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

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DIOCESE OF GLOUCESTER

MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS HELD ON TUESDAY  
16<sup>th</sup> SEPTEMBER 2008.

PRESENT: Mrs C. Brooker, Mr C. Winters, Revd R. Paterson, Mrs K. Bryant, Mr T. Winder,  
Mrs H. Faulks, Ms J. Brophy, Mrs K. Unsworth, Miss A. Miggins and Mr G. Davies  
(Headteacher).

IN ATTENDANCE: Mrs L. Talbot (Clerk) and Mrs T. St. John-Green (prospective Staff  
Governor)

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

### Action

08/09.01 ELECTION OF CHAIRMAN & VICE-CHAIRMAN – Mrs Brooker was elected  
unanimously as Chairman (proposed by Mr Paterson, seconded by Mr Winters).  
There had not been any written nominations for Vice-Chairman but Mr Winters  
agreed to continue in this role (proposed by Mrs Brooker, seconded by  
Mr Winder)

08/09.02 GOVERNORS WITH SPECIAL RESPONSIBILITIES were appointed as follows:

Link Governor	Mrs Lynch
SEN Governor	Mrs Faulks
RE and Worship	Mr Paterson
English	Mrs Allanach
Maths	Mrs Brooker
Child Protection	Mr Davies/ Mrs Allanach
Science	Mr Winters
ICT	Mrs Bryant
Design & Technology	Mr Winters
History/Geography	Mrs Lynch
Art & Music	Mrs Faulks
PE	Mrs Lynch
Health & Safety	Mr Booth
Inclusion	Mrs Brooker
Foundation Stage	Ms Brophy
CPSHE	Mr Booth
Modern Foreign Language	Mrs Unsworth

The Governing Body agreed to adopt these appointments (proposed by Mrs  
Brooker, seconded by Mrs Bryant).



Headmaster: Mr D G Davies M.A., M. Ed.  
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#### 08/09.03 APPOINTMENT OF COMMITTEES:

It was agreed that Mr Ellis should be appointed as an Associate member of the Governing Body (proposed by Mrs Brooker, seconded by Mrs Bryant).

It was agreed that the following committees have delegated powers:

**FINANCE** – Mrs Brooker (Chair), Mr Winters, Mr Davies, Mr Ellis, Mrs Lynch (Clerk)

**PERSONNEL** – Mrs Brooker (Chair), Mr Paterson, Mrs Bryant, Ms Brophy, Mrs Unsworth, Mr Davies, Mrs Talbot (Clerk)

It was agreed that the following committees do not have delegated powers and that the Chair of the committee will arrange minute-taking:

**CURRICULUM & STANDARDS** – Mr Booth (Chair), Mrs Brooker, Mrs Allanach, Mrs Faulks, Miss Miggins, Mr Davies

**PREMISES** – Mr Winder (Chair), Mrs Brooker, Mrs Bryant, Mr Davies

The Governing Body agreed to adopt these committees (proposed by Mrs Brooker, seconded by Mr Winters).

Other committees were set up as follows:

**ADMISSIONS** – Mrs Brooker (Chair), Mr Davies, Mr Paterson, Mrs St.John-Green

**PAY** – Mrs Brooker (Chair), Mr Paterson, Mr Ellis

**PERFORMANCE MANAGEMENT** – Mrs Brooker (Chair), Mr Winder, Ms Brophy (Quality Assessor)

Committees for STAFF DISMISSAL, STAFF DISMISSAL APPEAL and PUPIL DISCIPLINE will be convened as necessary.

The Governing Body agreed to adopt these committees (proposed by Mrs Brooker, seconded by Mrs Faulks).

#### 08/09.04 CHAIRMAN'S NOTICES

- Mrs Brooker reported that she had visited all the classes and was pleased to see that everyone had settled in well. The children in Classes 1 and 2 were keen to show off their new classrooms and to share what they had been learning. The children in Key Stage 2 were enjoying French lessons.
- Admissions policy for 2009 – A draft policy had been agreed by Governors and gone out for consultation. Subject to minor amendments recommended by the Diocese and Local Authority, Mrs Brooker proposed that the policy be adopted; this was agreed.
- Mrs Brooker informed the meeting that HR have produced a model Capability and Conduct Procedures policy which is the result of consultation with Trade Unions and, for church aided schools, the diocesan offices. It is strongly recommended that these procedures are adopted; this was agreed.
- The meeting was advised that in order to enable the County Council to have an overview of travel to school patterns, each school should have a Travel Plan. Holy Apostles School has been assigned an officer who has drafted an outline plan and now needs to fine tune it through questionnaires and working party meetings. Mrs Brooker asked for a Governor representative to be on the working party; Mr Winters agreed to do this.

- Governors with a subject interest were reminded that they should note when their governor visit is scheduled and meet with the class teacher at the beginning of that term to arrange a convenient date. Governors should meet informally with the subject leader periodically and keep notes of these meetings in their yellow file, together with the relevant policy and governor visit observation sheets. Copies of all visit observation sheets should also be given to the class teacher and headteacher.
- Mrs Brooker asked that when committees convene for the first time, they should agree their terms of reference; review 2007/8 objectives; set 2008/9 objectives (which will be reflected in the School Management Plan); and schedule meetings for each half term.
- On behalf of the Governing Body, Mrs Brooker congratulated Julie Davis on her marriage during the summer holidays; welcomed Miss Georgina Stock, temporary year 4 class teacher; and congratulated Mrs Riegler on her successful threshold application.

08/09.05 PERFORMANCE MANAGEMENT POLICY had been reviewed and no amendments considered necessary. It was agreed to adopt this policy for this year.

08/09.06 GOVERNOR TRAINING – Governor training programmes for January – June 2009 were distributed and Governors were asked to contact the Link Governor or Clerk if they wished to attend any courses. Mrs Brooker also distributed a Governor Skills Audit questionnaire, from which a schedule of training requirements will be produced.

08/09.07 DECLARATION OF INTEREST FORMS were collected by the Clerk.

THE MEETING CLOSED AT 8.15pm