

## Wateringbury Primary School

### Minutes of the Governing Body meeting held on Thursday 7<sup>th</sup> February 2013 4pm at the school.

**Present:** Mr Clark, Dr Bowie (from 4.30pm), Rev. Brown, Mrs Humphrey (until 5.10pm), Mr Smith, Mrs CrawfordUsher, Mrs Vinall (Headteacher)  
Clerk: Mrs S Wallis

#### **1. Opening Prayer.**

The meeting commenced after prayer.

#### **2. Apologies for Absence.**

Apologies were received and accepted from Mrs Hanley and Mrs Evans.

#### **3. Declaration of business interests.**

None.

#### **4. Governing Body issues.**

The Clerk welcomed Mrs Humphrey back to the Governing Body for a period of 4 years, starting on 21<sup>st</sup> January 2013.

#### **5. Minutes of the previous meeting.**

The Minutes of the meeting of 6<sup>th</sup> December 2012 were agreed as an accurate record of the meeting and signed by the Vice-Chair.

#### **Matters Arising.**

The Impact of the Lexia program will be reviewed at the next Data Impact Committee meeting at the end of February.

The minutes of the latest Worship Committee are still to be distributed.

**ACTION 1: Headteacher to liaise with Miss Payne.**

#### **6. Headteachers report.**

The Headteachers report was distributed prior to the meeting, a copy of which is held with these minutes.

#### **Learning and Teaching**

The Headteacher reported that the coaching sessions had been very positive. Reflecting on lessons has greatly improved.

#### **Attendance**

The current attendance is 4.3% which is affected by the winter bugs. It is expected that this will fall to below 4% by the summer.

A Governor asked if the new Gifted and Talented register had been compiled. This has not yet been completed. For the purposes of data, only the numeracy and literacy information will be entered into assessment manager.

#### **Standards and Achievement**

The Headteacher had produced local and national information alongside the school data, as requested by the Governors. The Fischer Family Trust data was

used which shows results for the top 20% of schools at a national level. Governors noted that Ofsted are also going to be interested in points progress made.

### **Finance**

The recommendations from the recent Finance audit were distributed to the Governors. A copy is held with these minutes. The Governors thanked Mrs Humphrey, Mrs Evans and Mrs Hanley for all their hard work. They were happy that there were not any significant findings of concern. The recommendations will be taking into account in the Governors minutes at the appropriate times. For example, a meeting in November will need to review and approve the school's business continuity plan by noting that the school will adopt the Kent Severe weather warning plan.

#### **ACTION 2: Clerk to monitor Governor Minutes.**

The school has received £3,000 Dedicated Schools Grant (DSG) funding. This money has been spent on an upgrade to the fire alarm system, as required by KCC Premises.

*4.30pm Mr Bowie entered the meeting.*

CCTV has been purchased and installed at the school. A Governor questioned whether this was approved by Governors. The response was that yes it was at a Finance Committee meeting.

### **Staffing**

See confidential minutes.

### **Premises**

The Governors wished to minute their thanks to Mrs Isted and FOWPS for all their efforts during the snow which meant the school was able to open as normal.

## **7. Review School Plan (RAG reports)**

The status change RAG report had previously been distributed.

Mr Clark distributed the Personnel and Management report (Priority 3) and the Early Years report (Priority 4).

The Governors expressed a wish to have the subject leaders report to them on progress in their areas. It was felt that this should be done through the Data and Impact Committee in the case of numeracy and literacy. Mr Clark will liaise with the Early Years leader.

#### **ACTION 3: Subject leaders to report to relevant Committees**

Mr Smith talked the Governors through the Data, Impact and Curriculum RAG report (Priority 1 and 2).

There were no issues identified. Some objectives require evidence to become green.

#### **ACTION 4: Mr Smith to email Governors the latest Data Impact RAG report.**

## **8. Review Policies.**

The Pay Policy will be taken to the Pay and Personnel Committee in September when it will be updated in line with new staff pay structures.

### **9. School status update.**

See AOB.

### **10. Use of classroom space.**

See confidential minutes.

### **11. Committee Reports.**

The latest Committee reports are held with these minutes.

### **12. Governor visit reports.**

Governor visit reports are held with the minutes.

**ACTION 5: To determine a focus area for future visits – link into School Plan.**

### **13. Governor training.**

Mr Smith gave feedback on the training he received in December “Understanding and using data”. It was very useful, and the Data Impact Committee will be working towards a summary sheet of data.

Child Protection training is still outstanding. The Headteacher suggested some Governor training could be done with other Governors in the Collaboration. The Governors agreed it would be a good idea to meet up but it might be difficult to arrange a date convenient to everyone for training.

**ACTION 6: Clerk to arrange Child Protection training for next term.**

**ACTION 7: Clerk to contact clerks from other schools in the Collaboration with the idea that a couple a Governors can meet to exchange ideas and thoughts.**

### **14. Chairs actions/correspondence.**

Mr Clark briefed the Governors on the latest letter to be sent to Watringbury Parish Council in relation to the status change process.

*5.10pm Mrs Humphrey left the meeting.*

### **15. Any Other business.**

#### **School curriculum.**

The Governors wish to monitor the Government reforms for the primary curriculum. There is a concern that the new idea for sequential learning of history would not work well in relation to the split year classes that exist at Watringbury.

#### **School status update.**

There are 2 matters still outstanding.

- 1) The Governing Body Instrument of Government needs to be agreed and signed, before the 1<sup>st</sup> March. A draft copy was circulated to Governors prior to the meeting.

2) The Admissions policy needs to be approved post 1<sup>st</sup> April. Mr Clark circulated a draft copy.

**ACTION 8: Mr Clark to email Governors alternative wording for the Instrument. Comments to be returned by 21<sup>st</sup> February.**

**Planning Application**

An application has been made to convert an area of the railway car park into a business to sell light commercial vehicles and a valet service. The Headteacher expressed concern as the school rents the car park in order for parents to park. The Headteacher will write to lodge her objections. Parents will be informed.

**16. Confidential matters.**

See attached.

Date of next meeting: Thursday 24<sup>th</sup> March 2013 4pm

The meeting closed at 6.30pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_