

**MINUTES OF THE BOARD OF GOVERNORS OF
THRILOW C OF E (A) PRIMARY SCHOOL
HELD ON 15th October 2009 at 7.30 pm in the school**

Present: Elizabeth Moore, Jo Wood, Paolo Paschalis, Sharon McGinty (Chair), Dale Coss, Petrina Lodge,(Headteacher), Sharon Anne McAuley, Melissa Taylor, Cheryl Titmus, Linda Baron (clerk)

1. Apologies for absence

Jonathan Bloom, Claire Walpole, Ali Weissberg, Lucy Harrison

2. Election of Chair and Vice-Chair for 2009/10

Sharon McGinty was nominated as Chair by Paolo Paschalis and seconded by Jo Wood. Paolo Paschalis was nominated as Vice Chair by Sharon McGinty and seconded by Elizabeth Moore. Both were elected.

3. Appointment of Governors with particular responsibilities and appointments to Committees for 2009/10

Finance - Governor with Finance brief – Paolo Paschalis

Personnel - Governor with Personnel brief – Elizabeth Moore

Headteacher's Performance Management - Governors with responsibility for performance management including lead governor for performance management –Claire Walpole, Paolo Paschalis and Elizabeth Moore (Ali Weissberg to shadow Elizabeth Moore until May)

Curriculum - Governor with Curriculum brief – Claire Walpole

Admissions - Governor with Admissions brief – Sharon McGinty

Premises and Lettings - Governor with this brief– Jo Wood

Health and Safety and Security – Lead Governor with this brief –Claire Walpole

Social Inclusion - Governor with responsibility for Social Inclusion – Sharon McGinty

The membership of the following committees was agreed:-

Personnel Appeals Committee - Vice Chair and two governors

Staff Dismissal Committee - Vice Chair and two other governors

Staff Appeals Committee - Chair, FPP Committee member and one other governor

Salary Committee - Personnel and Finance governors and Headteacher

Salary Appeals Committee - Chair and two governors (one from FPP committee)

Standing Committee - Vice Chair and two governors

Discipline - Governor with responsibility for Social Inclusion, Vice Chair and one other Governor

Committee Membership

Finance, Personnel and Property Committee

Chair – Paolo Paschalis

Elizabeth Moore, Dale Coss, Ali Weissberg, Jonathan Bloom, Jo Wood and Petrina Lodge

Policy and Curriculum Committee

Chair – Sharon McGinty

Claire Walpole, Lucy Harrison, Cheryl Titmus, Petrina Lodge, Melissa Taylor, Sharon Anne McAuley

Curriculum and other responsibilities

English - Literacy-Jo Wood
Modern Foreign Languages- Jo Wood
Mathematics – Numeracy – Dale Coss
Science and Outdoor Education – Elizabeth Moore
History and Geography – Melissa Taylor
PE and Games- Melissa Taylor
Art Design and Technology – Jonathan Bloom
ICT – Jo Wood
RE and Multicultural Education – Linda Church
PHSE, Citizenship, and Sex Education – Ali Weissberg
Child Protection- Sharon McGinty
Foundation Years- Sharon McGinty
Collective Worship – Elizabeth Moore/Cheryl Titmus/Linda Church
Music – Jonathan Bloom
SEN/Inclusion – Claire Walpole
Equal Opportunities –Cheryl Titmus
Assessment – Ali Weissberg
Record Keeping – Paolo Paschalis
Target Setting – Claire Walpole
Curriculum Overview – Claire Walpole
Professional development of Teachers – Paolo Paschalis
Diocesan Links – Cheryl Titmus
Gifted and Able- Elizabeth Moore
Race Equality – Cheryl Titmus
Links with Playgroup and new Parents – Sharon McGinty
Links with local businesses – Elizabeth Moore
Links with Parish- Sharon McGinty
Links with PTA – Jonathan Bloom
Links with LEA –Paolo Paschalis
Governor Training – Paolo Paschalis

4. Governors' Visits

The following governors' visits were agreed:-
Autumn 09 – PE and Modern Foreign Languages
Spring 10 – Art, Design and Technology

5. Minutes of the meeting held on 1st July 2009

The minutes were signed as a correct record.

6. Matters Arising from the previous minutes

None

7. Declaration of Pecuniary Interests

Each governor declared that they had no family links with local firms or services from which the school may wish to purchase goods or services.

8. Headteacher's Report

The Headteacher presented a summary of the previously circulated report, which included details of exclusions, racial incidents and attendance data, to the governors.

9. Self Evaluation Form (SEF)

The Headteacher is currently updating the SEF and is aiming for it to be completed for presentation at the next governing body meeting in December.

10. School Development Plan (SDP)

The Headteacher has completed a detailed 1 year plan, which will be expanded to 3 years on a more strategic level in line with the governor's development plan.

11. Finance, Premises and Personnel Committee

- a. The following policies were brought to the meeting and were ratified by the governors:-
Terms of reference, Whole School Pay Policy, Performance Management, Personal Information and Grievance.
- b. Finance Issues- The meeting was advised that school spending was on line with the budget.
- c. Personnel Issues-

† A teaching assistant, K Horsford, has been appointed to replace P Evans.

† O Crabb has been appointed as a TA and playworker.

† Interviews will take place on 16th October to replace S Tilbury and E McGinty.

9. Policy and Curriculum Committee

9.1 The following policies were brought to the meeting and were ratified by the governors:-

Foundation stage, PSHCE, Teaching and Learning, Positive Behaviour and Spiritual Development.

9.2 It was noted that the fire risk assessment had been updated and sent to Cath Conlon for approval.

10. Child Protection

S McGinty had attended the Safer Recruiting Training on 14th October, in line with county advice all staff and voluntary helpers will be issued with two copies of Guidance for Safer Working Practice and will be asked to sign and return a copy to the school office.

11. New Building Update

Peter Smith Associates had surveyed the site on 14th October.

It was noted that a basic mobile would cost approximately £100 per week and Mr. Wolsten had very kindly agreed permission to access the site via the field.

12. Residential Visits

12.1 The governors were advised that two families had requested financial assistance for the visit to the Isle of Wight, and it was agreed that the Headteacher should advise the families of the charging and remittance policy and thus if they qualified for assistance.

12.2 The governors were advised that as from 1st January 2010 school visits will no longer be exempt from VAT and therefore the cost to pupils would be significantly increased.

13. School Admissions Code

It was noted that details of the school's admission arrangements and policies need to be sent to county by 23rd October.

14. Afterschool Club

A brief report on the afterschool club's progress was circulated to the governing body. It was noted that usage was poor especially from Foxton and to a lesser extent Thriplow. The governors discussed how numbers could be improved and it was agreed that an open evening would be investigated.

15. Contact Point

P Paschalis and S McAuley briefly explained 'contact point' to the meeting. Contact point is an online data base which provides authorised users, across a range of disciplines, the ability to find out who else is working with the same child, and thus make it easier for all to work as a team and avoid children slipping through the net.

16. Any other business

16.1 Correspondence received:-

Parent Governors Group- information available in the office
10 out of 10 – Cambridgeshire County Council.
Small Schools Association

16.2 Governor's Report

Jo Wood is currently coordinating the 2008/09 Governor's Report which should be completed early November.

Signed

Dated