

Elm Church of England Voluntary (Controlled) Primary School

Minutes of the Meeting of Governors of Elm School held on Tuesday, 29th March 2011.

Present

E Chenery Z Drew L Exell N Gooch M Guarino S Land D Mason
F McCallum P Rhodes S Rhodes O Rogers M Thompson K Tucker J Wickes
C Jobson (Clerk)

1. Apologies and welcome to new Governors.

Apologies were received and accepted from T James.

The Chairman welcomed Mrs N Gooch and Ms S Land to the Governing Body as Parent Governors. Ms Land agreed to be a member of the Resources and Curriculum Committees and Mrs Gooch the Curriculum Committee.

2. Declaration of Interest

There were no declarations of Interest.

3. Correspondence

The clerk distributed "Learning Together" magazine Spring 2011 Issue 28.

The clerk stated that she had emailed all Governors a copy of the current Governor Training leaflet and if they wished to attend any courses to let her know and she would book places. There were no local training at the moment for new Governors, but it is expected that there will be local venues in the new academic year.

4. Minutes of the meeting held on the 01.02.11

The minutes of the meeting held on the 1st February 2011 were signed as a true record.

5. Matters Arising

There were no matters arising.

6. Notification of any Other Business items.

Mr P Rhodes – Governor training.

7. Head Teachers Report

The Head Teachers report was distributed prior to the meeting.

The Roll

Mrs McCallum advised the meeting that since writing her report we have accepted a boy with a statement of special needs into our Year 2 class. We have 30 children in this class and Key Stage 1 classes should not be allowed to go above 30. This pupil will not start until after Easter and we have also be advised that another Year 2 pupil is moving away so that class may be at 31 for a very short period.

School Improvement

Mrs McCallum distributed the OFSTED Design and Technology Inspection Report.

Other items

Mrs McCallum advised the meeting that the football team had done very well on Thursday. The Year 5 and Year 6 Hockey Team had won the tournament on Monday.

The Rotary Club had sent us a donation of £250 towards a Literacy Project. It is hoped that we will use these funds for a book week in the autumn term to pay for an author to come into school.

8. Governor Standing Orders.

The Standing Orders were distributed prior to the meeting.

The chairman stated that he felt that the following points needed to be discussed.

1. To insert a paragraph at 1.2. "The Governing Body consists of people who contribute their time and expertise on a voluntary basis. To enable potential new governors to appreciate the level of commitment expected, the governing body has listed below the generally expected minimum commitments. Governors should within reason be prepared to:
Attend each of the full governing body meetings;
Read all documentation distributed prior to a meeting;
Become a member of and attend at least one committee;
Attend one training session per year;
Attend the new governor induction training within their first full year.
2. To insert in 3.3. "plan committee meetings on an annual basis".
3. Timing of meetings 4.1. The Chairman stated that it is his responsibility that time of meetings is limited to a 2 hour duration.
4. To delete 9.2 and add 9.3 as "Any other business items are for information only and must not involve decision making".
5. To insert a sentence at 11.8 Minutes to be published on the website by clerk once they have been approved by the full governing body.
6. To insert a new 23.1 "Governors will establish committees relating to Resources, Curriculum and School Development Plan and also committees of "first" referral, which may meet on an adhoc basis"
7. Delete paragraph 23.9.

Mrs E Chenery joined the meeting at this point.

After a discussion and the above amendments made it was proposed by S Rhodes, seconded by M Guarino and agreed unanimously that we adopt the amended Standing Orders.

9. Report from the SDP Committee

The SDP Committee minutes of the 22nd March 2011 were distributed prior to the meeting.

There were no matters arising from the minutes and therefore, they were accepted as read.

Rev D Mason joined the meeting at this point.

10. Report from the Curriculum Committee

The Curriculum Committee minutes of the 1st March 2011 were distributed prior to the meeting

It was agreed that the Homework Policy be distributed to all Governors.

11. Report from the Resources Committee

The Resources Committee minutes of the 15th March 2011 were distributed prior to the meeting.

Mr S Rhodes stated that the 2010/2011 budget is on target. The 2011/2012 is much less challenging than we first expected. We have a larger carry forward than we had first expected, but the 2011/2012 capital budget has been reduced.

Mrs McCallum stated that the Budget figures are expected by Thursday, 31st March 2011. The staffing figures have increased due to the fact that our Teaching Assistant costs have increased due to the fact that we have a pupil who needs a statement of educational needs and we had to employ a Teaching Assistant to work with him, increased the hours of a second cleaner, staff have annual increments and a Teaching Assistant's salary was missed off last years budget. This would mean that we will need to trim back on other areas, but we are in a better position than a lot of schools as many are have to make redundancies. Our level of Teaching Assistants is high, but this will be reduced as Mrs Martin will be leaving at the end of this academic year and she will not be replaced. This is only a one year budget this time and not a three

year as previously provided and of course we do not know what will happen in future years. We do know that the formula used to calculate budgets is going to change and as Cambridgeshire is very low and is in the bottom 5% of schools it is anticipated that we see an increase in our budget.

At this point of the meeting a discussion took place in respect of academies. Mrs McCallum stated that this is not going away and we will have to start getting our heads around this as central government are looking for primary schools to become academies. The main change would be that we will cease to receive our funding from Cambridgeshire County Council and it will come direct from the Secretary of State. There is a potential funding advantage, but of course we would have to use some of the funding to buy back services from CCC. The criteria at the moment for becoming an academy school are that you have been categorised by OFSTED as an outstanding, good or have been placed in special measures. It is a lengthier procedure if you have been categorised as a satisfactory school. If you are a Voluntary Controlled or Voluntary Aided Church School this status will not change when becoming an academy and therefore, the Diocese are building up expertise to help schools. Leverington is due to become an academy next week. The Head Teacher advised the meeting that there are 15 secondary and 4 primary schools who have already or about to become academies.

12. Single Equality Policy

A copy of the Single Equality Policy was distributed prior to the meeting.

This Policy brings together action plans for Race, Gender and Disability equality, thus meeting the school's legal requirements in these areas.

It was agreed that the Action plans should be reviewed by the School Development Plan. Z Drew agreed to be the Designated Governor. This Policy should be reviewed at the last Governors meeting of the academic year.

After a discussion it was proposed by F McCallum, seconded by E Chenery and agreed unanimously that we adopt this policy.

13. Safeguarding and Child Protection Policy

A copy of the Child Protection Policy was distributed prior to the meeting.

The meeting was advised that K Tucker is the designated Child Protection Governor.

The Physical Intervention Policy will be reviewed in due course. It was agreed that staff should undergo training. Staff are able to restrain pupils if they are at risk of harming themselves or others or property.

Mrs McCallum read the 2009/2010 Audit Report to the Governors. The 2010/2011 report will be due at the end of the summer term.

It was agreed that more governors be trained in Safer Recruitment and Mrs Exell and Mrs Drew voiced an interest in the training. It was also agreed that the Governors under go Child Protection Training during the next academic year.

Item 2.3.1 states that every member of staff and every governor knows:-

- The name of the designated person and her/his role.
- How to pass on and record concerns about a pupil.

It was agreed that Mrs McCallum makes sure that this is the school prospectus.

After a discussion it was proposed by K Tucker, seconded by E Chenery and agreed unanimously.

14. School Meals Services

Mrs McCallum advised the meeting that our kitchen is classed as a satellite kitchen, which means that the main part of the main course and the main pudding is cooked at Huntingdon and everything else is prepared on site. A production kitchen everything is produced on site, but it is the exact menu and recipe. We have to order our food three weeks in advance. There was some doubt as to whether our kitchen was large enough to become a production kitchen as we would require a mixer, which would cost £1300 and would take up quite a bit of room and a larger frig freezer and to fit this all in the kitchen would need to be remodelled. If we went along this line they would have to advertise the job for cook and assistant as at the moment our cooks job title is Cook Satellite kitchen and the new title would be Cook Production Kitchen. The existing staff could reapply for their jobs.

Due to the fact that some parents have complained that their children are not getting their choice of school dinner. Mrs McCallum stated that she has met with Rachel Parker the Manager of CCS to see what can be done to improve this. Her suggestions were either to have a coloured band system so that children choose what they wish to eat in the morning and the cook then prepares the exact number for each choice. The alternative would be to have one main course and one sweet with a main course vegetarian option and fruit. It was agreed to set up a working party to visit another school and to have a parent consultation evening. Rachel Parker invited any governors to visit the production kitchen at Huntingdon. N Gooch, L Exell, S Land and Z Drew agreed to be on the working party and as T James requested this item to be placed on the agenda she may wish to join them.

15. Audited Accounts

Copies of the Miscellaneous, Holiday fund, Governors Discretionary and Elm School Association accounts were distributed prior to the meeting.

It was proposed by S Rhodes, seconded by E Chenery and agreed unanimously that we adopt the audited accounts. It was agreed that we pay Mr John Oram who kindly audited the accounts on our behalf £250.00.

16. LEA Governor vacancy

The Chairman advised the meeting that there was a Local Authority vacancy on the Governing Body. He suggested Mr Simon Pulford. It was agreed that Mr Pulford would be a valuable asset as he has been on the Governing Body four years ago and was chairman for a period of eight years. He also set up and runs the school website.

After a discussion it was proposed by P Rhodes, seconded by M Guarino and agreed unanimously that we recommend Mr Pulford to the Local Authority.

17. Any other business

- The clerk reminded all Governors of the In House Training Monitoring & Evaluation through School Visits on the 17th May 2011 at 7.00 pm to 9.00 pm. All Governors present stated that they would be able to attend.
- The Chairman stated that it is important that all governors undertake regular training especially Safer Recruitment as this training has to be undertaken every five years and as all of our trained Governors trained together. The chair suggested that a regular item be placed on the agenda about updating governor training undertaken and required.

There being no further business the meeting closed at 9.00 pm.

Date of next meeting 10th May 2011.

Dates of Governors Meetings 2010/2011

10th May 2011

28th June 2011

Resources Committee

3rd May 2011

7th June 2011

School Development Plan Committee

21st June 2011

Curriculum Committee

14th June 2011

