

**BEDFORDSHIRE LEA**

**QUEENS PARK LOWER SCHOOL**

**Minutes of a meeting of the Governing Body of Queens Park Lower School held on 20<sup>th</sup> May 2009 at School**

**1. PRESENT**

Mr F Birkett	Community Governor (Chair)
Cllr G Colling	LA Governor
Mrs B Edge	Staff Governor
Mrs C Friend	Parent Governor
Mr S Le Page	Community Governor
Mrs A McCormick	Staff Governor (Headteacher)
Mrs J Reeves	Community Governor
Mrs V Tatum	Associate Governor
Mrs L Webb	Staff Governor

In Attendance	Mr J Gunther – Alliance Group
	Mr P Kellett - Observer
	Mrs A Thomas (Clerk to Governors)
	Mr J Woodward – Teacher Observer

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mrs Shaikh.

**3. DECLARATIONS OF INTEREST**

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

**4. PURPOSE OF MEETING**

The Chair welcomed all present to the meeting and explained that the current meeting's primary purpose was to discuss the School's vision for the future.

**5. THE WAY FORWARD FOR THE ALLIANCE GROUP**

All present noted a document summarising the achievements of the Alliance's first two years and a further document detailing the proposals for the future work of the Alliance Group. Mr Gunther reminded Governors of the background to the setting up of the Alliance Group and stressed that the purpose of the Alliance was to encourage the three Queens Park schools to collaborate for the benefit of the children of Queens Park particularly with regard to transition.

The group had decided to refocus its work and had agreed to work on on three specific projects as follows;

- a) Campus site redevelopment.

**Action**

- b) Personalisation by Pieces project.
- c) Promotion of Student Voice.

Mr Gunther also invited Governors to appoint a ‘champion’ for the Alliance Group from within their number.

In this connection Mrs Friend reported that the Alliance Group was hoping to begin its own Governor training sessions, using online material; these would take place in computer rooms at Alliance Schools if Governors agreed.

Governors discussed these matters in detail.

**It was agreed that;**

- i) Governors approved the three new Alliance Group projects.**
- ii) Online training sessions for Alliance Group Governors could take place using Queens Park facilities at mutually convenient times.**
- iii) Queens Park would not appoint a champion but all Governors stressed their support of the Alliance Group. Mrs Edge and Mr Le Page would be reserves in case it were not possible for Group members from Queens Park to attend any meeting.**

**Mr Gunther**

**Mrs Friend**

**Mrs Edge  
Mr Le Page**

**6. MINUTES OF LAST MEETING**

All present noted the minutes of the meeting of the Governing Body held on 25<sup>th</sup> February 2009, copies of which had been sent to all Governors, and agreed that they should be signed as a correct record.

**7. MATTERS ARISING FROM THE MINUTES**

**a) Membership of Governing Body**

In connection with Minute 4 the Clerk reported that Mrs Shaikh had been recommended to the Local Authority as an appropriate person to fill the current Local Authority vacancy; they had not, as yet made a decision. The Clerk was asked to pursue this matter.

**Clerk**

**b) Governormark**

In connection with Minute 6a) Mrs Reeves reported that the School had been assessed for the Governormark but had not yet heard the results.

**c) Timing of School Day**

In connection with Minute 6b) the Headteacher reported that parents had been consulted regarding the proposed changes to the timing of the school day, responses had just been received and some concerns had been highlighted. The timings, as approved by the Personnel Committee on 27.4.09, were as follows;

**Key Stages 1 and 2**

Mon/Tues/Thurs/Fri	8.45 to 12.00/12.30	1.00/1.30 to 3.30
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Wednesday	8.45 to 12.00/12.30	1.00/1.30 to 2.00	<b>Action</b>
<b>Reception</b>			
Mon/Tues/Thurs/Fri	8.55 to 12.00	1.00 to 3.15	
Wednesday	8.55 to 12.00	1.00 to 2.15	

The nursery hours would remain the same for the time being.

The Headteacher would now go through the consultation responses in detail and then circulate a summary of these, together with any suggestions for action, to all Governors for their final approval.

**d) Mini-Notebooks Project**

In connection with Minute 8b) Governors were disappointed to hear that that School's bid for lottery funding for this project had not been successful.

**e) PSHCE**

In connection with Minute 7d) Mrs Webb reported that schemes of work for PSHCE would now be reviewed in the light of the new GCSE guidelines.

**f) Attendance**

In connection with Minute 11 the Headteacher reported that attendance was currently 92.6% against a target of 93%; a meeting had been arranged for 4<sup>th</sup> September 2009 with community leaders on the matter of attendance and a leaflet would also be sent out via the mosques stressing the importance of attendance.

**8. BUDGET 2009/10**

On behalf of the F&GP Committee Mr Birkett reported that the draft 2009/10 budget was reviewed in detail at their last meeting and was now recommended to the full Governing Body for approval. The School was in a secure financial position; the carry-forward from 2008/09 was currently approximately £93,000 but this did include a good deal of funding which was actually for distribution to the trust and mind-mapping schools so overall the School was within the 8% carry-forward limit.

In this connection Governors discussed whether a text-messaging service would be helpful for the School's administrative team; the F&GP were asked to look at this at their autumn term meeting.

Governors noted and approved the School's latest Statement of Internal Control, a copy of which was placed on the table and agreed that this should be signed.

**It was proposed by Mrs Friend and seconded by Mrs Reeves that the 2009/10 budget be approved. All present agreed to this.**

**9. TRUST STATUS UPDATE**

The Chair reported that he recommended that it was not appropriate at this time to become part of a trust and instead wished to continue working very closely with all the Queens Park Schools for the benefit of the children of Queens Park. The Headteacher

**Action**

**HT**

**Mrs Webb**

**HT**

**F&GP**

**Chair**

**HT**

then explained her reasons for agreeing with this course of action and Governors agreed that this was the appropriate way forward for Queens Park Lower School.

#### **10. TWO TIER/THREE TIER CONSULTATION**

With one dissenter, Governors stressed their commitment to two tier education and, in particular, to the concept of a campus solution for Queens Park children centred on Biddenham Upper School.

Governors noted the consultation document published by Bedford Borough Council and were reminded by the Chair that they should be making an individual response. Governors agreed that they would also wish to produce a formal response from the whole Governing Body; the Chair and Headteacher would liaise to draft this for Governors' approval.

In this connection it was agreed that information produced by Lower School Headteachers about primary education should be sent to parents with the consultation document.

The Headteacher was asked to explore the possibility of a letter and/or meeting for parents perhaps jointly with Westfield Middle School.

#### **11. CORRESPONDENCE**

Governors noted the following;

- a) List of correspondence received by Chair of Governors.
- b) Letter asking for Mrs McCormick to continue to work as a School Improvement Partner - Governors approved this.

#### **12. DATE OF NEXT MEETING**

Governors noted that their next meeting was due on 8<sup>th</sup> July 2009.

**Action**

**Chair  
HT**

**HT**

**HT**

**All  
Govs**