

ST. JAMES THE GREAT ROMAN CATHOLIC (VA) PRIMARY AND NURSERY SCHOOL

WINDSOR RD., THORNTON HEATH, SURREY CR7 8HJ

Minutes of the Annual Governors and Parents Meeting held on Wednesday 15th November 2001 in the school, commencing at 7:30 p.m.

Governors present:

Rev M Jones	Foundation Governor (Chairman)	Mr S Beck	Head Teacher Governor
Mr C Hart	Foundation Governor	Mrs T Cefai	Elected Teacher Governor
Mrs D Lawless	Elected Staff Governor	Mrs E Macadam	Elected Parent Governor
Rev J O'Toole	Foundation Governor	Mrs A Scowcroft	Foundation Governor
Mrs E Williamson	Foundation Governor		

Others present:

Mrs M Marchant (Acting Clerk), 70 Parents and Staff

- 1 Fr Jones opened the meeting with a prayer, and welcomed all parents, guardians, governors and staff attending.
- 2 Apologies for absence were recorded from Mr T Berry (Elected Parent Governor), Mr F Butler (Foundation Governor), Mr R Gonsalves (Foundation Governor), Mr A Mills (Foundation Governor), Mr John Palframan (Foundation Governor) and Mrs C Murphy. The governors present introduced themselves and outlined their areas of interest.
- 3 The minutes of the last Annual Governors and Parents meeting, held on 16 November 2000 were accepted as a true record and signed accordingly by Fr Jones.
- 4 Under matters arising from the minutes of the last meeting a question was asked referring to paragraph 5 (o) regarding the date of the AGM and the notice given to parents. Mr Beck would take this point on board for next year. In response to a question Mr Beck confirmed he had followed up the issue of the quantity of salt added to chips served at lunchtime.
5. Fr Jones then gave his opening remarks and introduced the Annual Report for the academic year 2000/2001, and thanked those who had worked hard to compile it. He hoped that parents would agree with him that it was an excellent report and note that the pictures were of a particularly high quality this year. The report was taken as read, and as no questions arose initially from the floor, some written questions were answered first. Many of the questions generated healthy debate.
 - a) The first question was regarding the school's web-site and Mr Hart said that we attempt to update our web-site as regularly as possible but it will be appreciated that this is a time-consuming exercise and must be dealt with among a range of competing priorities. Where possible this is undertaken during holiday periods. We have noted this comment and will endeavour to update the site as frequently as possible. Mr Csepregi expressed concern regarding pressures he felt families who did not have a computer at home faced regarding access to the internet.
 - b) The next question was regarding Beacon Status and Basic Skills Quality Mark and how much funding we received for these. Mrs Williamson said that the Basic Skills Quality Mark is an external assessment of the school's work in the area of basic skills but does not bring with it any additional funding. Beacon status does bring an allocation of funding commensurate with the level of work undertaken by the school in both school based and outreach work in the areas identified as strengths of the school.
 - c) The next question concerned Special Educational Needs. Mrs Macadam said that as the report indicates the Governors are working hard to appoint a replacement SENCO. One round of advertisements produced four enquiries and one application. It has been decided to re-advertise with a view to making an appointment as early in the New Year as possible. Mrs Tuck left SENCO issues well set up and they are currently being managed by Mr Beck, senior staff and

class teachers until the new appointment has been made. The children's support time has not changed since Mrs Tuck left. We currently have 52 children on the Special Needs Register and their needs are being met through their Individual Education Plans, by class teachers, support staff and external agencies as appropriate.

- d) The next question concerned the building of the Oratory and the total expenditure on this building. Ann Scowcroft said that the Governors and staff felt that this was a high priority project, not least taking account of the Catholic nature of our school. We have chosen to use the term Oratory rather than Chapel to enable its use to be maximised. It was always designed to provide class based, small group and individual reconciliation functions. Once the provision is brought into use the school was confident it would be well used for a range of purposes. The cost of building was £22,000 and a significant part of this money came from donations made by past and present parents of pupils which indicated that parents were obviously very keen for this project to go ahead.
- e) The next question concerned the Parent Governor Elections. Fr Michael said that the process for Parent Governor Elections takes approximately 2-3 weeks. It is done by self nomination and all parents with children at the school are eligible to stand. It was not felt appropriate to adopt any form of positive discrimination as there is open eligibility to stand. The election will be carried out prior to the Christmas break.
- f) In answer to the next question regarding the naming of "dinner ladies" in the AGM report, Mr Beck explained that there is a regular turn over of people appointed to these posts although it is recognised that there are some long serving SMSAs at present. Mr Beck confirmed that their work which is quite difficult at times was highly valued by the school. A School Meals Supervisory Assistant at the meeting indicated that she had no wish for her name to be included in the report.
- g) The next question concerned the Drama Club and possible links with other schools. Mrs Cefai answered this question by saying that links with other schools will be advised to parents as and when they come to fruition. The ones mentioned in the report are at very early developmental stages and may or may not come to fruition.
- h) A question was then asked regarding curriculum evenings for parents. Mrs Cefai said that curriculum evenings for parents will be organised in line with overall curriculum work being undertaken in the school. At present we are not committed to a specific curriculum area for such an evening although our revised RE curriculum 'Here I Am' is a leading contender.
- i) The next question concerned Janet Miles, our attached Inspector. Mr Beck said that Mrs Miles is allocated to the school the Local Education Authority. She has both a monitoring and supporting role. She reports back to the Governors on her visits but does not communicate directly with parents.
- j) The next question concerned the school environment, particularly the drainage of the field. Last time we looked into this issue the costs of putting it right would be costly. Mr Hart said Malcolm Wicks came to look at the field with representatives from Croydon Council but nothing as yet has come of this. We are going to re-invite the Council and possibly the Sports Minister. Mr Beck said that plans for a bid for funding from Sport England had been held back because of Thornton Heath Swimming Pool. There had been a suggestion that if plans for that did not go forward there might be a possibility of a bid from us succeeding. Clearly the timing of any bid from the school will be affected by other bids in the area.
- k) The next question concerned the awarding of the Sports Trophy in Year 6. The class teachers consult a range of people including club leaders and then decide who merits the award.
- l) The issue of loose paving slabs was raised and were deemed to be a hazard. Mr Beck said that he was aware of these and that now the problem of the pooling of water on the slabs has been rectified arrangements will be made to repair the damaged slab areas as soon as possible.
- m) A question was asked regarding the number of playground supervisors. The parents feel that more help and supervision is required. Mr Beck said that compared to other schools we are well staffed. It is very difficult to recruit SMSAs. He did not feel, however, voluntary support for such duties

would be appropriate.

- n) The next question concerned the resurfacing of the infant playground. Mr Beck said that the resurfacing of this playground is on the agenda. The question of graffiti was also raised to which Mr Beck responded that it was policy to remove graffiti as a matter of urgency. A suggestion that the boundary to the school has high perimeter fencing installed was not felt to be either cost effective or practical due to the extensive boundary.
- 6 In his closing remarks, Fr Jones thanked parents for coming and for their steadfast support for the school. He thanked the Friends Association, who had arranged refreshments to follow their AGM. He also expressed gratitude to the staff and governors for their generosity in giving so much of their own time, and especially to Stephen Beck for his enthusiastic and inspiring leadership and remarkable capacity for hard work.
- 7 Fr Jones concluded with prayers at 8:35 p.m. The meeting was followed by the Annual General Meeting of the Friends Association.