

MINUTES OF THE MEETING OF THE GOVERNING BODY  
Held at Lindal & Marton Primary School, Monday 2nd February 2004

PRESENT : D. Barlow P. Bishop  
T. Dalziel C. Humphreys  
S. Fleming V. Smith  
T. Garnett R. Quirk  
A. Grace P. Lloyd (from 1935hrs)

46. APOLOGIES

Apologies were received and accepted from D. Bigland who was unable to attend the meeting.

47. MINUTES OF THE LAST MEETING

All governors agreed that they were a true and correct record of the meeting.

48. MATTERS ARISING

28. Teachers Pay and Conditions document - Agenda item 62.

29. Christmas dinner arranged, attended and eaten!

33. Review of Performance Management Policy not yet carried out  
ACTION C/F DGB/TD/PL/PB  
Performance Management Committee met on 24.11.03

34. Educational Welfare Service Level Agreement - Agenda Item 64.

38. PL happy to stand down in favour of CH on the Building & Resources S-C as discussed.

40. see Better Ways to School regarding provision of luminous safety vests for pupils.

41. CH did not attend 'Accountability' in January, and will endeavour to pursue New Governors course at home using the CD ROM and workbook received.

44.25. see Confidential Items

44.43 see Confidential Items

49. DECLARATION OF INTEREST

The above was explained in full for the benefit of the two new governors; the Chair then requested that governors declare any vested interest in any Agenda item, or any amendment to their recorded 'Declaration of Interests'. None declared.

50. GOVERNOR ELECTIONS (+Governors for Foundation Subjects)

The Chair welcomed Mrs. V. Smith (new Staff governor) and Mrs. A. Grace (new Parent governor), pointing out that a full complement was now in place. The LAMPS practice of governors for foundation subjects was explained, highlighting that there was currently a vacancy for Geography. A. Grace would be happy to take on the role and will arrange a visit at a mutually agreeable time.  
ACTION A. GRACE

26. HEAD TEACHERS REPORT

A copy was circulated to all present and DGB read through it.

52. FINANCIAL REPORT/BUDGET UPDATE (Items 52 & 53 combined and treated as one)

#### 53. REPORT OF BUILDING & RESOURCES SUB-COMMITTEE

A copy of the minutes was circulated and DGB read through them adding the following regarding the Suitability Bid - School Extension. He explained that Suitability Funding was available to schools to make premises 'suitable' for the delivery of the whole curriculum. As ever there would be more applicants than funds available, but DGB feels that LAMPS may have a stronger case this time, than when previously refused. He has incorporated quotes from the Ofsted Report regarding shortcomings in facilities for the delivery of the Foundation Stage, and LAMPS can also contribute £42K of the £107K total (using the 3K, 4K and 5K 'pots' of Formula Capital Funding). It is also possible that some PTA funding could be used if necessary.

#### 54. POST-OFSTED ACTION PLAN

A copy was circulated to all and each item explained where necessary and discussed. DGB added that he had found it difficult to compile as there were no 'issues' as such, only 'areas of development', and reiterated that on reading it again after a lapse of time from the actual inspection had realised how superb the report was.

Regarding the Foundation Stage DGB added that the PTA were offering to buy some more 'big' equipment for outside play such as covered sand pits and water play, and that whilst adding more play items he did not want to undermine the excellent teaching practice that had always been delivered to Reception children. Most of the other areas in the Action Plan had previously been identified by LAMPS prior to the inspection and were already incorporated in the School Improvement Plan.

(P. Lloyd arrived at 1935hrs)

#### 55. FREEDOM OF INFORMATION POLICY

The above model policy had been circulated with the Agenda for prior perusal. DGB explained that this stemmed from the Freedom of Information Act 2000 and all schools now have to have such a policy in place. The governing body are free to adopt the model policy or design their own bespoke policy. Most of what was included were already currently published by LAMPS. A brief discussion took place and all governors agreed to adopt this policy for LAMPS. PROPOSED : C. Humphreys SECONDED : R. Quirk. DGB will complete the necessary 'personalisation' and redistribute the final version. ACTION D BARLOW

#### 56. ATTENDANCE POLICY

The above model policy had been circulated with the Agenda for prior perusal. DGB explained that as governors were probably aware, there is a big move at the moment from the government for all children to take their holidays in school holiday periods only. All schools must now have an attendance policy in force to try and combat excessive absenteeism. A discussion then ensued regarding the inherent difficulties with such a strategy, schemes in some European countries where some of the major holidays are staggered by zoning the country, and the fact that LAMPS has not experienced any major problems in this area, any holidays taken outside the designated ones usually amount to no more than the recommended 2 weeks in one year, often being only 1 week. The governors agreed there was nothing contentious within the policy, and all agreed to adopt it. PROPOSED : P LLOYD, SECONDED : A. GRACE.

(The following item was moved forward on the agenda for debate at a more logical juncture!)

#### 64. EDUCATIONAL WELFARE SERVICE LEVEL AGREEMENT

This service is available to LAMPS from the LEA, although there has not previously been an occasion to use it as there have been no attendance problems etc. A governor enquired as to the cost of signing up for this service and was informed that it was free of charge. DGB thought it would be prudent to have the agreement in place should the need arise to utilise any of the services available. All governors agreed to sign up to the agreement. PROPOSED : P LLOYD SECONDED : T DALZIEL.

57. CODE OF PRACTICE FOR GOVERNING BODIES AND GOVERNORS

Two copies of the above were circulated with the agenda for prior perusal. The Chair explained that the LEA had issued a Code of Practice recommended for adoption by LAMPS, which was in fact an updated version of the Code of Practice LAMPS governors had agreed to adopt approximately 12 months ago. It was pointed out that the updates had been marked by the clerk prior to issue and were negligible. A brief discussion ensued and all governors agreed to officially adopt the updated Code of Practice. PROPOSED : T DALZIEL, SECONDED : V SMITH.

58. TERMS OF REFERENCE FOR COMMITTEES

A draft of a suggested format for Terms of Reference for various committees was issued with the agenda. The Chair informed the governors that the format was a much clearer way of stating the purpose and duties of the committees, making it much easier to work from than the statements LAMPS currently has in place. TD further explained that this was being introduced at this meeting for discussion and if agreeable would be worked on at the next meeting. A discussion took place using the example given, all governors agreed and thought it a good idea to move forward with the new format. TD complimented Governor Services for the clarity, simplification and assistance to governing bodies that the Code of Practice, The Terms of Reference documents and the Checklist and Practice on Procedures (agenda item 59.) would bring.

59. SCHOOL GOVERNANCE (PROCEDURES (ENGLAND) REGULATIONS 2003  
(Checklist and Practice for Schools)

The Chair and Clerk introduced the previously circulated item explaining that the items on the checklist were indeed 'Standing Orders', much debated by the governing body during 2002/03. The Clerk had completed most of the checklist using the current operating procedures of LAMPS governing body, leaving only a few marked items for debate. However it was pointed out that the governors could change any of the procedures if so desired. The checklist was worked through, discussed and marked as appropriate. A completed copy will be issued to all governors in due course. ACTION : C PARTRIDGE

60. ANNUAL PARENTS MEETING

The Chair reminded governors that the Annual Parents Meeting and Report is due in February; however under the new constitution there are three sets of circumstances whereby the school is exempt from holding the meeting (the report must still be published). These exemptions are detailed on the 'In the Chair' 07/2003 issued with the agenda. As two of the governors attended the parents Ofsted meeting and one of them was not staff then this year LAMPS is not obliged to convene a Parents meeting. All governors agreed that a letter should accompany the Annual Report stating that in view of the fact that an Ofsted meeting had been held in September 2003 there would be no parents meeting this year. ACTION : D BARLOW

61. GIRLS TOILET IMPROVEMENT

DGB would like to use some of the Formula Capital Funding monies (1K, 2K, 3K etc.) to improve the girls toilet, including a disabled toilet to comply with the disability access regulations. The 2K pot of money (approx. £6K) needs to be used by the end of this financial year or it will be lost (monies can be 'rolled over' for a limited period only) - the 1K money was used to improve the boys toilet during Easter 2003. The meeting then adjourned for a site visit! DGB explained that the plan was to bring out the existing corridor wall in line with the corner of the staff toilet, narrowing the corridor slightly without compromising fire regulations. A sliding wide door would be installed adjacent to the staff toilet door, with a dividing wall running perpendicular to the new corridor wall. The existing toilet entrance would be blocked up and a new entrance installed round the corner, the idea being that there would be two separate cubicles - the older girls using the disabled toilet and the infants using the other cubicle. Minor improvements to the Staff toilet would also be included in the works; namely a new door, a new cupboard and decoration. One quote has been obtained to ascertain feasibility in the amount of

£6,361, matching the funds available using the 2K monies. The meeting resumed in the library and a discussion took place. A governor queried whether there would be enough space in the newly narrowed corridor to turn a wheelchair to gain access to the toilet - yes a turning circle had been established. It was again pointed out that this money would be lost to LAMPS if not used by April, and by installing a disabled toilet the required criteria would be met for updating the facility. All governors agreed that this was a good idea referring back to the dramatic improvement in the boys toilets. PROPOSED : V SMITH, SECONDED : A GRACE.

#### 62. TEACHERS PAY & CONDITIONS DOCUMENT/'WORK/LIFE BALANCE'

DGB explained that there is a government initiative to try and reduce the amount of non-teaching tasks undertaken by teachers, and as Head Teacher he has to ensure that teachers get preparation time and marking time and do not carry out duties such as photocopying, collection of money etc. This means that teaching assistants will be utilised to look after classes whilst teachers are released to plan and mark etc. DGB proposed that this be discussed in more detail at the next meeting, CP to include as an agenda item. ACTION : C PARTRIDGE

#### 63. GOVERNOR VISITS UPDATE

P Bishop has been present for lessons in both French and Science and has listened to readers from Class 2, visiting 3 or 4 times since Christmas. He has also spent time in Class 3 in his SEN role.

C Humphreys enquired whether there were any forthcoming music workshops, and on being informed that none were planned at present, she may visit during dance classes currently being held.

A governor stated that he would like to see a concert or musical evening where pupils performed for parents. DGB informed that a concert had been held some years back, but would ask Mrs. Mathews whether this was possible. He also added that concerts did take place at the end of term within school. ACTION : D BARLOW

#### 64. EDUCATIONAL WELFARE SERVICE LEVEL AGREEMENT - discussed after Item 56.

#### 65. SCHOOL IMPROVEMENT PLAN

This was circulated, discussed and updated.

#### 66. SCHOOLS COUNCIL

The School Council held a meeting on the 20th January 2004 (copy of the minutes attached). In addition they discussed the possibility of organising a fund raiser themselves. DGB informed that he had been impressed that Rebecca L. had taken the minutes and typed them herself, which was no easy task (the clerk agreed!).

#### 67. BETTER WAYS TO SCHOOL

CH reported that she had spoken to Michelle Burrow who is the area co-ordinator for Better Ways to School. There is some new funding available £3750 + £5 per head per school (for putting up signs etc.), but to be eligible a form has to be signed by the Chair, this will then place LAMPS on the list.

They may also be funding available from the countryside agency, or parish transport grants. MB is sending CH all the relevant information. A governor also suggested she contact Jack Smith (Secretary to the Parish Council) who he believed had more information on this topic. MB had informed CH that she wouldn't condone a walking bus along this route or even consider a risk assessment, she suggested putting a footpath in, but this may prove very difficult. The council would like to see the impact the new pavement has already made, and it was suggested the school council could collate some evidence regarding how many children now walked to school, and the fact that parents were happier that children walked to school by themselves using the new pavement. High visibility vests were again discussed - some maybe provided

and if not then the P.T.A. would be approached for funds.

A governor mentioned that his son had told him of a 'little red car' travelling continually at excessive speeds passed the school. All were asked to be vigilant and try and identify the offender.

#### 68. GOVERNOR TRAINING

The Link Governor highlighted the forthcoming courses which were School Self-Evaluation, The S.E.N. Governor and Anti-Bullying, none of which were identified as being crucial.

V Smith had attended 'The Role of the Teacher Governor', and C Humphreys is studying the 'New Governors' course at home using CD Rom and workbook.

DGB would like to organise a Governor Workshop on Disability Discrimination via the service agreement. All governors agreed this would be a very valid exercise. ACTION : D BARLOW

#### 69. TEACHING ASSISTANTS REPORT

No T.A. meeting has been held.

#### 70. A.O.B.

1. The S.E.N. governor advised that he has a video and booklet on S.E.N., which deals with the able child as well as the less able, if anyone would like to borrow them.
2. A governor informed that the installation of the new play equipment on the existing site had been scheduled for mid-March, (it was going to prove too costly to move the whole site to a new location further up the field).
3. A governor raised the issue of dog excrement on the pavements throughout the village and particularly on the new pavement to school. There would seem to be a new offender, as there has been a big increase and regular 'deposits' are being left. This causes problems on the way to and from school and particularly when trying to walk a 'crocodile' of children down to the playing fields. All governors agreed that action should be taken by - placing an item in 'Aspects' (to include speeding cars),  
ACTION C HUMPHREYS  
raising the issue at the next Residents Association meeting ACTION R QUIRK  
" " Parish Council meeting via the minutes  
ACTION C PARTRIDGE
4. The Chair of the P.T.A. has arranged for a hedge to be laid at the top of the playing field to stop sheep encroaching. All governors acknowledged the efforts of the PTA Chair and were very appreciative.

#### 71. CONFIDENTIAL ITEMS

see addendum

#### 72. DATE OF NEXT MEETING

Monday 29th March 2004, 1900hrs at LAMPS.

The meeting closed at 2100hrs