

# BALFOUR JUNIOR SCHOOL

## MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

Held on : 20 September 2007 at 6.30 pm

Item	Description	Action	
	<p><b>Present:</b>            Tony Jones            Derek Betts            Barbara Danahar            Philip Hall            Sue Bateman            Dawn Loader            Ben Marle            Jayne Hems            Sandra Mulholland            Amy Anson            Janet Enever            Robert Eastwood            Sue Hart</p> <p>In attendance            Sam Norton</p>	<p>Headteacher            Chair            Community Governor            Parent Governor            Community Governor            Teacher Governor            Staff            Parent            Teacher Governor            LEA Governor            LEA Governor            Parent Governor            Clerk to Governors</p> <p>Deputy Head</p>	
1.	<p><b>Apologies:</b>            Apologies were received from Jason Wye and Paul Brereton.</p>		
2.	<p><b>Election of Vice Chair for 2007-08</b>            The Chair announced that this is his final year as Chair. Sue Bateman agreed to continue as Vice-chair.</p>		
3.	<p><b>Minutes of Meeting held on 21 June 2007</b>            Approved as read and signed by the Chair.</p>		
4.	<p><b>Matters Arising from the Minutes</b>            No matters arising</p>		
5.	<p><b>Chair's report</b>            The Chair brought the meeting up to date with various events over the summer.            Invitations for new Parent Governors had been sent out. Meetings had taken place between the Chair and the Headteacher and Director of Education, Mr Hawker, re possible merger between the Infant and Junior schools. A merger has been ruled out, but the mismatch of numbers continues to be a problem. Further building will be required if there is to be 4 form entry at a likely cost of &gt;£2m. The decision process is likely to be lengthy and demographics as well as intake at other schools will be factors. Also a replacement Director of Ed is awaited.</p> <p>Membership of Committees and link governors was discussed and agreed.</p>		
6.	<p>Headteacher's Report            A copy of this Report was emailed to governors. The</p>		

	<p>Headteacher highlighted the following points:  <b>Admissions</b> – Year 3 intake is 103 and are settling in well.  <b>Staff</b> Member Fiona Jackson off sick ; replaced by Daniel Holmes. 3 new TAs appointed.  <b>Improvement</b> Plan; school is now reinforcing initiatives started last year, performance management, tracking, SEN.  <b>SATs</b> results published for governors; shows the school is addressing issues around talented children. Govs said that staff should be congratulated for efforts in achieving Level 4 and 5 results.  Question on how data is interpreted. Headteacher explained how this is based on Contextual Value Added (CVA) of 100.8 and shows pupil progress since entry.  <b>Attendance</b>; figures published; 96% which is a slight improvement. Only way to improve is to limit holiday leave taken.  <b>Premises</b> and grounds work. Main gate re-sited. Concrete path between schools. Compound site installed. Crossing modified.  <b>Breakfast</b> Club; managed and staffed by Linda Ronald, Frances Skinner and Charlotte Forrest. Now up and running smoothly; capacity of 22 children in business plan. Suggestion to remind parents of this facility.  <b>Report</b> from Advisor circulated.- school categorised as 1a.  <b>Varndean</b> School capacity to be increased.  <b>Campus</b> to be designated as a dog-free zone but issues around enforcement and volunteering staff to police this and issue fixed penalty notices. This drew a poor response – governors agreed that this is not appropriate to work of school staff.</p>	
7.	<p>Reports or updating from committees:</p> <p><b>S.O.C</b> and Communications Sub-Committee  Formal approval of Performance Management proposal sent to PB. Agreed.</p> <p><b>E&amp;P</b>  Summer works listed and noted.</p> <p><b>SEN</b> Governor  Observation of new entry pupils; intervention programmes; work of TAs, training for TAs implemented; liaison with outside agencies; Individual Education Plans; counselling. All noted and approved.</p> <p><b>FBA</b> liaison Governor  Meeting LA-wide regarding fund-raising, to be held at Westdean. BM to attend.</p>	BM
8.	<p>Breakfast club update  See above.</p>	
9.	<p>Report on Parents' Questionnaire Survey  Return lower but results best ever. Satisfaction factor is high across the board. Issues to be followed up will be special needs, more able, and homework.  DL will work to improve communication with parents on homework issues, results etc.</p>	DL

	See full report attached.	
<b>10.</b>	DDA Headteacher reported that the Disability Discrimination Act equality duty comes into force in primary schools on 1 Dec. Sam to attend training this term. Action plan to be in place by December. Suggested that Communications sub-committee deal with detail.	Comms
<b>11.</b>	School Profile Appears on website. Further ideas for additions to the document welcomed. <a href="http://www.balfourjun.ik.org">http://www.balfourjun.ik.org</a>	ALL
<b>12.</b>	Correspondence None	
<b>13.</b>	Any other business previously agreed with the Chair None.	
<b>14.</b>	Dates of future meetings: 16 Nov 1pm; 5 Feb 6.30 pm.; 29 April 6.30; 27 June 1 pm. Chairs of subcommittees to please plan dates and show terms of reference.	Chairs of Sub Committees