



## HOLY APOSTLES' C.E. (AIDED) PRIMARY SCHOOL

Battledown Approach, Charlton Kings, Cheltenham  
Gloucestershire GL52 6QZ  
Telephone: 01242 526858, Fax: 01242 230128  
E-mail: [admin@holyapostles.gloucs.sch.uk](mailto:admin@holyapostles.gloucs.sch.uk)  
Web site: [www.holyapostlesprimary.ik.org](http://www.holyapostlesprimary.ik.org)



MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS HELD ON  
WEDNESDAY 28<sup>th</sup> JANUARY 2009.

PRESENT: Mrs C. Brooker (Chairman), Revd R. Paterson, Mr C. Winters, Mrs K. Bryant, Mrs H. Faulks, Ms J. Brophy, Mrs K. Unsworth, Mrs T. St. John-Green and Mr G. Davies (Headteacher).

IN ATTENDANCE: Mrs L. Talbot (Clerk) and Mrs J. Davis

APOLOGIES were received from Mr F. Booth, Mr T. Winder and Mrs K. Lynch; these absences were approved.

ABSENT: Mrs V. Allanach

Mrs Brooker welcomed Mrs Davis, ICT Subject Leader, who was going to make a presentation on laptops.

### Action

- 08/09.22 DECLARATION OF INTEREST – No conflict of interest in any agenda item was declared
- 08/09.23 MINUTES OF THE MEETING HELD ON 2<sup>nd</sup> DECEMBER – The minutes of the meetings, having been distributed, were approved and signed.
- 08/09.24 MATTERS ARISING FROM THE MINUTES – none
- 08/09.25 CHAIRMAN'S NOTICES:
- Mrs Brooker asked for Governors' approval of the year 6 visit to France due to take place 18-22 May; all the necessary risk assessments will be completed. The meeting agreed to this (proposed Mrs Brooker, seconded by Mr Paterson).
  - The meeting was advised that, following her Visit A to the school in November, Claire Thompson (SIP) has produced her annual report to Governors; a summary was distributed and Governors were advised that a copy of the full report is held in the office. It was noted that she has given the school grade 1 for capacity to improve and for overall effectiveness. In addition, targets for 2010 (based on 29 pupils on roll) were agreed at the meeting, namely:



Headmaster: Mr D G Davies M.A., M. Ed.  
E-mail: [head@holyapostles.gloucs.sch.uk](mailto:head@holyapostles.gloucs.sch.uk)



Percentage of 11 yr olds achieving level 4+ in <b>both</b> English and Mathematics	94%
Percentage of pupils making 2 NC levels progress in <b>English</b> from the level attained at the end of KS1	93%
Percentage of pupils making 2 NC levels progress in <b>Mathematics</b> from the level attained at the end of KS1	93%

These targets will be reviewed following the proposed admission to the cohort.

- Attendance targets for 2009/10 have been agreed with the EWO at 95.2% in line with LA targets.
- Following the questionnaires sent out in September, Mr Davies and Mr Winters met with Anne Johns from Gloucestershire Highways to put together an Action Plan in respect of travel to and from school. Initially Ms Johns will produce a summary of the data for Governors and the survey results will be communicated to parents. Then further actions will be identified through consultation, in particular with the School Council, with a completion date for the travel plan of mid-March. Funding will be available from September of £3750 + £5 per pupil.

Governors agreed that their aim would be to reduce car drop off outside the school; it was acknowledged that many parents drop off their children on the way to work. Various suggestions for the action plan included a Park & Stride scheme (Glos. Highways could be asked to carry out a risk assessment on the suitability of using QEII car park for the scheme); walking bus; cycle path; a rota of parents to man a crossing from Haywards Lane; more cycle/scooter shelters.

08/09.26 ICT – Mrs Davis presented a paper on a proposal to purchase laptops with a chargeable trolley. She highlighted the advantages for the children’s learning but also acknowledged possible problems and the necessity for careful management of their use. Governors approved the purchase in principle, leaving the number of laptops to be purchased to be agreed by the staff and Finance committee.

08/09.27 COMMITTEE REPORTS –

- (a) FINANCE – A report was received and it was noted in particular that
- the school will be paying initially for the next stage of the PTA’s playground development programme, to be carried out during half-term.
  - Money ear-marked for ICT is available for purchasing the laptops (ref 08/09.26)

- (b) PREMISES –A report was received and noted; the committee will address several outstanding issues at their next meeting. Governors were advised that drainage around the edge of the school field had been investigated and a quotation for repairing the pipework (£6169) had been received. It was agreed that this work was not necessary at the moment as some remedial work had already been carried out by clearing a blocked storm drain and some root mass.
- (c) PERSONNEL – The meeting was informed that, due to insufficient applications from the first advertisement, the vacancy for a Deputy Head has been re-advertised. The closing date is now 10<sup>th</sup> February, so it is unlikely that an appointment will be possible before September. Mr Davies has advised prospective applicants of the expectation of the role and the need for proven ability.

It was noted that another teaching appointment will have to be made for September; following Mr Halsey's departure in July, the Class 4 teacher appointment is only temporary.

Mr Davies advised the meeting that teachers are currently all responsible for pupil tracking and assessment; he will be meeting with them individually to discuss this.

The vacancy for a teaching assistant to support one of the KS2 pupils currently in Local Authority care is being advertised, with a closing date 30<sup>th</sup> January; unfortunately there has not been much interest. One of the current teaching assistants will be seconded to support the other pupil and a further appointment made to carry out her current role. In addition at least 10 hours support is required for a reception child.

- (d) CURRICULUM & STANDARDS - A report was received and noted. Mr Davies informed the meeting that teachers are aware that when Governors make their classroom visits they may refer to the SIP's Visit A report. Governors were also advised that the new Maths scheme, that Mr Halsey introduced before he left, is going well.

Mrs Brooker asked Governors to note that she had met with the reception class teacher to learn about making assessments on her playgroup children in the same way as is required for reception children, to enable consistent tracking. They concentrated on PSED (Physical, Social and Emotional Development) and CCL (Communication, Language and Literacy), as recommended by the SIP.

08/09.28 GOVERNOR TRAINING – Mrs Bryant found the Budgeting and Finance course very useful.

THE MEETING CLOSED AT 9pm