

**MINUTES OF A MEETING OF THE GOVERNING BODY OF DEAN VALLEY
COMMUNITY PRIMARY SCHOOL HELD AT THE SCHOOL ON 19 NOVEMBER
2008**

Present: Mr B Loveday
Mrs K Mapson
Mr D Picken (Chair)
Mrs H Cann
Mrs M Wakefield
Mrs A Gurney
Mr T Watson
Mrs J Thorpe
Miss C Bracegirdle
Mrs D Greaves

In attendance: Mr J Morley (Clerk to the Governors)

PART ONE

• **ITEMS FOR AOB**

None.

• **APOLOGIES**

RESOLVED:

that the apologies for absence received from Mrs A de Sousa and Mrs J Vessey be accepted.

• **APPOINTMENT OF CHAIR**

RESOLVED:

that Mr Picken be Chair until the commencement of the first meeting of the Governing Body after the anniversary of this appointment.

• **APPOINTMENT OF VICE CHAIR**

RESOLVED:

that Mrs Mapson be Vice Chair until the commencement of the first meeting of the Governing Body after the anniversary of this appointment.

• **CONFLICT OF INTEREST**

Governors were asked to declare any potential conflict of interest in connection with the business to be discussed during the meeting: none was

declared. Annual declarations were due to be completed in the Spring 2009 term.

- **MEMBERSHIP**

Miss Bracegirdle and Mrs Greaves were welcomed to the Governing Body.

- **PART ONE MINUTES**

RESOLVED:

that the minutes of the meeting held on 19 June 2008 be confirmed as a correct record and signed by the Chair.

- **MATTERS ARISING**

(item 6b) In accordance with the resolution, consideration of Committee's terms of reference would be deferred to the following meeting.

- **COMMITTEES AND NOMINATED GOVERNORS**

RESOLVED:

a) that the Committee membership be:

FINANCE	SCHOOL CHANGE TEAM
Anne de Sousa (Chair)	Jenny Thorpe
Jenny Thorpe	Emma Tavener (non governor)
David Picken	Helene Simpson (non governor)
Bernard Loveday	Jo Upton (non governor)
Heather Cann	Sally Garnett (non governor)
Sally Garnett (non voting)	
CURRICULUM	HEALTH & SAFETY/BUILDINGS & LETTINGS
Anne de Sousa (Chair)	Bernard Loveday (Chair)
Jenny Thorpe	Jenny Thorpe
Claire Bracegirdle	Myra Wakefield
Jane Vessey	Richard Kilbride (non voting)
Tim Watson	
Myra Wakefield	
David Picken	
PERSONNEL	MARKETING
Aileen Gurney	Jane Vessey (Chair)
Jenny Thorpe	Jenny Thorpe

David Picken	David Picken
Heather Cann	Debbie Greaves
Kath Mapson	Heather Cann
Debbie Greaves	

b) that Governors' responsibilities be:

Tim Watson	- SEN
Kath Mapson	- Child Protection and Looked After Children
Claire Bracegirdle	- Literacy
Jane Vessey	- Numeracy
Kath Mapson	- Foundation
Aileen Gurney	- Governor Training Liaison
Jenny Thorpe	- NQT Coordinator
David Picken & Kath Mapson	- Headteacher's Performance Management
Heather Cann	- Headteacher's Planning Statement
	- Compliance check
Myra Wakefield	- EIP.

c) that Miss Bracegirdle's responsibility for Literacy be reviewed after 1 year in the light of any conflict arising from her position as Teacher.

[Mr Watson joined the meeting]

• **CHAIR'S ACTION**

The chair had the previous day signed the School's submission for the Gold Arts Mark. Silver (the highest permitted for a first application) had been awarded the previous year. The School now had a choir and other new activities. The Chair and Headteacher had been impressed by Amy Swift's co-ordination of the 50 page submission and by all contributions.

• **PART ONE REPORTS FROM COMMITTEES**

Finance

A carry-forward of £18,000 was predicted, which would be needed to boost the 2009/10 budget for teaching staff, in view of falling rolls.

RESOLVED:

- a) that the minutes of the meeting 9 October 2008 be received and any recommendations adopted
- b) that the Best Value Statement be adopted.

Marketing

RESOLVED:

that the minutes of the meeting 5 November 2008 be received and any recommendations adopted.

Curriculum

RESOLVED:

that the minutes of the meeting 1 October 2008 be received and any recommendations adopted.

Premises

There had been no meeting but an oral report was presented. The glazing survey had been completed and film had been purchased. Thermal imaging of heat loss through the walls had been commissioned, though it would not cover the roof. It was felt that the control of heat loss through the roof might be considerable. Any improvement would be very expensive on account of the construction. Pipework in the roof space was in poor condition and the source of regular leaks.

- **TLC IN BOLLINGTON**

Considered as Part 2.

[Mr Loveday left the meeting]

- **FOOTPRINTS**

Considered as Part 2.

- **SCHOOL TRAVEL PLAN**

Governors were asked to comment to the Headteacher by 26 November on the plan that had been distributed, in particular on a rear gate, cycle training and school bus.

- **PART ONE HEADTEACHER'S REPORT**

The Headteacher's Report contained the following matters:

- Staffing
- Pupils
- School Council;
- Special needs
- Behaviour
- School Development Plan
- Curriculum
- Monitoring and evaluation
- SATs 2008

- Marketing
- Community
- Education Improvement Partnership
- Finance
- Building/Grounds
- Eco school
- PTA
- Sports
- After School Club
- Visits/visitors
- Extra curricular clubs
- School travel plan.

In discussion of the Report, the Headteacher added:

- Mrs Buckingham would cover Mrs Swift's maternity leave
- (in response to the Chair's enquiry) the deputy Headteacher and she would establish whether achievement at Level 3 had been over-stated compared with previous reports.

RESOLVED:

that part one of the Headteacher's Report be received with thanks.

- **DIRECTOR OF CHILDREN'S SERVICES REPORT**

The Director of Children's Services Report for the Autumn term 2008 contained the following matters:

1. School Governance Team Update
2. School Funding
3. Local Government Reorganisation Update
4. School Staffing Update
5. Display Energy Certificate Update
6. Target Setting for 2010
7. Cheshire Children and Young People's Plan 2008-11
8. Newly Qualified teacher (NQT) Induction
9. Education Improvement Partnership Strategy
10. Secondary Update
11. 14-19 Update
12. Financial Management Standard in Schools
13. Inclusion Development Programme
14. Anti Bullying Strategy for Cheshire
15. Extended Services in and around Schools Update
16. Developing Multi-Agency Prevention Teams
17. Physical Education and School Sport
18. Transforming Learning Communities Update.

- (2) The criticisms of schools at P6 had been considered. Only iii and iv applied to the School:

- iii) some evidence had not been submitted because it had not been supplied by the LA
- iv) the **Finance Committee** was to note the requirements, especially as shown in the 2nd recommendation at P8.

The Headteacher expected to be clearer about income when future budgets were prepared.

- (6) Targets were ratified by the Headteacher Performance Management Group.
- (16) The Headteacher had attended overview training. Staff were booked on a course in January.
- (17) The previous target, 3 hours, had been achieved. The Headteacher would canvass pupils about out-of-school activities. It was thought that pupils did not exhibit great fitness.

RESOLVED:

- a) that the report be received
- b) (item 5) that the LA's energy certificate service be adopted
- c) (item 14) that this item be delegated to the **Personnel Committee**

Macclesfield Education Improvement Partnership

Mrs Wakefield had attended a meeting of the EIP Governors' Forum and reported it difficult for lay governors to follow. Considerable reading matter had been supplied at the event, on which comment had been expected. Speakers were capable but used jargon and acronyms. "Raise on-line" had been sprung on the audience. Her reaction had been shared by some other participants.

Mrs Wakefield and the Headteacher would provide appropriate feedback to the EIP.

- **SCHOOL IMPROVEMENT PARTNER VISIT**

The report of the previous term's visit, which had taken place immediately before the Ofsted visit, had been forwarded to the Curriculum Committee. A further visit would take place shortly; the paperwork was still found to be onerous.

- **UNOFFICIAL SCHOOL FUNDS**

The accounts were with the auditor, who was currently on holiday.

- **FINANCIAL MANAGEMENT STANDARD IN SCHOOLS**

Compliance involved considerable checking against the manual, which would reduce with familiarity.

- **SCHOOL POLICIES**

RESOLVED:

a) that the following Policies be adopted:

- Cover
- Job Share
- Leadership development and Succession Planning

b) that, while the EIP's strategy was supported in principle, amendments of the proposed attendance policy and (particularly) model letters be drafted by the **Chair and Headteacher**.

- **GOVERNOR DEVELOPMENT**

Mrs Gurney had circulated for completion a spreadsheet of training attended. The LA's Spring programme revealed convenient courses in Macclesfield and Wilmslow. Governors were invited to book appropriate courses and feed back to Mrs Gurney.

The Modern Governor e-learning package was described and Governors encouraged to complete suitable modules.

- **PLANNED RESIDENTIAL VISITS**

Visits to Lakeside and Beeston had been arranged. Risk assessments would be completed.

- **MODEL GOVERNOR VISITS POLICY AND GOVERNORS' CHARTER**

RESOLVED:

that the Policy and Charter be adopted, **a link from the website to be provided.**

- **AOB**

None.

- **DATE, TIME AND PLACE OF NEXT MEETINGS**

RESOLVED:

that the next full Governing Body meeting be held on Thursday 15 January 2009 at 5.30 p.m. at the School.

----- Chair

----- Dated

DV FGB Approved