

**MINUTES OF THE MEETING OF THE GOVERNING BODY**

**HELD AT LINDAL & MARTON PRIMARY SCHOOL**

**ON MONDAY 19TH NOVEMBER 2007**

Present:	D Barlow	P Bishop
	M Brown	J Dalziel
	S Fleming (from 7.05pm)	C Partridge (Retiring Clerk)
	A Postlethwaite	S Richards (Successor to Retiring Clerk)
	V Smith	

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P Bishop took the Chair prior to S Fleming's arrival at 7.05pm.

**20. APOLOGIES**

Apologies were received and accepted from T Dalziel, A Grace, G White and C Humphreys.

**21. MINUTES OF LAST MEETING HELD ON 24TH SEPTEMBER 2007**

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

**22. MATTERS ARISING**

3.99 It was confirmed that the current Pay Policy had been looked at thoroughly and was not up to scratch. An updated Pay Policy for Schools is to be adopted from November 2007.

**PROPOSED** by A Postlethwaite and **SECONDED** by J Dalziel.

S Fleming arrived at 7.05pm and then took the Chair.

3.120 The new templates on the S.E.F. will be completed in due course as we are still waiting for data to arrive.

3.122 C Humphreys to email G Wheelhouse regarding road markings outside school in May, and not yet materialised.

18.3 See Confidential Items.

**23. DECLARATION OF INTEREST**

The Chair requested that Governors declare any vested interest in any Agenda item, or, any amendment to their recorded 'Declaration of Interest'. None declared.

**ACTION**

**DB**

**CH**

**24. GOVERNOR ELECTIONS**

In the absence of the current Chair (T Dalziel), it was decided to postpone nominations and election of the new Chair until the next meeting.

The following Governor positions, due for renewal, were discussed:

**Parent Representative – A Grace** (Expiry Date of Term of Office 15.12.07)

The Governor Support Team had been contacted in relation to the above and it was decided that elections would be triggered in January 2008.

**Teaching Representative – V Smith** (Expiry Date of Term of Office 01.01.08)

Both S Simpson and S Hoekstra are to be approached to see whether either of them had a desire to take over V Smith's role.

**25. HEADTEACHER'S REPORT**

Copy of above circulated to all present and D Barlow read through it.

**26. FINANCIAL REPORT / BUDGET UPDATE**

The financial audit (by the County Treasury Department) had been conducted on Wednesday 14th November. Overall, the audit had gone well with only minor items being highlighted. We now await their report in due course.

Our Financial Delegation does need updating however, so a "Who's Who" and "Responsible for What" to be designed. (to be signed by T Dalziel).

D Barlow confirmed that the Budget had been discussed at the Building & Resources Committee. There is a large budget surplus and as we are not allowed to keep more than 7% plans need to be in place to spend the surplus. If no spending plan then the money is taken off you. D Barlow loathed having them take money off us and therefore intends to spend every penny. Therefore, steps "dog leg" to be started with disabled access.

D Barlow to send amended Budget Review to Carlisle.

**27. E5**

New financial arrangement by Cumbria Financial Management Scheme. Should make life easier as we will be able to check invoices and access monthly accounts online. Presently, every invoice that S Foote processes goes to Carlisle then on to file.

**28. TARGET SETTING**

See Confidential Items.

**ALL**

**DB**

**29. PERFORMANCE MANAGEMENT POLICY**

Agreed to adopt D.C.S.F. version.

**PROPOSED** by P Bishop and **SECONDED** by M Brown

**30. REVIEW SCHEME OF DELEGATION TO HEAD TEACHER**

Governing Body Decision Planner

Circulated. There were no amendments.

**31. S.E.F.**

The new template is now online following the previous inaccessibility of the S.E.F. D Barlow thinks there may also be new questions/headings. This will be completed and Governor approval sought in due course.

**DB**

**32. SCHOOL IMPROVEMENT PLAN**

Buildings & Resources

*Soft Safety Surface* – Now completed at a cost of £2,790.

*Sand / Water Play / Seating Structure* – Ongoing project regarding replacement of railings and gates at a cost of £1,500. Plans to secure the area by the use of a bolt and padlock raised concerns from V Smith as this area is also currently the emergency escape route for Class 2.

**33. BETTER WAYS TO SCHOOL**

D Barlow to update and circulate.

**DB**

**34. GOVERNOR VISITS - UPDATE**

There were the following Governor visits:

A Grace – attended the School’s visit to Bolton Arena.

M Brown – teaching of Recorders to pupils.

P Bishop – visited to hear pupils’ reading.

**35. GOVERNOR TRAINING**

A Postlethwaite – Swarthmoor Hall.

Problems experienced with the current Child Protection Training online site; D Barlow and A Grace to try again.

**DB/AG**

**36. TEACHING ASSISTANTS' REPORT**

J Dalziel and K Thompson attended the “Asperger Syndrome” course which they found to be extremely interesting and informative.

**37. SCHOOL COUNCIL**

Elections for the School Council will take place in due course.

**DB**

**38. ANY OTHER BUSINESS**

1. Policy for Financial Delegation was approved.
2. A School ‘Link’ had been established when D Barlow went on to “Google” to find out if his old school (which he attended back in the 60’s) was still open in Australia. A subsequent email was forwarded to them and a response came back saying that they would be interested in a ‘Link’ with LAMPS. Both teachers and pupils have found communications to be very interesting. Suggestion was made as to whether pupils would be able to email during the Christmas holidays, but it was thought, in the interests of child safety, that communications should be suspended during this period.
3. At this point S Fleming asked the following members of the Governing Body who work at LAMPS to leave the room whilst the distribution and signing of “Thank You” cards for staff members took place: D Barlow, J Dalziel, C Partridge and V Smith.

It was decided that a small token gift (i.e. Chocolates) should also accompany the “Thank You” cards as heartfelt recognition of the continued hard work of staff members.

S Fleming agreed to oversee the signing of the cards by absent Governors for their subsequent distribution.

**SF**

D Barlow, J Dalziel, C Partridge and V Smith rejoined the meeting.

4. See Confidential Items.

**39. CONFIDENTIAL ITEMS**

See Addendum

**40. DATE OF NEXT MEETING**

Monday, 28th January 2008 commencing at 7.00pm at LAMPS.

The Meeting closed at 8.30pm.