

Oxenhope C of E Primary School

Governing Body

Minutes of Meeting held on Wednesday 23 September 2009 at 7 15 p.m.

Present

A Bennett (Chair), F Bolam-Peel, D Burns (HT), F Cameron, G Dyson, M Hopkinson, M Hughes, T Matthews, R Nichols, C Reynard, R Whitaker

In attendance

B Carney (Clerk), P Elcock (Manager, EB Governor Services)

01/09 Introductions and Prayers

A Bennett opened the meeting at 7 15 p.m. and welcomed everyone to the meeting. He particularly welcomed Pat Elcock from EB Governor Services, who would be advising governors on the statutory procedural items on the agenda.

F Bolam-Peel gave a short prayer.

The Clerk then took the Chair.

02/09 Apologies for absence

Apologies were received and accepted from A Lloyd-Owen, K Medhurst, J Clarke and D Ashcroft.

03/09 Declarations of interest for items on the agenda

None.

04/09 Any other business and requests for agenda order variations

A Bennett noted that item 09/09 "Improving Governing Body Effectiveness" and involving P Elcock, would not be discussed at this meeting. This subject will be the subject of a separate training session(s) to be held at a later date, still to be fixed. A Bennett to contact P Elcock with suggested dates. F Beevers will also be involved in the training session(s).

A Bennett also requested three items under Any Other Business:

- Extended schools (M Hopkinson declared a conflict of interest)
- Associate members
- Harvest Festival

05/09 Election of Chair 2009-10

The Clerk informed governors that no completed nomination forms for Chair for 2009-10 had been received. She then requested any nominations from the meeting. There was one nomination for A Bennett and, therefore, he was unanimously re-elected Chair for 2009-10 (Proposed R Whitaker: Seconded F Bolam-Peel).

A Bennett took the Chair.

P Elcock informed governors that she intends featuring Oxenhope governors in the next edition of Notepad and she took some photographs of the meeting to include in the article.

Action

Chair

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

06/09 Declarations of Pecuniary Interest

The Clerk collected completed forms from those governors present and any missing forms will be collected and handed into the school office as soon as possible as these are needed to meet FMSIS requirements.

Action
DA, JC,
KM, ALO

07/09 Matters arising from the meetings held 8 July 2009

Eco schools (Min 95/08)

The planned meeting of the Parish Council will take place on 8 October. A Bennett, D Burns and D Ashcroft will be attending and will bring up various actions points involving environmental issues affecting the school.

Chair, HT,
DA

RE/Collective Worship policy (Min 95/08)

A review of this policy is still outstanding.

FBP

Health & Safety (Min 95/08)

Chair informed governors that he and FGP Chair had tried on several occasions to make contact with C Ingham. In view of the fact that he had not been able to attend any recent FGP meetings to advise on H & S matters, governors agreed that C Ingham would not be re-appointed as an Associate Member.

Building security (Min 95/08)

G Dyson reported that there is an issue in school regarding responsibility for re-programming of key fobs. HT agreed to check this with Matthew and to request that an up to date list is kept of all key/fob holders.

HT

Recreation ground (Min 95/08)

One of the school parents has been raising funds from WRAP and working with the Parish Council to progress the redevelopment of the recreation ground, the design of which must be agreed by 10 March 2010. The matter will be discussed at the next Parish Council meeting.

Handover/Induction arrangements for new HT and DHT (Min 97/08)

Governors noted that the whole school had been very fortunate to have the expertise of the three Consultant HTs during the last term, particularly affecting D Burns' appointment.

With regard to the new HT's Performance Management, a meeting has been arranged for Friday 2 October. This will be attended by D Burns, the PM governors and Jayne Done, the newly appointed SIP, who will assist with setting D Burns' objectives for the year, which will link in with the School Development Plan.

Chair,
RW, MH

On Sunday 11 October, a Dedication Service will be held at St Mary's Church. D Burns has been invited and part of the service will confirm his appointment as HT of the Church of England school. A general invitation is currently being designed and a list of invitees will be drawn up in due course.

Chair

F Bolam-Peel reported that other links between the church and the school are being considered and it is intended to draw up a rota between the churches in Oxenhope to be involved in future school assemblies. Also, St Mary's Parochial Church Council has invited HT along to speak at their meeting on 13 October about his vision for the school.

HT

School policies (Min 98/08)

HT agreed to review any outstanding policies, including Community Cohesion, and these will be presented at the next governors' meeting for ratification. P Elcock noted that models of all policies are available from Governor Services on request and she agreed to send a list of all statutory policies required to HT.

Action
HT
HT
RW

Travel plan (Min 98/08)

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

Mike Wragg retirement (Min 99/08)

The successful event for M Wragg's retirement had resulted in costs of £380 out of the allocated budget of £500 (£120 surplus).

Governor forum update (Min 105/08)

Following R Whitaker's comments at the last meeting regarding his lack of enthusiasm for the governor forum briefings, P Elcock confirmed that the structure of the governor forums has been reorganised and she urged him to attend the next briefing in November. R Whitaker agreed to do so.

08/09 Minutes of the meeting held 8 July 2009

The minutes of the meeting held 8 July 2009, were approved and signed, subject to a minor amendment.

09/09 Improving governor effectiveness

See Min 04/009 above.

10/09 Membership of committees 2009-10

The following committee composition was agreed:

Finance & General Purposes

- D Ashcroft (Chair)
- A Lloyd Owen
- J Clarke (Secretary)
- T Matthews
- R Whitaker
- R Nichols (Vice Chair)

D Burns

School Development Committee

- A Bennett
- F Cameron (Joint Secretary)
- F Bolam-Peel (Chair)
- K Medhurst
- M Hughes (Vice Chair)
- C Reynard
- G Dyson (Joint Secretary)

Signed as an accurate record..... 

Complaints

D Ashcroft (Chair)
R Whitaker
M Hughes
T Matthews

Staff Disciplinary & Grievance

F Cameron
F Bolam-Peel (Chair)
A Lloyd-Owen
J Clarke

Appeals

K Medhurst
R Nichols (Chair)
M Hughes
C Reynard

Admissions

A Bennett (Chair)
F Bolam-Peel
M Hughes
D Burns

P Elcock informed governors that the terms of reference for each committee should be confirmed at the first meeting of each academic year.

Action

FGP, SDC

11/09 Election of committee chairs/vice chairs/secretaries

See Min 10/09 above for SDC and F&GP.

12/09 Election of Vice Chair 2009-10

Governors agreed that the two main committee chairs (SDC and FGP) should be joint Vice-Chairs of the full governing body. P Elcock advised that this could only be an unofficial arrangement as only one name could legally be submitted for Vice-Chair.

Governors agreed that D Ashcroft would be the first named contact for Vice Chair and F Bolam-Peel as the second named contact for Vice Chair for the academic year 2009-10.

DA, FBP

Thanks were given to M Hughes for his past service as Vice Chair of the governing body.

M Hopkinson suggested that governors should be considering succession of the Chair of the full governing body and this should, in his opinion, be a governor who would carry forward the Christian ethos of the school, such as a Foundation Governor or the present incumbent. P Elcock pointed out that governors should take care not to preclude any governor being eligible for election to the office of Chair and/or Vice Chair.

13/09 Election of Performance Management governors

The following three Performance Management governors were re-elected for 2009-10:

A Bennett, R Whitaker, M Hughes

Pat Elcock left the meeting. She was thanked for her contributions.

Signed as an accurate record..... 

14/09 Named and Link governors

The following named and link governors were agreed for 2009-10:

Literacy	C Reynard
Numeracy	F Cameron
Inclusion (inc SEN & G&T)	M Hughes
Child Protection	F Bolam-Peel
Newly Qualified Teachers	D Ashcroft
Church Liaison	K Medhurst, A Bennett
Parish Council Liaison	D Ashcroft
Healthy Schools	R Nichols
Governor Forum	R Whitaker
School Council	G Dyson
Health & Safety	T Matthews, M Hopkinson
Bursar Liaison	D Ashcroft
DET Buildings Liaison	D Ashcroft
Early Years/Foundation Stage	C Reynard
RE/Collective Worship	F Bolam-Peel
Pastoral	K Medhurst

HT requested that, if possible, subject link governors would attend the relevant meetings of the staff subject representatives.

The above link governors were requested to review their particular appointment and write a relevant job description – a model template will be made available by Pat Elcock and Fiona Beevers at their proposed training session(s).

Bronte class	C Reynard
Lister class	A Bennett
Hockney class	F Bolam-Peel
Butterfield class	T Matthews
Devonshire class	F Cameron
Priestley class	R Nichols
Macmillan class	J Clarke

Communications A Bennett

HT asked if class governors would liaise with the relevant class teacher and, if possible, attend events with the children such as class trips etc.

HT agreed to publish the link governor information in a future newsletter to parents once staff have been informed of the arrangements.

M Hopkinson was re-elected as an Associate Member for 2009-10.

15/09 Dates for meetings 2009-10

- Wednesday 18 November 2009 at 7 15 p.m.
- Wednesday 20 January 2010 at 7 15 p.m.
- Wednesday 17 March 2010 at 7 15 p.m.
- Wednesday 19 May 2010 at 7 15 p.m.
- Wednesday 7 July 2010 at 7 15 p.m.

Meetings of School Development Committee and Finance & General Purposes Committee will be held on the same evenings commencing at 6 00 p.m. with refreshments provided from 5 30 p.m.

Signed as an accurate record..... 

Action
Governors
Governors
Governors
HT

Chair suggested that his wife could provide childcare provision during the committee meetings, subject to availability. Governors were requested to liaise with the Chair to determine arrangements.

ActionB

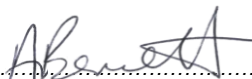
16/09 Governor training

Meeting to be arranged, possible date Wednesday 14 October 2009.

17/09 Headteacher's report

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

- A detailed staffing structure and brief roles of both teaching and non-teaching staff for 2009-10
- Total roll numbers at present – 146, which is lower than expected. An open afternoon will be held on 12 November, which will be publicised locally.
- The curriculum focus for 2009-10 will be English and Maths. Staff will retain overall responsibility for other subject areas and have been asked to identify gaps in school resources to ensure quality of provision and resources.
- Staff will be looking at using APP to ensure accurate teacher assessment. Training will take place at the next training day on 30 November.
- Helen Williams of the Diocese, will be assisting with a review of outdoor provision for Reception and Year 1 children. Also a review of ICT provision is ongoing. The school will be required to provide 10% of the capital required.
- A fire risk assessment has been received from Bradford Council, which is likely to identify various building maintenance issues.
- The work towards gaining the Investors in Pupils Awards is progressing and a video will be shown to governors at the next meeting.
- Two open evenings for new parents have been held with 51 families attending.
- The first weekly achievement assembly has been held and there is an open invitation for parents and friends to join. Refreshments are served by the Friends of Oxenhope.
- Staff are being trained in certain medical procedures to meet the needs of various children who need medical intervention, either regularly or in an emergency.
- HT and DHT have attended a "Local Partnership" meeting involving the Keighley 3 cluster of Worth Valley schools. A budget of approximately £180,000 is available for joint projects and a report on the action plan will be presented to governors in due course.
- A meeting will be set up with Tim Phillips from Bradford Council with regard to providing a "Before and after school club" on site. Governors were asked to attend the meeting when this is confirmed.
- Various requests for holiday leave have been received from parents who have not used up their 10 day allowance and these have been agreed. Advice is being taken from Education Welfare regarding requests from parents for their children to attend various auditions which will affect the overall attendance record.
- Staff have been asked to look out for children who may be suffering from 'flu-like symptoms, in accordance with the pandemic 'flu policy.



- There are currently 2 Statemented children, 9 School Action Plan and 2 School Action children, on roll.
- Jane Arundale is no longer the School Improvement Partner (SIP) and has been replaced by Jayne Done, who was previously the School Improvement Officer (SIO). Jayne has visited school to schedule further meetings for HT Performance Management and target setting.
- The times of the school day have changed slightly and a note will be placed in the newsletter for parents.

Action

HT

18/09 Report from the School Development Committee

The minutes of the meeting held 9 September 2009 were adopted.

F Bolam-Peel, Chair, highlighted various items under discussion and reviews:

- School staffing structure
- Vision Statement for the school which has been placed on the website– key words have been defined with input from staff and parents. Relevant displays have been produced for use throughout the school.
- The Pandemic ‘flu policy is under review on a monthly basis

19/09 Report from Finance & General Purposes Committee

The minutes of the meeting of 8 July 2009 were adopted.

A meeting of FGP was held immediately prior to this meeting and, in the absence of D Ashcroft, A Bennett highlighted various items discussed:

- The actions following the FMSIS audit are almost complete – the Statement of Internal Control and the Best Value Statement are still outstanding and C Newson will assist with the next assessment. A Bennett requested the full governors’ approval to delegate authority for completion of all outstanding FMSIS documentation to FGP. This was approved.
- The school Bursar will attend the next and future meetings of FGP for the general advice and presenting the budget monitoring information. HT to have discussions with the Bursar regarding budgetary procedures.
- With regard to staffing, the requirement of the TLR role will be reviewed and whether this can be undertaken jointly by HT and DHT.
- Following an initial evaluation by HT, HT to ascertain the most cost effective option for Year 3 after Christmas, to include meeting with the temporary post holder (contract end date December 2009), to discuss arrangements for January 2010. It was noted that Chair and HT were attending safer recruitment training at EB on 20 October and it was agreed that the process for recruiting a permanent Year 3 teacher should not be initiated until such training is complete. Other governors involved in recruitment were encouraged to attend further EB safer recruitment training sessions as advertised.
- Three capital projects have been completed and it was agreed that three new capital projects for 2009-10 will be progressed by HT.

HT

HT

20/09 Report from the Governor Forum representative

See min 07/09 above.

Signed as an accurate record..... 

