

NEW BRIDGE SCHOOL

Minutes of a meeting of the Governing Body held on Thursday 23rd October 2008

Present:	Mr Steve Williams	LA Governor (Chair)
	Dr Elaine Joynes	Community Governor
	Mrs Margaret Ramsbottom	Community Governor
	Mrs Pauline Fitzgerald	Community Governor
	Mr Graham Quinn	Headteacher
	Miss Joan Readyhough	LA Governor
	Ms Linda Hunt	Parent Governor
	Mr Philip Palmer	Parent Governor
	Mrs Jill Pickup	Parent Governor
	Miss Victoria Potter	Staff Governor

Also Present: Mrs Carol Challen Clerk to the Governing Body

The Clerk opened the meeting and welcomed everyone present.

(Mrs Pauline Fitzgerald left the meeting at this point).

1. APPOINTMENT OF A COMMUNITY GOVERNOR

1.1 The Headteacher reported that Mrs Pauline Fitzgerald had requested that she be considered for the vacant community governor post.

1.2 Governors discussed Mrs Fitzgerald's request to change from an LA governor to a community governor.

RESOLVED: that Mrs Fitzgerald be appointed as a community governor.

Mrs Fitzgerald returned to the meeting and was informed of the governing body's decision.

2. APPOINTMENT OF CHAIR

RESOLVED: that Mr Steve Williams be appointed as Chair of the governing body for the ensuing year.

ACTION BY

GST

3. APPOINTMENT OF VICE-CHAIR

RESOLVED: that Miss Joan Readyhough be appointed as Vice-Chair of the governing body for the ensuing year.

4. APPOINTMENT OF CLERK TO THE GOVERNING BODY

RESOLVED: that Mr Dave Challen be appointed as Clerk to the governing body for the ensuing year.

5. APOLOGIES FOR ABSENCE

5.1 Apologies for absence were received from Mrs Karen Evans, Mrs Patricia Ackrill, Mr Keith Lucas and Mrs Alison Keane.

5.2 The governing body gave consent to those governors who had apologised for their absence.

6. DECLARATIONS OF BUSINESS OR PERSONAL INTERESTS

Governors were invited to declare any business or personal interests taking into account the guidance which had been circulated with the agenda.

Governors declared interests as appropriate, the details of which were recorded for inclusion in the school's register of Declaration of Interest.

7. MINUTES

RESOLVED: that the minutes of the meeting held on 15th May 2008 be approved as a correct record and signed by the Chair.

8. MATTERS ARISING

8.1 Arising from minute 23.4.3 (Other Urgent Business), a meeting with Mr Watts and Freshman Consultants had been scheduled following the Autumn half term holiday.

8.2 Arising from minute 7 (School Policies), governors discussed the revised policies and agreed that a working party should review the policies.

RESOLVED: that a working party comprising the following governors be established to review school policies:

Mr S Williams
Mrs P Ackrill
Mrs J Pickup
Miss J Readyhough
Headteacher

ACTION BY

8.3 Arising from minute 5 (Personal Information Diary), the Headteacher agreed to consult with Mrs Ackrill on the availability of personalised diaries and report back to governors at the next meeting.

Headteacher

8.4 Arising from minute 9.9.4 (Headteacher's Report – Building Schools for the Future), the Headteacher reported that he had had written to Councillor Kay Knox, but he had not yet received a reply.

9. HEADTEACHER'S REPORT

The Headteacher's report was circulated at the meeting.

Main points referred to:

9.1 Attendance

9.1.1 Whole school attendance and absences had improved.

9.1.2 Exclusions had been reduced.

9.1.3 Serious incidents requiring physical intervention had increased.

The Headteacher informed governors that staff were managing pupil's behaviour in a more pro-active way and offered a positive environment for children to learn. He outlined the challenges staff faced by the increasing number of pupils coming into school with behavioural problems, particularly those coming into Year 11.

Governors discussed the issues and agreed that a working party be established to review the Admissions Policy.

9.2 Fire Alarm

9.2.1 A fire drill had not yet taken place so far this term.

Headteacher

ACTION BY

9.2.2 There had been a false alarm when Dr Joynes had been in school. She informed governors that she had been impressed at the speed and efficiency that everyone had exited their classrooms.

9.3 Staffing

9.3.1 New appointments were outlined.

9.3.2 An additional Year 7 group had been established to meet the demand of new pupils coming from mainstream schools.

9.3.3 Governors discussed their concerns regarding the number of pupils coming into school and the lack of support from mainstream schools.

9.3.4 The Headteacher informed governors that the admissions group assessed pupil's progress and he agreed to report the details to the admissions working party.

Headteacher

9.4 Support Staff – additional support staff were in place to help deal with any academic and pastoral issues.

9.5 Staff Absences – there had been a significant improvement in staff absences.

9.6 New Bridge Learning Centre

9.6.1 The 'e' base developments were proving to be a success.

9.6.2 The kitchen had received urgent remedial work.

9.6.3 Pupils had commented on the limited outdoor space.

9.7 School Excellence Plan – an overview of the plan would be circulated to governors on completion. The completed plan would be available electronically with the School Development Plan.

9.8 Arts Mark Gold and Performance Arts

9.8.1 The standard achieved in visual art was the highest yet.

9.8.2 There was still work to do but the award was achievable.

- 9.8.3 The links with Ofsted needed to be re-defined as they only included good or outstanding.
- 9.8.4 An Ofsted inspection was due at the end of the academic year.
- 9.8.5 New Bridge School was a highly performing special school and if the award was secured it could bring in up to £500,000 over three years.
- 9.9 Curriculum Changes
 - 9.9.1 Miss Victoria Potter circulated the Curriculum Report for 2008/2009 and reported that the Curriculum Committee had met on 20th October 2008 to consider it.
 - 9.9.2 Miss Potter gave an overview of the report highlighting the changes to the curriculum and Key Stage organisation for the year.
- 9.10 Learning Centre Curriculum Developments – the focus was on developing literacy and numeracy in a more practical and functional way, and streamlining the vocational options to link in with areas of work.
- 9.11 Holiday Club and After School Club – changes to the system had resulted in approximately 70 pupils being offered places in the October half term club.
- 9.12 Building Schools for the Future – this item was deemed to be confidential and therefore would not be included in the minutes and papers to be made available for public inspection.
- 9.13 Finance – the budget was on track.
- 9.14 The Data Base – the tracking system was linked to 'Every Child Matters' and had an holistic approach to pupils' development, academic attainment was also to be considered.
- 9.15 Academic Board Update
 - 9.15.1 Curriculum leaders had produced development plans that had been rationalised into the overall excellence plan.
 - 9.15.2 The academic board had seen some excellent practice from the middle leaders.

9.16 Pastoral Board Update – the team had been coached and were now working with pupils to target the interventions more effectively.

9.17 Recent Initiatives

9.17.1 The school had been invited to work with the Qualification and Curriculum Authority (QCA), on a pilot scheme to measure non-academic performance.

9.17.2 The Headteacher had reduced his consultancy work for the Local Authority to concentrate on the challenges within school.

9.17.3 The Headteacher had been asked to sit on the National SSAT Olympic 2012 Committee and he outlined his expected involvement.

RESOLVED: (i) that the following governors form a working party to review the Admissions Policy:

Mr S Williams
Mrs M Ramsbottom
Dr E Joynes
Mrs P Fitzgerald
Miss J Readyhough
Headteacher; and

(ii) that the Headteacher be thanked for his report.

10. THE SCHOOL IMPROVEMENT PARTNER'S ANNUAL REPORT 2007 – 2008

RESOLVED: that this item be deferred for consideration at the next meeting of the governing body.

11. DCSF TARGET SETTING REQUIREMENTS FOR 2010

Governors were requested to note the guidance circulated for the forthcoming cycle of setting and agreeing school strategy targets for 2010.

RESOLVED: that the information be noted.

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12. MANAGING REQUESTS FOR ALL ABSENCES FROM SCHOOL (DURING TERM TIME)

- 12.1 The Extended Leave and Term Time Holidays Policies had been revised and incorporated into one policy.
- 12.2 Governors were asked to consider approving and adopting the new policy which had been circulated.
- 12.3 Governors discussed the revised policy and considered that absences were not an issue in school. They agreed with the policy in principle but requested that the standard letter to parents be removed.

RESOLVED: that the amended Managing Requests for all Absences from School (During Term Time) Policy be approved and adopted.

13. REPORTS FROM COMMITTEES

13.1 Premises Committee

The minutes of the Premise Committee meeting held on 11th September 2008 were submitted for consideration by the governors.

Main point referred to:

12.1.1 The work carried out over the Summer.

RESOLVED: that the minutes of the meeting be approved and adopted.

13.2 Curriculum Committee

The minutes of the Curriculum Committee meeting held on 12th May 2008 were submitted for consideration by the governors.

RESOLVED: that the minutes of the meeting be approved and adopted.

13.3 Finance Committee

The minutes of the Finance Committee meeting held on 15th May 2008 were submitted for consideration by the governors.

RESOLVED: that the minutes of the meeting be approved and adopted.

14. **REPORT FROM LINK GOVERNOR/GOVERNOR TRAINING AND OLDHAM GOVERNORS' FORUM**

The link governor, Miss Joan Readyhough, reported on the issues discussed at the last meeting of the link governor network which included the following:

- Managing Pupil Absences from School in Term Time.
- Safeguarding Children.
- Changes to the Nursery Provision.

15. **MEMBERSHIP AND TERMS OF REFERENCE OF COMMITTEES**

Governors were invited:

- 15.1 to review the existing composition and terms of reference for their committees taking account of the new procedures for the operation of committees and record any changes in the membership of the committees;
- 15.2 to determine who should be appointed the Chair of each committee or agree that each committee should elect its own Chair;
- 15.3 to appoint a Clerk to each committee who may be a member of the governing body but must not be the Headteacher; and
- 15.4 to confirm the names of the appointed governors responsible for setting and reviewing the Headteacher's performance objectives.

RESOLVED: that the following changes to the committee structure should be made:

Mr P Palmer be added to the Curriculum Committee (11-16)

Mrs M Ramsbottom be added to the Committee Without Portfolio

Mrs M Ramsbottom be added to the Curriculum Committee (Post 16)

The Headteacher requested that the Governor Support Team send out an updated committee list to governors.

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16. UPDATE ON OLDHAM'S NURSERY REVIEW

Governors were requested to note the Nursery Review Board summary of key issues and the position statement circulated.

RESOLVED: that the information be noted.

17. CONSULTATION ON SCHOOL ADMISSIONS 2010

Governors were requested to note the current LA admission arrangements in place in respect of community and voluntary controlled schools and the individual admission arrangements in place in voluntary aided schools and foundation schools and respond to the consultation on the proposed admission arrangements to all schools for September 2010.

RESOLVED: that the admission arrangements for September 2009 should continue for September 2010.

18. SCHOOL FUND ACCOUNT

RESOLVED: that this item be deferred for consideration at the next meeting of the governing body.

19. SCHOOLS FORUM

Governors were asked to receive and note the minutes of recent meetings of the Schools Forum.

RESOLVED: that the information be received and noted.

20. BUILDING SCHOOLS FOR THE FUTURE - UPDATE

Governors were asked to note the information contained in the update on the Building Schools for the Future programme.

RESOLVED: that the information be noted.

21. FIRE DRILL

This item was discussed during consideration of the Headteacher's report.

22. SCHOOL LETTINGS

This item was discussed during consideration of the Headteacher's report.

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agenda item

23. DATE AND TIME OF NEXT MEETING

RESOLVED: that the next meetings of the governing body should be held on Thursday 12th February 2009 at 5.00pm.

24. OTHER URGENT BUSINESS

24.1 Transition

Mr Philip Palmer informed governors of the following transitional issues:

24.1.1 An event by ARC to be held at the Centre for Professional Development.

24.1.2 Mr Shaun Cook had volunteered to give a presentation to governors on transition. The Chair agreed to contact him to make the necessary arrangements.

24.1.3 Dr Ahmed had written to parents offering to give a presentation on transition to the parents of pupils with disabilities, post 16.

24.1.4 Governors discussed the age that different agencies expected pupils to transfer from children's services to adult services. They also requested that a copy of Dr Ahmed's letter be sent to all parents of post 16 pupils.

24.2 Religious Observance

24.2.1 The Headteacher outlined the discrepancy in pay between term time and full time staff for taking time off for religious observances. He outlined the LA's policy and suggested that the school's policy should be re-visited.

24.2.2 The Leadership Team felt they should adhere to the LA's policy.

24.2.3 Governors discussed the issue.

RESOLVED: that any additional days taken for religious observance should be taken without pay.

Chair

25. **CONFIDENTIALITY**

There was one item of confidential business.

(There being no further business, governors were thanked for their attendance and the meeting was declared closed 7.14pm).

Signed: _____
Chair

Date: _____