

MINUTES OF THE MEETING OF THE GOVERNING BODY
HELD AT LINDAL & MARTON PRIMARY SCHOOL
ON MONDAY 21ST APRIL 2008

Present: D Barlow; M Brown; J Dalziel; S Fleming; A Grace;
C Humphreys; A Postlethwaite; V Smith; S Richards; G White

S Fleming took the Chair.

58. APOLOGIES

Apologies were received and accepted from P Bishop and T Dalziel.

59. MINUTES OF PREVIOUS MEETING HELD ON 28TH JANUARY 2008

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

60. MATTERS ARISING

M Brown arrived at 7.05pm.

3.122. Still no response from Highways Agency regarding road markings outside school (first communications back in May 2007)

50. *Better ways to School* – D Barlow has, yet again, forwarded a letter to parents asking them NOT to drop children off right outside the school gates, as this obviously has potential dangers.

54. School Council – To take place in due course.

55.8 C Humphreys stated her frustration at the lack of communications from both the Highways Agency and the County Council with regard to the road markings and speed limits currently outside the school. Concern was also raised regarding the possible impact of increased traffic visiting the new Wind Farm Test Mast at Standish Cote, Marton. She said that she would endeavour to keep trying.

A Postlethwaite requested that a note be sent to the Parish Council along with a copy of January's Minutes stating our displeasure with the lack of response for information from the Highways Agency / County Council with regard to road markings outside the school and also requesting that they be noted at the next meeting of the Parish Council.

ACTION

CH

DB

CH

SR

61. 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'. One was received from C Humphreys as her husband has been involved in obtaining a price reduction for the 30 new chairs in Class 3 (see Minutes dated 28th January 2008 – Item 49)

62. GOVERNOR ELECTIONS

The following Governor position, due for renewal, was discussed:

T Dalziel – Community (Co-opted) Representative – Office Expiry Date 28.03.08

T Dalziel was again re-elected as the above

PROPOSED by D Barlow and **SECONDED** by S Fleming

63. HEADTEACHER'S REPORT

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

Health & Safety – Fire Practice

Following the school's recent Fire Practice on 8th February, M Brown stated the need also for a Fire Practice to be performed by the "Rising 5's". This would be arranged in due course.

MB

64. FINANCIAL REPORT / BUDGET UPDATE

The following figures relating to the Financial Report / Budget Update are from memory, as at the time of the meeting D Barlow didn't have his paperwork to hand.

Financial Report

Standards Fund – currently £20k and spent £12.5k, leaving £7.5k unspent. It is thought that the £7.5k surplus would be vied so that it goes to offset a teaching assistant's salary with any balance then going into the main Budget.

6K Formula Capital Funding – This is money received annually from County Councils for capital projects. This year we have received £17k and, as we are only allowed to keep 8% of any surplus, it is intended that work be commenced on graded access from the lower playground to the upper playground at a cost of approximately £7k.

Budget Update

D Barlow stated that a Budget figure of £277k had finally been received. The Finance Sub Committee are to meet on Friday 2nd May to discuss/approve budget before submission in May/June

D Barlow stated that he had received an email from the Financial Management of OfSTED (FMSIS) stating that a financial audit of LAMPS is to take place. A Self Assessment is to be submitted in November prior to the financial audit.

65. S.E.F.

This has been updated and submitted.

It is intended, subject to Budget, to increase Karin Thompson's hours to incorporate Wednesdays, as currently there is no Teaching Assistant present on that day with a classroom of 35 pupils.

66. SCHOOL IMPROVEMENT PLAN

This was discussed, with the following being highlighted:

Buildings & Resources

Garden Development – Planting of approximately 70 trees (kindly donated) now completed.

ICT – The final two remaining Dell Computers have been replaced.

Replacement of Chairs (Class 3) – Replacement of the 30 existing chairs in Class 3 now completed.

Disabled Access – Quote has now been obtained for improved access from the lower playground area up to the garden area (disabled access); with work to be started in September.

Physical Education

Activate – V Smith stated that she believed this exercise first thing in the morning (for 15 minutes) was still working well and had dramatically improved the alertness and concentration of pupils throughout the day.

67. BETTER WAYS TO SCHOOL

D Barlow to update and circulate.

68. GOVERNOR VISITS – UPDATE

There were the following Governor visits:

M Brown - teaching of Recorders to pupils.

P Bishop - visited to listen to pupils' reading.

DB

69. GOVERNOR TRAINING

A Postlethwaite – attended a ‘Spring Workshop’ at Swarthmoor Hall on 28th February. He said the one item that kept being mentioned was the need for meetings to be clerked and with a written statement as to who’s on what committee etc; with recommendations for 3-4 committees being sufficient. D Barlow stated that he would try to gain clarification when he attends FMSIS training on 4th June.

A Postlethwaite asked if the School has its own induction pack for governors. **All Governors agreed** that, if requested, it would comprise of the following:

Induction Pack for Governors

- a) Letter of Welcome from Chairman.
- b) Appointment of Governor “Buddy”.
- c) Prospectus.
- d) Latest Minutes.
- e) School Improvement Plan.
- f) Details of School Website.
- g) County Induction Pack.
- h) Legal Framework.
- i) Governor Website.
- j) Useful Contact Details.
- k) S.E.F.

70. TEACHING ASSISTANTS’ REPORT

The following was reported:

D Brown – now assisting with art.

V Aston – Emergency Aid Course completed in February.

J Dalziel – was now assisting with gymnastics.

D Barlow stated that he would like to promote J Dalziel to a Senior Teaching Grade, as she has been a valuable member of staff for 8 years (Budget to be looked at for cost implications).

D Barlow stated that he intended to extend French tuition to encompass Year 2.

J Lloyd was approached but expressed reservations as she would then be teaching 5 sessions per week and felt it would be too much for her. J Mason, a French Teacher currently living in the village, has therefore been approached and has agreed to take Years 5 & 6 for 45-minute sessions each, once a week.

71. SCHOOL COUNCIL

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

DB

72. ANY OTHER BUSINESS

1. C Humphreys asked whether the seemingly increasing number of school children being dropped off at school early was becoming a problem (with some being dropped off as early as 8.10 am). Both D Barlow and V Smith stated that preschool activities are out in the mornings for pupils' arrival and that children arriving early do so under prior arrangement only. However, should numbers start to increase, then Teaching Assistants would be required to look after pupils with an obvious affect on cost implications.
2. It was advised by D Barlow that the forthcoming national NUT Strike on Thursday, 24th April would not affect the School.
3. C Humphreys referred to Teaching Assistants currently on Temporary Contracts specifically relating to current statutory legislation regarding employee's rights after one year's employment with regard to Redundancy Pay, Sick Pay, Holiday Pay etc. D Barlow stated that he had already taken advice on this matter and didn't believe there to be a problem.

73. CONFIDENTIAL ITEMS

There were no Confidential Items.

74. DATE OF NEXT MEETING

Monday, 16th June 2008 commencing at 7.00pm at LAMPS.

The Meeting closed at 8.10pm.