

BEDFORDSHIRE LEA

QUEENS PARK LOWER SCHOOL

Minutes of a meeting of the Governing Body of Queens Park Lower School held on 27th February 2008 at School

1. PRESENT

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
Mrs A McCormick	Staff Governor (Headteacher)
Mr T Rahman	Parent Governor
Mrs J Reeves	Community Governor
Mr M Stuglik	Staff Governor (from Minute 6b) onwards)
Mrs V Tatum	Associate Governor
Mrs L Webb	Staff Governor

In Attendance Mrs A Thomas (Clerk to Governors)

2. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mr Le Page. Governors noted that apologies had not been received from Mr Awan though papers for the meeting had been sent to his email address as he had requested. The Clerk would obtain his home address and write to him with the dates of future meetings.

3. DECLARATIONS OF INTEREST

There were no declarations of interest regarding items on the current agenda.

4. MINUTES OF LAST MEETING

All present noted the minutes of the meeting of the Governing Body held on 12th December 2007, copies of which had been sent to all Governors, and agreed that they should be signed as a correct record subject to the correction of the final phrase of Minute 8b) to read, ' **the Investors in Excellence agenda.**'

5. MATTERS ARISING FROM THE MINUTES

a) Travel Plan

In connection with Minute 5e) it was noted that no word had, as yet, been received from the Local Authority regarding the School's Travel Plan.

Action

Clerk

Clerk

b) Building Schools for the Future

In connection with Minute 6b) Mr Birkett reported that at the Alliance Group meeting the previous evening a statement of intent had been produced; he read this to Governors and they asked that this should be put as Appendix A to these minutes.

Action

Clerk

c) Training Days

In connection with Minute 8b) the Headteacher reported that it was too expensive to take the whole School team through the Investors in Excellence programme on the training days so for the time being just the Key Stage 1 and Key Stage 2 teaching staff would take part. The Foundation Stage team and support team would take part in other training at this time.

HT

d) SchoolCentre.net

In connection with Minute 2 the Headteacher reported that she had contacted SchoolCentre and had discussed the three-year option at a cost of £3,425. Governors agreed that, budget permitting, the Headteacher should purchase the SchoolCentre system.

HT

6. HEADTEACHER’S REPORT

Governors noted the report of the Headteacher, copies of which had been sent to all Governors and the questionnaire which had recently been sent to parents, copies of which were tabled. The following additional points were made;

a) Hall Floor

Governors expressed their thanks to Mr Stuglik and Mr Richardson for all of their hard work, the new floor looked splendid; the Headteacher confirmed that the cost of £24,000 would be paid for by the School’s insurance.

b) Office Manager

Governors noted that Mr Wing would be temporarily covering this role following Mrs Larrier’s departure and that following interviews for the post that day Mrs Bridget Edge had been appointed to fill the vacancy.

c) Annual Census

The Headteacher confirmed that there were currently 528 children on roll, 66 of whom were home-educated pupils and 130 of whom were eligible for free school meals. There were currently 6 children with a statement of special educational needs; in response to a question from Mrs Cole the Headteacher explained that each child with a statement was expected to have 12 hours of additional teaching, though the school usually gave them rather more than that.

d) Budget Update

The school had just received a note of its indicative budget which included £26,000 for ‘social deprivation.’ Whilst any additional funding was appreciated the School had expected rather more; the Headteacher was taking this up via the Headteachers’ Forum.

HT

e) Annual Questionnaire for Parents

Governors reviewed the annual questionnaire for parents, making some minor changes and suggesting the addition of a question on healthy schools and the changing of the question on the range of activities to one on family learning sessions. This document would now be modified and given to parents on the next independent learning day.

f) Achievement and Standards

Governors noted that the latest School Improvement Partner report had been received, the School was making good progress and was on track to meet its targets; Governors asked the Learning and Teaching Committee to look at this report in detail.

In this connection Governors noted that the School would be assessed for the Healthy Schools Award on 7th March, Mr Birkett, the Healthy Schools Governor was not available on this occasion but Mrs Friend would stand in for him on this occasion.

g) Leadership and Management

Mrs Webb reported on the work she was doing with the Local Authority’s developing leaders programme

7. SCHOOL IMPROVEMENT PLAN UPDATE

Governors noted that this was currently being reviewed and the draft would then be considered in detail by Governors at their next committee meetings.

8. GOVERNORS’ STRATEGY DAY

Governors discussed the proposed date for their 2008 Strategy Day and agreed that this would now be held on Friday 27th June from 8.30 a.m. to 1.30 p.m. The session would focus on the School’s Self Evaluation Form (SEF) and would include the Senior Leadership Team.

9. ALLIANCE GROUP UPDATE

The Headteacher reported on the recent meeting of the Alliance Group which she, the Chair, Mrs Friend and Cllr. Colling had attended. They had discussed the recent information session put on for the community and agreed to have a further session in June 2008. The group was still working on integrating policies and practices across all three schools.

10. TRUST STATUS UPDATE

The Headteacher reported that currently 23 schools from the Bedford Learning Community had expressed an interest in becoming part of a trust and a Trust Development Board had been established. Governors noted that there had been two meetings of the board to date and discussed the way forward for the School. Governors felt that this was a very important area for the future of the School and agreed that their next meeting, which would be a single issue one, should be on Trust status.

Action
HT
L&T Comm
Mrs Friend
All Govs
Clerk

11. POLICY REVIEW

The Headteacher reported that all committees were currently reviewing the policies which they monitored; once approved all these policies would be placed in a file on the Governors' bookshelf in the meeting room at School.

12. GOVERNORS' MATTERS

a) Governor Visits

Governors noted the recommendation regarding Governor visits from the Learning and Teaching Committee meeting held on 14th November 2007 and accordingly made the following arrangements;

- i) Mrs Reeves would be making a visit during Science week.
- ii) Mrs Reeves would make a maths visit during the summer term.
- iii) Mr Birkett would make a Healthy Schools PE visit in the first half of the summer term.
- iv) Mr Rahman and Mrs Reeves would make an IPC visit during the first half of the summer term.
- v) Mrs Cole would make an ICT visit during the second half of the autumn term.

In this connection Mrs Reeves reported that she had also made arrangements to make a Child Protection and Looked After Children visit and encouraged all visiting Governors to make a report after their visit.

Mrs Friend and Mrs Jalaldin read through their report on their visit in December 2007 to the Early Years site, a copy of this report can be seen as Appendix B to these minutes.

b) Governor Training

Mrs Friend reported on the training undertaken by Governors since the last meeting of the Governing Body, noting that Mr Le Page was due to go on a course the following week regarding understanding performance data. Governors asked the Headteacher to subscribe to the Local Authority training package for 2008/09 if this was financially viable.

c) Link Governor for RE

Mr Rahman agreed to become the Link Governor for RE; Mrs Friend would let him know regarding some training for link governors which was due in the near future.

13. COMMITTEE REPORTS

a) Finance and General Purposes

Mr Birkett took Governors through the minutes of the meeting of the committee held on 9th January 2008.

In response to questions it was noted that the FMSiS portfolio had now been sent to the Local Authority and that Mrs Larrier and Mr Richardson were liaising regarding a review of the rental for the Arabic School.

Action

HT
Clerk

All
Govs

Mrs
Reeves
All
Govs

HT

Mr
Rahman
Mrs
Friend

b) Personnel

Mr Birkett took Governors through the minutes of the meeting of the committee held on 9th January 2008.

In response to questions it was noted that the support needed by the Foundation Degree student was not currently too onerous.

c) Learning and Teaching

Mrs Reeves took Governors through the minutes of the meeting of the committee held on 9th January 2008 and explained that the School’s mind-mapping champion would be reporting back to the committee on progress with the project at the next meeting of the committee. Mrs Reeves also informed Governors that at a recent meeting with the School Improvement Partner she had been pleased to learn that the School’s valued-added was as it should be.

In this connection Mrs Reeves introduced Governors to the new Governor Mark; Governors asked her to liaise with the Headteacher and Mrs Cole to look into this with a view to going for assessment in the autumn term 2008.

Governors noted that the committee needed an additional member and it was agreed that Mr Stuglik would join the committee.

d) Pay Committee

Mr Birkett took Governors through the minutes of the meeting of the committee held on 12th December 2007.

14. CORRESPONDENCE

The Chair tabled a document detailing the correspondence he had received since the last meeting of the Governing Body and talked Governors through this. It was agreed that the Finance and General Purposes Committee should review the School’s security access control system at its next meeting.

Governors also noted the following, copies of which were tabled;

- a) DCSF Booklet re Trust Status.
- b) DCSF spring term Governors’ newsletter.
- c) Jan 2008 Governors’ Guide to Law – CD-Rom
- d) Basics for School Governors – Joan Sallis book.
- e) SACRE Report

15. ANY OTHER BUSINESS

a) Period of Notice Required

Governors discussed the periods of notice required for different groups of staff and felt that members of the leadership team should be required to give a longer period of notice than merely one month. The Headteacher and Chair would investigate to see whether this would be possible.

Action

**HT
Mrs
Reeves
Mrs
Cole**

**Mr
Suglik**

**F&GP
Comm**

16. DATE OF NEXT MEETING

Governors agreed that the next meeting of the Governing Body would be held on 9th April 2008 at 5.00 p.m. at School.

Action

**All
Govs**