



**FULL GOVERNORS' MEETING  
HELD ON THURSDAY 17<sup>th</sup> NOVEMBER 2011 AT 6.30PM**

**Members Present**

Jane Brown, Rod Brown, Louise Clark, Alan Corbett, Paul Drew, Nellie Grimes, Dick Hill, Michelle Hills, Heather McFarlane-Cryer, Nick Phillips, Hannah Robins.

**Action**

**1. Apologies for Absence**

Rev Alastair Cutting, Hannah Freeman, Rev Angela Martin, Bridget Meinecke, Dan Valovin.

**2. Introduction of Leadership Team**

- Nick Phillips introduced Laura Mariner (Assistant Headteacher & Phase 2 Leader), Jamie Ellis (Assistant Headteacher & Phase 3 Leader) and Julie Jewell (Extended Services Manager). Each gave an outline of their roles and responsibilities and Governors were given the opportunity to ask questions.
- Rod Brown asked how much non contact time the AH's were allocated weekly. Both AHs have one day out of class plus ½ day for classroom planning.
- Nellie Grimes asked Jamie Ellis whether the mentoring of two NQTs within his phase was challenging. Jamie Ellis said that it does add to the workload but it was helpful that both had work experience in different areas before qualifying as a teacher.
- Paul Drew asked how new ideas were captured – Jamie Ellis said that this was done through PPA planning, phase meetings, staff meetings and informal discussions.
- Rod Brown asked what the difference was between phases. NP said that it helped with the transition from KS1 to KS2. Previously the balance between AHs was top heavy so separating the year groups into phases works well for the school. Leadership responsibilities are as follows : Laura Mariner (Phase 2) - Year 1, 2 & 3, Jamie Ellis (Phase 3) - Year 4, 5 & 6 and Nick Phillips - Year R.
- Dick Hill questioned whether the key stage split was wrong nationally. NP said that generally it works well but it depended on the size of the school.
- NP said that Assistant Headteachers carry out PM reviews for their phases. Julie Jewell is responsible for Midday Meal Supervisors PM reviews and Hannah Freeman for TAs PM reviews.
- NP thanked the Leadership Team for attending the meeting and for the qualities they individually brought to the team.

**3. Declaration of Business Interest**

Alan Corbett declared a business interest in Farnrise Construction and Rod Brown declared a business interest in the Planning Department, Horsham District Council.

**4. Minutes of meeting of 22<sup>nd</sup> December 2011**

Minutes were agreed as a correct record and were proposed by Nellie Grimes and seconded by Alan Corbett.

Chairman's Signature

A handwritten signature in blue ink, appearing to be 'Alan Corbett', written over a horizontal line.

## 5. Matters Arising

### 12. Safeguarding

- RB had been in touch with Jill Starkey (WSCC) for advice on parking issues outside the school. NG said it was important to continue to monitor the parking/traffic issues.
- The winning posters for the safer driving/speeding competition have been chosen and we are now awaiting for the Parish Council to put them up around the village. NP to speak to Julie Jewell.
- PD suggested that an assembly should be held regarding the parking issues and the community police officer should be invited to speak to the children.
- The possibility of a one way system to be put in place around the school area was discussed. There are cost implications and also would be subject to planning permission.

NP

## 6. Urgent Matters

- Industrial action will take place on 30<sup>th</sup> November. Parents/carers to be sent a letter warning them of the impending action.
- NP met with David Daynes (Architect) who reported that the Diocese School Building Officer was looking favourably towards offering us a grant of £60,000 in order to refurbish the Year 1 & 2 toilets. This would be on the proviso that the work would need to be completed by the end of February. Governors were in favour of proceeding with the offer.

## 7. Chair's Report

To be covered under main business.

## 8. Headteacher's Report

Admissions/transfers

- Since last report, 1 new child has been admitted to St Peters and 7 have moved from the area.

General matters

(ii) Educational visits

NP asked for Governors views on the possibility of moving the Year 6 residential visit from May to September/October. Due to increasing costs of the residential, other options need to be considered. NP to write to Year 5 parents/carers to seek their views. Governors were in agreement of the change if parents/carers are happy with the arrangements.

NP

7.40 – Heather McFarlane Cryer left the meeting.

## 9. Main Business

### 9.1 School Development Plan

The SDP is the most important document held in school and is a useful point of reference which should be referred to throughout the school year.

- Review of 2010/2011 Objectives – evaluation of previous year and reviewed on a termly basis.
- 2011/2012 and beyond – these are the intentions for the current academic year.
- Sub committees should pay particular interest to the relevant areas :

Action

- ⇒ Teaching & Learning – Staffing & Curriculum committee
- ⇒ Leadership & Management – Staffing & Curriculum committee

Chairman's Signature



- ⇒ Buildings/Environment – Premises Committee
- ⇒ Extended Services – all Governors should focus on this area

- Governors were asked to read the SDP and to email any points they wish to raise to Nick Phillips by the end of November.

## **9.2 Update on nursery working party**

- The nursery working party invited members of the community to meet to discuss the school's intentions.
- The proposal would be to open the nursery for 51 weeks a year from 7.00am to 6.30pm.

## **9.3 Feedback from Governors' Open Morning**

The focus for the morning was Standards in Writing.

- Jane Brown said it had been her first experience of a school visit. She said Year R had been very welcoming and the children were very enthusiastic and enjoying their positive play. Year 2 children were very responsive and keen to talk.
- Rod Brown said it was interesting to see the school at a different time of the working day. Handwriting script was available in all classrooms. Year 2 had access to this on their desks. Workbooks showed a good evidence of marking.
- Hannah Robins said she had been formally introduced to Dolphins class. She felt it had been informative to see the different levels of ability and the use of cursive script.
- Jane Brown wished to thank the teachers for a welcoming and informative open morning.

## **7.50am – Dick Hill left the meeting.**

- Paul Drew visited Year 6 and had enjoyed the opportunity to see the children focus on their creative writing and punctuation.

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## **10. Report from Sub Committees**

### **10.1 Finance**

- Budget looking healthy. Bursar managing it effectively and efficiently.

## **8.10am – Louise Clark left the meeting.**

### **10.2 Staffing & Curriculum**

- Redundancy Policy and Entitlements on Redundancy; Maternity Support and Paternity Leave for Support Staff; Maternity Leave Policy for Teaching Staff; Paternity Leave for Teaching Staff; Pupil Acceptable Use Policy; Staff Acceptable Use Policy. All Adopted.
- Mobile Phone policy adopted.

### **10.3 Premises**

- Water fountain to be replaced.
- Decoration of Year 3 & 4 classrooms to be carried out at Easter.
- Replace radiator in hall.
- Replace pumps in boiler room.
- Fire alarm call points to be fitted.
- Emergency pull cord in disabled toilet to be fitted.

Chairman's Signature



**11. Safeguarding**

- Annual Safeguarding Report approved. Proposed by Paul Drew and seconded by Alan Corbett.

**12. SEN Update**

Carried forward to next meeting.

**13. Policies**

- Confidential Reporting policy – approved.
- Race Equality – Hannah Robins to review.
- Freedom of Information Act 2000 – Rod Brown to review.
- Disability Equality Scheme – Nellie Grimes to review.

**14. Information and Routine Matters**

14.1 Racial Incidents  
None.

14.2 Complaints  
None.

**15. Chairman's Actions**

None.

Nick Phillips thanked all Governors who had given their time to come in for the open morning.

**Dates of future meetings**

9 <sup>th</sup> February 2012	17 <sup>th</sup> May 2012
29 <sup>th</sup> March 2012	12 <sup>th</sup> July 2012

Chairman's Signature

