

**WILLINGHAM PRIMARY SCHOOL**

**Minutes of the meeting of the Governing Body, Tuesday 9<sup>th</sup> October 2012**

**Present:** Fiona D'arcy, Andrew Hatcher, David Hawthorne, Simon Hovell, Louise Johnston, Catherine Lee, Jonathan Lewis, Vyv Francis (Head) Jane Miller, Graham Mumby, Kevin Smyth, Rebecca Walsh, Mark Andrews, Hazra Awal, Al Shah and Nick Thomson.

**In attendance:** Sue Baker, Jo Aldhouse, Alyson Hammersley, James Singleterry

**Clerk:** Eric Smith

**1. ELECTION OF THE CHAIR OF THE GOVERNING BODY**

The Clerk took control of the meeting for this item. Jonathan Lewis was elected Chair unopposed.

**ELECTION OF THE VICE CHAIR OF THE GOVERNING BODY**

It was agreed that this would be held over to the next meeting of the Full Governing Body.

**ACTION:** Clerk to add to the Agenda

**2. INTRODUCTIONS/APOLOGIES FOR ABSENCE**

Caroline Hyde apologised for absence.

The Chair noted that mobile phone conversations were not appropriate at meetings and threatened to fine offenders £1per meeting; agreeing that the monies raised will be given to Charity.

Introductions made.

**DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

None

**3. MINUTES OF THE MEETING HELD ON 3<sup>rd</sup> JULY 2012**

It was agreed that the minutes required some amendment and the amended minutes will be presented to the next meeting of the Full Governing Body for ratification.

**ACTION:** Clerk to add to the Agenda

**MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 3<sup>rd</sup> JULY 2012**

Page 1, Item 3, Head's Report – Clearing of Gutters especially around the back of Honeypots had not been actioned. Governors noted that access to guttering will require scaffolding. Agreed that this action will be carried forward.

Page 3, Item 5, Headlines from Sub-Committees – Personnel. It was agreed that Honeypots should adopt the school's Safeguarding Policy, to be taken up at the next meeting of the Personnel Committee

**ACTION:** Personnel Committee to add to the Agenda for their next meeting

To a question it was noted that the School's Safeguarding Policy covered all adults visiting the school, including Governors. It was agreed that Simon Hovell will circulate the Safeguarding Policy to all Governors and that the Head would ensure that a copy was kept in Reception and be available for information for visitors,

**ACTION: Simon Hovell to circulate the Safeguarding Policy.**

**ACTION: Head to ensure a copy of the Safeguarding Policy is available in Reception**

Page 3, Item 5, Headlines from Sub-Committees – Standards and Inclusion. It was agreed that the Sex and Relationships Policy should be ratified at the next meeting of the Full Governing Body, Head to circulate ahead of the meeting, Clerk to add to the Agenda.

**ACTION: Head to circulate the Sex and Relationships Policy.**

**ACTION: Clerk to add to the Agenda**

#### **4. FUTURE STRUCTURE, ROLES AND RESPONSIBILITIES OF THE GOVERNING BODY**

The Chair had circulated a discussion paper ahead of the meeting and opened the debate by noting that it was time to review the purpose and operation of the Governing Body. Governors discussed in detail the items raised in the paper

To a question on the 'Different Support Structure to the New Head', it was agreed that Governors could not expect a New Head to operate in the same way as the previous Head. It was however expected that the Governing Body will offer support to the New Head and to hold the school to account for the success of the school.

The Chair noted that there was an 'In House Training Session' on the 'Roles and Responsibilities of Governing Bodies and Headteachers' on the 22<sup>nd</sup> October in the School and all Governors should attend.

**ACTION: All Governors to attend the Training Session**

There was debate on the future configuration of the Governing Body and it was agreed that the current configuration will continue.

There are 3 Staff Governor vacancies and the Head will carry out the process for the election of Staff Governors, Chair to supply the Guidance Note on the election process to the Head

**ACTION: Chair to send Guidance to the Head on the election process for Staff Governors.**

Graham Mumby had reached the end of his term of office as a Community Governor. He acknowledged that he was content to serve a further 4 years as a Governor and left the room so that the remaining Governors could vote on the matter. Graham was re-adopted as a Community Governor unanimously.

**ACTION: Clerk to update Governor Services on the re-adoption of Graham Mumby as a Community Governor**

There was considerable debate on the functions of the Committees and it was agreed that the Strategy Committee as recommended in the discussion paper will be formed to 'pull together' the Committee Structure. It was agreed that in the first instance the Strategy Committee will comprise the Chair, Vice Chair, Head and the Committee Chairs. It was agreed that the composition of the Strategy Committee will be reviewed on an ongoing basis as will the benefits of the Committee.

There was debate on the agenda for 'Vulnerable Groups' in the school and whether this should be a focus for the Strategy Committee or the Standards and Inclusion Committee, noting that the Standards and Inclusion Committee was struggling for membership. It was agreed that the Standards and Inclusion Committee would continue to have this responsibility.



Members of Staff at the meeting supported the suggestion that Governors attended a Staff Meeting following a meeting of the Full Governing Body to communicate the decisions made, etc. It was agreed that there will be a rotation of Governors attending these staff meetings, Chair to action the rota

**ACTION: Chair to set up a rota of Governors to attend staff meetings to communicate decisions made at meetings of the Governing Body.**

The Chair requested that the Clerk explain the availability of Minutes to the community and parents and the nature of Confidential Minutes. Agreement that in future all agreed minutes are published on the website.

It was agreed that there will be no 'ad hoc' committee fixed membership e.g., Disciplinary, Exclusions, etc. A request for governors would be made by the clerk where required.

Training for Governors to meet their responsibilities was discussed. The Clerk was asked to send the 'Governor Training and Development Programme' to the Chair for onward distribution.

**ACTION: Clerk to send the 'Governor Training and Development Programme' to the Chair for onward distribution.**

## 5. HEAD'S REPORT

The Head circulated her report at the meeting, explained that the format of the report was her preference; this format being supported by Governors. It was agreed this would be a termly report given the range of data included. She updated Governors and answered questions accordingly.

The Head updated Governors on the problems of the photographing of school events by parents. She explained the Code of Conduct that will be sent to parents in a letter regarding the photographing of events, however, this Code of Conduct cannot be enforced and remains a matter of good faith between parents and the school. To a question she confirmed that this will cover the legal position of the school and its Governing Body. Supported by Governors.

James Singleterry reported that he was looking to introduce a 'buddy system' into the School Council, with the intention of engaging more pupils in the Council. There are 30 pupils in the schools with identified Special Educational Needs and 4 pupils with Statements.

Sue Baker reported that all pupils, except one, in Foundation Stage are in school full time. She also noted that Honeypots had been successful in the transition to Foundation Stage for the pupils with identified Special Educational Needs. There is a revised Early Years Curriculum, but as yet no assessment protocol for this revised Curriculum. Staff members are using SIMS (School Information Management System). Honeypots has an Open Day on 22<sup>nd</sup> October.

Action: Agreed to bring report back to next meeting to allow full explanation (cut short due to time)

## 6. UPDATE ON THE WEBSITE

Al Shah presented the website to Governors with a series of slides explaining the functions and layout of the website. It is still 'work in progress' but Governors were impressed with the website details.

**ACTION: Al will send the slides shown at the meeting to the Chair for onward circulation to Governors.**

The website will use Google Search as the search engine. To a question Al confirmed that Honeypots is included on the site.

Governors agreed that the available domain 'honeypotpreschool.org.uk' will be purchased.

**ACTION: Al Shah to arrange domain for Honeypots**

The site will accept on line payments for school accounts. It was agreed that the Finance Committee will determine the protocols.

**ACTION: Finance Committee to determine protocols for on line payments**

To a question on accessibility (colour blindness) and the differentiation in colours for the buttons on the website, Al agreed to investigate

**ACTION: Al Shah to investigate potential colour blindness problems.**

The Governors page requires details of all Governors; some Governors have provided details, there is action required on the others to send details to Al Shah.

**ACTION: Governors to send pen portraits to Al Shah for inclusion on the website**

It was agreed that the Website will be a Standing Item for discussion at all Committee Meetings.

**ACTION: All Committees to add the website to their meeting agendas.**

**6. HEADLINES FROM SUB-COMMITTEES**

**6.1 PERSONNEL**

Simon Hovell updated Governors. The school cannot now offer Spanish due to personnel changes. There are extra supervisors required for lunchtimes and the Breakfast Club; however, he noted that there are problems in recruiting. Terms of Reference agreed.

**6.2 FINANCE AND PREMISES**

Rebecca Walsh updated Governors. Terms of Reference agreed. The Committee had considered the BCR report that included Period 5 and noted that the school was on track for 'Break-Even' for the financial year. Rebecca assured Governors that the school will not go into deficit. There had been a financial transfer from Honeypots of £60k; however, Rebecca noted that the monies can only be spent on pre-school items and needs to run through the honeypots charitable trust. Rebecca noted that the Committee will be considering a report on the Canteen.

**6.3 STANDARDS AND INCLUSION**

Jane Miller updated Governors. Terms of Reference agreed. The Committee had reviewed the results from the End of Key Stage Tests against targets set and noted that the Committee Members required better understanding of data. Regarding the teaching of languages, Jane noted that the school by teaching French met its legal obligation in the teaching of a language other than English. The Head was requested to seek feedback on the recent Staff/Governor event – to be discussed at the next meeting of the full Governing Body.

**ACTION: Head to gain feedback from staff.**

**ACTION: Clerk to add Staff Feedback to the next FGB Meeting.**

**7. TRAINING UPDATE**

Carried forward.

**8. ANY OTHER BUSINESS**

There was no further business.

There being no further business the meeting closed at 10.12pm