

**HARDWICK COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Monday 20th September 2010 at 7.30pm**

Present: Jane Cadwalladr (Chair) Ruth French Sue Kearsey
Paul Gilhooly April Baker Jane Humphries
Alison Rawlinson Kasia Worland Vanessa Marlow
Keith Matthews Jim Lewis Steve Gaze (part)
Bhaskar Vira

In Attendance: Andy Matthews, Tracy Piesse (Clerk)

1. ELECTION OF THE CHAIR

Tracy informed the Governing Body (GB) that one self-nomination had been received from Jane Cadwalladr. No further nominations were received and the GB voted unanimously to re-appoint Jane as Chair.

2. ELECTION OF THE VICE CHAIR

Sue Kearsey volunteered to stand again and governors voted unanimously to re-appoint Sue as Vice Chair.

3. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Matthew Creighton, Colin Page, Helen Boutell, Steve Gaze (part) and Rebecca Lee. Pete Webb was not present.

4. APPOINTMENT OF PUPIL ASSOCIATE MEMBER TO GB

Rebecca Lee has been elected by the pupils as their candidate for associate member of the GB. The GB agreed unanimously to appoint Rebecca as pupil associate member for 1 year with the following Terms of Reference (ToR):

She will be invited to specific parts of Full Governing Body (FGB) meetings and possibly committee meetings. She will be provided with only those agenda papers which might be relevant to an item in respect of which she is attending and will not receive minutes. She has no voting rights.

The initial report was deferred due to Rebecca's illness. Members discussed potential improvements such as earlier elections/overlapping/mentoring. It was agreed to instate an early AOB item, so the pupil associate can raise issues from pupils.

5. (a) CONFIRMATION OF CONTACT DETAILS

No amendments were provided at the meeting.

Action: Tracy to update the pupil associate member record and relevant committee member details.

5. (b) REGISTER OF BUSINESS INTERESTS

Business Register forms were completed by most governors and submitted to Tracy.

Action: Tracy to keep a record of completed/outstanding forms and inform the Finance Committee before their first meeting.

6. DECLARATION OF BUSINESS INTERESTS

There were no declarations of interest

7. MINUTES OF LAST MEETING AND MATTERS ARISING

Public and confidential minutes of the meeting of 5th July 2010 were signed as a true and accurate record.

Matters Arising:

(a) Contact from the Parish Council – ongoing – meeting dates are being discussed.

(b) Item 5(d) Update from Ruth /Andy – this item will be dealt with by the School Council.

(c) Update re outdoor area infrastructure and contractor – There has been no response from the contractor. A sustainability programme is being compiled together with the school grounds-man and the pupils. This will be discussed at the next premises committee meeting.

(d) Sending leaving/welcome cards to staff – this item was postponed to the next FGB meeting.

8. ADOPT NEW STANDING ORDERS (SO)

The SO had been previously circulated for comment. It was agreed to change Chairman/Vice-chairman to Chair/Vice-chair.

The GB adopted the new SO subject to the discussed change and insertion of new committee members.

Action: Jane C will update the document and Tracy will circulate.

9. REVIEW CODE OF PRACTICE (COP)

Jane C invited governors to study the COP and re-iterated the need for confidentiality.

The COP was approved by the GB and signed by the Chair.

10. COMMITTEES

(a) & (b) Arrange membership for year/ Elect chairs of working committees
Committee membership and chairs were agreed as noted below.

Staff Discipline/Pupil Discipline and Appeals: Jane C summarised the statutory committee structures and pool system adopted by the GB. The following members agreed to be part of the pool: Sue, April, Kasia, Jim, Paul, Bhaskar, Alison.

Sue confirmed that Pupil Discipline training was very interesting and support can be obtained from EPM and the LA.

Curriculum: Sue (Chair), Kasia, Vanessa, Andy, Jane C, Paul (Shadow Chair)

Finance: Bhaskar (Chair), Matt, April, Colin, Ruth, Jane C

Personnel: April (Chair), Jim, Alison, Ruth, Jane C

Premises: Keith (Chair), Andy, Colin, Jane H, Jane C

Salary: Sue (Chair), April, Bhaskar, Ruth

Action: Colin to confirm agreement to the appointment to the Finance and Premises committees. Matt to confirm agreement to the appointment to the Finance committee.

(c) Committee Terms of Reference (ToR)

ToR will be reviewed at the appropriate committee meetings and approved at the next FGB meeting.

Action: Jane C to ensure the statutory committee ToR are included in the agenda item for the next FGB meeting.

11. DATES OF FGB/WORKING COMMITTEE MEETINGS

FGB dates @ 7.30pm: Monday 29th November
Monday 24th January
April/May – tba following budget setting
Monday 4th July

Curriculum dates @7.30pm: Monday 8th November –routine business
Monday 6th December – data analysis/target setting

Finance dates @6.30pm: Monday 15th November

Personnel dates @6.30pm: Monday 11th October

Premisesdates@6.00pm: Monday 18th October

Salary dates@6.00pm: Thursday 14th October

Meeting of committee Chairs and Heads @6.00pm: Thursday 30th September – items for discussion are the governor part of School Development Plan (SDP) and improving monitoring and development roles. It was noted that governor action plans would be required.

12. SPECIFIC GOVERNOR POSTS

The specific governor posts were reviewed and agreed as follows:

Special Educational Needs:	Sue
Child Protection:	Jim
Community Association Link:	Jane H/Ruth
Health and safety:	Keith
Racial incidents/race equality/equal opps:	April
Medical needs:	Jane H

13. HEAD TEACHERS' REPORT

The Head Teachers' Report had been circulated in advance for questions/discussion:

Pupil Roll

Cambourne schools are oversubscribed again. Coton school is now also full and Hardwick will be accommodating the overspill. A member questioned if this was positive. Yes – the advantages and class sizes were discussed. It was also noted that

the number of boys in the school has increased, which may impact on standards (nationally boys attain lower than girls).

Staffing

- Four new, high calibre TAs have been appointed to work with 2 children of high need. Both pupils have fully funded hours.
- A staff list & Leadership Team list had been requested and these were circulated at the meeting. Discussion ensued about team communication and how the teams link in to the School Development Plan (SDP).

SAT Results

Jane C invited all governors to attend the second curriculum committee meeting which analyses SAT results.

Issues affecting results were debated. The indecision over boycotting SATs affected some children's performance. A member asked if targets had been achieved – Ruth explained that different factors contributed to the discrepancies. Eg 77% achieved level 4 in English. The target was 86%. The difference was due to children leaving the school and an SEN child joining the school.

New government update

Members speculated over the future of key educational matters.

- **SATS** - the results of the parental referendum were handed out. There were 33 replies; the majority would support the school in boycotting the SATs test for 2011. There is currently no further direction from unions for 2011. SATs will take place in May, not June as expected.
- **Funding** – Ruth expressed concern that unallocated/uncommitted budget may be taken back by the LA as part of cost-cutting measures.

Network 11

- There is a Network 11 chairs of governors meeting planned.
- The Memorandum of Understanding will be explained further at the meeting.
- A soft federation does not share a GB.

School Visits

- Links between topics and the school trips were explained.
- The PTA will sustain contributions.

14. SCHOOL DEVELOPMENT PLAN 2010/11 (SDP)

The SDP had been previously distributed for observations, questions and approval.

- Are you confident you can complete everything on the SDP? Yes – the plan is written in detail, but there are fewer strands than last year.
- Some re-phrasing was agreed to clarify meanings.
- There is less focus on Science in the SDP as the science leader is new and the ICT & Science action plan will be done together.
- What systems are in place to ensure the action plans are implemented? There is a monitoring schedule for the year. Team leaders and management share progress on their action plans.

Steve Gaze joined the meeting at 8.55pm.

- It is unclear if “one to one” will stay after the October Spending Review. This currently involves 15 children.
- The Network 11 music coordinator has set up a Festival of Music for Y3 and is developing a Network 11 orchestra.
- The PTA are contributing towards benches and seating outside to develop a sensory garden.
- Premises committee has 2 key issues this year – the Travel Plan and developing the Energy Policy.

The GB adopted the SDP.

15. SCHOOL ANNUAL REVIEW (SAR)

The governors had studied the SAR and raised the following queries:

- how are the priorities for the School set? The School Improvement Partner (SIP), Marion Barrett, asks about key points from the SDP and School Evaluation Form (SEF). She must ensure that the School is dealing with high priority issues from the SDP.
- the pupil careers fair has been cancelled due to lack of exhibitors.

16. GOVERNOR VACANCIES

There is one vacancy for an authority governor. The GB decided to wait to hear from the LA unless someone expresses an interest in joining the GB.

17. INTERNET BANKING

The members heard how internet banking would improve efficiency and approved the request to adopt this method.

A governor asked if this could be extended to parents to pay dinner money etc in future. This will be investigated.

18. GOVERNOR TRAINING

- (a) Governors were reminded to use the training sessions on offer.
- (b) Members were encouraged to attend termly briefings.
- (c) Jane C re-iterated the importance of reporting back to the GB on training. This can be via a standard form or a verbal summary.

The training manuals were handed out at the meeting and it was decided that the in-house course this year would be “The Governing Body’s Role in Staff Wellbeing”.

Action: Tracy to organise dates for the in-house course.

19. AOB

Steve sent regards on behalf of the new vicar, who will visit the School in the near future.

The meeting closed at 9.35pm

I confirm that this is a true and accurate record of the meeting held on 20th September 2010.

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Jane Cadwalladr (Chair)

Date