

**St Philips Primary School****Main Governors' Meeting, Wednesday 14<sup>th</sup> March 2007****Present:**

John Coe (Chair)	Alison Howe	Juliet Raynes
Alan Bain	Andy Joy	Vicki Szczotko
Alan Brown	Margaret Joyce	Julia Stokes
Rob Clay	Rob Lucas	John Snell
Tim Conroy	Trudi Mayo (Clerk)	Sarah Thompson
Jo Coppens	Ruth Norman	Gary Wilson-Garner
Hanna Diamond	Debbie Pendrey	

**1a Absent & apologies received and accepted**

Zaida Haworth.

**1b Absent & apologies not received**

None.

**2 Minutes of the Meeting held on 7<sup>th</sup> February 2007**

The minutes of the above meeting, which had been circulated, were agreed with one amendment – to record the attendance of Alan Bain. The minutes will be amended and will be signed by the Chair.

**Action: Clerk to amend minutes and pass to the Chair for signature.**

**3 Planned Pupil Admission Number**

- 3.1 Andy took us through a presentation on his suggested way forward on the planned pupil admission number for September 2008. This prompted much discussion, the main points of which are recorded below.
- 3.2 Andy explained that the capacity of the school is calculated on the square meterage of available teaching space. According to this, our maximum capacity is currently 47. If we re-designated Flamingo class as a non-teaching space (e.g. if we used it as a library) we could reduce to between 37 - 42. Andy however suggested we reduce to 40 as this is a more workable number.
- 3.3 Andy explained that we need to reduce our potential for 'mobility' – when children move in and out of the school between the actual number and the planned admission number. This can be very disruptive to teachers and children.
- 3.4 The teachers put forward their ideas based on their day to day experience (e.g. they would like a temporary divider between the two proposed Reception classes, rather than a permanent one).
- 3.5 The effect of the two small year groups in years 2 and 3 working through the school was discussed – this will lead to very small KS2 classes and may not be justifiable to the LEA.

- 3.6 The effect of children joining from the new housing developments was discussed.
- 3.7 It was explained that our planned number cannot be 30 (as suggested in the minutes from the previous meeting) because we would have to reduce our teaching space in order to justify this.
- 3.8 Tim Conroy asked the teaching staff what they would like:
- Alison Howe said that the biggest thing would be having some certainty about future numbers and being able to plan ahead accordingly. She also pointed out that we need more experienced teachers for mixed year classes and this is more expensive.
  - Sarah Thompson would like small classes and no cross key stage classes.
  - Jo Coppens said we must avoid a Y4/5 split, as these years follow a very different curriculum, meaning that we would then need to split on ability which would be very unpopular with parents.
- 3.9 Alan Brown asked the senior management team what admission number they would like. Jo replied on behalf of the team saying that 40 seemed to be the most workable number. Ruth repeated the teachers' wish to have more certainty about the class structure.
- 3.10 Alan Bain raised the question that if we reduced our numbers and demand for the school then increased in the future, would we be able to increase numbers again? Tim expressed the opinion that once we had reduced, the LEA would not let us increase again because of the spare capacity available at neighbouring schools such as St Martins and Southdown. Andy Joy argued that we could bring the Flamingo room back into use as a classroom if necessary. Tim argued for a number of 45, because this is only a small decrease and it works well in terms of number of classes. Andy argued that this is such a small decrease that it wouldn't make any difference and would not address the issues of concern raised at the start of the meeting.
- 3.11 A question was raised about how important catchment area is when admitting children to the school. It was explained that it is the 3<sup>rd</sup> criterion considered by the LEA when considering admissions.
- 3.12 A Planned Admission Number of 45 was proposed by Tim Conroy, but not seconded.
- 3.13 A Planned Admission Number of 40 was proposed by Juliet and seconded by Alan Brown. This was voted on by the governors:
- 9 in favour  
4 against  
2 abstained

Therefore the vote was carried and the Planned Admission Number will be reduced to 40 from September 2008.

3.14 At this point, the senior management team and Alan Bain left the meeting.

#### **4 Matters Arising**

None.

#### **5 Correspondence**

John Coe received a letter from BANES about a consultation on changing the appointment process for local authority governors. He also had received a flyer about a conference on succession planning.

#### **6 Headteacher's Report**

This had been circulated prior to the meeting and there were no comments.

#### **7 Sub-Committee Reports**

##### **a) Policy & Standards**

The minutes had been circulated. Main points were: feedback on the parents evenings, the Raising Attainment Plan had been updated, and there have been problems with the After School Club.

##### **b) Buildings, Health and Safety**

The minutes were circulated at the meeting.

##### **c) Finance**

The budget looks to be on target. We can't yet set the budget for next year as we are awaiting confirmation of figures from BANES.

##### **d) SEN Governor**

Julia reported that we will be assessing children again at the end of term.

#### **8 Any Other Business**

8.1 The school Easter Service will be held in the church on Monday 2<sup>nd</sup> April at 2pm. All governors are welcome.

#### **9 Next Meeting**

The next full governors meeting will be held on 23<sup>rd</sup> May 2007 at 7pm.