

**BEDFORD BOROUGH LA**

**QUEENS PARK LOWER SCHOOL**

**Minutes of a meeting of the Governing Body of Queens Park Lower School held on 5<sup>th</sup> July 2010 at School**

**1. PRESENT**

Mrs E Bell	Staff Governor
Mr F Birkett	Community Governor (Chair)
Mrs B Edge	Staff Governor
Mrs a McCormick	Staff Governor (Headteacher)
Mrs L Sadler	Associate Governor
Mrs R Shaikh	Associate Governor
Mrs V Tatum	Community Governor

In Attendance Mrs A Thomas (Clerk to Governors)

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mr Le Page.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest arising from the current agenda.

**4. MINUTES OF PREVIOUS MEETINGS**

All presented noted the following minutes, copies of which had been circulated to all present and agreed that they should be signed as a correct record:

- a) Minutes of regular business meeting 18.5.10.
- b) Extra-Ordinary meeting 24.6.10
- c) Strategy Day 25.6.10

**5. MATTERS ARISING FROM THE MINUTES OF 18.5.10**

**a) Budget 2010/11**

In connection with Minute 5 it was noted that, following a virtual meeting the budget for 2010/11 had been approved and sent to the Local Authority.

**b) Membership of Governing Body**

In connection with Minute 7c) it was noted that Mrs Jalaldin had not responded to the Clerk's letter it was assumed that she no longer wished to be a member of the Governing Body.

**c) Parents' Action Group**

In connection with Minute 7d) the Headteacher reported that she had applied for funding to enable Year 4 to go swimming for six weeks in summer 2011.

Action

**d) Every Child Matters**

In connection with Minute 7C4c) it was agreed that a refresher session on Every Child Matters would be built into Governors’ programme for 2010/11.

**e) Green Flag Status**

In connection with Minute 9a)i) Governors noted that the School’s Green Flag assessment would be taking place on the last day of the current term.

**f) Family Learning Trips**

In connection with Minute 9a)iii) Governors agreed that the contributions towards family learning trips could be increased in 2010/11 if necessary.

**g) International Links**

In connection with Minute 9a)iv) Governors noted that Mrs Sadler was leading the new link with China.

**h) Target Tracker**

In connection with Minute 9b)ii) Governors were pleased to hear that the Learning and Teaching Committee had taken part in a refresher session on Target Tracker.

**j) Community Nursery**

In connection with Minute 9d)iv) it was noted that the new community nursery would be opening in September 2010.

**k) Mrs Joan Reeves**

In connection with Minute 4 Governors were very interested to see a most complimentary article in the English Speaking Union’s newsletter about the public speaking competition which at the instigation of the late Mrs Reeves, the School had taken part in.

Planning was going ahead with arrangements for an inter-school debating competition for the Joan Reeves Cup, which was being awarded by the English Speaking Union.

**6. MATTERS ARISING FROM MINUTES OF 24.6.10 AND UPDATE REGARDING ACADEMY STATUS**

Governors recalled that at their extra-ordinary meeting on 24<sup>th</sup> June 2010 they had decided not to apply for Academy Status from September 2010 at that time as they had many questions which needed to be answered. The Chair and Headteacher explained that many of these questions had now been answered and that at the recent meeting of the F&GP Committee Governors had felt that the matter should be reconsidered. They noted that the Local Authority had been consulted and informed of the School’s intentions. Governors also noted that there would be no change in staff terms and conditions of service but the Local Authority was currently investigating the position with regard to pensions.

Governors discussed this matter in detail and, on balance, felt that gaining Academy Status was the best way for the school to continue to be outstanding and best serve the community of Queens Park.

**Action**

**Chair  
Clerk**

**HT**

**HT  
Mrs  
Thw.**

**In the light of this and current national and local events Governors agreed that Queens Park Lower School should apply for academy status from 1<sup>st</sup> September 2010.**

**Action**

**HT  
Chair**

## **7. MATTERS ARISING FROM THE MINS. OF THE STRATEGY DAY**

Governors reviewed and discussed their key issues as follows:

### **1. Development of supportive partnership with Milton Keynes schools.**

The two federated schools which the School was going to be supporting in partnership were being inspected by Ofsted in the near future so the issues which Queens Park needed to address would be clarified.

### **2. Raising of expectations and achievement at the higher levels**

Governors agreed, initially, that a report on standards, behaviour and attendance in 2010 and the key actions for 2011 should be sent to parents to promote their knowledge and involvement.

**HT**

In this connection Governors asked that the problems arising from poor attendance be explained in detail and agreed that, from 1<sup>st</sup> September 2010 no pupil who had below 94% attendance should be granted any authorised leave of absence.

**HT**

### **3. Promote the development of handwriting**

Governors suggested the possibility of a Governors' handwriting award.

**HT**

### **4. Develop a management system for resources**

Governors asked for this issue to be discussed at the Staff Planning Day to see how it could be organised.

**SLT**

### **5. Develop RE within the School**

The staff team would consider the best way of taking this forward in response to several suggestions from Governors.

**SLT**

### **6. Develop the use of the outdoor learning areas**

Governors asked the staff team to work on this issue by promoting the principle of the advantage of learning outside.

**SLT**

### **7. Promote parental involvement in general within the School.**

Governors asked the staff team to particularly work on maximising the involvement of Year 2 parents and male family members

**SLT**

### **8. Review of role, involvement and membership of Governing Body**

i) Governors would track these key issues via reports and governor visits. They would arrange a programme of visits on these issues by named Governors at their meeting in September 2010.

**Chair  
Clerk**

ii) Governors would review their membership at their next meeting in the light of the status of the School in September.

**Clerk**

iii) An audit of Governors strengths would be carried out in the autumn term 2010.

**HT**

iv) Governors would let Mrs Friend know if they wished to attend training.

**8. DATES OF NEXT MEETINGS**

All present agreed on the following meetings:

16.9.10	5.00 pm	FGB Single issue update on Academy Status
7.10.10	4.30 pm	Learning and Teaching Committee
1.11.10	4.00 – 4.45 pm	Personnel Committee
1.11.10	4.45-5.15 pm	Pay Committee
1.11.10	5.15 – 6.00 pm	F&GP Committee
6.12.10	5.00 pm	FGB Business Meeting

**Action**

**All  
Govs**

**All  
Govs**