



GODOLPHIN INFANT SCHOOL

Minutes of Full Governing Body
Wednesday 17th March 2010 at 4.30pm

Present Mrs V Smith - Chair
 Mr H Evans
 Mrs A Hester
 Mr J Hassan
 Mrs C Wattleby arrived 4.45pm
 Mrs N Hopping
 Mrs Y Patterson
 Mrs L Hamoud

Mrs P Ali – Deputy Head/SENCo – Observer
Ms T Oliver – Finance Officer – Joined meeting for Finance
Mr M Hallet – Site Controller – Joined meeting for Sites and Buildings
Mrs J Grey – Community Partnership Manger – Joined meeting for Community Partnerships report
Mrs M Brench – Clerk

The governing body has renewed Mr J Hassan's term of office for a further 4 years.

1. Apologies

None received.

2. Declaration of Pecuniary Interest

Nothing to declare

3. Minutes of Last Meeting and Minutes Arising

- Minutes agreed as accurate and signed.
- Governing Body gave thanks to the head and all her staff for a fantastic Ofsted Report.
- All aspects of the school were commended.

4 Head Teacher's Report and Matters Arising

- Report circulated prior to the meeting.
- Ofsted were astounded by the number and depth of other professional and community agencies we work with – accept advice re SACRE, HT to organise.
- Ruth Miskin, creator of RML Phonics, was delighted by the Ofsted Report.
- Aspects of the report discussed in detail.
- Site Controller joining the meeting later to outline recent works carried out in school
- Chefs continue to be popular, offering workshops to the parents on a regular basis and working with the children to support the curriculum.

5. Finance Update

- Report circulated to Governors and subsequent discussion led by the Finance Officer.
 - Report presented an up-to-date financial statement along with a commentary on any variances above £5000.
 - Budget – 88% spend to date (month 10).
 - Indicative budget for 2010-2011 has been received and shows allocations to date as £1,003,539 (indicative 2009-2010 – £1,004,629). A variance of £1099.
 - Final budget will be received on 31st May 2010, by which time other funding streams will be shown.
 - Mr H Evans was formerly nominated as the Governor for Finance.
Proposed – Mrs V Smith Seconded – Mrs N Hopping.
 - Governors asked ‘If there were any concerns regarding the next budget?’
 - School has only just received the indicative budget, too early to raise any concerns.
 - Growth in budget does not meet true growth.
 - One concern identified however, was that funding for posts such as the Community Partnerships Manager are not infinite as they are only usually for two years – after then, money has to be found from within the main school budget.

6. FMSIS

- At the recent meeting of the Strategy Group (16th March 2010) they discussed the preparations for the school to be approved against the FMSIS standards.
- Processes have been put into place.
- Some Financial Control documents have been signed off after necessary changes made.
- Wednesday 28th April 2010 has been set aside for a Governor’s audit of our practices and to complete the Statement of Internal Control in readiness for signing at the end of May 2010, alongside our new budget.
- Auditors will be contacted regarding a visit to the school.
- FMSIS Auditors will want to speak to various school personnel to ensure their understanding of the processes and to check Governors’ monitoring of finances.

7. Ofsted

- School had a very successful Ofsted.
- The Inspection Team was ‘Clear Sighted, Thorough, and Amenable.’
- The inspection was a good experience for the School and all Staff.
- Genuine dismay and distress though regarding grade 4 – unsatisfactory, given for Attendance and the impact this then had on another judgment – preparing the children for Future Economic Well-Being, which became a 3.
- Ofsted agrees that the Strategy Group is a more efficient mechanism for the Governing Body to fulfill its responsibilities as it meets regularly and is always quorate.
- Ofsted wanted to see a Parent Governor on the Strategy Group.

School’s actions / response to Ofsted

- Attendance figures show some persistent absentees and some regular late arrivals.
- School to award medals in an attempt to achieve better results.
- Looking to appoint a Parent Support Adviser to visit homes in a move to address attendance at school.
- Mrs I Hamoud, Parent Governor was asked to consider joining the Strategy Group.

8. SEN Report

- Report circulated to Governors and discussed.
- % pupils on register compares favourably with national figures.
- CLLD project supports the development of Speaking and Listening skills within the Reception Year.
- There are 'global' language development concerns for our children which we are trying to meet as they join us in Reception.
- All children need to have access to high quality and sustained opportunities for speaking and listening to develop and enrich their language so that they may then use this within their writing.

9. Site and Building

- Water leak discovered in car park.
- Previous work to the drains had been breaking the 'Law of the Land' as rain water drains were feeding straight into the sewers.
- All drains had to be cleared.
- Water main replaced rather than repaired during February Half Term.
- Two soak-aways sunk during February Half Term.
- Works more complex than first thought which meant the costs almost doubled.
- Tarmacing of car park has to be reviewed with a new quote.
- Dates need to be re-arranged to carry out this work.
- Bigger job than first thought as may have to dig down to remove all the layers before re-surfacing.
- Flooring in Link corridor and GCAS wing is lifting, possible problem the screed/adhesive used when being built.
- Refurbishment to the ICT Suite – quotes are being produced for the benches and seating being replaced.
- Governors queried whether or not the school needs an ICT suite?
- Should the school be looking into a wireless network and lockable laptops in the place of the suite of computers? Quotes for this have also been previously requested by the school.
- Pupils do not only use the suite for computer skills but also work to support the curriculum.

Mr Hallett, the Site Controller, is leaving us.

- He is taking a well earned and deferred retirement.
- His commitment to the school has been outstanding.
- The Strategy Group Chair expressed his thanks for his professionalism to the post, managing issues around the school and carrying out work to keep the school in good repair.
- Mr Hallett has been a visible presence for all our Community.
- Heartfelt thanks to Mr Hallett from the Governing Body and the School.

10. Community Partnerships Manager

- A presentation on the work achieved to date and that is planned for future development by the Community Partnerships Manager was shown on the whiteboard and discussed.
- CPM is building links with the parents through coffee mornings and arranged a programme of speakers, some at their request, to come to these sessions e.g. Chefs, first aid.
- CPM making links with various groups outside school e.g. extended schools and Adult Education, who are running popular courses such as 'Managing Your Money'.
- Part of the employment brief is to secure funds to run courses, groups etc.
- CPM is approached some possible providers of funding streams last term. Hopefully we will have success from these this term.
- CPM accompanies parents to outside groups e.g. Downs Syndrome

- CPM meets parents in the playground and encourages them to join the coffee sessions.
- Attendance at the Mother and Toddler group has been very successful – almost too successful, with very high numbers of children and parents.
- May be necessary to split the group into two sessions – alternate weeks for different age ranges.
- The role of the CPM is continually developing to meet the needs of the community.
- CPM is building positive relationships with some particularly vulnerable families. This is beneficial to all members of the family.
- The school vision of becoming a central and well used resource within the community is becoming a reality.

11. CPD

- Report circulated and discussed.
- The school vision is being developed

Mrs Hamoud (Parent Governor) requested training for parents regarding some of the teaching techniques used in school, such as phonics, to help them help their children at home.

12. Policies to circulate for approval SEN, Pay and Performance Management

- Governors made aware that policies will be circulated for them to review and adopt at the next meeting,

13. Safer Recruitment

- A governor needs to have had Safer Recruitment training for recruitment and interview processes.
- The Head, Deputy and Assistant Head have all had training.

14. Attendance and Admissions

- Whole school attendance to date is 91.0%
- Various data circulated to Governors.
- Should there be incentives / rewards for children attending school? There are already a number in place.
- There is a need to look at trends on a weekly basis.
- We need to consider how members of our community respond to issues regarding the weather. Do those that come to school in bad weather conditions come suitably dressed?
- Revise the Home School Agreement statements relating to pupils' attendance.
- Put this in the Attendance Policy.

September 2010 Admissions

- 208 people ranked the school 1,2 or 3 in their choices for admission into school
- Of these were in catchment, had siblings already in the school and were out of catchment.
- Over the next weeks the Local Authority will offer out the 90 places we have in Reception.

15. School Prospectus

- Brochure will need updating next term.
- This will be circulated to Governors for them to check the content.

16. Strategy Group Report and Terms of Reference

- The Chair from the Health & Safety/Resources committees provided feedback against their meetings.

17. Governors – Training, Website and Photographs

- Governors shown the school website.
- This is still a work in progress.
- Governors had their photographs taken in readiness for the website.
- Governors felt there was not a need for whole group, in-house training, but that they would wish to continue to have access to training in relation to their role.
- A questionnaire for all governors to complete to assess if they know where the school stands was felt unnecessary. Governors consider they have a Head Teacher who keeps them well informed and allows them to have access to any information they require.
- Ofsted's report reflected this; there were no surprises for Governors in their findings, which were in line with the information they had received from the Head.

18. Clerk's Briefing

- All aspects covered in the agenda

19. A.O.B.

Date of next meeting – Wednesday 17th March 2010

Signed Dated