

SUMMER TERM 2010

BUCKINGHAMSHIRE COUNTY COUNCIL

MINUTES of the meeting of the Governors of Bourton Meadow School held at the School on Wednesday 30 June 2010 at 7.00 p.m.

PRESENT:	Mrs Amanda Taylor-Hopkins (Headteacher)	Mr Liam Harrison
	Mrs Joanna Robinson (Chairman)	Mrs Jennifer Harte
	Mr Ade Abass	Mrs Lucy Howard
	Mrs Kate Aldersley	Dr Judith Pickering
	Mrs Caroline Conquest	Mrs Rachel Pollard
	Mr Patrick Fealey	Mrs Lindsay Pollock
	Mrs Karen Herring	Mrs Sharan Price
IN ATTENDANCE:	Mrs Deborah Wright	Governors' Clerk
	Mrs Jane Harman	Observer Deputy /Headteacher
	Mr Richard Main	Head of Assessment
ABSENT:	Mrs Joanna Ramsdale	(Apologies received and accepted)

The Chairman was pleased to welcome Patrick Fealey to his first Governing Body meeting as appointed Partnership Governor.

1 NOTIFICATION OF ANY OTHER BUSINESS

No items of Any Other Business were presented.

2 DECLARATIONS OF INTEREST

Lindsay Pollock declared that her husband works for a company that produces School Prospectus. Governors agreed that in the event that this company is being considered for any contracts with the school that Mrs Pollock would withdraw from the meeting. There were no further declarations of interest.

3 MINUTES AND MATTERS ARISING

3.1 MINUTES

The Minutes of the meeting held on 13 May 2010 having been circulated, were confirmed and signed by the Chairman as a correct record.

An additional copy of the Minutes was signed by the Chairman and handed to the Headteacher for display at the school.

ACTION

Headteacher

	ACTION
<p>3.2 MATTERS ARISING</p>	
<p>3.2.1 <u>LEADERSHIP AND STAFFING STRUCTURE, MINUTE 5.2</u> This item is deferred to the Governing Body meeting on 23 September 2010.</p>	<p>Headteacher Clerk: Agenda</p>
<p>3.2.2 <u>APPROVAL OF FINANCIAL PLAN, MINUTE 5.2</u> The draft financial plan as prepared and approved by the Finance and Personnel Committee was presented to Governors.</p> <p>Governors RESOLVED: to approve the Financial Plan for the year 2010/2011 as prepared and recommended by the Finance and Personnel Committee.</p> <p>A signed copy of the budget plan is attached to these minutes.</p>	
<p>3.2.3 <u>GOVERNOR RECRUITMENT – NEW GOVERNOR INDUCTION PACK AND DATA LIST, MINUTE 8.4</u> Kate Aldersley had prepared a New Governor Induction Pack and checklist. Kate went through the checklist and this was duly APPROVED by the Governing Body subject to the addition of the Governor Development Plan. Kate would meet with all new Governors and Associate Members to go through induction procedures and training arrangements.</p> <p>All Governors present gave their permission to share the County Data List with fellow Governors and for this to be included in the Governor Induction pack. The Clerk would contact Joanna Ramsdale to seek her approval. If this is received, the Data list will then be circulated with the minutes of this meeting.</p> <p>The Headteacher agreed to write to parents in September inviting them to nominate candidates for the remaining Partnership Governor vacancy. There is also one vacancy for a LA Governor.</p>	<p>Clerk</p> <p>Headteacher</p>
<p>3.2.4 FURTHER MATTERS ARISING NOT LISTED ON THE AGENDA</p> <p><u>SKILLS AUDIT, MINUTE 5.2</u> The Chairman thanked all Governors for completing and returning the Skills Audit and was pleased to note that all Governors appear to have their skills appropriately matched to their Committee membership.</p> <p><u>ADMISSIONS, MINUTE 5.2</u> The Curriculum and Admissions Committee have yet to discuss reviewing the Admissions Policy in the light of the new Admissions Code. This item is therefore deferred to the next Governing Body meeting on 23 September 2010.</p> <p><u>STAFF SURVEY, MINUTE 5.2</u> Kate Aldersley had written to staff and the letter had been placed on the school noticeboard.</p>	<p>Curriculum and Admissions Committee Clerk: Agenda</p>

ACTION

HEALTH AND SAFETY COMPLIANCE REPORT AND POLICY UPDATE, MINUTE 8.1

The Premises, Health and Safety Committee agreed to undertake the annual review of the school's Health and Safety compliance and to update the Health and Safety Policy. This item is deferred to the next Governors' meeting.

Premises,
Health and
Safety
Committee
Clerk: Agenda

ANNUAL SALARY REVIEW FOR TEACHERS, MINUTE 8.2

The Headteacher reported that observations have taken place of all teachers and that Performance Management reviews are planned for the week after next.

GOVERNOR RECRUITMENT/SUCCESSION PLANNING, MINUTE 8.4

Associate Members will be assigned to Year Groups in the Autumn Term and will be given the opportunity to shadow a Governor on a school visit.

Clerk: Agenda

REVISED PERFORMANCE MANAGEMENT POLICY, MINUTE 8.5

The Governing Body approved the adoption of the revised Performance Management Policy to reflect the link between Threshold applications and the importance of the last two Performance management cycles and outcomes. The Headteacher agreed to update the Policy and bring to the attention of all staff.

Headteacher

4 PRESENTATION BY HEAD OF ASSESSMENT

Richard Main, Head of Assessment, gave a PowerPoint Presentation on Pupil Progress and Attainment September 2009 to June 2010, highlighting the following points:

Assessment procedures have been fine tuned to support all children to make the maximum progress. All assessments must be accurate and as up to date as possible. Richard presented graphs demonstrating average point increase by Year Group. Data for Years 2 and 6 is finalised, and data for the other year groups will be complete by the end of term. Across the school the rate of progress is above average in all areas, with many areas achieving well above national averages. Achievement of boys, particularly in maths, has been a focus area and, pleasingly, their progress has been significant. More work will be taking place on the assessment of science to raise standards in this area.

Richard presented graphs for Key Stage 1 Summary and Key Stage 1, Actual versus Targets, and Key Stage 2 Summary Performance Actual versus Type 'D' Targets, to give a snapshot of the current picture. The Headteacher explained that within a target range from A to D, each school has a suggested grade to aim for. Bourton Meadow has decided to aim for the top range 'D' which would place the school in the top 25% of schools nationally. This is close to being achieved and is an excellent reflection of the school. The national expectation is for children to make 3

points progress, but at Bourton Meadow all children are targeted to make 4 points of progress.

A graph presenting information on the percentage of pupils reaching their individual Key Stage 2 targets, demonstrated that progress had been weaker in writing; however support measures have been put in place over the last 18 months and over the course of the next two years this picture will improve. The analysis by gender of the percentage of pupils achieving level 4+ and 5+, demonstrates that whilst boys generally under achieve in English, Year 6 data shows that boys have out-performed girls in almost every category, bucking the national trend.

Areas for development 2010/11:

- Continued development of writing across the school.
- Analysis of techniques used to continue to raise the achievement of boys.
- Continuation of half termly assessments and progress meetings.
- Review of the assessment of science.

The Headteacher explained that the school is currently looking at specific science data to moderate and check that current assessments are realistic. The school has effectively adapted APP (Assessing Pupil Progress) into the school's own assessment systems and will continue to do so.

In response to questions from Governors, the Headteacher confirmed that all teachers have a target for all pupils in the school to achieve 4 points of progress, and that this is linked to their performance management. The Headteacher highlighted that the performance of boys had not been below the national average, but that as in-house data showed that girls performed more strongly, decided that boys should be brought up to the same level. Data on all pupils is reviewed every six weeks and this ensures that there are no dips in either boys' or girls' group progress.

The Headteacher and Governors thanked Richard for the presentation and acknowledged the immense amount of work that goes into the production of this data.

5 REPORTS OF COMMITTEES

5.1 FINANCE, PERSONNEL AND PAY REVIEW COMMITTEE

The Finance, Personnel and Pay Review Committee had met on 16 June 2010 and minutes were circulated to all Governors. The Chairman reported that the main work of the Committee had been preparation and finalisation of documentation and policies required to meet the FMSiS audit standard. The school had expected the audit to take place in July; however it had been brought forward to 7 June 2010. The school had been given a list of remaining actions to be completed by 15 July 2010.

FMSiS Approval of Paperwork

The Finance, Personnel and Pay Review Committee had reviewed the following documents and policies and recommended their approval to the Governing Body. Copies of all paperwork were available for inspection by Governors:

Governor Induction checklist

The Governing Body duly approved the Governor Induction Checklist as discussed at Minute 3.2.3

Lettings Policy and Scale of charges

The Governing Body duly approved the Lettings Policy and scale of charges as presented and reviewed by the Committee.

IT Security Policy/Email-Internet Code of Practice

The Governing Body approved the IT Security Policy/ Email Code of Practice. The Headteacher had confirmed that staff have also signed the Code of Practice.

Charging and Remissions Policy

The Governing Body approved the Charging and Remissions Policy as presented and reviewed by the Committee.

Benchmarking Review – report from Headteacher

The Headteacher produced a written benchmarking report, identifying and benchmarking key school data within school against other similar schools, using LEA, regional and national figures, to give a baseline for the school's current position. A copy of the report was circulated to all Governors and a copy is retained with the minutes of the meeting. The Headteacher went through the report with Governors inviting questions, and suggested that next Spring a working group of Governors would be interested to go through benchmarking data with the Headteacher.

Financial Procedures Manual and Scheme of Delegation

The Governing Body approved the Financial Procedures Manual and Scheme of Delegation as presented and recommended by the Committee.

Contracts and Leases

A list of Contracts and Leases recommended and reviewed by the Committee was duly approved by the Governing Body.

Best Value Statement

The Governing Body duly approved the Best Value Statement as recommended by the Committee.

Statement of Internal Control

Governors considered the Statement of Internal Control of the financial management of Bourton Meadow School for the period from 14 May 2009 to 30 June 2010, which had been recommended by the Finance, Personnel and Pay Review Committee.

ACTION

Governors were satisfied that the internal control systems in operation at the school during the year were adequate and effective, and the SIC was signed by the Headteacher, Chairman of Finance Committee and Chairman of Governors.

Copies of all Policies and paperwork presented were signed by the Headteacher and Chairman of Governors.

5.2 PREMISES, HEALTH AND SAFETY COMMITTEE

The Premises, Health and Safety Committee had met on 23 April and 9 June 2010 and minutes were circulated to all Governors. Governors noted that a Chairman needs to be appointed to this Committee.

Premises,
Health and
Safety
Committee
Agenda

The Committee had discussed the shortage of classrooms with the start of 3 form entry for every year group from September 2010. The cost of a Portakabin is prohibitively high and Governors agreed that the best solution would be to use the part of the Foundation classroom which had formerly been used for Year 1, as an extra classroom. A Foundation area could be created by putting sides onto the canopied area to make a conservatory type classroom. Flooring would need to be put in and the area would become a permanent option. The Headteacher had obtained a quotation of £10,000 and Governors gave their approval for this to proceed over the summer holidays.

Governors discussed the shortage of space in Nursery, particularly in the light of the long waiting list for places. There are currently some 26 children that cannot be taken into the school in January 2011. Consideration is being given to a range of options to include additional toilet facilities. Jane Harman is in contact with the LA regarding the existing Portakabin which is still owned by the LA. Governors suggested that given it will be of very little value and would be costly to remove, the LA should be approached to sell the Portakabin to the school for a nominal amount. The Headteacher agreed to pursue this suggestion. The Headteacher highlighted that further consideration needs to be given to admissions given the current over subscription to the school and Nursery. The Curriculum and Admissions Committee will take this up at the first meeting of the Autumn Term.

Curriculum and
Admissions
Committee
Agenda

The Committee had discussed the long term dispute with the Structural Engineers and the Architects regarding the costs for the additional steel for the Year 6 building. The final payment of £8,000 for the Architect is still outstanding. The responsibility for project management remains unclear with neither party prepared to accept liability. The cost of the additional steel has left the school with costs of some £30,000 and there is no clarity about who made the order to purchase the steel. Liam Harrison has taken legal advice to investigate taking out a case for a professional indemnity claim, and considers that liability lies with the Structural Engineers, Clifford Cox. Advice has also been taken from another firm of Structural Engineers who tend to agree

with this stance, but would not be in a position to confirm formally. However, given that the former Headteacher was away on holiday during the time when the order for the steel was made, the order must have come from the Architects and therefore they too have liability. Governors agreed that Liam Harrison should approach a solicitor to establish the costs to draw up papers to make a claim against Clifford Cox with a view to achieving an out of court settlement. Liam will then contact Clifford Cox to negotiate. In addition Liam agreed to have further negotiations with the Architects. Governors agreed that the Headteacher, Liam Harrison and Chairman of Governors should be given delegated authority to progress this matter during the summer holidays and would report back to Governors at the next Governing Body meeting. See Confidential Part II minutes.

5.3 ADMISSIONS AND CURRICULUM COMMITTEE

The Admissions and Curriculum Committee had met on 12 May 2010 and minutes were circulated to all Governors and duly noted.

The Headteacher highlighted that recent Governor visits have focused on child centred planning and learning. Ade Abass, Sharan Taylor and Caroline Conquest had visited school today and had joined a Gifted and Talented mixed age writing group. The lesson was planned and delivered by the children. Governors noted that children are very receptive to learning from their peers. The Headteacher advised that the school will be bringing in more peer learning, and this will form part of the next School Development Plan. Governors had been extremely impressed by the abilities and enthusiasm of the children. The Headteacher also referred to Ade's visit as part of Business Enterprise and advised that developing life skills will also be included in the next SDP.

5.4 ITTC STRATEGIC COMMITTEE

The ITTC Strategic Committee had met on 4 May 2010 and minutes were circulated to all Governors and duly noted.

Jane Harman highlighted that TDA funding has decreased by £1000 per year from 2010/11, however schools in the partnership are continuing to support for at least another year. This year's cohort has all passed their final assessment and the new cohort will be starting next week. Next year there will be one self-funded trainee; it is hoped that self-funded trainees will be extended in the future.

5.5 EXTENDED SCHOOLS COMMITTEE

The Extended Schools Committee had met on 24 June 2010 and minutes were circulated to all Governors and duly noted.

Extended Schools services continue to be extremely popular.

The Committee had discussed the Holiday Club and the number of trips that are run. It was agreed that the number of trips would be reduced because of the additional costs that they incur to families. Alternative activities will also be provided when trips are taking place. Governors noted that it is an insurance requirement that a qualified teacher goes on every trip. The school is fortunate to have a pool of teachers who are prepared to join trips during the holidays. In the future the cost of the coach will have to be funded by Activ8ors. The nature of trips will be carefully considered to ensure that they are appropriate.

Numbers for After School and Breakfast Club activities are high and continue to grow. Once again, the school is outgrowing the facilities. The Headteacher is keen to ensure that growth is monitored to ensure the high quality of provision. Governors agreed that the Premises, Health and Safety Committee should monitor the growth of the school and consider facilities with a view to planning for the future.

Premises,
Health and
Safety
Committee
Agenda

5.6 MARKETING AND COMMUNICATIONS COMMITTEE

The Marketing and Communications Committee had met on 21 June 2010 and minutes were circulated to all Governors and duly noted.

The Committee are currently looking into developing the school website to incorporate the Governors' Newsletter and Governing Body information.

The Headteacher reported that the Times Educational Supplement had visited the school and an article and photographs of both the School and the Teacher Training College will feature during the summer.

5.7 STAFF DISMISSAL/EMPLOYEE GRIEVANCE/PAY REVIEW APPEALS/ STAFF DISMISSAL APPEALS COMMITTEES

The Chairman reported that a meeting of the Staff Disciplinary Appeal panel has been convened.

5.8 PUPIL DISCIPLINE COMMITTEE

This Committee had not needed to meet.

6 REPORTS

6.1 REPORT OF CHAIRMAN

Action Taken Under Emergency or Delegated Powers: The Chairman had not taken any action under emergency or delegated powers.

		ACTION
6.2	<p>REPORT OF DEVELOPMENT GOVERNOR/REPORT ON TRAINING AND DEVELOPMENT UNDERTAKEN BY GOVERNORS</p> <p>The Development Governor highlighted the new training programme for 2010/11 and encouraged Governors to take advantage of the training opportunities. New Governors and Associate Members were reminded to book for Induction Training. Governors agreed that it would be helpful to maintain a record of all relevant training taken by Governors, irrespective of whether it was through the LA. Governors were asked to send any appropriate training information to the Development Governor.</p>	All to note
6.3	<p>REPORT OF SEN GOVERNOR</p> <p>The SEN Governor had nothing to report on this occasion.</p>	
6.4	<p>REPORT OF CHILD PROTECTION GOVERNOR</p> <p><u>Termly Report:</u> The Child Protection Governor reported that there had been one incident which had been resolved and handled appropriately.</p> <p><u>Presentation of Annual Safeguarding Report:</u></p> <p>The Child Protection Governor and Headteacher would prepare an Annual Report to the Governing Body on Safeguarding Activity in the school which would be presented to Governors at the meeting to be held on 23 September 2010. A copy of the report would be forwarded to the Safeguarding Team at the Local Authority.</p> <p><u>Appointment of Governors with Responsibility for Safer Recruitment:</u> It was agreed that Jenny Harte and Caroline Conquest would continue as the Governors with responsibility for safer recruitment.</p> <p><u>Child Protection Training:</u> It was confirmed that Joanna Robinson had attended a Child Protection training course in the last four years.</p>	Child Protection Governor/ Headteacher Clerk: Agenda
6.5	<p>REPORT OF DIVERSITY GOVERNOR</p> <p><u>Termly Report:</u> There have been no reported racist incidents this term.</p> <p><u>Annual Review of Racist Incidents:</u> Governors agreed that a review of the policy on dealing with racist incidents was not required.</p>	
6.6	<p>REPORT OF VISITING GOVERNOR</p> <p>This had been covered under the report of the Curriculum Committee, Minute 5.3.</p>	

		ACTION
6.7	APPOINTMENT OF VISITING GOVERNOR	
	It was agreed that Governors should make arrangements to visit their Year Groups as appropriate. The Headteacher maintains a file of Governor Visit reports. Governors agreed that a standard form should be used for all visit reports. The Headteacher agreed to make a template available for all Governors to use.	All Governors Headteacher
7	RECURRING ITEMS	
7.1	APPOINTMENT OF PERFORMANCE MANAGEMENT REVIEWERS/ QUALITY ASSURANCE GOVERNOR	
	Governors agreed that Kate Aldersley, Caroline Conquest and Jenny Harte would continue as the Performance Management Reviewers.	
	Caroline Conquest would attend training on Governors' Role in Performance Management.	Caroline Conquest
7.2	SCHOOL PROFILE	
	The Headteacher agreed to update the School Profile once results have been finalised.	Headteacher
	https://schoolprofile.teachernet.gov.uk	
7.3	IN-SERVICE TRAINING DAYS	
	Three dates for 2010/11 remain to be set. These will be presented at the next Governing Body meeting on 23 September 2010. Governors noted that the Chairman can give approval if time does not permit these to be considered by the Governing Body.	Headteacher Clerk: Agenda
8	DATES AND TIMES OF FUTURE MEETINGS	
	It was agreed that further meeting dates would be as follows:	
	<u>Autumn Term</u>	
	Thursday 23 September 2010 at 7 p.m. (LA Clerked)	
	Monday 29 November 2010 at 7 p.m. (LA Clerked)	
	<u>Spring Term</u>	
	Thursday 27 January 2011 at 7 p.m.(LA Clerked)	
	Wednesday 30 March 2011 at 7 p.m. (LA Clerked)	
	<u>Summer Term</u>	
	Thursday 12 May 2011 at 7 p.m.(LA Clerked)	
	Wednesday 29 June 2011 at 7 p.m. (LA Clerked)	

		ACTION
9	ANY OTHER BUSINESS	
9.1	OPEN DAY	
	The Headteacher invited all Governors to attend the School Open Day on 7 July 2010 at 1.30 p.m.	
9.2	ACADEMIES	
	As an 'outstanding' school, the Headteacher has registered interest in the possibility of the school becoming an Academy. Once further information has been received, the Headteacher and Governing Body will weigh up the advantages and disadvantages.	
10	CONDUCT OF MEETING	
	Governors confirmed that the meeting was conducted in an open manner and that all Governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these minutes.	

The meeting closed at 9.05 p.m.

Signed Date
Chairman

PART II – CONFIDENTIAL MINUTES

CONFIDENTIAL MINUTES of the meeting of the Governors of Bourton Meadow School held at the School on 30 June 2010 at 7.00 p.m.

5.2	PREMISES, HEALTH AND SAFETY COMMITTEE	ACTION
	Governors agreed that due to the unknown costs of taking the Structural Engineers and/ or the Architects to court, the school could not be exposed to this financial risk. It is hoped that an out of court settlement can be reached with Clifford Cox and that the Architect's charge will be waived. Governors agreed that if a settlement in the region of £15,000 from Clifford Cox is offered, then this would be an acceptable outcome for the school.	

Governors acknowledged the complexity and lack of clarity over many aspects of the case, made more difficult because Governors and the Headteacher who had been involved in the original contract are no longer involved with the school.

ACTION

Signed Date
CHAIRMAN