

MINUTES OF THE MEETING OF THE GOVERNING BODY
Held at Lindal & Marton Primary School, Monday 20th September 2004

PRESENT : D. Barlow P. Bishop
 A. Grace T. Dalziel
 S. Fleming V. Smith
 T. Garnett D. Bigland

1. APOLOGIES

Apologies were received and accepted from J. Ridyard and C. Humphreys who were unable to attend the meeting. The Clerk chaired the meeting until the election of Chair and Vice-Chair were carried out (Agenda Item 5).

2. MINUTES OF THE LAST MEETING

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

3. MATTERS ARISING

105. Review of Performance Management Policy not yet carried out
ACTION C/F DGB/TD/PL/PB
108. Should have read 'D & T teacher from Dowdales had also visited the school working with Class 3'.
121. ICT training has been discussed but no decision has been reached on the specifics required. Possibly a tailor made training session.
- 122.2 DB informed the governors that Winmarleigh Hall do not actually cater for 1 day visits, rather w/e or a few days midweek. However they will check their bookings further into the academic year and see if they can suggest any options.

All other 'actions' had been carried out.

4. DECLARATION OF INTEREST

The Chair requested that governors declare any vested interest in any Agenda item, or any amendment to their recorded 'Declaration of Interests'. T. Dalziel stated that he works for a company that maybe asked to supply the roofing slate for the new extension to the school.

5. GOVERNOR ELECTIONS

In the absence of any nominations prior to this meeting the clerk requested nominations for the posts of Chair and Vice-Chair. T. Dalziel wished to be nominated as Chair and S. Fleming as Vice-Chair; both candidates were voted in unanimously. T. Dalziel then took the chair for the rest of the meeting. (See also A.O.B. item 3.)

6. REVIEW DELEGATION TO THE HEAD

The Clerk advised that the governing body were obliged to review delegation on an annual basis, also advising those powers that cannot be delegated to an individual e.g. approval of the first formal budget plan of the financial year, determination of admission arrangements, exclusion of pupils etc. Any individual or committee to whom a function has been delegated must report to the governing body in respect of any action taken or decision made.

A discussion then followed regarding the use of committees at LAMPS, and whether it would be beneficial to delegate any additional items to the Head. All governors agreed that the use of committees was minimal in such a small school and that there was no need for further delegation to the Head.

7. HEAD TEACHERS REPORT

A copy was circulated to all present and DGB read through it, adding that he had now been informed that the plans had been approved for the School Extension, and no structural problems had been found. All governors agreed that this was excellent news. Mr. Frank Edwards (of Surveyors Elliott & Edwards) is now pursuing planning permission and subsequently bids will be sought. DGB advised that this may take quite some time - the Planning Dept. now has 2 months from receipt of plans to approve/decline permission and locally builders have no shortage of work.

The Play Equipment from Jibcraft comprises a train and sand pits.

8. SCHOOL IMPROVEMENT

DGB informed the governors that he had received a letter following a review of the support the LEA gives to schools. The new model means that a school in difficulty will get more help and support than a high achieving school. LAMPS has been evaluated as needing monitoring and support at Level 1 only; this means 'light touch' visits from the Link Inspector/Advisor.

SCHOOL IMPROVEMENT PLAN

The various sections of the plan (Building & Resources, Staffing, Curriculum, Other Activities, Governing Body) were all reviewed with the majority of 'Actions' being complete, or on schedule for the coming year. All governors agreed to wait until the proposed school extension was complete before redecorating the library and replacing the carpets in Classes 1 and 2. An updated version of the plan would be circulated in due course. ACTION D BARLOW

9. LINK INSPECTOR REPORT

A copy of the Inspector/Advisers report from the Summer Term 2004 was circulated and read through. DGB advised that the Link Inspector visits once per term and he had requested that the report be shown to the governing body. (It was explained that CPD is Continuous Professional Development and that IIP is Investors In People).

10. CHILD PROTECTION - NEW LEGISLATION - GOVERNOR

DGB stated that recently Mrs. V. Smith had attended a compulsory meeting regarding the new Child Protection laws. Mrs. Smith explained that the government were bringing out new laws to protect children since the deaths of some children through neglect. These were supposed to hit the statute books in June but have not yet been published, therefore this meeting was to inform schools what they think will happen. Staff and governors could be taken to court if it is found that they have not picked up on a child's abuse, the law will be designed to make schools, doctors, social workers take responsibility and communicate with one another. In the past each of these categories was too preoccupied with confidentiality, the new law is designed to make things more open. DGB then informed that as part of the last inset day they had carried out an audit of preparedness for any such event (copies of the document produced - Whole School, Self Review, Child Protection and Safeguarding in Schools) was circulated to all. DGB stated that he was the named Child Protection teacher and that a Child Protection governor was also needed. A. Grace stated that she would be happy to fulfil this role, all governors agreed that with her professional background she would be the ideal candidate; PROPOSED: T DALZIEL, SECONDED: P. LLOYD. All staff would undergo Child Protection training along with any governor who wished to.

A child protection issue had recently arisen, and been dealt with - see Confidential Items

11. SMALL SCHOOLS STANDARDS FUND

Money is available each year from this fund if small schools work in collaboration with one another. From last years money D & T workshops 'Making Puppets' will commence mid-October in conjunction with Newton School. Also, following DB's suggestion, DGB put a bid in together with Our Lady of the Rosary School, Dalton, to see whether funding would be provided for both schools to visit Winmarleigh Hall. This was successful and £2540 (£1270 each) has been awarded. Winmarleigh Hall combines IT workshops with outdoor activities like zip wires, quad biking etc. DB stated that he was unsure how many they could take in one visit regarding combining with his UVHS trip - it might be better to book a w/e or a week but just take different schools on different days, he will also find out exactly how much funding is available from UVHS. DGB suggested that Year 5's could also attend from both schools thus boosting the numbers, all governors agreed.

12. P.S.H.E. & C. SELF-REVIEW

An audit of the above was carried out on the inset day at the beginning of this term, the document produced was circulated to all. Briefly pupil attitudes towards learning about PSHE&C were found to be sound at both KS1 and KS2. Areas of weakness were found and listed, and a plan of action formulated. The main area of weakness for both KS1/KS2 was found to be Road Safety Awareness and DGB intends to use the Better Ways to School monies (approx. £4K) to fund a series of initiatives to promote this (see audit).

13. D & T POLICY

A draft of the above policy was circulated and governors took time to read and evaluate it. After brief discussion all governors agreed to approve the D & T policy; PROPOSED: T DALZIEL, SECONDED: P LLOYD.

14. SCHOOL TRAVEL PLAN - GRANT BETTER WAYS TO SCHOOL

DGB advised (as discussed earlier in item 12.), that a sizeable grant had been awarded (approx. £4K); however the letter, and any further update regarding 'Better Ways to School' was with CH who was unable to attend the meeting.

15. ASBESTOS SURVEY

DGB explained that there had been some concern regarding 'old boilers' situated in schools, as many were lagged with asbestos. Capita has taken the decision to replace all old boilers, but before this can be done an asbestos survey must be carried out. LAMPS has such a boiler above the staff toilet, a survey has been conducted and there is NO asbestos present.

16. CRISIS MANAGEMENT

A document from Cumbria County Council, Emergency Planning Unit, entitled 'Emergencies and your School' had been circulated with the minutes of 14.06.04, which governors had brought to the meeting for discussion. All governors are now aware of the document and the procedures noted. There were no contentious issues to debate.

17. TERMS OF REFERENCE FOR COMMITTEES

Prior to the review of the remaining Terms of Reference for Committees, the Clerk advised that because the Head now has to report to the Chair annually on the professional development of all teachers at the school, the Chair cannot be a member of a staff disciplinary or appeal committee, therefore the Staff Dismissal committee will need a new member (and Chair). P. Bishop would be happy to take on both roles! All governors agreed unanimously to this course of action.

Performance Management Committee - DB to research at UVHS and see whether they have a model that LAMPS could modify and adopt. ACTION D BIGLAND

Staff Dismissal/Complaints Committee - Membership to alter, as detailed above, remainder reviewed and approved.

Appeals/Complaints Committee, Admissions Committee, Pupil Discipline Committee, Pay Review Committee, Pupil Discipline Appeals Committee, Staff Dismissal Appeals Committee, Pay Review Appeals Committee, Admissions Appeals Committee and the Further Appeals Committee were all reviewed and approved by all governors. This completes the annual review!

18. GOVERNOR VISITS UPDATE

None to report this early into the new academic year.

19. GOVERNOR TRAINING

The Link Governor advised that the annual meeting of the Cumbria Governors Council was to be held next Monday evening 6.00-7.00p.m. in Kendal. There were also courses on Introduction to Governance, the Strategic Role and Remodelling of the Work Force during Sept.-Nov. DGB advised that he was still waiting to hear from Debbie Gallagher regarding the in-house session he had requested from last years service agreement regarding Disability Discrimination and that he would like to book her to do a session regarding Remodelling the Work Force. PB informed the governors that he had contacted Carlisle regarding Disability Discrimination and they could offer him nothing. TD also mentioned that he would like to attend a Health & Safety course when that arose. All governors agreed there was no particular need for anyone to attend the courses available for this quarter.

20. TEACHING ASSISTANTS REPORT

No formal report, but all T.A.'s had taken part in the inset day at the beginning of this term.

21. SCHOOLS COUNCIL

Elections are about to be held for posts on the School Council for this academic year. In the interests of continuity and organisation, the posts of Chair and Vice-Chair are to be elected from children who have served before on the council.

There is a forthcoming charity fund-raiser 'Jeans for Genes', where children pay œ1 to wear jeans for the day.

22. A.O.B.

1. D Barlow wished to acknowledge the efforts put in by the P.T.A. in organising the Victorian Picnic, which he felt was the best event he'd seen organised in any school he'd worked in over the last 30 years. Everything was so well organised - a resounding success, absolutely fantastic. All governors who had attended agreed.
2. see Confidential Items

3. D Bigland drew attention to the fact that his term of office is due to expire on the 20.10.04 and wasn't sure as a Parent Governor how he stood. The clerk apologised as she had intended to raise this in item 5. Governor Elections. She further explained that when a child has left the school a parent governor can continue in the role until the end of that term of office, but cannot continue beyond that unless no parent governor was nominated/elected from children currently at the school. DB stated that he was still very willing to help and keen to foster the link with UVHS. D Barlow thanked DB for all the work he has done for the school, assuring him that he would certainly contact him for help if the need arose. All governors agreed, and wished him well for the future.
4. A governor mentioned the Ofsted website, and that it contained some very useful tips regarding inspection.
5. D Barlow informed that a meeting with the Performance Management Consultant had been arranged for the 8th November at 1900. Performance Management Committee to attend.
ACTION TD, PL, PB

23. CONFIDENTIAL ITEMS

see addendum

24. DATE OF NEXT MEETING

Monday 22nd November, 2004 at 1900hrs at LAMPS.

The meeting closed at 20:45hrs