

MINUTES OF THE MEETING OF THE GOVERNING BODY  
Held at Lindal & Marton Primary School, Thursday 13th November 2003

PRESENT : D. Barlow                                  P. Bishop  
              T. Dalziel                                 C. Humphreys  
              S. Fleming                                    J. Ridyard  
              T. Garnett (from 1930hrs)

21. APOLOGIES

Apologies were received and accepted from M. Fullard, D. Bigland and R. Quirk who were unable to attend the meeting.

It was noted that T. Garnett would be arriving later.

The meeting was chaired by the Vice-Chair prior to the nomination/election of the Chair.

22. MINUTES OF THE LAST MEETING

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

23. MATTERS ARISING

03.114 DGB has contacted Alan Cook who does have a model for Terms of Reference for the Performance Management S-C, but this has not yet been received.

03.115 Governor Training is an Agenda Item.

03.117 Better Ways to School - see Agenda Item

05. Memo was circulated to all non-teaching staff and voting took place. T. Garnett was the sole nominee, supported unanimously by all eligible staff.

CP spoke to Governor Services regarding whether a pupil could be an Associate Member of the governing body on a rota basis - as long as the governing body have discussed the issue and agreed then this is in order, governor services do not need to be informed.

09. Formula Capital Funding is an Agenda Item

14. Ofsted - suitable time was arranged.

18.04. CH found this unnecessary as the new 'drop-in' clinics were announced by letter to all parents a few days later.

24. DECLARATION OF INTEREST

The Clerk requested that governors declare any vested interest in any Agenda item, or any amendment to their recorded 'Declaration of Interests'. None declared.

25. GOVERNOR ELECTIONS/CHANGES TO GOVERNING BODY CONSTITUTION

A. The Clerk asked whether there were any nominations for the position of Chair. T. Dalziel stated that he was happy to continue in the role. Voting took place and T. Dalziel was elected as Chair and duly took over from the Vice-Chair for the rest of the meeting.

B. DGB informed the governors that Mrs. V. Smith would replace Mrs. M. Fullard as Staff Governor from next term.

C. CP informed the governors that the only new regulation that may be relevant to this meeting was regarding Staffing, whereby the appointment of staff, other than the

leadership group should (rather than must) be delegated to the Head. However DGB felt that it would be in the school's best interest to continue with the current procedure where consultation and support are gained from the governing body. All governors agreed to continue with current procedures.

D. - see Confidential Items

## 26. HEAD TEACHERS REPORT

A copy was circulated to all present and DGB read through it, adding the following updates:

Playground Bin - suggested by the Schools Council

Number on Roll - see A.O.B. for updates on both cases.

Transmission Tower Protest - Hutchinson (Telecom company involved) are planning to visit the village to try and win 'hearts and minds' of villagers and find an alternative site. DGB pledged to continue in opposition.

Visit from UVHS Head - plan also to come into 'feeder' schools more often, possibly taking lessons etc.

## 27. FINANCIAL REPORT/BUDGET UPDATE

DGB informed that due to time constraints he had not been able to compile an official report, however he could report that the budget was running smoothly. The good news is that schools will be given an additional 4% from April 04, which he suspects will be in essence an additional 1% after allowing for the NI increases from this year; the bad news is that teachers have only been awarded 2% in line with inflation, which he foresees leading to industrial action (not on his part he added!). A Building & Resources Sub-Committee meeting will need to be arranged soon after Christmas. (see Date of Next Meeting).

## 28. STAFFING

See Confidential Items.

CP raised the issue of the Review of the pay policy in the light of the new Teachers Pay and Conditions Document. DGB explained that there was now a new contractual obligation in what has been called the 'work/life balance', which for instance means ensuring that teachers receive time to fulfill non-teaching tasks by leaving T.A.'s in charge of the class whilst the teacher finds somewhere quiet to do their planning! The implications of this are to be discussed next term.

CP to include as an agenda item.

ACTION C PARTRIDGE

## 29. OFSTED INSPECTION DISCUSSION

DGB felt the governing body may wish to take this opportunity to discuss the Ofsted Inspection, he added that as Head he had been very impressed by the level of support the school had received from governors, parents and children alike. He informed the governors that he had received the draft report and had duly added his corrections, it has now been returned and he expects the final version within the next two weeks. At this stage the parents shortened edition of the report would be sent out and DGB intends to compose the draft Action Plan over Christmas for discussion with and approval by the governors at the first meeting of the year; (it must be submitted within 40 days).

Some governors had expressed a wish to reward the staff in some way, but following discussion it was decided that there wasn't an appropriate method of so doing. However a suggestion was put forward that perhaps the governors would like to join the staff at the Armadale on the 27th November which had been arranged to mark M. Fullard's retirement and combine this with a post-Ofsted celebration. T Garnett to arrange additional places, menus etc. and contact governors in due course.

ACTION T GARNETT

A discussion then ensued regarding the actual inspection, the main points of which were that the whole process had been effective, the inspectors had been very open throughout, offered 'on the spot advice', but at the same time had been open to suggestion/discussion themselves. There

was constant reference to the children in the report, noting how well behaved they were throughout, all culminating in an excellent report. The feedback and support from the LEA Inspector/Advisor was also very welcome.

### 30 POST-OFSTED ACTION PLAN

As mentioned above the draft would be composed over Christmas, DGB stated that it would not be a long plan as there were no direct 'Actions' deemed necessary, rather further improvements upon a very solid base.

### 31. TARGET SETTING 2005-2006

A Confidential List of previous results and predicted outcomes for KS2 for the current year 5 was circulated to all present. DGB reiterated that he was obliged to predict KS2 Levels for each child using previous KS1 results and Year 4 SAT results. and feels this year group will do very well. He added that LAMPS statistically would be expected to be above average when key elements such as social backgrounds were added to the equation.

The Targets are English Level 4 - 33% Level 5 - 67%

Maths Level 4 - 24% Level 5 - 76% (which he pointed out was extremely high)

DGB further explained that next month Mr. David Jackson (LEA Inspector/Advisor) would visit LAMPS to discuss the Targets and return to the LEA for acceptance.

All governors agreed to approve the aforementioned targets. This was PROPOSED by T DALZIEL and SECONDED by J RIDYARD

### 32. POLICY ON EMPLOYING PEOPLE WITH CRIMINAL RECORDS

The above policy which had been circulated with the agenda for prior review had been generated by Capita in line with current legislation for adoption by LAMPS (whose named had been inserted where appropriate). All governors present were asked for comments/feedback, after a short discussion all governors agreed to approve the policy. This was PROPOSED by T DALZIEL and SECONDED by C HUMPHREYS.

### 33. PERFORMANCE MANAGEMENT - REVIEW POLICY - BOOK ADVISOR

The Performance Management Policy must be reviewed annually. All governors agreed that this would be delegated to the Performance Management Sub-Committee.

ACTION DGB/TD/PL/PB

The Advisor has been booked for the 24th November 2003 at 1900hrs at a meeting of the Performance Management Sub-Committee

ACTION DGB/TD/PL/PB

### 34. EDUCATIONAL WELFARE SERVICE LEVEL AGREEMENT

DGB advised that this would have to be adjourned until the next meeting. CP to include on the Agenda

ACTION C PARTRIDGE

### 35. GOVERNOR VISITS - UPDATE

Most governors had visited throughout the three day Ofsted Inspection.

Peter Bishop had accompanied the Class 3 trip to Wigan Pier finding the visit of value, however he commented that he had found there wasn't quite enough time to complete the questionnaire issued with reference to the 'static' museum displays. The workshops were considered very good and childrens behaviour throughout was also very good.

### 36. FORMULA CAPITAL FUNDING

DGB informed the governors that he was in receipt of the paperwork for suitability funding and will research whether the extension to the front of the building can be funded from this. He will need to obtain estimates for the work towards the end of this term. He asked the governors whether they could recommend any suitable contractors, after a short discussion, Albion Brothers and Country Life Developments names were put forward. A third contractor would need to be sought. DGB stated that he would use the Ofsted Report regarding the Foundation Stage in support of his bid.

#### 37. SCHOOL IMPROVEMENT PLAN

This was now held in abeyance until receipt of the Ofsted Report, the relevant parts of which would then be incorporated into it. Also the report will need to be added to regarding the implications of the Disability Discrimination Act.

#### 38. REVIEW TERMS OF REFERENCE & MEMBERSHIP

The Clerk informed the governors that they were obliged to complete this annually; however as this had been done at length throughout the course of last year, it would seem a waste of time and paper to re-circulate them at this stage. The clerk offered to issue a copy to any governor who so required. All governors agreed with this course of action.

The current list of committees and their members had been issued with the Agenda for prior review. A discussion took place and the following agreed by all governors : -

Governor for Science - P. Bishop  
Governor for Geography - Vacant  
Governor for PE - P Lloyd

A governor with a financial background suggested that from an audit point of view it may be wise to 'refresh' the membership of the Building & Resources S-C from time to time. The Head and Chair to stay, PB has been on the committee for approximately 1 year, therefore TD to speak to PL with a view to him stepping down in favour of CH. ACTION T DALZIEL

#### 39. SCHOOLS COUNCIL

The council has not met for a while but featured quite strongly in the Ofsted Report.

#### 40. BETTER WAYS TO SCHOOL

CH reported that the LAMPS Travel Plan had been updated and E-mailed to Ken Hanson. She has tried to contact him for further discussion and will continue to do so. CH also reported that it was not safe at this time of year with the low sun and dark afternoons for parents and children to walk to/from Marton. KH had not been forthcoming regarding the provision of luminous safety 'waistcoats'; the governors felt that the P.T.A. may wish to fund the purchase for walkers. DGB to raise at the next P.T.A. meeting. ACTION D BARLOW

#### 41. GOVERNOR TRAINING

1. D Bigland is booked to attend 'Remodelling the Work force' on 27.11.03.
2. CH did not attend New Governors course on 06.11.03, but has received a CD ROM and workbook to follow the course from home. She had been delegated to attend 'Accountability' on Tues. 20th January 04, but may try and book the Kendal venue instead for the 29th. ACTION C HUMPHREYS
3. The Clerk informed the governors that she had received dates for the 5 module National Training Programme for Clerks, the first of which was for 08.12.03.
4. The Link Governor read through the list of courses for the next three months, which were Strategic Role, Critical Friend, Planning the School Budget and Accountability

(see 2. above). All governors agreed not to book anyone on these courses.

#### 42. TEACHING ASSISTANTS REPORT

The T.A.'s had met prior to the Ofsted Inspection, and were subsequently in receipt of very positive feedback in the report itself.

#### 43. A.O.B.

1. see Confidential Items
2. see Confidential Items
3. see Confidential Items
4. SF reminded governors that Neil Fleming had built a Lindal website and that in it was a page on the school. Neil had offered to take photos to be added and possibly such things as forthcoming events and news, however he did not want to stand on DB's toes regarding the LAMPS website (which at present seems to be unreachable). DGB felt that this would be in order as an interim measure until the LAMPS website had been recommissioned. He reminded the governors about the confidentiality issue i.e. no names of children or photos without parental permission.
5. The Clerk informed the governors that she had received (and taken up) an offer from the Times Educational Supplement to join the Governors Information Network who publish free termly briefings. If any governors were interested in receiving the same please contact CP.

#### 44. CONFIDENTIAL ITEMS

see addendum

#### 45. DATE OF NEXT MEETING

Monday 2nd February 2004, 1900hrs at LAMPS.

The Building & Resources Sub-Committee meeting provisionally booked for Monday 19th January, 2004 at 1900hrs. This will be confirmed at a later date.

The meeting closed at 2120hrs