

BEDFORDSHIRE LEA

QUEENS PARK LOWER SCHOOL

Minutes of a meeting of the Governing Body of Queens Park Lower School held on 31st October 2007 at School

1. PRESENT

Mr F Birkett	Community Governor – Chair (from Min 5 onwards)
Mrs S Cole	Community 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 T Rahman	Parent Governor
Mrs J Reeves	Community Governor
Mr M Stuglik	Staff Governor
Mrs V Tatum	Associate Member of Governing Body
Mrs L Webb	Staff Governor

In Attendance Mrs A Thomas (Clerk to Governors)

2. ICT DEMONSTRATION

The Headteacher demonstrated the new school website to Governors and encouraged Governors to look at this again at their leisure on www.qpls.co.uk.

Governors were very impressed with this and agreed to send a note of any useful websites to the Headteacher for inclusion; the Clerk would also send an up-to-date Governor list.

3. ELECTION OF VICE-CHAIR

Mrs Reeves was proposed by Cllr. Colling and seconded by Mrs Friend for the position of Vice-Chair of the Governing Body; there were no further nominations. All present agreed, by a show of hands that Mrs Reeves would be Vice-Chair of the Governing Body for the 2007/08 academic year.

As the Chair had not yet been elected Mrs Reeves chaired the meeting for the time being.

4. INVESTORS IN PEOPLE REPORT

Governors recalled that the report following the successful Investors in People assessment had been tabled at the previous meeting and noted that the suggestions regarding staff had been implemented.

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**All
Govs**

**All
Govs
Clerk**

In this connection Mrs Reeves commented that it was most pleasing to see the favourable comments regarding the School Strategic Plan in terms of the School having gained input from all stakeholders and producing 'SMART' targets.

5. ELECTION OF CHAIR

Mr Birkett was proposed by Mrs Reeves and seconded by Mr LePage for the position of Chair of the Governing Body; there were no further nominations. All present agreed, by a show of hands that Mr Birkett would be Chair of the Governing Body for the 2007/08 academic year.

Mr Birkett now took over the chairing of the current meeting.

6. WELCOME

Mr Rahman was welcomed to his first meeting of the Governing Body as a Parent Governor and both he and Mrs Jalaldin were given their Strategy Files. Mr Birkett briefly outlined the role of School Governors and it was agreed that he and Mrs Reeves would arrange to meet Mr Rahman and Mrs Jalaldin in School for an induction session.

Mr
Birkett
Mrs
Reeves

7. REVIEW OF COMMITTEE MEMBERSHIP & GOVERNOR LINKS

Mr Birkett went through the committee system and the roles of link governors for the information of new Governors.

Finance and General Purposes

Mr Birkett, Mrs Cole, Cllr. Colling, Mr Stuglik, Mrs Webb and Headteacher.

Personnel

Mr Birkett, Cllr Colling, Mrs Reeves, Mrs Tatum and Headteacher

Learning and Teaching

Mrs Friend, Mr LePage, Mrs Reeves and .Headteacher

Pay Committee

All members of F&GP and Personnel

Attendance Panel

Education Welfare Officer and Headteacher

Governor Links

Looked After Children	Mrs Reeves
Child Protection	Mrs Reeves
SEN	Mrs Friend
Literacy	Mr Le Page
Numeracy	Mrs Reeves
Science	Mrs Reeves
ICT	Mrs Cole

Key Stage 1	Mr Birkett
Key Stage 2	Mrs Friend
Foundation Stage	Mrs Jalaldin
Training Link	Mrs Friend and Mrs Reeves
Healthy Schools	Mr Birkett
Health and Safety	Mr Birkett

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8. MINUTES OF PREVIOUS MEETING

Governors noted the Minutes of the meeting held on 9th July 2007, copies of which had been sent to all Governors, and agreed that they should be signed as a correct record.

9. MATTERS ARISING FROM THE MINUTES

a) Governor Training

In connection with Minute 5c) Mr LePage reported that he had completed the 'Embracing Diversity' training; Mrs Friend asked the Headteacher to arrange for her to also take part in this training.

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b) School Development Plan – Priority 1

In connection with Minute 8 and in response to a question from Mrs Cole Governors were pleased to hear that the new system of naming classes after European countries and the 'house' system had now begun.

In response to a question from Mrs Friend, Mrs Webb said that she felt that the system of liaising on PSHCE matters with both Westfield and Biddenham Schools was working well.

c) School Development Plan – Priority 2

In connection with Minute 8 it was noted that the new leadership structure was now in place.

d) School Development Plan – Priority 3

In connection with Minute 8, Mr Birkett reported that he and Mrs Reeves had joined the School on the 13th July Open Day and were hoping to take advantage of any further such opportunities to communicate directly with parents.

**Mr
Birkett
Mrs
Reeves**

e) School Development Plan – Priority 4

In connection with Minute 8, the Headteacher tabled a document giving information about the role of Governors; Mrs Reeves and Mrs Friend would develop this further, perhaps to produce a document which could also be placed on the School's website. Governors agreed that rather than setting up a Communication Working Group, Mrs Reeves and Mrs Friend would take this priority forward.

**Mrs
Reeves
Mrs
Friend**

f) School Development Plan – Priority 6

In connection with Minute 8, the Headteacher reported that a parent of a new pupil ran the Kooria Mission, a charitable organisation which ran a school in Bangladesh and he had suggested that Queens Park Lower School form a link with his School. He

had also suggested that the School's representatives might wish to take part in a conference being held by the Bangladeshi school in spring 2008.

Governors were very interested in developing such links but stressed that any visits would need to be made with the assistance of external funding; they asked the Bidding Committee to consider this at its meeting the following day. It was agreed that Mr Rahman would join the Bidding Committee.

g) Self Evaluation Form (SEF)

In connection with Minute 9 the Headteacher reported that she and Mrs Reeves had made several revisions to the SEF but it was not yet completely revised. Governors asked to see the most up-to-date version in the spring term.

h) School Profile

In connection with Minute 9 Governors were pleased to hear that this document had now been completed; they asked for a link to this to be placed on the School's website.

j) Foreign Language Teaching

In connection with Minute 10a) the Headteacher reported that the School had begun the teaching of French in Year 3, none of the Year 3 teachers were French specialists but they had all taken part in the Local Authority training. Governors expressed the view that this placed a further burden on an already crowded curriculum.

10. 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) Design of Report

Governors were pleased to see that the Headteacher's Report now fitted in with the SEF key headings so it would be much easier to link topics.

b) Partnership with Parents

Mrs Jalaldin commented that she felt that parents should be made aware of their children's targets on a regular basis as well as on the Independent Learning Days. The Headteacher noted that this was done for reading through the reading diaries but she would think about ways in which this could be done for writing and maths.

c) Trust Status

The Headteacher reported that the School had expressed an interest in looking at trust status for the schools currently in the Bedford Learning Community, of which Queens Park was one. Governors felt that an appropriate topic for their next meeting which would be a single item meeting, would be a five-year plan for Queens Park Lower School, incorporating an exploration of trust status, building schools for the future and the Alliance Group.

d) Parents Working with Children

Governors were interested to hear that the School was hoping that the children in each

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**Bidding
Comm
Mr
Rahman**

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class would invite their parents to work with them for one afternoon each half-term, leading hopefully to a major school outing in the summer term involving a large number of parents.

e) Target Tracker Software

The Headteacher gave a demonstration of Target Tracker software showing how targets could be generated and test scores recorded. The software had been put on one dedicated laptop with the appropriate shortcuts for ease of access.

Cllr Colling asked why it seemed to be the case for several pupils that no progress had been made from September to October half-term and the Headteacher explained that following groundwork in the first half of a term, progress was generally expected in the second half-term. Governors were impressed to see that this software meant that the progress of each child could now be seen on an individual basis.

f) PSHCE

Mrs Webb tabled an update regarding values education at School, showing where the School was on the two-year cycle. Mr Birkett asked whether this was just done in discrete lessons and Mrs Webb explained that this was done in many different ways using assemblies, reflection time etc.

In this connection Mrs Webb tabled copies of the School's programme for Healthy Schools Week, 26th to 30th November 2007; it was hoped to involve parents with this as well. Mrs Jalaldin asked whether this would also involve the promotion of walking to school; Mrs Webb felt that it could well be linked with the School's Travel Plan. She would liaise with Mr Richardson, who was currently reviewing this document.

g) British Quality Foundation

The Headteacher reported that she felt that this was an area which the Alliance Group might wish to explore; Governors supported this view so she would take it to their next meeting.

11. BUDGET UPDATE

The Headteacher tabled copies of the September 2007 budget reconciliation and the period 6 statement and reported that the budget was currently on track, the 54% spend included some capital costs. These documents can be seen as Appendices A and B to the master of these minutes

In this connection Governors filled in their Declarations of Pecuniary Interest; they would let the Clerk know if these changed over the current academic year. In this connection Governors agreed that all agendas for full Governing Body and committee meetings from now onwards would contain the item 'Declarations of Interest.

12. SCHOOL DEVELOPMENT PLAN

Copies were tabled of the latest version of the School Development Plan; Governors would read this at their leisure and it would be considered in detail by each committee.

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Mrs Webb

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Clerk

Clerk

13. RESPONSES TO GOVERNORS' AUDIT FORMS

Governors went through the summary of these responses, copies of which were tabled, and the following points were made in the ensuing discussion;

a) The item 'Policy Review' would be on the agenda for the next meeting of each committee.

b) The Headteacher would discuss with Mrs Friend's Headteacher the possibility of releasing her for a Governor's visit in the New Year.

c) Governors felt that the weekly Headteacher's briefing was most useful and asked that they continue to be included on the circulation list.

d) Governors asked that a similar audit be done in the spring term 2008.

14. ALLIANCE GROUP UPDATE

For the benefit of new Governors Mr Birkett explained the purpose of this group was to promote co-operation between the three Queens Park Schools and to smooth transition between the Schools.

At the Group's last meeting in September 2007 they had agreed to arrange an event for parents and other stakeholders to explain their work so far; more details would be available at the next Governors' meeting.

15. GOVERNORS' MATTERS

a) Training

Mrs Friend and Mrs Reeves arranged a date to review this area.

b) Payment of Expenses

Governors asked the F&GP Committee to consider this matter at their next meeting and look at a draft policy provided by the Local Authority.

c) Membership

Governors were pleased to hear that there were currently no vacancies on the Governing Body; they all checked though their contact details.

d) Photos of Governors

Photographs would be taken of Governors in the 15 minutes before the start of the next meeting so that they could be displayed in the entrance hall.

16. COMMITTEE REPORTS

a) Finance and General Purposes

Governors noted the minutes of the meeting held on 3rd October 2007, copies of which had been sent to all Governors, and Mr Birkett went through these in detail.

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**Mr
Birkett**

**Mrs
Friend
Mrs
Reeves**

Clerk

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b) Personnel

Governors noted the minutes of the meeting held on 3rd October 2007, copies of which had been sent to all Governors, and Mr Birkett went through these in detail.

c) Learning and Teaching

Governors noted the minutes of the meeting held on 1st October 2007, copies of which had been sent to all Governors, and Mrs Reeves went through these in detail.

In this connection Mrs Cole asked about progress with the mind-mapping project; a submission for funding had been prepared with the support of the University of Bedfordshire and would be considered by the Harpur Trust in the near future.

d) Pay

Governors noted the minutes of the meeting held on 8th October 2007, copies of which had been sent to all Governors, and Mr Birkett went through these in detail

17. CORRESPONDENCE**a) Governors' Correspondence**

The following documents were tabled;

- i) DCSF autumn term Governors' newsletter.
- ii) Beds Governors' Healthcheck booklet.
- iii) Beds autumn term Governors' newsletter.
- iv) Information for SEN Governor (Mrs Friend).

b) Chair's Correspondence

The Chair tabled a list of correspondence he had received since the last meeting of the Governing Body and outlined these items; Governors would let him know if they wished to look at any documents in detail.

18. DATE OF NEXT MEETING

Governors noted that their next meeting had been arranged for Wednesday 12th December 2007.