

ST. JAMES THE GREAT ROMAN CATHOLIC (VA) PRIMARY AND NURSERY SCHOOL
WINDSOR ROAD, THORNTON HEATH, SURREY CR7 8HJ

DRAFT MINUTES OF THE ANNUAL MEETING OF PARENTS AND GOVERNORS
held on 17 November 2005 at the school, commencing at 7.40 p.m.

Mr Edwin Abreo	Foundation Parent Governor (Chairman)	Present
Mrs Sandra Barrington	Foundation Parent Governor	Apologies
Mr Stephen Beck	Headteacher Staff Governor	Present
Mrs Janice Bingham	Foundation Parent Governor	Present
Mr Francis Butler	Foundation Governor	Present
Mr Darren Byrne	Foundation Parent Governor	Present
Rev Tom Cooper	Foundation Governor	Present
Mrs Terri Cefai	Elected Staff Governor	Present
Mr Rossi Gonsalves	Foundation Governor	Present
Mr Chris Hart	Finance Officer	Present
Mr Rob Kremis	Elected Parent Governor	Present
Mrs Debbie Lawless	Elected Staff Governor	Present
Mrs Tamsyn Lawlor	Elected Staff Governor	Present
Mrs Louise Lewis	Clerk	Present
Rev Francis Moran	Foundation Governor	Present
Mrs Ann Scowcroft	Foundation Governor	Present
Mr Alan Willis	Elected Parent Governor	Present
Mrs Elaine Williamson	LEA Governor (Vice Chairman)	Present

Others present: 70 parents and staff.

- 05.63 Mr Edwin Abreo opened the meeting at 7.40 pm. He told the meeting that he had been elected Chairman of the Governors at the beginning of this term; Mrs Elaine Williamson had been elected Vice-Chairman. He said he is a parent with three children in the school and is very happy to have this opportunity to work for the school and the children. His curriculum area of interest is Geography. He told the meeting that Steve Pollock, Anthony Mills, Chris Hart and Elaine Macadam had resigned as Governors at the end of the summer term after many years service. Chris Hart will be staying on as Responsible Officer. He thanked them and Elaine Williamson and Rob Kremis, the outgoing Chairman and Vice-Chairman, for all their work for the school and the children, on behalf of all the Governors. He welcomed five new Governors: Sandra Barrington (unfortunately unable to get here this evening), Janice Bingham and Darren Byrne (Foundation Parent Governors); Tamsyn Lawlor (Elected Staff Governor) and Alan Willis (Elected Parent Governor). Rob Kremis had been re-elected for a second term as Elected Parent Governor and Elaine Williamson had changed to being an LEA Governor.

He asked the Clerk to name the Governors present and for them to then introduce themselves and outline their areas of interest. The Clerk said that Sandra Barrington's area of interest is Pastoral Care/SEN. The Governors present were: Janice Bingham, PHCSE and Governor Training; Francis Butler – Foundation Governor, Numeracy and Gifted & Talented; Darren Byrne, History; Fr. Tom Cooper – Foundation Governor, Art; Rossi Gonsalves – Foundation Governor, Design & Technology; Fr. Francis Moran - Foundation Governor, Religious Education; Ann Scowcroft - Foundation Governor, Early Years/Foundation Stage; Robert Kremis, Science; Alan Willis; ICT and Physical Education; Terry Cefai, Debbie Lawless and Tamsyn Lawlor – Elected Staff Governors; Stephen Beck – Headteacher Staff Governor; Elaine Williamson – LEA Governor; and Chris Hart – Finance Officer, Literacy & Drama.

- 05.64 **Apologies for absence** were recorded from Governor Sandra Barrington and from Melissa Balzan, Pat Spinks, Maria Marchant, Zoe Zebraska and Sarah Church.

05.65 **Previous Minutes - Monday 8th November 2004** The minutes were accepted as read and Edwin Abreo signed the minutes as a true record.

05.66 **Matters arising from Minutes – 04.73(h)** Tina Raghoo asked if the London bombings on 7 July had impacted on the policy. Stephen Beck said that the borough have a system that the school uses. The LEA has a designated person for each school. The system had worked extremely well on 7 July. In the event of a local incident causing people to be evacuated from their homes, the school is not designated to receive people. Tina asked about procedures if, following an incident, parents wanted to telephone the school or come and get their children. Stephen Beck agreed that the school should have a policy on this and said he would post it on the website.

05.67 **Governors' Annual Report to Parents –** Edwin Abreo presented the Governors' Annual Report for 2004/5 as circulated to the parents. He said he thought the report was bright, attractive and easy to read. As far as content, he thought the school had had its best year so far. He thanked the staff who had worked on it. He asked the Clerk to read out the written questions that had been received.

05.68 **Written Questions**

- i. Would it be possible to hire a cleaner for one hour every day to clean the toilets, especially the boys', half way through the day because of health and hygiene reasons of high usage?
Robert Kremis replied on behalf of the Governors. He said he sympathised totally with the children who were reluctant to use the toilets. However, some of the problems are due to misuse by the pupils – for example toilet rolls being thrown into the urinals. Our resources have been drained by the new CCTV cameras, but plans are in hand to fully refurbish the junior toilets in Easter 2006, using money from the 2006-7 budget, and we hope the new toilets will be more easy to maintain. With the budget constraints, it is difficult to say yes to the request for an additional cleaner, but perhaps regular checking could help in the meantime. Stephen Beck said he would keep the cleaning schedule under review and look for ways of checking on the condition of the toilets.
- ii. Would or could permission be given to form a parents' forum at St James the Great? Stephen said that the latest government white paper on school forums was principally aimed for issues like school meals and uniforms at secondary schools. However, parents have much closer contact with primary schools. The school will survey parents at intervals on specific issues and this is linked closely to accreditations such as Chartermark and Investors in People. It was felt that at St James the Great there are a number of opportunities for parents to express their views including this AGM and that a parents' forum would not add anything to current processes.
- iii. Could the contractors who completed the work in the playground be brought back to create proper drainage to the drains as well as the contractors who did the front gate come back and move the gate stop for safety reasons, as the stopper sticks out and is very dangerous?
Rossi Gonsalves answered on behalf of the governors. He said that during the last heavy downpour, he had been on site doing a Health & Safety inspection and had seen that the problem was caused by leaves blocking the gully. They will ensure that the gullies and grating are kept clear of leaves. The bit sticking out of the gate is not new. It is part of the old manual locking system which is still needed in case the electronic system fails. However, work is being done on the pedestrian gate this week and the problem should be resolved as part of this work.
Tina Raghoo said that water collects in the infant playground and it is not leaves causing the problem, there is no drain where the water is collecting. Rossi said the Premises Committee (responsible for H&S) will look at the situation again.
- iv. Please could all parents be re-issued with guidelines of acceptable behaviour at school and also of what action a parent should follow in the case of bullying?

Alan Willis answered on behalf of the governors. He said the question was well timed as the Anti-bullying Working Party is meeting this week. Miss Murphy and Miss Berry are reviewing the policy and the school council are rewriting the version for the children. The current policy is on the web site. There is a workshop on 30 November to discuss the revision of the policy and all are welcome. Mrs Murphy said that the children will be surveyed the week after anti-bullying week (younger children will have the questions read to them).

There was a discussion about the treatment of persistent bullies and the support given to victims of bullying. Stephen said that bullying was not accepted in the school. The policy was restated. Individual cases should be taken to the class teacher who can escalate the matter to the Headteacher if necessary. Fr Francis Moran said the parents should have confidence in the staff.

05.69 Matters Arising from the Report and Questions Arising

A question was asked from the floor about allowing girls to wear trousers. Stephen said the uniform policy had been reviewed on a number of occasions, the last time just over a year ago. If you wish the governors to discuss it again, please write to the school and it will be included on the agenda of the Governors' meeting.

05.70 Adoption of the Report

Edwin moved on to the adoption of the Governors' annual report to parents. Terry Cefai proposed the motion and was seconded by Alan Willis. The motion was carried unanimously. There was a vote of thanks on behalf of the parents to Mr Beck, the staff and the Governors for their hard work, which was carried unanimously. There was a round of applause.

05.71 Any Other Business

The workshop on 30 November reviewing the anti-bullying policy is covering PHSCE, so all parents should come along.

05.72 Chairman's Closing Remarks

Edwin thanked everyone for coming. He thanked the governors, Fr Tom for his support, Stephen and all the staff. He said he had every confidence the school would go from strength to strength.

05.73 Closing Prayer

Fr Tom led the closing prayer for the children's health and welfare.

The meeting closed at 8.30 pm.

Signed as a true and accurate recording of the meeting held on 17 Nov 2005

Signature..... Date