

BEDFORDSHIRE LEA

QUEENS PARK LOWER SCHOOL

Minutes of a meeting of the Governing Body of Queens Park Lower School held on 20th May 2008 at School

1. PRESENT

Mr M Awan	Parent Governor
Mr F Birkett	Community Governor (Chair)
Mrs S Cole	Local Authority Governor
Cllr G Colling	Local Authority Governor
Mrs C Friend	Parent Governor
Mrs S Jalaldin	Parent Governor
Mr S Le Page	Community Governor
Mrs A McCormick	Staff Governor (Headteacher)
Mr M Stuglik	Staff Governor
Mrs V Tatum	Associate Governor
Mrs L Webb	Staff Governor

In Attendance Mrs A Thomas (Clerk to Governors)

2. APOLOGIES FOR ABSENCE AND WELCOME

Apologies for absence were received and accepted from Mrs Reeves.

All present started the meeting with a short time of reflection after a very busy half-term and ask for their thanks to be given to all the staff team for all of their hard work.

3. DECLARATIONS OF INTEREST

Mr Birkett declared that he was the co-ordinator of the Trust Development Board.

4. MINUTES OF LAST MEETING

All present noted the minutes of the meeting of the Governing Body held on 9th April 2008, copies of which had been sent to all Governors, and agreed that they should be signed as a correct record.

5. MATTERS ARISING FROM THE MINUTES

a) New Governor

In connection with Minute 2, Mr Birkett reported that he had escorted Mr Awan on his induction visit to the School and talked him through the role of a Governor. Mr Awan hoped to join one of the School's committees in the autumn term.

Action

HT

b) Social Deprivation Funding

In connection with Minute 5b) it was reported that, following a meeting on this matter called by the Headteacher of Priory Lower School, the Headteacher had written to Patrick Hall, the local MP. Mr Hall had now written to Malcolm Newsam, the Local Authority's Chief Executive asking for a review of the mechanism for allocating this funding.

c) Governor Training

In connection with Minute 5e) it was noted that Mrs Reeves would be attending a training course on Community Cohesion on 22nd May 2008; the Headteacher had also attended a course on this subject in Luton, which she had found very useful. The Headteacher reported that the DCSF were hoping to produce a toolkit to go to schools so that schools would know what to do if children made disclosures regarding practices which would militate against community cohesion. Governors noted that community cohesion was going to be a subject which Ofsted would wish to see Schools promoting and would also be recorded in the new version of the SEF (School's Self Evaluation Form).

d) Changes to Timing of Westfield's School Day

In connection with Minute 6 the Headteacher reported that she spoken to the Headteacher of Westfield Middle School and felt that the best way forward was to monitor the changes at Westfield for any adverse impact on Queens Park's pupils.

HT**e) Governormark**

In connection with Minute 5g) Governors noted that Mrs Reeves would be meeting Eve Jones from the Local Authority regarding the impact statements which needed to be prepared for Governormark. The Headteacher and Clerk were also liaising regarding the provision of evidence.

**Mrs
Reeves
HT
Clerk****6. HEADTEACHER'S REPORT**

Governors noted the Headteacher's Report, copies of which had been sent to all Governors, and the following additional points were made;

a) Consultation for Primary Capital Programme

Governors noted that the consultation document would be dealt by the Chair and Headteacher.

**Chair
HT****b) Governors' Audit**

The Clerk would resend this to Governors by email.

Clerk**c) School Council**

Mrs Webb reported that the School Council had consulted their members and had said that the local lollipop lady crossing patrol was known about by all and well used.

d) Temporary Replacement for Mrs Harland

All present agreed with the arrangements suggested by the Headteacher.

e) Developing Leader Roles

Governors agreed that one Developing Leader role for 2008/09 should be 'International Citizenship' and would contact the Headteacher with any ideas for the focus for the second role.

All
Govs**f) Schoolcentre.net**

Governors noted that Mrs Reeves had attended the training on this software which had been put on for the Leadership Team; she had been impressed with the package.

In this connection the Headteacher demonstrated the software to Governors; they noted that ultimately all staff and Governors would be able to access this; Governors felt that it should prove most useful.

7. BUDGET OUT-TURN 2007/08

On behalf of the F&GP Committee Mr. Birkett went through the the budget out-turn for 2007/08, referring to the minutes of the meeting of the committee held on 30th April, copies of which were tabled. Governors were pleased to hear that there was carry forward to 2008/09 of £27,238.

8. BUDGET PLAN 2008/09

Governors noted the Budget Plan for 2008/09, copies of which were tabled and which had been discussed and recommended to them by the F&GP Committee in their minutes of 30th April 2008. A copy of the Budget Plan can be seen as Appendix A to the master of these minutes. In response to questions Governors noted that;

- a) The underspend was a little more than anticipated at the F&GP meeting.
- b) The minority ethnic funding income had been reduced by £3,000; the previous figure had been an estimate and the actual figure had now been received.
- c) A cover supervisor had now been employed so there should be savings on supply staff as compared to 2007/08.
- d) Queens Park Lower, Westfield and Biddenham Upper were investigating whether it was financially viable to have their own grounds maintenance person rather than being a part of the Local Authority's contract.
- e) The Budget had now been projected for the coming 5 years though, of course, the further the figures went into the future the less realistic they became.

Governors approved the Best Value Statement, a copy of which was placed on the table and asked for this to be reviewed in detail at the first F&GP meeting in the autumn term.

Clerk

Governors also suggested that the three Queens Park Schools should be looking at the possibility of providing energy across all three schools which would be both cheaper and greener; the Headteacher would see whether the contracts group were planning to look at this area.

HT

All present approved the Budget Plan for 2008/09.

9. TRUST STATUS - UPDATE

Governors discussed the next steps in the process towards becoming a part of a trust, if this was what the Governing Body decided to do, and the alternatives which were available to them. During their discussion they noted that;

- a) There were currently about 11 schools in the Biddenham pyramid who might or might not wish to become part of a trust based on that pyramid.
- b) Each trust had to have just one theme; this could then be split perhaps into several strands which could be developed by individual schools.
- c) Whilst a trust school would have more autonomy, it would still be a part of the Local Authority and be under their overall control.
- d) The Trust Development Board was currently in its research phase which would continue until September 2008, it then planned to go to local communities for consultation with a view to trust implementation, for those who wished it, by April 2009.
- e) The terms and conditions of employment, job descriptions and rights and responsibilities of all staff would remain the same within a trust.

It was proposed by Mrs Friend and seconded by Mrs Cole that Queens Park Lower School move forward with the idea of trust status with a view to going out to consultation in the autumn term 2008.

All present agreed to this.

10. GOVERNOR TRAINING

Mrs Friend, the Training Link Governor, went through the training file explaining the courses recommended to individual Governors, details of which would be retained in the file in the meeting room. The Clerk would also send details of recommended courses to individual Governors.

Governors noted that there were also courses which could be taken on-line, details were available in the training file and could also be obtained from Mrs. Friend.

Governors also recalled that they could borrow the training DVDs which were kept in the training file but were asked to fill in an evaluation when they returned them.

11. MEMBERSHIP OF GOVERNING BODY

Governors noted that they now had a vacancy for a Community Governor and it was proposed by Mrs Friend and seconded by Mr Awan that Mrs Joan Reeves be a Community Governor of Queens Park Lower School for the coming four year period. All present agreed to this.

Action

**Chair
HT**

**Mrs
Friend
Clerk**

**All
Govs**

**All
Govs**

12. COMMITTEE REPORTS**a) F&GP**

Governors recalled that the minutes of the meeting held on 30th April 2008 had been tabled and discussed earlier in the current meeting under Minutes 7 and 8.

b) Personnel

Governors noted the minutes of the meeting of the committee held on 30th April 2008, copies of which were tabled, and Mr Birkett went through these in detail.

c) Learning and Teaching

Governors noted the minutes of the Committee held on 12th March 2008, copies of which had been sent to all Governors.

d) Pay

Governors noted the minutes of the Committee held on 17th March 2008, copies of which had been sent to all Governors.

13. CORRESPONDENCE

Copies were tabled of the summer term DCSF newsletter and of Chair's record of the correspondence he had received since the last meeting of the Governing Body. A copy of the Chair's document can be seen as Appendix B to these minutes.

14. DATE OF NEXT MEETING

Governors agreed that their next meeting would be held on 8th, rather than 9th July 2008 at 5.00 p.m.