

MINUTES OF THE MEETING OF THE GOVERNING BODY
Held at Lindal & Marton Primary School, Monday 29th March 2004

PRESENT :	D. Barlow	P. Bishop	<u>Schools Council</u>
	T. Dalziel	C. Humphreys	Phillip
	S. Fleming	V. Smith	Rebecca
	T. Garnett	J. Ridyard	Jenny
	A. Grace		

73. APOLOGIES

Apologies were received and accepted from R. Quirk and P. Lloyd who were unable to attend the meeting.

74. MINUTES OF THE LAST MEETING

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

75. MATTERS ARISING

- 48.33 Review of Performance Management Policy not yet carried out
ACTION C/F DGB/TD/PL/PB
50. A. Grace to arrange a visit into school at a mutually agreeable time
ACTION A. GRACE C/F
55. Final version of Freedom of Information Policy circulated with minutes of meeting from 02.02.04.
59. Checklist and Practice for Schools (Standing Orders) circulated with minutes of meeting 02.02.04.
60. Annual Report to Parents - agenda item 81.
62. Work/Life Balance - agenda item 82.
63. Mrs. Mathews is keen to organise a concert, which will probably take place in the autumn term.
- (S. Fleming arrived at 1905hrs)
68. DGB has contacted Governor Services regarding a Disability Discrimination Workshop and is awaiting a response.
- 70.3 C. Humphreys had placed an item in Aspects regarding dog fouling in the village
C. Partridge has 'high-lighted' the relevant section in the minutes of 02.02.04 to be passed to the Parish Council

76. 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'. None declared.

77. GOVERNOR ELECTIONS

R. Quirk intends to resign, although a letter has not yet been received. This leaves a vacancy for a Community (Co-opted) Governor. It was proposed that TD be co-opted at the end of his current term of office (March 04) as the post of Minor Authority governor ceases to exist under the new constitution. PROPOSED: D BARLOW, SECONDED: T GARNETT. **All governors agreed.**

78. HEAD TEACHERS REPORT

A copy was circulated to all present and DGB read through it. The following 'updates' were added:

Land Development - DGB is going to organise a 'clean up' morning for parents only (no children for a Saturday morning in late April, to clear the bottom piece of garden so that it can start to be used.

School Playing Field - there is to be an official opening at 13:30 on the 23.04.04, with the youngest and oldest child in the school 'cutting the ribbon'.

Cross Country - the team from LAMPS were the overall winners of their section.

79. FINANCIAL REPORT/BUDGET 2004-05

A meeting of the Building & Resources Committee took place on Friday 19th March 2004 to discuss in detail the budget. DGB was pleased to report that the school was in a sound position and there were more funds available this year than last, when the increases in N.I. contributions had had to be borne. The budget summary was then explained in detail - there had been an overspend of £1652 in 03-04, but this was covered by a surplus of £25K. The S52 budget is the standard budget allocated according to number on role etc. (this shows a slight surplus), and in addition are the Standards Fund and the Standards Grant. A governor queried the decrease in budgeted spend for Premises over the previous year, DGB explained that there had been a lot of repairs to the building last year, including the major work on the corner of Classroom 3. The monies from the Standards Fund and Grant must be used this year or lost. The increase in salary to the Clerk was pointed out and was in recognition of the role of Clerk not only as minute taker but advisor. After brief discussion the committee recommended the budget to the full governing body. It was PROPOSED by P. BISHOP that the budget be accepted, and SECONDED by C. HUMPHREYS. **All governors agreed.**

86. SCHOOLS COUNCIL - This item was brought forward to enable the children leave at an appropriate time.

Three members of the Schools Council were present to witness the proceedings of a governing body meeting and to present the minutes from their last meeting. Phillip read from the minutes (copy attached), which had been compiled and typed by Rebecca. The governors thanked the children for attending and hoped they had enjoyed the experience. It had been explained to the children as the meeting proceeded what was happening at each juncture. The children then left the meeting.

80. STAFFING

See Confidential Items.

81. GOVERNORS ANNUAL REPORT TO PARENTS

As discussed at the meeting on 02.02.04, there is no requirement to hold an annual meeting this year as a meeting to which all the parents were invited, and 2 governors were in attendance was held during the Ofsted Inspection. The report had been circulated with the agenda and governors were asked for their comments. A governor enquired whether the profiles had been updated regarding the number of years mentioned in some of them. Another governor mentioned that because of the changes in format of the report some of the page numbers had been 'lost'. Some dates of re-election had been given to Mrs. Foote. A change to the Building & Resources Committee was not relevant as the report covers the previous academic year. CH was asked to do a profile to be added a.s.a.p. All governors agreed to endorse and publish the report; PROPOSED: T DALZIEL, SECONDED: V. SMITH.

82. WORK/LIFE BALANCE

This initiative has to be in place by September 04 along with a formal policy. As previously explained the government has listened to teaching unions and is now ensuring that head teachers have a duty to their staff to provide a balance between fulfilling their statutory duties and having some leisure time to pursue their own interests and activities. Examples might be

the unreasonable attendance at too many meetings; to ensure time is given to perform certain duties; to relieve teachers from onerous photocopying; to ensure teachers have some time away from children during the day. LAMPS has always had an informal strategy along these lines and it seems to work reflecting in good staff attendance! For instance release time is factored in regarding assemblies being held by different members of staff releasing others, DGB's Tuesday afternoons are very much appreciated, when he can fulfil some of the management/admin. role associated with being the head teacher, teachers in Classes 1 & 2 often have lessons where the classes are combined, and with the use of teaching assistants this releases one of the teachers. A governor enquired whether having teaching assistants helps, this was confirmed although concerns were voiced regarding the remodelling of the work force aspect of this initiative, whereby the status of teachers was possibly going to be reduced while at the same time enhancing the role of the teaching assistant. DGB reinforced that he was all for TA's and they did a splendid job contributing a great deal to the school, however they are not teachers and do not have to create lesson plans but rather follow the teachers instructions. Several cases were quoted where teachers had lost their jobs (being too expensive) and had been replaced by TA's to the detriment of the school/nursery in question.

83. TERMS OF REFERENCE FOR COMMITTEES

DGB had suggested Terms of Reference were tackled one at a time at each meeting. CP circulated the current terms of reference for the Building & Resources Committee along with the example provided by Governor Services. Each item was looked at and amended as necessary, all items were to be non-delegated apart from the first approval of a new budget when time constraints did not allow approval by the full governing body, (as agreed at the meeting of the governing body 03.03.03). CP to produce a draft for approval at the next meeting..

ACTION C PARTRIDGE

84. GOVERNOR VISITS UPDATE

P Bishop has been in attendance for some science lessons with Mrs. Smith in Class 2. He has also listened to children reading and is always impressed by the standards achieved. He is a regular visitor to the school and very much enjoys his visits.

T. Dalziel attended the cross- country competition mentioned in the Head Teachers report.

S. Fleming attended the mini tennis tournament, also mentioned in the HT's report.

(DGB mentioned that he had entered the juniors into an inter-schools swimming gala which would take place on Saturday afternoon, 15th May 2004)

85. SCHOOL IMPROVEMENT PLAN

Nothing much to report this time, not much has moved on since the last meeting.

86. SCHOOLS COUNCIL

This item moved forward on the agenda - between items 79. and 80.

87. BETTER WAYS TO SCHOOL

CH reported that she has sent the LAMPS Travel Plan to Michelle Burrows and is hoping that funding of £3750 will be received as a result. As the police and the council would not endorse a 'walking bus' from Marton, possible use for this money would be to introduce some form of traffic calming measure in the vicinity of the school.

It was also mentioned that there was no 'School' sign when approaching LAMPS from Marton. When the money is received a further discussion will take place when more information maybe available regarding costings etc. CH also mentioned that she was in receipt of some information from the Countryside Agency which she will follow up which may give access to more funding. All governors agreed the tabards which had been lent by the police were highly effective, DGB will pursue the cost of similar items at a more reasonable price which maybe introduced as part of the school uniform.

ACTION D BARLOW

88. GOVERNOR TRAINING

The Link Governor highlighted the forthcoming courses which were Health & Safety, Publicity & Communication, New Governors Conference, Strategic Role, Critical Friend and Accountability. The Clerk informed the governors that she would be attending module 4 of the 5 module National Training Programme for Clerks on 01.04.04. A. Grace requested details for the New Governors Conference to be held on June 16th and 22nd, and will attend if possible. **ACTION A GRACE**

T Dalziel expressed an interest in attending a Health and Safety Course in the near future, as some time had elapsed since his last H&S Course. **ACTION T DALZIEL**

As mentioned earlier, DGB is awaiting news from Governor Services regarding a designated session for all governors on 'Disability Discrimination'.

The Link Governor took this opportunity to mention a book and CD ROM she had received 'Developing the Policies and Making them Work' - along with some sample policies (unfortunately not one for Work/Life Balance!), which were passed to DGB.

89. TEACHING ASSISTANTS REPORT

A copy of the TA's report was circulated to all and TG read through it
TD thanked TG for the report.

90. A.O.B.

1. D Barlow wished to formally thank Neil Fleming on behalf of the school for the Lindal Website incorporating the school page. He informed governors that it is an excellent site and well worth a visit.
2. DGB informed an article on LAMPS and the Ofsted Inspection will be appearing in the North West Evening Mail tomorrow, Tuesday 30th March 2004.
3. The England and Wales Cricket Board have written to inform LAMPS that they have been short-listed to receive a 'Flicx' 'instant' cricket pitch. Unfortunately there is not room at LAMPS to house such a 'beast' either in its packed away state or when unfolded (22 yards long); DGB therefore proposes to approach the cricket club where it could possibly be installed for the use of the club and also the school as a shared resource. **ACTION D BARLOW**
4. T Dalziel has received a letter regarding the formal attendance register inspection (as mentioned in the Head Teachers Report), congratulating the school on the excellent standard.
5. A governor passed on some comments from parents who had been enquiring whether there was any possibility of an 'After School Club' at LAMPS. It was explained that the governors had looked at this previously, and in most cases after school clubs were run by the private sector and this would impact upon the schools own after school activities. As LAMPS is committed to providing many and varied after school activities then this would not be possible
6. A governor wished to draw attention to recent events regarding the Disability Discrimination Act, whereby a School had been found negligent in providing the necessary pastoral support during playtimes and lunch times for a 'statemented' child (albeit at Senior School) with Special Educational Needs. Apparently there was a 'Buddy' system at the lower end of the school, but as he progressed through school this system broke down and he began to be picked on and this reflected in his work and his general well being. All governors need to be aware of these issues
7. A governor mentioned that children of differing ages had been seen inside the area fenced off (with warning signs), where the new play equipment is being installed in the school field. A request was made that D Barlow warn all the children in school about the dangers of such action. **ACTION D BARLOW**

91. CONFIDENTIAL ITEMS

STAFFING - see addendum

92. DATE OF NEXT MEETING

Monday 26th April 2004, 1900hrs at LAMPS.

The meeting closed at 2115hrs