



Governors' Newsletter

July 2009

We are drawing near to the end of yet another school year and it is always pleasing to look back on our many successes whilst also feeling sad about those that are due to be leaving us.

We wish all the best to the staff that will be leaving us - Mrs. Jordan has been with us for 14 years and we send our best wishes for her future career move to Matley School. A fond farewell must also be said to both Mrs. Coolbear and Mr. Reynolds who have given a lot of time and dedication in their short stay with us.

We wish all the children in Y6 all the best for their future and hope all they have experienced at Norwood will support them into their adult lives.

From the governing body we have had another fulfilling year and continue to monitor the work undertaken by all the staff within school. We would like to

thank all the team for their continued dedication to the school.

We would also like to thank all the parents and children for their continued support this year in making Norwood the happy and thriving school it is.

I would also like to publicly thank all the governors who give up much of their own time voluntarily to support our school - it is an important aspect of the running of Norwood. I would particularly like to recognize the work of Tricia Pengelly who has been a governor at Norwood for 5 years and shown great commitment to the school, we wish her well for her future, now she has chosen to leave us for a well deserved break.

Have a lovely summer holiday!

Bethan Charles, Chair

Governing Body Structure

The governing body consists of volunteers from our parent body, Local Authority and the Community of Gunthorpe. Individual governors bring different expertise and skills and take on individual roles such as Special Needs, Health and Safety, Child Protection etc. These individuals guide the whole governing body in these areas

and liaise with various agencies and the school itself.

Our governing body has several smaller committees and working parties; here is a brief description of the work of some of them.

Finance Team

In addition to the Finance committee of the Governing body, a finance team made up of Mrs. Reynolds, myself and 2 other governors meet in school on a monthly basis to ensure that the school finances are all in order.

At the start of each financial year, Norwood is allocated a budget that should be sufficient to meet not only all of the salary costs within school but also the costs of running the school on a day to day basis i.e. gas, electricity, books, equipment etc. It is the responsibility of this team to allocate the money provided into budgets, to ensure that over a full year, the school has sufficient money in every area to meet the needs of the school. There are over 100 different budget headings in total!

Not only do we have to allocate the money for the current year, but we also have to budget for the following 2 years, on the assumption that costs increase year on year. This is to ensure

that we are allocating money correctly for any major repairs, building works or large expenses that may be needed as a result of buying school equipment i.e. school laptops, whilst not overspending against budget.

Once the 3-year budget is set, it is submitted to the local authority for approval. We then have to manage the school to these budgets. This is done via the monthly meetings that we hold in school.

I have to say that I never appreciated before becoming a governor how complicated school budgeting is. As long as the Head Teacher, chair of governors and the finance committee have a strong handle on school finances then money should always be available when needed to spend on major projects i.e. new ceilings in school and the day to day things that we and our children may all take for granted. However, it is clear to see how some schools could struggle with finances as one thing is for sure; no school is ever allocated too much money!!

Finally, the many projects that have been undertaken in school over the years wouldn't have been possible without the many donations that have come from the NSA and without the sterling work undertaken in the office by Mrs. Cowing, who keeps all the

accounts (and the chair of finance!) in order.

If you have any questions concerning the finances of Norwood please contact me.

Nigel Smith, Chair of Finance

Well done to the school and Governors for achieving the FMSIS (Financial Management Standards in Schools) award for their monitoring the processes within Norwood school.

Personnel

In addition to providing support to the staff of Norwood school, the personnel committee reviews policies relating to staff e.g. Recruitment and Selection, Staff Code of Conduct, Disciplinary Procedures, Whole School Pay Policy, Performance Management etc.

There is a statutory requirement that some of these policies are reviewed annually and this is done in the Autumn term, others are reviewed as and when necessary usually as part of a four year rolling cycle.

We also support Mrs Reynolds in appointing staff to the strong team being built at Norwood, although the day to day running of the school remains her responsibility.

This current academic year, the Personnel Committee has updated or reviewed a number of additional policies/procedures and introduced new ones.

- The Freedom of Information Act required that a new policy called Personal Information Policy to be in place by 1st January 2009. The Publication Scheme linked to the Personal Information Policy lists the school documents available to the public via the school website or from the school office.
- The Attendance Policy that was recently introduced has continued to be reviewed.
- Health and Safety is another area regularly reviewed by this committee, and there is also a working party monitoring the standards worked to within school.
- This term, A Code of Conduct for Visitors and Volunteers and A Home Visit Policy has also been approved.

Tricia Pengelly, LA governor

Complaints Procedure

This has also been updated this year at Full Governors meetings and is available for any parent/carer via the school office and soon on the website.

Curriculum

The curriculum committee is responsible along with the headteacher for ensuring the school offers a balanced and broadly based curriculum to the children. As a whole governing body we have received training this year on our role within the ISDP (Integrated Strategic Development Plan), and the curriculum committees priorities were Read Write Inc and Edison Schools.

We saw the introduction of ReadWriteInc in the summer term last year and this has been a phenomenal success with the children making excellent progress. At our last meeting Miss Swift, the RWI co-ordinator, gave us a fabulous presentation on the results the children have achieved. Also in this school year we have introduced the Edison Curriculum; this was a two-part initiative combining an integrated curriculum with key learning skills. Edison offers a more creative, thematic approach that encompasses all the foundation subjects. This gives the children more opportunities to learn in a range of different styles. The school year is split into half termly topics. All year groups have received the subject for this half term, Treasure Island, enthusiastically. Not only have pupils worked within their age expected level

but also the whole school has worked together sharing ideas with different classes. All the children enjoyed a fantastic production of Treasure Island by a visiting theatre company. It has been a joy to see the way the children have embraced this topic.

Sarah Betambeau, Chair of curriculum

New Ceiling in year 6

The ceiling in the year 6 classroom was replaced during the Easter holidays. The new ceiling looks fantastic and I am pleased to announce that there is an ongoing plan to replace ceilings in further classrooms during the summer holidays and throughout the forthcoming years.

Paul Osker, Parent Governor

Celebration Assembly

Having attended a recent celebration assembly, I would like to share my pride in the pupils of Norwood School. Considering there was around 200+ children in a relatively small room, the attention, the quietness, and all round superb behaviour was a pleasure to be able to witness. The best part of the overall assembly was the Class Credits scoring. Whilst

Mrs. Reynolds was reading out the scores year by year, it was clear to see the passion each class had for the credits they had gained, and all were eager to share the success of the week with the other year groups. Truly a wonderful sight to behold and I believe a positive attitude to continue to promote within the school

It was a pleasure to be there, sharing the success of all the children. I would personally like to thank all the pupils & teachers; I can happily say I went away feeling extremely proud of the school and I'm pleased to be a part of it.

Warren Fenwick, Parent Governor

Garden Club

What a bumper harvest we have had lately! The 'early' potatoes the children planted at the beginning of the season are being dug up and taken home for dinner.

This is why the garden is so important; it allows the children to see where their food comes from and to give them the opportunity to grow it themselves. They have all experienced hard work when we planted the 70 trees and shrubs donated from Woodland Trust and parents/carers of Norwood but it is harvesting time when they can be rewarded for all their efforts. To see

children try radish for the first time or mange tout makes us realise how special it is to teach children the importance of what nature can provide.

The children have been excited about providing the local wildlife and insect population with homes and we are in the process of providing a nectar bar for bees to feast on.

We still have plenty more crops on their way such as our salad bar and cauliflowers, cabbages, tomatoes and beetroot.

At the moment we are waiting for our pumpkin seeds to germinate ready for planting out into the beds so that they will be ready for Halloween.

I would like to take this opportunity to thank all those who have supported the gardening club particularly, Dave Rickards & Dave Taylor, Miss Beach and Nicola - who make gardening fun for all the children involved and to all the children- Thank you.

Caroline Rickards, Parent governor

Car Park

Well it wouldn't be a newsletter from school without a mention once again of the car park!

The governing body has a Health and Safety obligation to the children and staff of the school. One of the main concerns within this area is the persistent misuse of the car park as both a parking facility and a pedestrian path. There is the issue of the disabled spaces being used by non-blue badge holders, cars being parked in the main car park causing all sorts of issues for staff, and the unbelievable number of parent/carers who use the path as a short cut and therefore put their own children's lives at risk.

We have tried improving the signage, having governors on the gates to remind people, sending letters to the whole school community and to individual offenders but nothing seems to change and some people continue with their behaviour - even being rude when challenged.

We **will** continue to try to keep our children safe and thank those parent/carers who support us in this endeavour - if anyone has any other suggestions to how it could be improved please let us know - either by contacting school or using the suggestion box in the entrance area.

Governing Body

Chair of Governors

Bethan Charles - Community Governor

Vice Chair

Nigel Smith - LA Governor

Deborah Reynolds - Head Teacher

Mat Warn - Staff Governor

Sharon Spillet - Staff Governor

Patricia Pengelly - LA Governor

Rev Clive Deverell - Community Governor

Jane Mullan - Community Governor

Sarah Betambeau - Parent Governor

Warren Fenwick - Parent Governor

Paul Osker - Parent Governor

Caroline Rickards - Parent Governor

**Clerk to the Governing Body
Suzanne Arnold**

All governors can be contacted via

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