

**HARDWICK COMMUNITY PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Monday 15th September 2008 at 7.30pm**

Present:	Jane Cadwalladr (Chair)	Judy Czylok	Caroline Edgley
	Fiona Key	Ruth French	Cherry Garland
	Jane Humphries	Bhaskar Vira	Keith Matthews
	Matthew Creighton	Emma Yardley	Sue Kearsley
	April Considine	Michael Chandler (part)	
	Frederik Tilmann	Jo Coupar	

In Attendance: Andy Matthews, Tracy Piesse (Clerk)

1. ELECTION OF CHAIR

Nominations for Chair were invited and Jane Cadwalladr volunteered to re-stand. Governors voted unanimously to re-instate Jane as Chair.

2. ELECTION OF THE VICE CHAIR

Sue Kearsley volunteered to stand again and governors voted unanimously to re-instate Sue as Vice Chair.

3. WELCOME TO NEW GOVERNOR

The governors welcomed Vanessa Marlow, the new staff governor and Jo Coupar volunteered as mentor.

4. APOLOGIES

Apologies were received and accepted from Neil Blair. Jane informed governors that Neil will not stand again as a parent governor, when his term ends in October and governors expressed their thanks to him for his contribution to the Governing Body (GB). Gwen Teall was not present.

5. (A) CONFIRMATION OF CONTACT DETAILS

Contact details were amended and passed to Tracy at the end of the meeting for updating.

5. (B) COMPLETE 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. MINUTES OF LAST MEETING AND MATTERS ARISING

Minutes of the meeting of 7th July 2008 were signed as a true and accurate record.

Matters Arising:

Apologies:- The governors accepted Jo's apologies from the previous meeting. The miscommunication occurred due to exceptional email problems between Jo and Tracy.

(a) Were we able to publish the School Profile?

There is still an error on the website preventing the publication of the School Profile. It has not yet been possible to establish the link between the Ofsted report and the profile.

Action: Ruth to pursue.

(b) Sue Kearsey has been reappointed as LA Governor:

Jane welcomed Sue on behalf of the GB.

(c) Communication with Parish Council:

Limited progress had been made on this issue due to the decision to wait until the parent governor nomination process had been completed. Ruth and Andy have had communication with Jim Stewart and also sent a letter supporting improved contact.

Action: Jane to follow up Ruth and Andy's communication in light of the forthcoming community governor vacancies.

7. ACTION POINTS FROM PREVIOUS MEETINGS

(a) Emma, Ruth and Judy volunteered as the working party for the School Profile 2008/9.

(b) An open discussion followed regarding succession planning:

- Leadership of the school was deemed to be covered at present by the recent co-headship arrangements.
- The GB should look at empowering individual governors to step into different roles. One member summarised the benefits of different training courses. Governors were encouraged to suggest issues for future discussion and development within the GB.

8. ADOPT NEW STANDING ORDERS

Jane summarised the proposed changes:

- Addition of the word "teaching" in the section on staff appointments.
- P6 – line deletion regarding governors' fund.
- Change to the word order under the Election of the Chair/Vice Chair to allow the nominees to speak initially before leaving the room.

It was agreed that the Standing Orders would be adopted subject to the above amendments and the addition of committee members and signed off at the next meeting.

9. REVIEW CODE OF PRACTICE FOR GOVERNORS

Governors approved the Code of Practice.

An issue regarding the publication of the FGB minutes was raised. Minutes are confidential until signed. The following methods of publication were considered:

- pigeon holes outside the school office
- the notice board in the entrance hall
- website

It was agreed that the minutes should be actively publicised with immediate effect, on the website and in pigeon holes.

Action: Ensure minutes are correctly recorded with regard to confidential reporting. An article should appear in the next newsletter confirming the accessibility of the FGB minutes and their location.

10. COMMITTEES

(a) & (b) Jane summarised the statutory committee structures and pool system adopted by the GB. The following members agreed to be part of the pool: Frederik, Sue, Michael, Bhaskar, Jo, Emma and April.

Action: Bhaskar to attend training on staff dismissal on 20th October.

Committee members were confirmed as follows:

Curriculum – Fiona (Chair), Frederik, Vanessa, Judy, Sue, Emma, Andy, Jane C

Finance – Bhaskar (Chair), Frederik, April, Matt, Ruth, Jane C

Personnel – Jo (Chair), Michael, April, Caroline, Ruth, Jane C

Premises – Keith (Chair), Michael, Judy, Jane H, Andy, Jane C

Salary – Sue (Chair), Caroline, Bhaskar, Frederik

(c) Committee terms of reference:

Terms of reference would be referred to in the appropriate committee meetings and approved at the next FGB meeting.

11. DATES OF FGB/WORKING COMMITTEE MEETINGS

FGB dates @ 7.30pm: Monday 24th November
Monday 26th January
April/May – tba following budget setting in January
Monday 6th July

Curriculum dates @7.30pm: Monday 20th October – policies and usual business
Monday 10th November – data analysis

Finance dates @7.30pm: Monday 13th October

Personnel dates @6pm: Wednesday 15th October

Salary dates@ 7.30pm: Thursday 23rd October

Premises dates@7.30pm: Monday 17th November

Meeting of committee Chairs and Heads: Monday 22nd September @ 5pm

12. SPECIFIC GOVERNOR POSTS

The specific governor posts were reviewed and agreed as follows:

Special Educational Needs:	Sue/ Fiona
Gifted & Talented:	Sue/ Fiona
Child Protection:	Frederik
Community Association Link:	Jane H/Ruth
Health and safety:	Keith

Racial incidents/race equality/equal opportunities: April
Medical needs Jane H

13. HEAD TEACHERS' REPORT

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

Pupil Roll

- There have been no new children since the report was written. Five are leaving across the school this term.
- One member queried why there were 46 children in Y1 when the PAN is 45. A child had been offered a place at the Vine, but did not accept it. The LA Admissions had already offered the expected free place at Hardwick to another child. The consequence of this action was questioned and Andy reassured governors that at present this had no major impact on teaching staff and a number of places are still free for village residents.
- The future is unpredictable as there are an additional 39 children from Cambourne this year. Governors were interested to know if this new intake had changed the school and were informed that the children were a mix of the same socio economic group.
- It was suggested that Cambourne parents should be encouraged to stand as governors.

Staffing

- The co-headship is working well. Exchange of knowledge has been slower than predicted due to unforeseen decorating delays in the summer. It should take a year to work through.
- The two staff teams were reported to be very effective. Staff felt the benefit of smaller focussed groups.
- Cherry has taken charge of TA meetings and there is an open invitation to TAs to join staff team meetings.

SATS

- Governors were invited to join the Curriculum Committee meeting for analysing SATS data.
- The abolition of SATS in the future was questioned. This is uncertain, however, the Single Level Tests that would replace them were deemed to be an unsatisfactory solution.

Premises

- The new decorating was completed over the summer.

School Visits

- Governors can attend school trips, dependent upon pupil/staff ratio and bus capacity.
- Y3 and Y5 attend activity groups when not on trips.

Michael Chandler left the meeting.

- Risk assessment has to be undertaken anywhere outside the school gates. General permission from parents is sought to cover trips locally to the Post Office etc. Additional permission is required for trips outside of the locality.
- One governor questioned the level of budget available for trips and was assured that this was covered.

14. SCHOOL DEVELOPMENT PLAN 2008/9 (SDP)

Minor changes were highlighted and governors agreed to adopt the SDP.

Action: A summary of areas being monitored and responsible committees will be circulated at the next FGB meeting.

15. GOVERNOR TRAINING

(a) Jane summarised the procedure for attending training sessions.

Action: Email Tracy to book courses.

(b) Governors were invited to attend the termly briefings where possible.

Action: Tracy to send all governors the agendas for the termly briefings.

(c) Governors were encouraged to fill in the post training form or present a verbal report at committee/FGB meetings.

(d) Members agreed the subject for in-house training should be "Preparing the School Development Plan".

Action: Tracy to contact CGS for suitable dates over this/next term.

16. AOB

Governor Newsletter

The 1st Edition of the governors' newsletter has been published as part of the new school newsletter. This will go to parents at least once a term, subject to newsworthy items. The next issue is due 3rd October. It was agreed that this should include notification of the forthcoming parent governor election, encouraging new Cambourne parents to apply. It will also inform parents that the FGB minutes will be published and where they can be accessed.

Action: Governor Newsletter working party to organise the next edition as above.

One member asked if photographs of staff and governors could be put up in the entrance hall of the school.

Disadvantages:

- some staff would not give permission for their photos to be taken/displayed
- not all parents enter via the front entrance

It was agreed that the decision will be deferred to the next FGB meeting.

Action: Ruth and Andy to canvas opinion of all staff and governors.

Password Protection System

Apologies were extended to Jo and Gwen who had problems accessing the password protected documents.

A request was made to change A3 set up to accommodate A4 printing.

Fiona Key left the meeting @ 10.30pm

This subject was debated with regard to printing hard copies vs email and the level of security required within the governing body. It was agreed that individual governors were responsible for their own security and they must review their own email provision if necessary (eg family email addresses). Governors voted unanimously to abandon the password protected documents.

Tracy drew to the attention of the governors that in future the CGS portal may be a potential option to exchange and hold information in a secure area.

The meeting closed at 10.40pm

I confirm that this is a true and accurate record of the meeting held on 15th September 2008.

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Jane Cadwalladr (Chair)

Date