

# Oxenhope C of E Primary School

## Governing Body

### Minutes of Meeting held on Wednesday 18 November 2009 at 8 15 p.m.

#### Present

A Bennett (Chair), D Ashcroft, F Bolam-Peel, D Burns (HT), F Cameron, J Clarke, M Hughes, T Matthews, K Medhurst, R Nichols, A Lloyd-Owen, C Reynard, R Whitaker

#### In attendance

B Carney (Clerk)

Action

#### **24/09 Welcome and Prayers**

A Bennett opened the meeting at 8 15 p.m. and welcomed everyone to the meeting.

Rev K Medhurst gave a short prayer.

#### **25/09 Apologies for absence**

Apologies were received and accepted from G Dyson and M Hopkinson.

#### **26/09 Declarations of interest for items on the agenda**

None.

#### **27/09 Any other business and requests for agenda order variations**

None.

#### **28/09 Matters arising from the meetings held 23 September 2009**

##### Governor Training (Min 04/09)

Chair noted that the training session had taken place earlier that evening, although P Elcock from Governor Services, had not been present. He informed governors that he would limit the use of the IWB during future meetings.

##### Declarations of Pecuniary Interest forms (Min 06/09)

Three governors who were not present at the last meeting, were requested to sign and submit their forms to the school office.

##### Eco schools (Min 07/09)

The next meeting is scheduled for January 2010.

##### RE/Collective Worship policy (Min 06/09)

A review of this policy is still outstanding.

##### Links between the church and the school (Min 07/09)

F Bolam-Peel reported that HT and some representatives of the school council had attended the Remembrance Service and the attendance of the children in particular, was very positively received. The church had hoped to be involved with the school's Samaritan's Purse shoe box project but these were taken separately, as insufficient notice was given.

Assemblies are going well with all the village churches being involved, as well as someone from Hall Green Baptist Church in Haworth. A retired Anglican priest has moved into the village and he has expressed a wish to become involved in due course.

Signed as an accurate record..........

School policies (Min 07/09)

HT reported that a schedule of policies will be submitted to the School Development Committee and this will be circulated to all governors in due course.

Action

HT

Travel plan (Min 07/09)

HT reported that the travel plan will be submitted in February 2010 and funding will be included in the 2010-11 budget.

HT

Class Link governor details (Min 14/09)

The details of class link governors will be published in the newsletter to parents in January 2010.

HT

**29/09 Minutes of the meeting held 23 September 2009**

The minutes of the meeting held 23 September 2009, were approved and signed.

**30/09 Headteacher's report**

D Burns, HT, presented a comprehensive report, including:

- An updated staffing structure and brief roles of both teaching and non-teaching staff for 2009-10. The staffing structure for 2010-11 will be discussed with governors during the early part of the spring 2010 term.
- Total roll numbers remain at 146. It is likely that a statemented child will join Bronte class very soon and two more children who have recently moved into the area are likely to join Bronte and Butterfield classes in January.
- 20 families attended the recent Open Day. Positive feedback has been received and parents particularly liked the Reception classroom, which the staff had worked very hard to make attractive. Also, 30+ information packs have been circulated. Information has been posted to the school website and the prospectus has been updated. Also, all interested parents will be contacted and thanked for attending the Open Day.
- The curriculum focus for 2009-10 will be English and Maths and action plans have been drawn up. Subject leaders are updating policies and evaluating the curriculum and will be auditing resources and following new action plans. Classroom Monitor software has been set up for teacher assessments in reading, writing and maths and will identify areas for development for every child. Further training will be given on 30 November.
- Performance Management targets for every teacher are now in place, together with a monitoring and evaluation programme.
- The school has been asked to be the Keighley "show school" for a DCSF buddying project for Early Years Foundation Stage. This will entitle staff in Bronte and Lister to receive free training and equipment, including outdoor and ICT equipment.
- Helen Williams of the Diocese continues to review the outdoor provision for Reception and Year 1 children. Also a review of ICT provision is ongoing and a quotation for this will be provided in due course.

HT

Signed as an accurate record.....

- Repair work has been carried out to the heating system, to the playground fence and to a drain in the playground. The notice board outside school has been vandalised twice and this has been reported to the police.
- Many events and activities continue to take place including a session on keeping safe and healthy, Huff and Puff, sports clubs, Breakfast with God,
- The children of Macmillan/Priestley are now on a rota as Oxenhope Junior Wardens to help with the day to day management of the school.
- Another donation of £1,500 has been received from EON windpower to help the school to become more eco-friendly.
- HT is now the named person in school for "Child Protection" and DHT will attend a similar course later this month.
- Up to 23 October 2009, attendance records show 4.16% authorised absence and 1.18% unauthorised attendance.
- There are currently 3 Statemented children, 9 School Action Plus and 2 School Action children, on roll.

Action

**31/09 Report from the Finance & General Purposes Committee**

The minutes of the meetings held 23 September and 4 November 2009, were adopted. A further meeting had been held earlier that evening and the minutes will be available in due course.

D Ashcroft, FGP Chair, highlighted the following ongoing items:

- The FMSIS audit has now taken place and the school has successfully gained validation. Thanks were recorded to all those involved – C Newson, D Burns and the office staff, Sue Hawker and Lynn Leng.
- Additional support of a consultant for curriculum and development was approved, involving a 20-week period commencing January 2010. The total expenditure of approximately £11,000, will be split between the 2009-10 and 2010-11 budgets.
- Following a recent inspection, a number of Health & Safety issues were identified, including ventilation in Hockney classroom, signage, replacement of extractor fan in the staffing area.
- There is a possibility of an energy project being undertaken in the school and FGP agreed to proceed with the feasibility study but there is no commitment at this stage.
- The budget is still extremely tight, however there is still a carry forward projected to provide some flexibility to help the development of the school. The key for increased income in future is to attract more children to the school.

FGP

**32/09 Report from School Development Committee**

F Bolam-Peel, SDC Chair, reported that a meeting had been held earlier that evening and the following items were highlighted:

- Terms of Reference for this committee were out of date and needed to be updated, for example the reference to finance in the terms for Child Protection should be referred to FGP. The committee had discussed modifications which would be circulated prior to the next meeting.

- The two new NQTs who have been appointed were discussed. One of the teachers, who has been appointed to Priestley, has only one term of her NQT period left so her training needs will be less. The other NQT (Butterfield class) has been employed as a supply teacher so she has some experience. Support arrangements for both positions have been put in place.
- The new management team is settling in and it has been noted that HT is handling the many changes in school in a sensitive manner.
- The proposed extended schools project is expected to be in place for September 2010 and it is hoped that this will prove to be a very useful marketing tool for attracting new parents to the school.
- Pupil performance and attendance levels are slightly lower than hoped for at this time and need to be improved. The attendance records are highlighted in the newsletter, which is circulated to parents each week.
- The process of setting pupil performance targets will be undertaken by HT, DHT and Chair on behalf of the governing body.
- RAISE online data has been published. The data for children on Level 5 was very good, although Level 4 in maths is slightly below national average.
- Good judgement will be recorded in the SEF and HT was requested to discuss the SEF with SDC in the near future. The children and staff were congratulated on their achievements, particularly taking into account the recent unsettled period in school.

Action
Chair, HT, DHT
HT

**33/09 Governor Expenses/Allowances Policy**

Chair referred governors to the tabled document on governor expenses and allowances. He asked them to review the contents and this will be discussed at the next meeting.

HT noted that this is a statutory policy and governor expenses should be included in the budget.

**34/09 School Improvement Plan & Raising Attainment Plan**

School Improvement Plan

Chair referred to the 12-month School Improvement Plan, which has been divided into three sections – Curriculum, Building, Pastoral. He stressed to governors that this document should be taken seriously and governors should provide support to the HT to drive the SIP through.

Raising Attainment Plan

This document details plans for raising pupil attainment by February 2010 and links in with the HT's performance management objectives.

There are three main priorities for ongoing monitoring and evaluation:

- Priority 1* Raising attainment and accelerating progress
- Priority 2* Improving the quality of teaching and learning, including the conditions for learning
- Priority 3* Developing the school as a professional learning community

Jayne Done, School Improvement Partner, will be visiting school the following day to provide some training for the subject leaders.

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**35/09 Extended Schools project**

Chair informed governors that Tim Phillips, who is an Early Years Co-ordinator from Bradford Council, has provided a draft business plan and a premises evaluation to take the before and after school club project forward. The business plan will be tailored for Oxenhope so that staff recruitment can commence, the priority being to provide facilities for a before and after school club. Funding is available for writing of policies and procedures and it is hoped to appoint a manager by Easter 2010.

The business plan will be presented to the governing body in January 2010 and the budget for the project will be maintained under a separate cost code. The plan will be based around a complement of 16 children but the total project is intended to accommodate 24 children.

It is intended that the existing ICT suite space will be used for the before and after school club but that the area will double up as a library / teaching space during the day.

The working group consisting of F Bolam-Peel, F Cameron and A Bennett, will meet with Tim Phillips again on 4 December.

D Ashcroft, FGP Chair, asked that a future link is set up with the working group and FGP to monitor the budget for this project.

Governors approved the actions of the working group.

Action

Chair,  
FBP, FC

**36/09 Governor Development Plan (including Training)**

A Governor Development Plan (GDP) had been developed immediately before this meeting at an additional training session.

Chair summarised the GDP. To date, the roles and responsibilities of the three statutory nominated governors have been defined (SEN/GT, Performance Management and Safer Recruitment) and all other nominated named/link governors will write their own job descriptions and these will be distributed prior to the next governors' meeting. Between the January and March 2010 meetings, the roles will be developed and visits to school will take place as appropriate with meetings with staff counterparts focussing on school improvement priorities. Class link governors will be invited to visit their respective classes during early January 2010 to build more informal links with staff and children.

Governors

**37/09 Safeguarding & Child Protection update**

Chair reported that there are some governors who do not have a current CRB in place (R Whitaker, A Lloyd-Owen, T Matthews, R Nichols). They were asked to let HT or the school office have the relevant documentation as soon as possible.

With regard to safeguarding, HT said he would give a brief overview to governors following the close of the meeting.

RW,ALO,  
TM,RN

**38/09 Health & Safety update**

The Chair of FGP reported on health and safety issues earlier in the meeting under Min 31/09. It was noted that all outstanding items are in hand.

**39/09 Governor Forum update**

R Whitaker, Governor Forum Representative, reported that the next meeting is scheduled for the following evening when the new Ofsted format will be discussed. He will report back at the January 2010 meeting.

RW

**40/09 Any other business**

Governing body representation

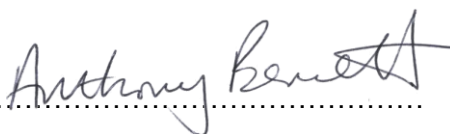
Chair informed governors that M Hughes' term of office as a Parent Governor is due to expire. Governors thanked Mike for all his hard work and commitment to the school. HT will organise an election for a replacement parent governor.

**41/09 Date of next meeting**

Wednesday 20 January 2009 at 7 15 p.m.

As there was no further business the Chair closed the meeting at 9 35 p.m. and thanked everyone for their attendance and contributions.

Signed as a correct record .....



Dated ..... 20 January 2010 .....