

GLEBE PRIMARY SCHOOL

Meeting held at Glebe Primary School, Sussex Road, Ickenham on
Thursday 8th May 2014

Mr J Buckingham (Chair)

Mr S Youens (Vice Chair)

Mr N Alford (ex officio)	Mrs P Marks
Miss J Brown	Mrs M Penney
Mrs E Hawkesworth ~	Mrs N Ross*
Mr V Cox	Mrs P Swindells
Mr T Porter	Mrs J Heggie
Dr K Fox	Mrs A Moore

* Denotes apologies received

+ Denotes member absent

~ Denotes member late

Mrs A Moy (Clerk)

Mrs J Robinson (Minutes)

2221. Apologies

Apologies were received as indicated above.

2222. Minutes of the last meeting

Agreed.

2223. Matters Arising

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2224. Matters for any other business

Questions received from PS to be covered during meeting.

2225. Private Fund Account

To be discussed at the next meeting.

2226. Headteachers Report

Staffing: Staffing changes discussed. PS asked will having so many new staff have an impact? NA felt no but the larger number of new starters has been reflected in the draft SDP. VC asked what is a TLR. NA advised it is an incentive payment. VC asked who will be the new PE Coordinator. NA said we will look at all the curriculum areas and look to fill the gap. NA reported that we have recruited three new experienced teachers, still need to recruit one more teacher. Literacy TLR will be offered to current staff.

Safeguarding: An SMSA had an accident, a table dropped on her foot. Follow up action has been taken and staff all given follow up training.

NA reported that a pupil was excluded for 2 days for biting another pupil and for other issues. The pupil has now returned to school and no further incidents.

[E Hawkesworth arrived at 6.50 pm]

Data: Year 6 assessment data circulated and discussed. Children on track to make better than expected progress. **KF asked if these are accurate predictions, NA said they were based on best estimate using ongoing teacher assessments and test results.**

Sponsored Silence: MP reported what a great success the silence was. Some children who were less confident shone; MP is to speak to the local press about the event.

Pupil Premium: **AM asked if a separate report is completed for pupil premium. NA confirmed he will complete an end of year report based on final data and provision evaluation.**

I-Pads: **VC asked about security arrangements. NA confirmed new systems are in place and these will be assessed again in the new building.**

2227. Hot Lunches

Notes were circulated prior to the meeting by JH, comments invited.

Main points to be considered is how orders for lunches will be made, will children pre-order or choose on the day? SY suggested publishing the menu a week in advance to let children know what is available without offering a choice. JBr asked what drinks will be available. Currently water, though milk will be reintroduced later in the year.

Payment options also need to be decided, a pre-loaded card was discussed. TP commented that we need to keep it as simple as possible. A recording system is needed to record how many meals we have served.

SY is investigating options for transporting the meals from Ruislip Gardens; he is looking at both buying and leasing options. KF asked if there is any financial assistance from LBH, NA confirmed no. SY confirmed he is looking into both purchasing and leasing costs. There is the possibility of sharing transport costs with Warrender but this is not yet confirmed.

SY asked how we will deal with allergies. JH confirmed that Ruislip Gardens label foods and supply information on ingredients. Photographs of known allergens will be displayed at the counter. Parents can contact the school for information.

It was agreed to start with children eligible for free school meals first and then open it up later to the rest of the school. VC asked if we are confident with Ruislip Gardens supplying the meals. JH confirmed yes, they are only supplying Warrender and ourselves.

Staffing. One staff member is to serve hot food, one to serve cold food and one to manage the kitchen, phoning through the orders etc. The staff are to wear uniform. Cost implications. Food hygiene training and SFWS time.

SFWS are to do a tasting session and assembly to support the implementation of it. TP suggested discounting staff meals for a pound to encourage staff to come and sit with

the children.

AM asked how many meals will we need. NA confirmed in September, 240 children will be eligible for free school meals. The government predict a 87% take up of free school meals. Selling meals is expected to be high to begin with, then to level off and after a few months settle down. PS reported that feedback from Parent Forum indicated they are very positive about school meals and parents are happy to pay 2.00-£2.50.

KF asked what are the risks. NA advised managing parents expectations as they will not happy if they feel meals are not nutritious or children are not eating the meals. It is anticipated that financially we will probably make a loss in the early days but would hope to address this as numbers increase.

2228. After School Club

Diane, the current afterschool club leader, has approached school to take over the club herself. It was felt not appropriate at this time but may be considered later.

NA is in negotiations with the LA to keep the Year 6 hut for Breakfast Club and Afterschool Club use. The decision is yet to be confirmed though the LA does seem quite favourable. There may be a small cost to us for providing services to the mobile. SY said it could be used in conjunction with the MUGA, keeping the school building separate and secure.

2229. School Development Plan

Spring evaluation update. Inset time and additional release time is being used to design and plan the new curriculum. The new curriculum will be in place from September, though some units will be piloted in the Summer term. Each subject leader has provided an action plan for their subject including resources required.

Build: Continued zero accidents reported. No issues with noise or general disruption. NA reported that impact on pupil progress does not appear evident.

Quality Mark: We were assessed for the Quality Mark on Monday. The assessor was very complimentary on the detail and the support that is in place for teachers to improve their practice. Thanks given to PM for all her hard work in ensuring that it was a successful outcome. Thanks also to VC and PS for their input.

Spelling Bookmark: M Sanders has introduced a new spelling bookmark scheme to help children spell confidently and demonstrate that they can use the words correctly in the written work. This is a progressive scheme throughout the school. Examples of the bookmark were shared at the meeting.

2230. Governor Mark

PS showed file of paper trail for the Governor Mark and requested details of any meetings, training etc attended to continue to be forwarded to her. Minutes of sub-committee meetings also requested. PS is awaiting the date of the Governor Mark Assessors visit.

JBr reported that at a Hot Topics meeting, Ron Fowler shared a governor statement detailing what governors are doing throughout the year as good practice. It can be placed on the website and reviewed annually. JBr to forward hot topics link to PS.

2231. 3 Form Entry/Building Update

NA reported that, due to a lack of leadership from Morgan Sindall, the move to the new building has been delayed. We should have moved in on 2 May, the revised date of half term is now also not possible; therefore the training day on 2 June is to be cancelled. LBH are pushing for us to move into a partially completed building on 30 May. NA said this is not acceptable as it will be too disruptive to the children.

2232. Finance Report

End of year surplus £155,855
Income for 2014-15 £2,144,002

We have recently been advised that we are getting 3 additional SRP children in Nursery. Our SRP is a 9 place unit but we receive top up funding if additional children require a place. As a result, we will have 15 children in SRP and receive an additional £45K in revenue to cover additional staffing costs. Budget to be reviewed. SY asked if there is any additional equipment required, MP confirmed no additional costs but this will need to be reviewed in the new building.

£265k has been put aside in the budget for furniture and ICT equipment for the new school building. This sum includes £207,000 allocated over the last few years to fund this project and £58,000 from the LA.

Financial benchmarking was discussed and NA circulated information of school spending in comparison to other schools. It was identified that we spend a high proportion of funding on teaching and learning and our education support staff. Admin and Premises staffing costs are relatively low.

Virement records were signed off. Promotions working party to be given a £5k budget to promote the new school.

2233. Promoting the School

As C Sheldon has left, a new Chair and member is required.

The opening ceremony for the new school was discussed. AM suggested a Wing Commander or Major from the RAF to attend. The Queen has been invited, or possibly a local Councillor could attend. MP suggested inviting past pupils. RAF band to be invited.

Ickenham Festival on 14 June has sports theme. Children to be asked to come in their PE kits for the parade.

Sing-along a Buggy event is taking place on 7 June (5pm) at Vyners, a joint event with ourselves. The sweet shop kit, signage and gazebo are to be passed to the PTA for

future events.

New leaver's books have been purchased with more pages in a hardback format. The increased cost is to be subsidised by the PTA.

School website discussed. VC asked who is currently responsible for the website, NA confirmed K Hampshire who updates it on a regular basis. SY commented that we need to make sure it is a very professional marketing tool and suggested paying a third party to manage it on our behalf. JH suggested using local newspaper free advertising to promote our new school.

2234. Governor Training

Raise Online & Fischer Family Trust training attended by JBu, JBr, SY and PS.

2235. Feedback from Sub-Committees

Parent Forum: Open ended questionnaire sent to parents, very positive comments received about NA, SLT, the excellent teachers and office staff. Parents commented that we are a good community school with a desire for success, that we have a holistic approach to the development of the children who in turn behave very well with good discipline.

TP asked if there were any negative areas. PS confirmed that there were very few suggestions on how Glebe can improve. Suggestions made were more clubs for children, hot meals, less cluttered classrooms and more storage. PS is to prepare a summary to send out to the parents.

2236. Feedback from Link Governors

Literacy subject lead – please advise KF who is replacing M Sanders.

Numeracy: VC is trying to arrange for Metro Bank to come in to give a talk about personal finance.

2237. Feedback from Adopted Governors

JH attended a Year 1 trip and commented how knowledgeable and well behaved the children were on the trip.

2238. Agenda Items for the Next Meeting

Deaf awareness training by MP

Private fund accounts

2239. Dates for Future Meetings

10th July 2014 – 6.30 p.m.

2nd October 2014 – 6.30 pm

2240. Any Other Business

16th June 6.30 pm R Fowler coming to talk about governance

Meeting finished at 9.10 pm.