



## MINUTES OF MEETING Tuesday 3<sup>rd</sup> June 2008 – 6.15pm

### Present

#### **Governors**

Russell Palmer, Ann Sykes, Janet Roberts, Judy Falp, Penny Batchelor, David Mason, Elizabeth Stanley, Sybil Mlambo, Moira Dickson, John Aitkins, Adam Humphries

#### **Also present**

Sara French (Clerk), Brenda Isles (SIP)

	<b>Actions</b>
<b>1. Apologies</b> Terry Shepherd	
<b>2. Declaration of Interest</b> None	
<b>3. Report from our School Improvement Partner (SIP) – Brenda Isles</b> Brenda provided Governors with a full and frank description of her findings, outlining areas for improvement and areas that the school is already performing well. Governors will be provided with the full report at a later date.	LS/JF
<b>4. Minutes of Last Meeting</b> These were approved as a true record of discussion with additional inclusions approved.	
<b>5. Matters Arising</b>  <b>Grounds Maintenance</b> Letters have been sent out and tenders/replies are already being received.  <b>Policies</b> Judy has borrowed Liz's files in order to create a spreadsheet to show all the policies the school has in place, their origin and review dates. This will help keep them accurate and up to date in the future.  <b>Correspondence</b> Judy wrote a thank you letter to Lesley Mills and a response to the Chair of Governors at Shrubland Street.	JF
<b>6. Breakfast Club</b> A discussion took place regarding the feasibility of providing a Breakfast Club. The following issues/concerns were raised: <ul style="list-style-type: none"> <li>• They would need a First Aider and Food Hygiene specialist</li> <li>• People might not be interested if the service isn't provided everyday.</li> <li>• If it's too expensive, parents will be put off, however, if it's too cheap, it won't be cost effective for the school.</li> </ul>	



<p>David Mason agreed to do a feasibility study prior to the next meeting on 3<sup>rd</sup> July.</p> <p>Moira Dickson asked if consideration had been given to an after school club. Liz Stanley advised not at this stage.</p>	<p>DM – 03/07/08</p>
<p><b>7. Little Willows</b></p> <p>Sue is keen to offer 8am-6pm (6 months – 4 years) and wants to know if there is potential for taking more room within the school. However, Judy advised that there would be nowhere to go if the school grew in numbers if space was given to Little Willows. It was therefore agreed they would have to look at alternative options.</p> <p>Judy is meeting with Sally Lightfoot, so will raise the question as to whether the school could build out to incorporate Little Willows. In addition, there may be another Children’s Centre built in the area, so Judy volunteered to argue the case for this being built on the school’s land.</p> <p>All Governors agreed for Judy to do this.</p> <p>Judy will also speak to Sue advising her there is no space within the school.</p> <p>The question was raised as to whether the children could have hot dinners within the school. Moira, Liz and Judy will discuss this with Anne in the kitchen.</p> <p>Judy also suggested that there should be a stronger Governor link with Little Willows. This will be an agenda item for September.</p>	<p>JF</p> <p>JF</p> <p>MD, LS, JF</p> <p>JF/SF</p>
<p><b>8. Travel Plan</b></p> <p>The School’s Travel Plan should be devised to encourage pupils/parents to walk/ride to school, and has to be in place by 2009. Lauren is reviewing Bishop Tachbrook’s Travel Plan to see how they have approached the scheme. Moira advised she would also be able to get hold of an existing Travel Plan for review. This will be an agenda item for September with a view to putting together a Working Party of 2-3 Governors.</p>	<p>JF/SF</p>
<p><b>9. Correspondence</b></p> <ul style="list-style-type: none"> <li>• Working at Heights document (Adam Humphries)</li> <li>• Governors Newsletter</li> <li>• TLC April and May edition</li> <li>• Transforming School Meals DVD</li> <li>• Succession Planning</li> <li>• Break Free – Travel List</li> <li>• Patch Meeting Minutes</li> <li>• Development Programme – Governors and Clerks</li> </ul>	
<p><b>10. AOB</b></p> <p><i>Governor/Clerk Courses</i> – Governors to advise Penny if they are interested in attending.</p>	



<p><i>Sponsored Skip</i> – This is taking place on 20<sup>th</sup> June. Janet Roberts suggested making this an afternoon event because a Finance meeting is taking place in the morning. All Governors agreed.</p>	
<p>Judy will attend the Sponsored Skip in her capacity as Chair of Warwick District Council and David Stocks – Mayor of Whitnash – will also be invited.</p>	JF
<p>JF will also invite the Courier and Observer newspapers.</p>	JF
<p><i>New Parents Evening</i> – This is taking place on 12<sup>th</sup> June at 6pm. Governors to attend if possible.</p>	
<p><i>Acting Head</i> - John Aitkens gave formal thanks to Moira Dickson for her continued support as Acting Head. Moira responded saying she had been happy taking the role and had received good support from both staff and Governors.</p>	
<p>Agenda Items (September) – Headteacher’s Report (Liz/Moira) and Chair/Vice Chair consideration.</p>	JF/SF

Date of next meeting 3<sup>rd</sup> July @ 6.15pm (room tbc). JF to arrange food.

Meeting closed at 7.50pm.

Approved .....

Date .....