 commencing at 7.00 pm</b>	<b>ACTION</b>																																				
<b>1.</b>	<b>PRESENT</b>																																					
	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">J. Ward</td> <td style="width: 30%;">Chair</td> <td style="width: 10%;"></td> </tr> <tr> <td>J. Dowden</td> <td>Head</td> <td></td> </tr> <tr> <td>J. Ansell</td> <td></td> <td></td> </tr> <tr> <td>M. Beeton</td> <td></td> <td></td> </tr> <tr> <td>M. Cooke</td> <td></td> <td></td> </tr> <tr> <td>B. Creasey</td> <td></td> <td></td> </tr> <tr> <td>A. Higgins</td> <td></td> <td></td> </tr> <tr> <td>Father James</td> <td></td> <td></td> </tr> <tr> <td>J. Rice</td> <td></td> <td></td> </tr> <tr> <td>H. West</td> <td></td> <td></td> </tr> <tr> <td>G. Wilcox</td> <td></td> <td></td> </tr> <tr> <td>P Scully</td> <td style="text-align: right;">Minute Secretary</td> <td></td> </tr> </table>	J. Ward	Chair		J. Dowden	Head		J. Ansell			M. Beeton			M. Cooke			B. Creasey			A. Higgins			Father James			J. Rice			H. West			G. Wilcox			P Scully	Minute Secretary		
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<b>2.</b>	<b>Apologies for Absence</b>																																					
	N. Hay																																					
<b>3.</b>	<b>Register of Pecuniary Interests</b>																																					
	There were no declarations of direct or indirect pecuniary interest other than those declared by Mrs. Dowden.																																					
<b>4.</b>	<b>Notice of Any Other Business</b>																																					
	<p>Mr Ward advised the meeting that Mrs Cawkwell had resigned from her post both within the school and as a Governor. He wished to record the thanks of the Governing Body for the useful work she had undertaken.</p> <p>A. Higgins: Meeting of Cluster Governors to be covered under correspondence. Records of Governors' visits.</p> <p>Mrs Dowden: Admission numbers</p> <p>H. West: Her report and the follow up to Parents' evenings P.E. tuition Home school agreement</p>																																					
<b>5.</b>	<b>Minutes of Previous Meeting</b>																																					
	The minutes of the meeting held on 26 <sup>th</sup> November 2009 were approved as a true record of the meeting and signed by the Chairman.																																					
<b>6.</b>	<b>Matters arising from Previous Minutes</b>																																					
7.1	There were no further developments concerning Mrs Golding's letter.																																					
17	The Ecoschool concept is progressing well																																					

9c	Mr Ansell advised that the plans for Engineering Week had changed slightly because it was felt that some plans would be “above the heads” of primary school children. Mrs Higgins suggested that teachers pick their own topic from the overall category of Earth, each class concentrating on one particular aspect, with exhibitions to be staged in classes during the week.	
12	Mock Audit: Mrs Dowden had consulted with fellow members of the Cluster Group who would prefer not to go ahead with this at the present time, without ruling the idea out altogether. She will bring the matter up at a future Cluster Group meeting.	JD
<b>7.</b>	<b>Correspondence</b>	
	<p>Correspondence and Papers received:</p> <ul style="list-style-type: none"> <li>• Services to School 2010-11</li> <li>• A Guide to the Law for School Governors (Jan 2010)</li> <li>• ‘Governors’ Spring Term 2010</li> <li>• ‘Governor Talk’ January 2010</li> <li>• ‘Spectrum’ January 2010</li> <li>• ICT in Schools Conference 2010: This is to be held in Norwich on 24/25 March. Any Governor wishing to attend can obtain details from Mr Ward.</li> <li>• NGA Guides – discussed.</li> <li>• MI Sheet – Developing Norfolk’s School Clusters by Establishing Governance Arrangements for all School Clusters. This was discussed to decide on the appropriate model to be chosen, ideally model 2. In order to avoid overloading Governors with extra meetings, this can be added to existing cluster meetings. As non-involvement could incur financial penalties for the school, Governors favoured decisions being made by the Cluster Group. Mrs Higgins indicated her willingness to represent the Governors at these meetings for which Mr Ward thanked her and it was agreed that other Governors would also do this from time to time.</li> </ul>	<p>MC (All Governors Circulated Circulated)</p> <p>AH</p>
<b>8.</b>	<b>Headteacher’s Report</b>	
	<p>Mrs Dowden went through her report and apologised that it had only been distributed that day due to other deadlines. She also pointed out that the school had received 5 more enquiries for places. At the request of Mrs West, Mrs Dowden outlined the reasons for the 2 pupils leaving and the correct practice procedures, which, in these instances had not been followed. There was discussion on the potential of new pupils moving to Watlington and also of attracting pupils from outside the area.</p> <p>In connection with developing maths in years 4/5, the County leading teacher in maths is to meet with Miss Sidwell but no contact has yet been made with her.</p> <p>There was considerable discussion on 1:1 tuition for which there were only 4 places. This is being delivered by Mrs Wakefield with her usual excellence.</p> <p>Mrs West enquired if there was a gifted and talented register and Mrs Dowden explained the problems of such a register, essentially because the measure used is that of the peer group in a particular school.</p> <p>Mrs Dowden advised the Governors of opportunities in Music and also of the initiative offered by Speedway in King’s Lynn for parents and children to undertake cross-curricular activities.</p>	JD

	<p>The attendance figure target had not been met due to swine flu and one pupil's persistent absence due to problems at home. Mrs Dowden had referred this to the County Attendance Officer to pursue.</p> <p>As there is no longer an SEN Governor due to the resignation of Mrs Cawkwell, Mr Creasey offered to fulfil this role on a temporary basis, as Mrs Dowden is optimistic that a SENCO from another school whose child is a pupil, and who has expressed interest in becoming a governor, might be willing to take on this role in the future.</p> <p>Mrs Dowden had attended a meeting with Friends of the School concerning projects to embark upon. They have indicated their enthusiasm for helping to support equipment to be installed in the new courtyard. It would be helpful if a report could be made in The Gossip in order to encourage the community into the school.</p> <p>Mrs Dowden was pleased to report that the parent of a special needs pupil on medication for ADHD had advised her that the hospital is pleased with the child's progress since attending the school to the extent that medication had been reduced.</p>	BC
<b>9.</b>	<b>Committee Reports</b>	
a.	<b>Finance</b>	
	<p>Mr Cooke went through the previously circulated Finance Committee minutes. The Budget is in a satisfactory position and any possible surplus will be utilised. There will be a meeting with the Finance Officer in March, at which time it is anticipated that the latest figures will be produced. Continued membership of the IT refresh scheme was agreed in principal. The devolved formula capital available for the proposed courtyard scheme was confirmed and can be allocated. The new Budget and the staffing situation are dependent on variable numbers and predictions and can be volatile.</p> <p>The Finance Committee terms of reference were signed as approved.</p>	
b.	<b>Staffing</b>	
	Mrs Dowden advised that the vacancies for a TA and MSA were being currently advertised.	
c.	<b>Curriculum</b>	
	<p>Mr Ansell informed the meeting that Sonia Reavley, as a representative of Natural England, would be running Science Workshops at Green Quay on the ecology of The Wash, followed up by visits to the beach at Hunstanton. The cost would be £3/4 per child and she will investigate coach transport which can add considerably to the cost. Watlington School would be a pilot project for Natural England funding.</p> <p>Mrs Higgins outlined the NEAD musical connections in which Watlington is paired with Hillcrest with the subject of India. She explained that the quality of the workshops has been variable and outlined the problem of limited accessibility as it is for only 15 pupils.</p>	

	<p>Mrs Higgins read through her previously circulated report and invited comments.</p> <p>Mr Ward suggested that aims and visions for the school be an agenda item for the next meeting.</p> <p>Mrs West suggested that a parent support adviser be invited to attend a Governors' meeting as another link between parents and school as a result of her attendance on a course. Mrs Dowden will investigate possibilities.</p>	<p>JW</p> <p>JD</p>
<b>d.</b>	<b>Facilities and Health and Safety</b>	
	<p>It was agreed that the security guard contract be renewed despite an increased cost.</p> <p>Mr Creasey reported that NCC have proposed an increase to the width of the Fairfield Lane footpath which would necessitate use of school land.</p> <p>Mr Ansell initiated discussion on dykes and fences and the need for a safety barrier.</p> <p>It was agreed that one to one and a half metres of school land can be used for the footpath and Mr Creasey would write a letter to this effect but also requiring certain guarantees.</p> <p>Mr Creasey suggested that the wildlife area be re-located and a committee involving pupils and a County landscape officer be formed to decide upon the best options.</p> <p>Mr Creasey reported that tower hire to enable access to change light bulbs would cost £165 and it was agreed that this should go ahead over a weekend period.</p> <p>Mr Harrington is to obtain a quote for replacing bark in the play area and Mr Creasey will ask him to set mole traps but he must advise Mr Rice of their location.</p> <p>Following an NPS inspection, new valves are needed on some sinks and toilets. The insulation of the header tank is insufficient but the work cannot be undertaken until after April.</p> <p>In connection with access to the building, the pavement edges will be painted once the weather improves.</p> <p>The Health and Safety document is nearing completion. Mr Ward, Mr Creasey and Mrs Dowden to meet on 3<sup>rd</sup> March at 9.30 to discuss.</p>	<p>BC</p> <p>BC</p> <p>BC</p> <p>JW,BC,JD</p>
<b>10.</b>	<b>Special Needs</b>	
	This was covered in the Head's Report.	
<b>11.</b>	<b>School Policies</b>	
	The Governors agreed the policies on Attendance, SEN and Anti-bullying and these were signed.	

<b>12.</b>	<b>School Council</b>	
	Mrs West advised that £200 had been raised at a Bring and Buy sale, half of which would be donated to Special Baby Care and half to Help for Haiti. £1,000 had continued to be saved.	
<b>13.</b>	<b>Comments on Courses Attended</b>	
	<p>Mrs West had attended a course on Partnership with Parents run by Governor Services which she had found very interesting.</p> <p>The average national reading age of 9 was discussed and disputed for this area of the country.</p> <p>Mrs Wilcox also found interesting the course attended by her on Gypsy and Traveller children and the information obtained was welcomed by Mrs Dowden.</p> <p>Mrs Higgins attended an ABC of school finance course with interest.</p>	
<b>14.</b>	<b>Anti-racism log</b>	
	Nothing to report.	
<b>15.</b>	<b>Disability Discrimination Act</b>	
	Nothing to report	
<b>16.</b>	<b>Child Protection</b>	
	Four members of staff are to receive training next week.	
<b>17.</b>	<b>Any Other Business</b>	
	<p>An admission number of 30 was agreed.</p> <p>The collective workshop policy had not been seen by Governors. Mrs Higgins would like this revised when it has been read by them.</p> <p>Records of Governors' visits to school: It was suggested that rather than compiling a full report each time, a pro-forma be used which would prove less time consuming. Mr Ward agreed to draft a pro-forma. The frequency of Governor visits was discussed as there is no official recommendation. It was pointed out that if Governors had not visited during the day for 3 months, their CRB would be invalidated. Mrs Dowden felt there should be invited Governor Days at least termly.</p> <p>Mrs West circulated her notes and Mr Rice commented that he found it helpful to receive visits although Mr Ansell suggested that he preferred a specific reason for a visit such as Science and Engineering week.</p> <p>Mrs West suggested that Governors be invited to both the Christmas meal and Sports Day.</p>	<p>All Governors</p> <p>JW</p>

	<p>P.E. Tuition: Mrs Dowden reported that several options are being discussed and the children have not yet been spoken to about this.</p> <p>Behaviour: Mrs West to meet with Mrs Dowden to discuss a consultation paper on a home/school agreement. Mr Rice pointed out that there are no behaviour problems within the school, with the possible exception of one year group.</p> <p>Mrs West made the feedback from the Parents' Evenings available, the primary concerns being parking and communication. The funding and various options for a notice board were discussed as it would require daily updating in order to be of use. Mrs West to approach the Friends to discuss possible funding. It was pointed out that the website is to be re-launched. Mr Ward stressed the need for it to be kept up-to-date if it were to become a primary source of communication with parents.</p>	<p>HW/JD</p> <p>HW</p>
<b>18.</b>	<b>Date of next Meeting</b>	
	<p>Thursday 29<sup>th</sup> April 2010.</p> <p>The meeting closed at 9.30 pm</p>	