

BURWELL VILLAGE COLLEGE (PRIMARY)



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Headteacher: Mr Nicholas Smith

FULL GOVERNORS MEETING

Wednesday 18th June 2008 - 7:00 p.m.

MINUTES

Present: Mrs M Barrett, Mrs S Cater (Clerk), Mr A Cobbold, Mr Q Cooke (Chair), Rev S Earl, Mr R Gill, Mr A Hartley, Mr E King, Mrs C Lancaster, Miss K Lewin, Mrs J Pithers, Mr P Philpott, Mr N Smith (Head), Mr L Swann, Mrs P Warnock and Mr A Williams

Apologies: Mr M Cosham, Mrs J Hammond Mrs P Kilbey and Mr J Paxton (Vice-Chair)

Absent:

The Chair opened the meeting at 7:00 p.m.

1. Apologies:

Apologies were accepted.

2. Minutes from Previous Meeting;

Mr Williams asked for an update on the replacement of the projectors, Mr Smith was pleased to report that the work to replace all the projectors had been completed. Both Mrs Barrett and Miss Lewin reported that they are all working well and a great improvement.

Mr Smith also reported that inspection work is due to be carried out on the chimney and the school is awaiting the subsequent report.

Mr Cooke asked for feedback from Governors on recent training courses and encouraged Governors to attend a suitable course at their earliest convenience.

Curriculum Reports for the next Governors meeting on Wednesday 22nd October 2008 are: -

- Art – Philippa Warnock
- Music – Stephen Earl
- Religious Education – Alan Williams
- Special Educational Needs – March Cosham
- Science – Lincoln Swann

These reports need to be submitted electronically to Mrs Cater by **Monday 6th October 2008.**



Mrs Pithers gave Governors an update on the progress on the production of the prospectus for September 2008.

3. Headteacher's Report:

Mr Smith distributed his Report to Governors and gave Governors background to several points.

Staffing issues were discussed with Governors being informed of staff changes relevant to September 2008. Interviews are due to take place for a Key Stage 2 teacher. The interview panel will consist of Mrs Barrett, Mr Smith and Mr Williams.

Mr Smith explained his proposal for the Management Structure for the school and his ideas regarding Teaching Assistant roles for September.

Governors were advised on the progress and status of the air conditioning project. Funding of £42K has been promised from the Local Authority and they proposed to the Governors that the school should at this time use Local Authority designers, Mouchell Parkman, and their agreed contractor process. Following discussions, Governors established that it was important to move this project forward and agreed the proposal.

Mr Smith explained to Governors his proposal to partition the classrooms in Years 3 & 4 and gave his rationale behind this proposal. The first stage of this would be to engage the services of an architect to draw up the plans. Governors agreed to this proposal.

Mr Smith outlined future plans for the school as: -

- Up dating the front entrance and corridors;
- Installing electric signage in the front entrance to the school;
- Covered out door areas for Key Stage 1 and Foundation Stage;
- Creating a music studio.

Further discussions will be held before any of this work is commissioned.

Discussion was held on the criteria for deciding which pupils go into which class when starting school in September. Mr Cooke suggested that this criterion is sent to parents with the letter inviting them to attend the September Starters Parents Evenings. Governors agreed that this would be beneficial.

4. Team Reports:

a. **Finance and Personnel** – Mr Gill explained to Governors the process taken to build the school's budget for 2008-09. Following this process the Finance and Personnel Team met and approved the budget; following discussions the Team approved the budget on behalf of the Full Governing Body. Mr Gill gave the Governors present the salient points from the budget, in particular the concerns relating to the future of Community Education within the school. Mr Williams outlined to Governors the original commitment made to the school by County in relation to Community Education at Burwell Village College Primary School.

Mr Gill thanked the Governors on this team for the time and expertise they have provided this year.

b. **Premises and External Relations** – Mr Philpott reported that following a recent training session in relation to premises of schools, he felt that Burwell was in a good position.

He was pleased to announce that a conclusion has been reached in relation to the refurbished garages, with the Sports Centre agreeing to the maintenance.

It was hoped that the work to install a new gate to the school field from Buntings Path would be resolved in time for this year's Carnival, however this is not going to

be possible. The implications of this for this years Carnival was explained to Governors by Mr Smith.

- c. **Policy and Curriculum** – Mr Smith gave Governors details of the policies recently adopted by this team, with particular information on the Intimate Care policy.

Mrs Warnock agreed to undertake the Child Protection Training.

5. Curriculum Reports:

- a. **Numeracy** – Mr Cooke asked for Governor's feedback on this report in Mrs Hammond's absence. Governors were pleased with the details within the report.
- b. **Literacy** – Mrs Lancaster reported that there is a lot of exciting things happening this year. Governors asked about pupils visiting the library and were informed that every child has been issued with a library card and frequent visits to the library are made.
- c. **Physical Education** – Mr Hartley gave an overview of all the activities that pupils have taken part in this year and reported that the school had achieved great success.

The schools participation in the Healthy Schools initiative was outlined to Governors.

Miss Selby will be assuming responsibility for this subject in September.

- d. **P.H.S.E.** – Mr Cobbold answered Governor's questions and said that he is looking forward to exploring this subject further in the coming months.
- e. **Geography** – Mr Gill has met with Miss Gillings and is comfortable with how things are going. Miss Gillings is keen to expand links with Bottisham Village College in relation to this subject.

Mr Gill reported that the school's geography week based on China went exceptionally well.

- f. **Modern Foreign Languages (M.F.L)** – Mr Cooke reported that this subject has been a great success since its introduction to pupils at the school. The only issue to be monitored is the ability of staff to deliver the subject. However, it is generally felt by the teaching staff, to have enriched the curriculum. Mr Williams expressed some concerns in relation to the teaching of French in primary school and continuing this once pupils move onto secondary school where there is not as much emphasis placed on the subject. These concerns were address by Miss Lewin and Mrs Barrett.

6. Air Conditioning Project:

Please refer to the Head's report and Premises and External Relations Team Report.

7. Dates for the next meetings:

- Wednesday 22nd October 2008 at 7:00 p.m.
- Wednesday 11th March 2009 at 7:00 p.m.
- Wednesday 17th June 2009 at 7:00 p.m.

8. Any Other Business:

Governors view the entrants for the School Logo Competition and selected two winners from each year group.

The meeting closed at 8:30 p.m.