

**HARDWICK COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Monday 5th July 2010 at 7.30pm**

Present:

Jane Cadwalladr (Chair)	Ruth French	Sue Kearsey
Paul Gilhooly	Jane Humphries	Alison Rawlinson
Vanessa Marlow	Keith Matthews	Jim Lewis
Bhaskar Vira	Kasia Worland	Colin Page
Matthew Creighton	Helen Boutell	Steve Gaze
Pete Webb		

In Attendance: Andy Matthews, Tracy Piesse (Clerk), Ewan Frolich (part)

1. WELCOME TO NEW GOVERNORS AND APPOINTMENT OF MENTORS

Jane C welcomed Helen Boutell, Steve Gaze and Pete Webb to the Governing Body (GB) and introductions took place. Mentors were agreed as follows:

- Sue – Helen
- Jim – Steve
- Paul - Pete

2. APOLOGIES FOR ABSENCE

Apologies were received and accepted from April Baker.

3. PUPIL GOVERNOR REPORT

Ewan clearly summarised the work of the School Council (SC) and the Ethics Council (EC). Areas covered were as follows:

- proposed introduction of a “Happy Surgery” where pupils can seek advice of older pupils from Year 5 & 6
- ways of making the curriculum more enjoyable
- developing the outdoor areas
- Health and Safety checks carried out by pupils
- working towards Green Flag status.
- the EC has made a video about its work
- the SC surveyed pupils on how lessons are taught and interviewed Reception children about the transition from pre-school to Reception.

Action: the EC video will be shown on You-tube subject to parental permission. Alternatively there will be an agenda item for a showing to governors next September.

Ewan was asked to consider suggestions to improve the role of pupil governor for next year and report to Andy. Ewan agreed it had improved his confidence and he will be present at the next meeting to support next year’s new pupil associate member. It was agreed that elections should be held earlier to allow a sufficient handover period should the member be from Y6.

Ewan was thanked by the GB and left the meeting.

4. DECLARATION OF INTEREST

There were no declarations of interest.

5. MINUTES OF LAST MEETING AND MATTERS ARISING

Minutes of the meeting held on 5th May 2010 were signed as a true and accurate record.

Matters Arising:

(a) Pauline Joselin is the new Parish Council contact, but no contact has been made by her.

Action: Jane C will endeavour to set up a meeting for October 2010.

(b) Refer to item 9.

(c) The group considering the parent questionnaires confirmed they had undertaken a thorough review and were happy with the content. It was agreed this exercise would be repeated on a 3 yearly basis.

(d) A member asked if there had been a conclusion to the fundraising ideas mentioned in item 12. Ruth will follow this up.

(e) Item 8 (b) Andy has made no further progress in recruiting the interested parent.

6. COMMITTEE REPORTS

Committee reports had been previously circulated for comment and approval.

- Curriculum 22/3/10 – approved.
- Curriculum 28/6/10 – approved and signed by committee chair.
 - A governor asked for elaboration of item 7:- the infrastructure of the outdoor area had been completed, however, the finishing (eg planting) had not been completed to the standard expected. The contractor has financial problems and left the project early. Legal action has been threatened and the viability of pursuing this will be considered. The PTA has contributed money to help with planting.
 - Sustainability of the outdoor area was discussed. The maze has proved difficult to maintain. The school gardener may incorporate this into his contract.
- Finance 18/1/10 – approved.
 - Jane C explained the rules of circulating confidential minutes. It is preferential to minute confidential issues as items on separate confidential minutes. This does not need to be a full set of minutes.
- Finance 21/6/10 – the word confidential was removed and minutes approved and signed by committee chair.
- Personnel open & confidential 1/3/10 – approved.
- Personnel 7/6/10 – approved and signed by the vice chair
 - In view of recent publicity about using TAs to act as teachers, a member asked for clarification that TAs were being used appropriately. Level 3 TAs can legally take a class if the planning is done by teachers and do so to cover PPA. No level 2 or below are used in this way.
- Premises 10/2/10 – approved.
- Premises 26/5/10 – approved and signed by the committee chair subject to the following hand-written amendment:
 - Members agreed to communicate progress of the Disability and Equality Scheme through the Hardwick Happenings.

7. SCHOOL DEVELOPMENT PLAN (SDP)

The SDP had been circulated by email and questions and discussions were invited. The code was explained – Green = completed, Amber = in progress/ongoing, Red = not done. Another colour may be introduced in future to distinguish between “in progress” and “ongoing”.

- Pupil Mentoring had been postponed due to the departure of the teacher leading the school councils. This will be a major focus next year.

Members discussed the Governors SDP and agreed the stages of progress.

- It was agreed to repeat the shared vision exercise every 2 years. Would the vision change if the school converted to academy status in future? No.
- It was agreed that the GB had fulfilled its role in reviewing the SDP and would continue to do so. Next review will take place in the autumn term.
- The system for governor induction works well.
 - Members shared experience of training and recommended to new governors.
 - It was noted that premises/property/H&S training was not considered beneficial. This should be fed back to CGS.
- More liaison with governors in Network 11 to be added.
- consideration of Academy Status to be added.

Action: Ruth will distribute new training manuals if they arrive before the end of term. Tracy will re-circulate the CGS questionnaire for feedback on training. Committee chairs to agree suitable training with members. All courses to be booked through Tracy. Additional suggestions for the Governor SDP to be forwarded to Jane C over the summer for final approval in September.

Andy explained that all teaching staff had contributed to the SDP 10/11 as part of the development of distributed leadership. The report is a draft of ideas to be refined. Governors were asked for contributions beyond the meeting for finalising and approval in September.

- Should focus move to additional subjects rather than core? Underperforming groups are identified and this area will be expanded.
- Should the School prepare for the demise of SATs? KS2 testing is likely to remain. It was agreed that external moderating should be explored with Network 11.
- Should the new ICT scheme of work be included in SDP? Yes.
- The repair/replacement of the boiler should be included.
- Could sponsorship be considered as a solution for the completion/upkeep of the outdoor area? Wider discussion needed in future with the GB – does the school want to use sponsorship? Outdoor area sustainability to be included in SDP.

8. HEADTEACHERS' REPORT (HTR)

The HTR had been distributed prior to the meeting and questions and discussion took place:

- **Staffing:** interviews for PPA cover will take place next Wednesday. Members were invited to join the interview panel. There are 244 on roll for September and 31 in Reception.
- **Network 11:** a children's career conference will take place for Years 5 & 6. Governors were invited to speak. Matt volunteered. A governors' conference might also take place towards the end of next year.
- **Statutory Reviews & Information**
 - **Child Protection:**
Ruth was asked to explain the categories 7,8,9,10 on the report. Children can move in and out of these categories. The school now receives domestic violence reports from the police, which Ruth follows up to ascertain the outcome.
 - **Exclusions:** None
 - **Racist Incidents:**
There have been 3 low-level, verbal racist incidents.
 - **Attendance/Absence:**
These figures are slightly higher this year due to unforeseen circumstances such as volcanic ash/swine flu.
- **School Events:** A member complimented the school on the balance of competition and teamwork involved in sports day. Governors were invited to the Y5/6 performance of A Midsummer Night's Dream.

Action: It was suggested that governors could send leaving/welcome cards to teachers and the GB agreed.

9. SATS

The benchmark data will be available 6/7/10. Compared to last year's benchmarking, the results are in line with expectation and teacher assessment. The possible effect of the demise of the QCA was discussed – benchmarks may be raised.

KS1 teacher assessments:

- Writing: 85% L2c+, 59% L2b+, 31% L3+
- Reading: 85% L2c+, 80% L2b+, 33% L3+
- Maths: 95% L2c+, 74% L2b+, 26% L3+.

A governor asked if the School was more prepared for OfSTED in light of the current SATs results. Yes, but there still may be issues with CVA (Contextual Value Added).

A detailed discussion took place about the follow up to parental support for boycotting SATs. The Headteachers have not yet sent out the agreed letter (item 4(c) minutes 10/5/10) as they would like to canvas the whole community and add weight with a parental referendum. The letter to parents will be signed by the Headteachers and it was agreed that a reference to governor discussions should be retained in the letter.

Action: Andy will email the draft letter to members, including a comments box to further gauge opinion. Comments to be made by Monday 12th July. The letter can be shown to Network 11 for feedback.

10. REVIEW CO-HEADSHIP ARRANGEMENTS

This item is the subject of a confidential minute.

11. ACADEMIES

Governors had examined documents and guidelines currently available regarding conversion to academy status. The ready-reckoner on the DfE website revealed that approximately £60k extra might be awarded to Hardwick above the existing budget. This does not include school meals. There are many areas of uncertainty – cost of buying back services, security of pay/pensions, possible freedom from OfSTED, level of freedom from the National Curriculum.

Governors agreed to keep this as a regular item to be monitored and reviewed as more information and guidance is issued.

Action: Continue to check the DfE academy website for updates. Seek an impartial speaker to talk to Network 11 on this subject.

12. HEAD TEACHERS’ PERFORMANCE REVIEW (HTPR)

Three members are required to undertake the HTPR. April and Bhaskar are happy to continue. Responsibilities and required training were explained. Steve agreed to be the third observer member subject to meeting dates. Pete expressed interest and will stand as reserve.

13. AUDIT OF GB EFFECTIVENESS

Members agreed the audit of GB effectiveness and Jane C will submit.

14. TRAINING

Training manuals are expected this week and will be distributed accordingly.

15. DATE OF NEXT MEETING

20th September 2010 @ 7.30pm

16. AOB

Jane C informed the GB that ballot papers for Parent Governor Representatives were available.

The meeting closed at 10.25pm

I confirm that this is a true and accurate record of the meeting held on 5th July 2010

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Jane Cadwalladr (Chair)

Date