

Minutes of the Meeting of the Governing Body of Saint Andrew's Church of England Infant School, Farnham, held at the School at 7:00pm on Tuesday 27 March 2012.

<b>Present</b>	<b>In Attendance</b>
Chris Hyland (CH) (Chairman)	Richard Evans (RE) Clerk to the Governors
Kristian Aldridge (KA)	
Jane Brooks (JB)	
Ben Collins (BC)	
Bridget Harrison (BH)	
Michelle Long (ML)	
Jacqui Matthews (JM)	
Caroline Rigby (CR)	
Emma Smith (ES)	
Andrew Tuck (AT)	
Sue Tyler-Jones (STJ)	
Jayne Venables (JV) (Headteacher)	

<b>Item</b>	<b>Subject and Summary of Discussion</b>	<b>Action</b>
1	<b>APOLOGIES FOR ABSENCE:</b> Apologies were received and accepted from Joy Lievesley.	
2	<b>DECLARATION OF INTEREST:</b> None.	
3	<b>CONSTITUTION OF THE GOVERNING BODY:</b> It was confirmed that BH had been re-elected to serve as a Staff Governor and RE will advise Surrey County Council (SCC) accordingly; Action: RE.  RE reported there were vacancies for 1 Community Governor and 1 LA Governor and governors agreed it would be beneficial to complete a Skills Audit, to identify the best candidates, which ML will undertake (Action: ML). In the meantime, CH will again contact Councillor Pat Frost to establish if there was likely to be a nomination for the LA vacancy; Action: CH.  This may be the last meeting attended by AT in his role as governor, as a result of his retirement from the Church, and on behalf of all governors, CH expressed grateful thanks to Andrew for his many years of service to the school, and his wise counsel, which would be much missed.	<b>RE</b>  <b>ML</b>  <b>CH</b>
4	<b>MINUTES OF THE PREVIOUS MEETINGS:</b> The minutes of the meetings held on 8 November 2011 and 14 December 2011 were approved and signed by the Chairman.	
5	<b>MATTERS ARISING FROM THE MINUTES:</b> a) Training for Headteacher Performance Review: ML had completed training for this role. b) Election of Staff governor: BH had been elected as a Staff governor. c) Policies on Attendance, Pay, Safeguarding and policy review: See item 11 below.	

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	<p>d) Follow-up Actions from the Meeting held on 14 December 2011: CH reported that the consultation process had commenced and that a decision was expected from the governing body of South Farnham School (SFS) by the end of March 2012. CH, ML and JV had met with Nick Smith of SCC, who reported that the number of applications for school places from Farnham Town Centre parents was below the number of places available (100, of which 40 were Saint Andrew's and 60 Potter's Gate), and accordingly SCC could not support expansion of Saint Andrew's School. CH had also met with the Headteacher at Weydon School, and reported that SFS were not expected to add another class at the Bourne site this year, due to lack of demand for places, but may do so next year, subject to those children going on to SFS juniors; this meant there would not be an extra class at SFS until 2016. Applications for first preference places at St Andrew's and, based on experience, governors felt that number was likely to increase to the full 40 by September 2012. CH will contact SFS for details of the outcome of the consultation; Action: CH.</p> <p>Representatives from Guildford Diocese had met with the Headteacher and governors of SFS and CH had heard from Derek Holbird at the Diocese, who had re-asserted that St Andrew's would not become part of the SFS academy group, based upon the intention for St Andrew's to retain its Christian ethos. ML then reported on a meeting between ML, BC and KA with the Headteacher and governors of SFS, the minutes of which had been circulated.</p> <p>After further discussion, the consensus among governors was that no short term action was required, pending the outcome of the consultation. CH and JV were due to attend a briefing at the diocese in April and would report back at the next meeting; Action: RE to add the subject to the agenda.</p>	<p><b>CH</b></p> <p><b>RE</b></p>
6	<p><b>CHAIRMAN'S ACTION:</b> Apart from the matters covered under item (5d) above, CH had nothing additional to report.</p>	
7	<p><b>REPORT BY THE HEADTEACHER:</b> JV highlighted items covered within her report, copies of which had been circulated, and invited questions from governors, who commented on the new School Development Plan; the drive to raise standards; the approach to learning; and the development of a creative and outdoor curriculum.</p> <ul style="list-style-type: none"> <li>- Governor Training: ML had attended training on Becoming an Outstanding Governing Body, referring to the role of a Critical friend, providing an active challenge to the Headteacher, and ML agreed to circulate copies of the handout to governors; Action: ML</li> <li>- Staff Training: The objective was for staff training to become more focussed, with BH to undergo training on Gifted &amp; Talented. Action: BH</li> <li>- School Improvement Adviser: Angela Cale had completed her visit and been most impressed, commenting on the children's interest in their learning. ES confirmed the positive feedback proved to staff, after the visit.</li> </ul>	<p><b>ML</b></p> <p><b>BH</b></p>

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	<ul style="list-style-type: none"> <li>- Ofsted Inspection: JV reported receipt of a letter from Ofsted, who had completed an analysis of school data, based upon which their next visit would not be before Summer 2013 at the earliest, unless they receive information in the meantime to bring that date forward.</li> </ul> <p>On behalf of governors, ML commended JV for the format of her report, following the revised Ofsted criteria.</p>	
8	<p><b>COMMITTEES AND NOMINATED GOVERNOR REPORTS:</b></p> <ul style="list-style-type: none"> <li>- Curriculum Committee: ML reported that the committee had been impressed with the hard work done by staff within the school on policies, several of which had been condensed to provide working documents. ML also expressed the thanks of the committee to the staff involved in producing the new School Development Plan.</li> <li>- Resources Committee: BC reported that the contract with the website host was ending and that a new host was due to take over from 4 April, with the new website being developed for launch in September; meantime the existing website would be maintained. KA was due to attend a course at the Diocese to train for assistance in developing the new website.</li> </ul> <p>The budget was in course of completion and BC commended the tenacity of Cindy Coleman in her role as Bursar. The Best Value Statement had been completed by the committee and was noted, and JB reported on finance from the PTA for the new toilets. The committee had also accepted the audit of the School Fund for the year to 31March 2011.</p> <p>BC had met with JV to tighten up on safeguarding issues and the Health &amp; Safety inspection had been completed, with no major problems identified. JV referred to the redesign of the playground, where 3 quotes had been obtained; the aim was to link in with Early Years goals as a focus for the redesign, with key input from ES. Funding was in place, from within the school budget and from the PTA. ML asked that consideration be given to outside lighting. CR and JB sought and obtained confirmation from JV that the playground would also be available to years 1 and 2.</p> <ul style="list-style-type: none"> <li>- Governor Visit Reports: Two visit reports, completed by CR following her visits to the Owls class, had been circulated and were noted.</li> </ul>	
9	<p><b>FINANCE AND SCHOOL BUDGET 2012-2013:</b> Governors agreed to delegate approval of the budget to the Resources Committee (Action: BC). The draft budget featured a balanced budget for 2012-2013, with a projected surplus of £26,270. KA asked if SCC would object to a figure of that size and BC replied that there was agreement to a carry forward surplus, within certain limits.</p>	<b>BC</b>
10	<p><b>ADMISSIONS:</b> Governors confirmed that the school would continue to comply with SCC policy.</p>	

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11	<p><b>POLICIES:</b> CH reported that the whole subject of school policies was under review, with the intention that all policies be reviewed, for approval by the appropriate committee, or by the full Governing Body.</p>	
12	<p><b>CONFEDERATION DEVELOPMENTS:</b> JV reported that this had been covered within the Headteacher's Report, and that a new Confederation Manager had been appointed, whose training was ongoing.</p>	
13	<p><b>TERMLY BUSINESS:</b> CH confirmed that all statutory tasks for the Spring Term had been completed, noting that the Schools Financial Value Standard did not apply this year, as the school had achieved FMSiS accreditation.</p> <p>The Statement of Internal Control had been completed and was signed by CH, BC and JV.</p> <p>CH will circulate details of training courses to governors; Action: CH.</p>	<b>CH</b>
14	<p><b>DATE OF NEXT MEETING: TUESDAY 26 JUNE 2012</b></p> <p>CH also informed governors about an extra meeting, to be held at 7:00pm on Tuesday 24 April 2012, to discuss the ongoing development of the Governing Body.</p> <p>CH voiced his thanks to all governors for their efforts and support to JV in this, her first year as Headteacher of the school.</p>	
15	<p><b>PART TWO CONFIDENTIAL BUSINESS: None.</b></p>	
	<p>There being no further business, the meeting closed at 8:30 pm.</p>	

Signed..... (Chair)

Date.....