

BEDFORDSHIRE LEA

QUEENS PARK LOWER SCHOOL

Minutes of a meeting of the Governing Body of Queens Park Lower School held on 25th February 2009 at School

1. PRESENT

Mr F Birkett	Community Governor (Chair)
Mrs B Edge	Staff Governor
Mrs C Friend	Parent Governor
Mrs A McCormick	Staff Governor (Headteacher)
Mrs J Reeves	Community Governor
Mrs R Shaikh	Associate Governor
Mrs L Webb	Staff Governor
In Attendance	Mrs E Bell – ICT Co-ordinator Mrs A Thomas (Clerk to Governors)

2. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr Awan, Cllr Colling, Mr Le Page, Mr Rahman and Mrs Tatum.

All present filled in their Governor's audit form.

3. DECLARATIONS OF INTEREST

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

4. MEMBERSHIP OF GOVERNING BODY

Governors were sad to hear that Mrs Cole, Local Authority Governor had resigned from the Governing Body; the Chair and Headteacher had written to thank her for all of her hard work on behalf of the Governing Body.

In this connection it was proposed by Mrs Reeves and seconded by Mrs Friend that Mrs Shaikh be suggested to the Local Authority as an appropriate person to fill the ensuing Local Authority vacancy; the Clerk would action this. Mrs Shaikh also agreed to join the Learning and Teaching Committee.

5. MINUTES OF LAST MEETING

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

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6. MATTERS ARISING FROM THE MINUTES

a) Governormark

In connection with Minute 5c), Governors were disappointed to hear that although their evidence had been sent to the Governormark assessors, this had subsequently been mislaid. The Headteacher would now send an electronic version.

b) Timing of School Day

In connection with Minute 5f) it was agreed that the F&GP committee would consider the matter of the timing of the school day.

7. HEADTEACHER'S REPORT

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

a) Drainage System

Governors were pleased to hear that the problems with the drainage system for the new classroom and Little Sanctuary had now been solved.

b) Parents Questionnaire

Governors agreed that, in the light of the recent Ofsted questionnaire, parents should not be asked to fill in another questionnaire during the current academic year.

c) Personalisation by Pieces

The Headteacher demonstrated to Governors the Personalisation by Pieces software which the School was piloting in Year 2, which was a way of allowing children to take part in personalised skills development. Governors were very interested in this novel way of personalising learning and asked to be kept informed of progress.

d) PSHCE Values Work

In response to a question from Mrs Reeves, after a slightly shaky start this was now showing some positive results.

e) National Support School

Governors were pleased to hear that the School had been invited by the East Midlands Leadership Centre to become a National Support School for a school in Leicester. Governors were happy for the School to assist in this way but stressed that this would need to be carefully balanced with the needs of Queens Park School.

f) Composition of Governing Body

Governors noted that if they decided to become a trust school they would need to review the composition of the Governing Body.

8. COMMITTEE REPORTS

a) Learning and Teaching

Mrs Reeves, the Chair of the Committee took Governors through the minutes of the meeting held on 10th February 2009, explaining in particular what a useful tool schoolcentre.net was proving to be. The Headteacher explained that the mind-mapping

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project was going well, the team was about to put in a bid for a third year of funding.

b) F&GP

Governors noted the minutes of the meetings of the committee held on 13th October 2008 and 19th January 2009, copies of which had been sent to all Governors and Mr Birkett, the Chair of the Committee took Governors through these.

In this connection it was noted that there would now be a saving of £900 on the training budget as the School did not get any places on the 'Leading from the Middle' course. A claim had now also been made to the DCSF for the work done by the Trust Development Board.

In response to a question it was noted that the School had not yet heard regarding lottery funding for an extension of the mini-notebooks project; the project had begun well though one family was not able to engage with it and their notebook would be re-allocated.

c) Personnel

Governors noted the minutes of the meetings of the committee held on 13th October 2008 and 19th January 2009, copies of which had been sent to all Governors and the confidential minutes of 19th January, copies of which were tabled. Mr Birkett, the Chair of the Committee took Governors through these.

In response to a question it was noted that a replacement Nursery Nurse had not yet been appointed to the Early Years site but a temporary appointment might well be needed for the summer term.

The Headteacher updated Governors regarding the replacement for Mr Stuglik and explained that, in fact, a full-time appointment had been made.

d) Pay

Governors noted the minutes of the meeting of the committee held on 9th December 2008, copies of which had been sent to all Governors and the confidential minutes, copies of which were tabled. Mr Birkett, the Chair of the Committee took Governors through these.

9. ALLIANCE GROUP UPDATE

Mr Birkett reported that, following a meeting with the three Chairs of Governors, and a further meeting of Headteachers, Mr Gunther, the co-ordinator would be preparing suggestions for three focus areas for the coming academic year; he would be attending a future Governors' meeting to present these.

It was also noted that henceforward the Alliance Group would be meeting termly not half-termly.

10. TRUST STATUS UPDATE

Mr Birkett reported that work was continuing to establish a trust based on the Mark Rutherford pyramid of schools, though the implementation date might be delayed to 1st

June 2009.

He further reported that the possible trust which Queens Park Lower might decide to be a part of had now agreed that its theme would be 'Community Cohesion' and the schools involved were now looking towards going to the next stage of consulting with parents and stakeholders.

11. SCHOOL ATTENDANCE

As the school had only just received the analyses of the Educational Welfare Officer, it was agreed that this matter would be placed on the agenda for the next meeting of the Governing Body.

12. GOVERNORS' MATTERS

a) Training

Mrs Friend, Training Link Governor took a note of those who had now completed Safer Recruitment Training and noted that Mr Birkett's second session was interrupted by snow; he was hoping that this would be rescheduled.

Governors noted that, as yet, there was no training programme from 1st April 2009, they hoped to see this soon.

b) Extended School Link Governor

Governors agreed that they would discuss whether to appoint an Extended Schools Link Governor at their Strategy Day.

c) Membership of Governing Body

Governors noted that they had received an expression of interest from a parent, Mr Paul Kellett and agreed that he would be invited to the next full Governors' meeting with a view to becoming an Associate Member of the Governing Body. The Clerk would action this.

13. CORRESPONDENCE

Governors noted the following;

- a) Spring term DCSF Governors' newsletters.
- b) List of correspondence received by Chair of Governors.

14. DATE OF NEXT MEETING

Governors noted that their next meeting was due on 20th May 2009.

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**HT
Chair**

**Clerk
HT**

Clerk

**All
Govs**