

Full Governors Meeting

Wednesday 29th April 2009 – 6.00pm at Watling Lower School

Minutes of Meeting

- Governors Present: Andrew Foster (AF), Ian Black (IB), Shauna dyke (SD), Jit Jandu (JJ), Lynne Peck (LP), Teresa Warren (TW), Ian Hedges (IH), Dave Gregory (DG)
- Apologies for Absence: Helen Christopher (Work), Donna Barker (Work), Tracy Moffatt (Work), Jackie Cusack – Clerk (Ill)
Allan Drummond was due to arrive late after work in London but did not get back in time.
- Minutes of Last Meeting – 12.02.2009

As the minutes were provided late to Governors they were read through, the following comments were raised.

1. Headteacher cover – this point was not acted on in a timely manner leaving to overload on the Deputy Head (SD) as she had to teach as well as run the school.
 2. Questionnaires – still outstanding and to be discussed at next FGB meeting.
 3. Booster Groups – these have now started being run by SD although a detailed plan was not available, this is to be produced by Friday, May 8th. Headteacher (IB) to give detailed report including pupil numbers at the next Performance & Procedures (P & P) meeting.
 4. Governor Recruitment – an advert went out in the last school newsletter but no response received. Chair (AF) to contact Central Bedfordshire regarding new LEA governors.
 5. Swimming – new cover has still not been built at Ardley Hill. Pupils have not swum for 2 years.
 6. ICT Mark – has been discussed at staff meeting as a continuous agenda item. Deadline for achievement – Autumn Term 2009
 7. SEF – needs to be updated after OFSTED visit, to be trimmed to make it a flexible, effective working document.
- Notification of Any other Business
 1. Laptops for Teachers (JJ)
 2. Polling Day (IH)
 3. Staff Buffet (SD)
 4. CRB (AF)
 5. Staff Sickness Absence Policy (IB)
 - Notification of Pecuniary Interest – forms completed by all governors present.
 - Head Teachers Report (verbal)

Ian Black gave a verbal commentary raising the following specific points.

1. Numbers in Foundation Stage will be significantly down next year and this will lead to one less class in year 2010/2011.

2. OFSTED – very positive result with all staff and pupils to be congratulated. Parental concerns need to be addressed.
 3. Does Watling Lower School wish to become Outstanding as challenge by OFSTED.
- All Governors agreed and set a deadline of school year 2010-2011.

- Sub Committee Reports

Finance & Personnel

FMSIS – Ian Black has produced plan which has been sent to County Hall. This needs to be submitted to the F & P committee for approval.

Performance Management Update

New policy has been sent to the Unions following receipt of no comments from staff.

Once comments have been received from the unions they will need to be submitted to the F & P committee for review.

- Information removed -

Performance & Procedures

Away Days – staff away day held first day back after Easter break, positive event that enabled all teaching staff to agree plans for future.

Governors Health Check – to be discussed at next meeting.

OFSTED Action Plan – to be discussed at next meeting.

Subject Governors – list to be circulated around governors and agreed at next meeting.

Buildings, Health & Safety

To be discussed at next meeting.

- Support Staff Feedback – Lynne Peck raised work load of EP in school office. IB to look into situation and agree plan of action.

- AOB

1. Laptops for Teachers (JJ) – IB to ask IT co-ordinator for fully costed list for consideration.

2. Polling Day (IH) – June 4th – Parents, Website and Forest Club to be informed.

3. Staff Buffet (SD) – June 5th 2009

4. CRB (AF) – all staff to be CRB cleared by October 2009. Check progress at next meeting.

5. Staff Sickness Absence Policy (IB) – referred to F & P committee.

Remember:

- **Governors help shape the vision and direction of the school.**
- **Governors ensure the school fulfils its statutory duties.**
- **Governors understand the strengths and weaknesses of the school.**
- **Governors challenge and support the Senior Management Team.**

Senco Report to Governing Body 26.3.09

SEN Register

At present there are 29 pupils on the SEN register. Following Parents Evening last week, one child is being removed and 3 are being added. IEPs have been reviewed and new ones will be issued with new targets.

21 SA

5 SA+

3 statements

4 no IEPs

3 LAC

The Behaviour Support team have been involved with a pupil in 4+ and some of their recommendations are being incorporated into the child's IEP. The report will be useful evidence for the application for statementing.

I have attended the LAC review meetings. The foster carers have requested that one LAC pupil transfers to Oakbank Special School in Leighton Buzzard in September.

G&T register

There are 38 pupils currently on the register and parents were informed at Parents Evening.

Veronica Clarke