



WESTERN ROAD C.P. SCHOOL
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**Meeting of Full Governing Body
 10th September 2012
 7pm
 School Hall**

Minutes

Governor Members Present: Ken Caplan (Chair), Chloe Edwards, Maya Fender, Lynn Gaylord, Sara McKenna, Alexis Maguire, Philip Rowland, Garry Thompson, Debbie Ticehurst, Roy Watkinson,

Associate Members Present: Carol Ofield

In attendance: Teresa Carter (Clerk)

Agenda Item

Action

- 1 **Introduction**
- a) **Apologies for Absence** – Apologies for absence received from Ruth O’Keefe, Romey Sawtell, Ros Toomey.
 - b) **Declarations of Interest** – Governors were asked to complete their annual declaration of interest forms.

ACTION – All Governors to complete a declaration of interests form and pass to the Clerk for compiling the annual register.

All by
31/10/12

- 2 **Annual Elections**
- a) **Chair of Governors** – One nomination had been received prior to the meeting for Maya Fender to be appointed as Chair of Governors and one nomination for Ken Caplan was received at the meeting. Both nominations were seconded.
 - b) **Vice Chair of Governors** – One nomination had been received prior to the meeting for Ken Caplan to be appointed as Vice Chair of Governors and one nomination for Maya Fender was received at the meeting. Both nominations were seconded.

AGREEMENT – By mutual agreement Ken Caplan accepted the post of Chair of Governors and Maya Fender accepted the post of Vice Chair of Governors. Both appointments were for one year.

Maya Fender was thanked for her commitment and valuable work as Chair of Governors

- 3 **Last Meeting dated 18th June 2012**
- a) **Acceptance of Minutes** – The Full Governing Body reviewed and approved three pages of minutes from the meeting held on 18th June 2012 subject to the addition of a missing letter in 5c. The Chair signed the minutes following the amendment as confirmation of their accuracy.
 - b) **Matters Arising from Meeting not Included Elsewhere on Agenda**
 - Item 2b – Further amendments would be made to the Sex and Relationships Education Policy following some parental feedback. Once these had been made, the policy would be circulated for Governors’ comment.
 - Item 3a – No further action had taken place on the installation of water pumps due to financial constraints.

Signature.....Date.....

ACTION – Water pumps installation, costs and budget to be considered at next Finance & Personnel Committee meeting. GT RW
12/11/12

- Item 4b – As the dates of events were published in the parents newsletters, it was agreed that Governors would receive an electronic copy via the Clerk in future.

ACTION – School office to provide Clerk with an electronic copy of the parent newsletter for distributing to Governors. School
TC
Ongoing

- Item 5a - Terms of Reference for a two committee structure had been drafted.

ACTION – Draft terms of reference to be considered by committees prior to recommendation for adoption by the Full Governing Body. Chairs by
31/12/12

- Item 5c – The Headteacher provided a brief verbal update on the school’s budget position. Arrangements had been made to cover teacher absences without the need for supply cover where possible.
- Item 6a – Phil Rowland was presented with a certificate of attendance on safeguarding training.

4 Strategic Items

a) **School Development Plan** – The Headteacher tabled a document summarising the seven key priorities for the school development plan based on recommendations from the Ofsted inspection and developed by the leadership team. Governors discussed each item with the following points being noted.

- Provision of school website to be converted to E schools by the end of autumn terms. Governors asked that the communications group look at the safety measures in place for pupils chat room on the website and that a presentation be given to Governors once the website trial period had been completed.
- Budget restraints were likely to adversely impact on the school’s ability to develop its middle leaders. A diffusion of knowledge across the school was considered as an option with an initial focus on a model of support in English and Maths with peer-to-peer development. School partnership work with assessment had also been costly in terms of supply.
- Further information on curriculum change was due in January with implementation expected from September 2014.
- Phonics testing results in Key Stage one had been poor and would require some investigation on progress and action prior to pupils transferring to year one. New baseline tracking from nursery provisions would assist with this.
- An online scheme for language teaching was being explored together with other ways of delivery.

ACTION – School development plan to be an agenda item for each committee throughout the year with each of the seven key priorities to be monitored and reviewed. Chairs
ongoing

5 Full Governing Body 2012/13

a) **Constitution and Instrument of Government** - Governors considered their performance over the past year and asked for the leadership team to provide feedback on how they might be more effective. A skills audit was suggested as a method to identify what essential skills might be missing within the governing body and training needs.

ACTION – Skills and capacity audit to be undertaken by Clerk. All Governors to be emailed with forms for completion. TC by
31/10/12

b) **Standing Orders /Code of Practice** – The Full Governing Body reviewed their standing orders and code of practice documents. The following amendments to the standing orders were suggested:

- Addition of a sentence to confirm that the Governing Body will act in the best interests of the school.
- Where Headteacher referred to as “him” to be amended to “him/her”.
- Details of how correspondence on behalf of the Governing Body will be dealt with, who will approve and how will it be reported.

Signature.....Date.....

- Insert “agreed” prior to terms of reference in the committee section.

ACTION – Clerk to amend the standing orders in line with suggestions and circulate to Governors

TC bynext
FGB

- c) **Associate Members** – Carol Ofield was appointed as a non-voting Associate Member of the Governing Body for one year.

6 Committees and Link Governors for 2012/13

- a) **Committee Structure and Membership** – The committee structure and membership was reviewed and agreed for 2012/13 as follows:

Committee Structure 2012/13

	Full Governing Body	Teaching & Learning	Finance & Personnel
Parent	Ken Caplan	Ken Caplan	Ken Caplan
	Vacancy		
	Lynn Gayford	Lynn Gayford	
	Chloe Edwards	Chloe Edwards	
	Philip Rowland		Philip Rowland
Community	Romey Sawtell	Romey Sawtell	
	Ros Toomey	Ros Toomey	
	Maya Fender		Maya Fender
Authority	Ruth O’Keeffe		Ruth O’Keeffe
	Deborah Ticehurst		Deborah Ticehurst
	Roy Watkinson		Roy Watkinson
Staff	Sara McKenna	Sara McKenna	
	Alexis Maguire	Alexis Maguire	
	Garry Thompson	Garry Thompson	Garry Thompson
Current numbers	13	8	7
Associates	Carol Ofield		Carol Ofield

- b) **Panels and Link Governors** – The panel and link governors were reviewed and it was agreed that existing arrangements would be kept as follows:

Governor Panels and Link Responsibilities 2012/13

Safeguarding/Child Protection Philip Rowland
Special Educational Needs Ruth O’Keeffe
Training & Development Maya Fender
Health & Safety/Critical Incidents Roy Watkinson

Curriculum & Year Groups
 Foundation/Arts and Display Ros Toomey
 English Maya Fender
 Science Lyn Gayford
 RE/PHSE Ken Caplan
 MFL Chloe Edwards
 ICT Philip Rowland
 Maths Romey Sawtell
 PE Debbie Ticehurst
 Humanities Lynn Gayford
 Music Lynn Gayford

Working Parties
 Communications Chloe Edwards, Ken Caplan, Maya Fender

Signature.....Date.....

Strategic Chair of Governors, Chairs of Committees & Headteacher

Panels

Headteacher's Review	Ros Toomey, Ken Caplan, Debbie Ticehurst
Appeals	Ros Toomey, Philip Rowland, Romey Sawtell
Pupil Exclusions	Debbie Ticehurst, Ros Toomey, Romey Sawtell

7 Policies and Other Documents for Approval

- a) **Parents Forum** – Governors reviewed a draft terms of reference for the parents forum. It was felt that the forum should not fall within the remit of the Governing Body though a report would be required and that the terms of reference should reflect this.

AGREEMENT – The Full Governing Body noted the contents of the draft terms of reference for the parents’ forum and delegated the authority for approval to the forum and Headteacher.

- b) **Charging Policy**

AGREEMENT/ACTION - The Full Governing Body reviewed and approved the charging policy subject to the amendment of typing errors which Phil Rowland would email to the Clerk.

PR/TC
By
31/12/12

8 Any Other Business

- a) **Friend of Western Road** – Apologies would be sent for the absence of a Governor at the next Friends of Western Road meeting.

Meeting ended at 9.02pm
Date of next meeting 10th December 2012