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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
WEDNESDAY 22nd OCTOBER 2008.

PRESENT: Mrs C. Brooker (Chairman), Mr C. Winters, Revd R. Paterson, Mrs K. Bryant, Mr F. Booth, Mrs K. Lynch, Mrs H. Faulks, Ms J. Brophy, Mrs K. Unsworth, Mrs T. St. John-Green, Miss A. Miggins and Mr G. Davies (Headteacher). Mr T. Winder, having given apologies for possible late arrival, joined the meeting at agenda item 9 (minute 08/09.14)

IN ATTENDANCE: Mrs L. Talbot (Clerk)

ABSENT: Mrs V. Allanach

Action

08/09.08 DECLARATION OF INTEREST – No conflict of interest in any agenda item was declared

08/09.09 MINUTES OF THE MEETINGS HELD ON 1st JULY & 16th SEPTEMBER – The minutes of the meetings, having been distributed, were approved and signed.

08/09.10 MATTERS ARISING FROM THE MINUTES – none

08/09.11 CHAIRMAN'S NOTICES:

- Mrs Brooker advised the meeting that Miss Miggins has been appointed as an Assistant Head of a primary school in Newport from January 2009; Governors expressed their congratulations to Miss Miggins. The meeting was advised that this information is confidential; Mr Davies will be writing to inform year 2 parents later in the week. Mr Davies will also write to year 4 parents to inform them that Miss Stock's contract has been extended to August 2009.
- The meeting was advised that each committee had considered their contribution to the School Management Plan, and this is available in the Governors' file in the school office. Mrs Brooker and Mr Davies will write to parents to inform them of the Governors' objectives for the year.
- Governors were advised that, due to a shortage of Governors on the Finance committee, Mrs Bryant has agreed to transfer to the Finance committee from Personnel – this was approved.
- Mrs Brooker welcomed Mrs St. John-Green as the re-elected Staff Governor.

CB/GD



Headmaster: Mr D G Davies M.A., M. Ed.
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INVESTOR IN PEOPLE

08/09.12 NLE/NSS – Mr Davies presented a paper following his induction as a National Leader of Education. He explained that the objective of the programme is for the NLE and/or their NSS (National Support School) staff, including governors, to work with schools in challenging circumstances.

08/09.13 COMMITTEE REPORTS –

- (a) FINANCE – A report was received and the renewed objectives noted in particular. Mr Davies explained that if excess revenue surplus (over 8% of budget allocation) was not accounted for adequately in line with the School Management Plan, the excess will be clawed back by the Local Authority.

It was noted that the committee had approved the Finance, Charging, Lettings and Best Value policies; copies of these are held in the Governors' Green file in the office.

- (b) PREMISES – A report was received and the objectives for 2008/9 noted, in particular the continuation of the window replacement programme and the establishment of a rolling programme to replace the flooring in the boys' toilets.

Mrs Bryant informed the meeting that the window replacement and refurbishment of the Foundation Stage and Key Stage 1 classrooms, carried out during the summer holidays, went very well.

Minor issues identified during a walkround of the school were noted. Mr Booth and a colleague would carry out a Health & Safety inspection of the school in due course.

Mr Paterson asked if the committee considered the school's carbon footprint. He was advised that energy efficiency and disability discrimination were automatically taken into account by the architect when plans for projects were drawn up. However, it was agreed that energy saving in particular should be an objective for the committee, with possible replacement of old light fittings with more energy saving ones.

- (c) PERSONNEL – A report was received and the objectives for 2008/9 noted in particular. Mrs Unsworth and Ms Brophy agreed to attend the safer recruitment training provided by the Local Authority.
- (d) CURRICULUM & STANDARDS – A report was received and the terms of reference and objectives noted in particular. Mr Booth commended Governor visits as being important evidence of Governors coming into school.

08/09.14 GOVERNOR TRAINING – Mr Paterson asked to be booked on to a Personnel Management training course available through GCC Governor Services and Mrs Bryant agreed to attend the Budgeting & Finance for Governors course.

Mrs Brooker encouraged Governors to return the Skills Audit questionnaires so a schedule of training requirements can be drawn up.

The meeting was advised that nominations for membership of the Gloucestershire Schools Forum were being sought; Governors were asked to request a nomination form from the Clerk if they were interested in applying or wished further information.

THE MEETING CLOSED AT 8.30pm