



# Urchfont C. E. Primary School

Documents relating to response from the School to the

*"Notification from Urchfont Parish Council for a modification order adding the footpath leading from top green to become a right of way.  
Dated 31st January 2014"*



**Response to the notification from Urchfont Parish Council :**

"Notice of Application for Modification Order has been sent to Wiltshire council

31<sup>st</sup> January 2014 **Adding the footpath leading from Top Green, Urchfont to the Urchfont Recreational Ground / Playing Field via Urchfont Primary School to become a Right of Way"**

**The Governors vigorously oppose this application and state that access to school grounds has never been open to the public during school hours.**

Anyone using the path and coming through the gate who was not entering the site on school business was never officially sanctioned and this only occurred when school security had been circumvented and they were trespassing. Before the mechanical locking system was fitted, on the instruction of Wiltshire Council Health and Safety Officer, the gate was bolted from the school side once all children were in school. Unfortunately as this could easily be unbolted by parents leaving the site and as it was not in view of the school office, it could be left open for periods of time. Under these circumstances, anyone who walked through the school site to access the playing field did not have the permission of the school to do so.

The school was built on its present site in 1974. We include in our evidence a plan showing the proposed site for the school dated 1973. At that date there was no path from the Village Green to the school site. A later map dated 1981 has the path marked on it and the gate at the school end of the path. Originally at the road end were metal staggered barriers to stop children running out onto the road. These were replaced by wooden swing gates around 2003.

We also attach other maps, when work was being done at school, indicating the presence of the gate to the school.

This gate has always been bolted from the school side during school hours. Originally, as evidenced by the letter from Mrs. I Bailey and statement from the present Chair of Governors, Joan Barnett, the gate was padlocked after school hours and during the holidays. At a later date, as a concession to the villagers to enable them to access the Parish play equipment and the playing field by a short cut (rather than the longer route down Blackboard Lane), the gate was left unlocked out of school hours. We have no record of when this was but probably when there was a change of Headteacher in the mid-1990's.

The gate was shut by a bolt on the school side of the gate and positioned near the top of the gate to prevent small children from opening it. This was replaced in 2011 by a mechanical bolt and intercom system, paid for by Wiltshire Council on the advice of their Health and Safety Inspector, to bring the school safeguarding measures up-to-date with current requirements.

There are notices on the gate and at the end of the school path onto The Green that there is no access during the school day. As evidenced in Mrs J. Holton's letter there are notices on the Playing Field.

This path has always been known as the school path and the fact that the community were aware that it was not a right of way for the public is evidenced by the letters from successive members of the Urchfont Scarecrow Festival Committee who requested the permission of the school governors to walk from their car parking facility off the Potterne Road up the school drive and through the school site and along the school path to access the village during the festival. (See section: CORRESPONDENCE in following table of evidence.)

The Governors have a duty to create and maintain a safe environment for the children to learn in. Therefore the safety of our pupils, staff and the school site are of paramount importance. It follows that the pupils must be kept safe by eliminating anything that may put them at risk. To that end, a secure boundary is of primary importance and this is based not only on

common sense but on the advice of both Wiltshire Council and the Wiltshire Police Architecture Liaison Officer. Such a secure boundary does serve to a) prevent children leaving the site unaccompanied during school hours and b) reduce the possibility of criminal, domestic and anti-social behaviour problems that would not only disrupt the school but could create fear and anxiety amongst our young and vulnerable pupils.

The Governors understand, and share, the desire for a safe route to Village amenities and have allowed the school path and grounds to be crossed out of school hours to facilitate this. However, in line with our commitment to pupil safeguarding and our legal obligations we must adhere to advice from Wiltshire Council, The Salisbury Diocesan Board of Education, OFSTED and the Police. We cannot endorse any application for a ROW through school property and vigorously resist any such application with the backing of the authorities aforementioned.

April 2014

## **DOCUMENTS LISTED IN SUPPORT OF OUR OPPOSITION TO THE APPLICATION**

The school reserves the right to add to these documents should further evidence be found at a later date.

<b>MAPS SHOWING ACCESS TO SCHOOL SITE AND GATE</b>			
1	May 1973	Electrical Installation Map of proposed school	Map shows school site. There is no path from the village Green at this date
2	Dec 1981	Site Survey Map	Map shows school site. There is now a path from the village Green at this date and a gate marked on the map.
3	July 2001	Site Plan for extension to school building.	Map shows gate still in situ.
<b>DOCUMENTS RELATING TO THE GATE/BOLT/OR SITE SECURITY</b>			
4	Jan 1998	Governors Minutes	Item 4.iii) Second bolt fitted to back door.
5	Sept 2002	Governors Minutes	Matters Arising Item [ d] 13] Signs erected in school alleyway and on playground prohibiting the unauthorised use of school grounds.
6	Nov 2004	School Safety Inspection	Footpath to Green – Hazards noted for Action including removal of padlock hasp and requirement to order new signs, also to board the bottom of the gate.
7	April 2010	School Safety Inspection	Noted a new lock needed for back gate and removal of middle gate.
8	June 2011	Letter to Barefoot signs	Order for signage around school site. Particularly ref to the Signs for the Gates (3) No access during school hours. Second page shows example for keeping gate shut.
9	Aug 2011	Email from Admin Officer to Governors	Confirming that Wiltshire Council to fund the new locking and intercom system
<b>URCHFONTS UPDATE TO PARENTS ASKING THEM TO KEEP SCHOOL GATE SHUT</b>			
10	Dec 2004	School Gate	Asking parents to close gate behind them to improve security.
11	Jan 2005	School Gate	Ditto
<b>CORRESPONDENCE / MINUTES RE URCHFONTS SCARECROW FESTIVAL</b>			
12	Jan 2005	Governor minutes	Acknowledging request from Urchfont Scarecrow Festival asking for access through school grounds.
12a	Jan 2005	Letter to R. Hawkins From Clerk to Govs.	In response to a request from the Chairman of the Urchfont Scarecrow Committee asking to allow public access through the school site along school path to the Village Green for the three days of their Festival May Bank Holiday weekend
13	May 2005	Letter from R. Hawkins Chairman Scarecrow Festival	Thanking Headteacher, Mrs. J. Holton, for access through school grounds during the festival.
14	March 2006	Governors Minutes	Item 12. Matters for Report: Urchfont Scarecrow Committee requesting permission to have access to walkway round the school – arrangements as previous year ( <i>This is ref to the school path</i> )
15	May 2006	Letter from Richard Hawkins	Thanking Headteacher for access through school grounds to village centre ( <i>as before – ref to the school path</i> )

		Chairman Scarecrow Festival	
16	Jan 2007	Governors Minutes	Item 1 d) Correspondence: Letter from Scarecrow Committee asking for permission to use school alleyway for pedestrian access during festival.
17	Mar 2008	Letter from Robert Pendry Chairman Scarecrow Festival	Requesting permission to use the school pathway from the playing field to the Green.
18	June 2008	Letter from Keith Brockie Chairman Urchfont Scarecrow Festival	Requesting use of School pathway for the Festival.
18a	Jan 2014	Email from Robert Pendry Chairman Scarecrow Festival	Requesting use of School pathway for the Festival.
<b>CORRESPONDENCE FROM GOVERNORS/STAFF ETC REGARDING SCHOOL SECURITY</b>			
19	Mar 2014	Letter from WC H&S Adviser to Headteacher and H&S Gov.	Response to the suggestion from Parish Council to create ROW through school grounds.
20	Mar 2014	Statement from Headteacher Mrs C Talbot	Statement objecting to ROW application
21	April 2014	Statement from Chair of Goves J. Barnett	Observation of security regarding gate to rear of building over a 28yr period.
22	March 2014	Letter to Chair from Previous Headteacher 2002 – 2009	Observation of security at school regarding gate and footpath.
23	March 2014	Letter to Chair from Previous parent and governor 1972 – 2009	Observation of security at school regarding gate and footpath.
24	March 2014	Letter from ex Governor and grandparent 1995 - 2007	Observation of security at school regarding gate and footpath.
25	March 2014	Letter from ex member of staff 1997 – 2013	Observation of security at school regarding gate and footpath.
26	March 2014	Letter from member of staff 1999 – present day	Observation of security at school regarding gate and footpath.
27	March 2014	Letter from Ex Head A Richards 2009 – 2011	Observation of security at school regarding gate and footpath.
27a)	April 2014	Statement from H&S Governor Mrs Claire Coke	Observations from H&S Governor on school site security
<b>PHOTOGRAPHIC EVIDENCE</b>			
28			Photographs showing bolt/mechanical lock/ position of padlock and signage

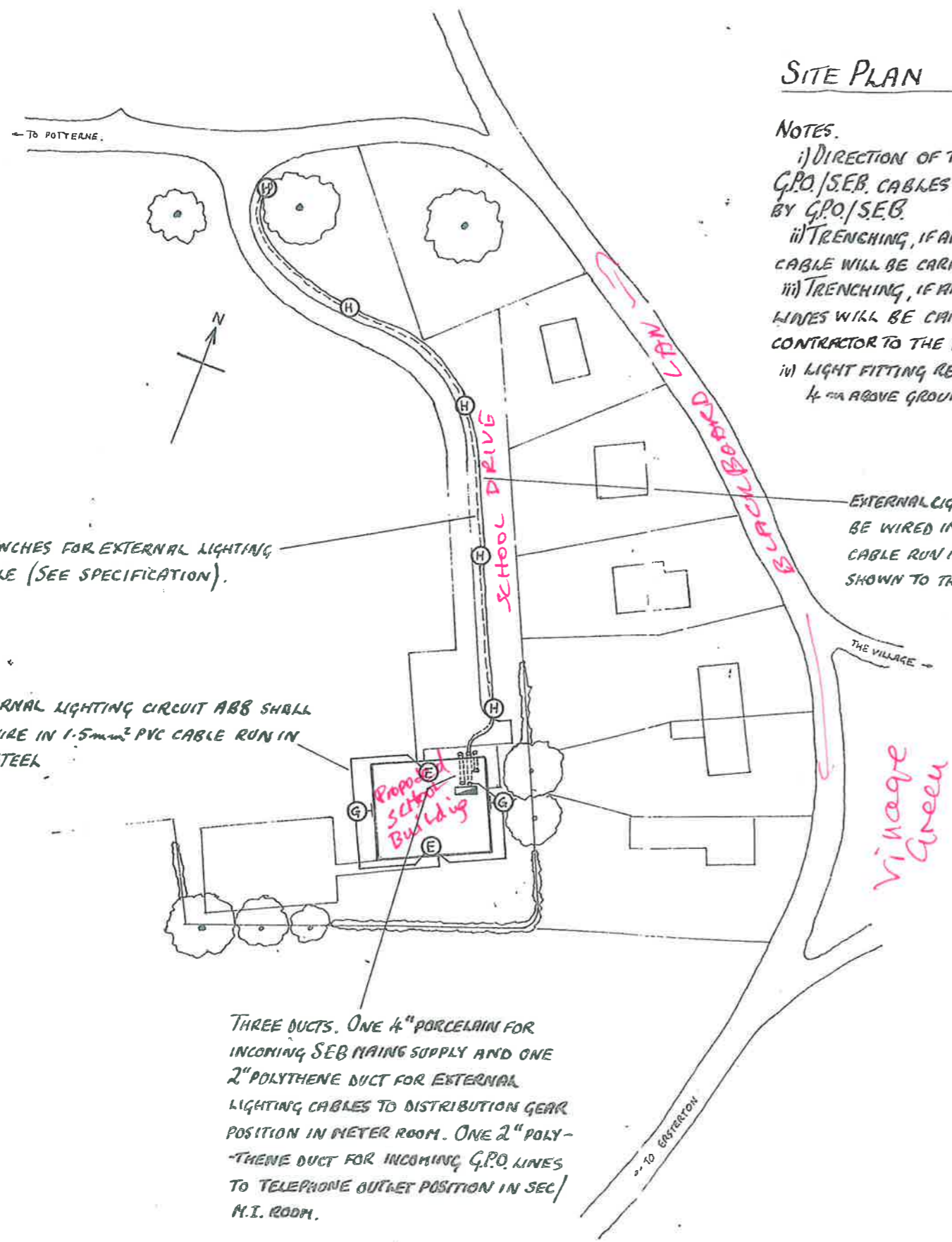
MAPS SHOWING ACCESS TO SCHOOL SITE AND GATE

DOCUMENT NUMBERS 1-3

1.85m ABOVE FINISHED FLOOR LEVEL.

SITE PLAN SCALE 1:1000.

- NOTES.
- i) DIRECTION OF TRENCHES FOR INCOMING G.P.O./S.E.B. CABLES AS YET TO BE DETERMINED BY G.P.O./S.E.B.
  - ii) TRENCHING, IF ANY, FOR INCOMING MAINS CABLE WILL BE CARRIED OUT BY THE S.E.B.
  - iii) TRENCHING, IF ANY, FOR INCOMING TELEPHONE LINES WILL BE CARRIED OUT BY THE MAIN CONTRACTOR TO THE REQUIREMENTS OF THE G.P.O.
  - iv) LIGHT FITTING REF. G SHALL BE MOUNTED 4m ABOVE GROUND LEVEL TO CENTRE LINE.



TRENCHES FOR EXTERNAL LIGHTING CABLE (SEE SPECIFICATION).

EXTERNAL LIGHTING CIRCUIT ABB SHALL BE WIRE IN 1.5mm<sup>2</sup> PVC CABLE RUN IN B.E. STEEL

THREE DUCTS. ONE 4" PORCELAIN FOR INCOMING SEB MAINS SUPPLY AND ONE 2" POLYTHENE DUCT FOR EXTERNAL LIGHTING CABLES TO DISTRIBUTION GEAR POSITION IN METER ROOM. ONE 2" POLYTHENE DUCT FOR INCOMING G.P.O. LINES TO TELEPHONE OUTLET POSITION IN SEC/ M.I. ROOM.

EXTERNAL LIGHTING CIRCUIT ABB SHALL BE WIRED IN 2 CORE 4mm<sup>2</sup> PVC HITUF CABLE RUN IN TRENCHES AND DUCT AS SHOWN TO THE 5 LIGHTING COLUMNS.

- Revisions
- 'a' Store and scullery door positions changed. Ther. heater 11 repositioned, 13A.550's repositioned to suit revised kitchen layout, 13A.550 repositioned away from store door, thermostat repositioned, lighting switches for scullery and store repositioned.
  - 'b' Kilm. repositioned and circuit amended to CRAB8. External lighting amended to CRAYS.
  - 'c' Bench top above heater 9 deleted. Storage heater outlet 11 to remain at high level (1m). Change controller outside stat. indicated. Position of light switch for Infant Practical revised. All heater thermostat position revised. Scullery light positions revised. Positions of 24v unit and 13A.550 in meter room revised. Light fittings in girls toilet and light fittings between Infant home base and General Work Area revised from type A to B. Heaters 7 & 8 revised from 8KW to 6KW. Kitchen I/O change from MA1552 to Computer C82520. Heating by C omitted.
  - 'd'
  - 'e'

**County of Wiltshire**

S. Townrow, M.B.E., F.R.I.B.A.,  
County Architect,  
County Hall,  
Trowbridge.

Phone: 3641

Project Name  
**URCHFONT JUNIOR AND INFANTS SCHOOL.**

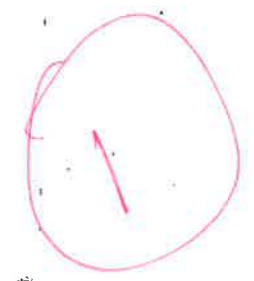
Drawing Title  
**ELECTRICAL INSTALLATION.**

ENGINEER.  
**C. TANSWELL.**

Date  
**MAY 1973.**

Scale  
**1:100, 1:1000, AND NO SCALE.**

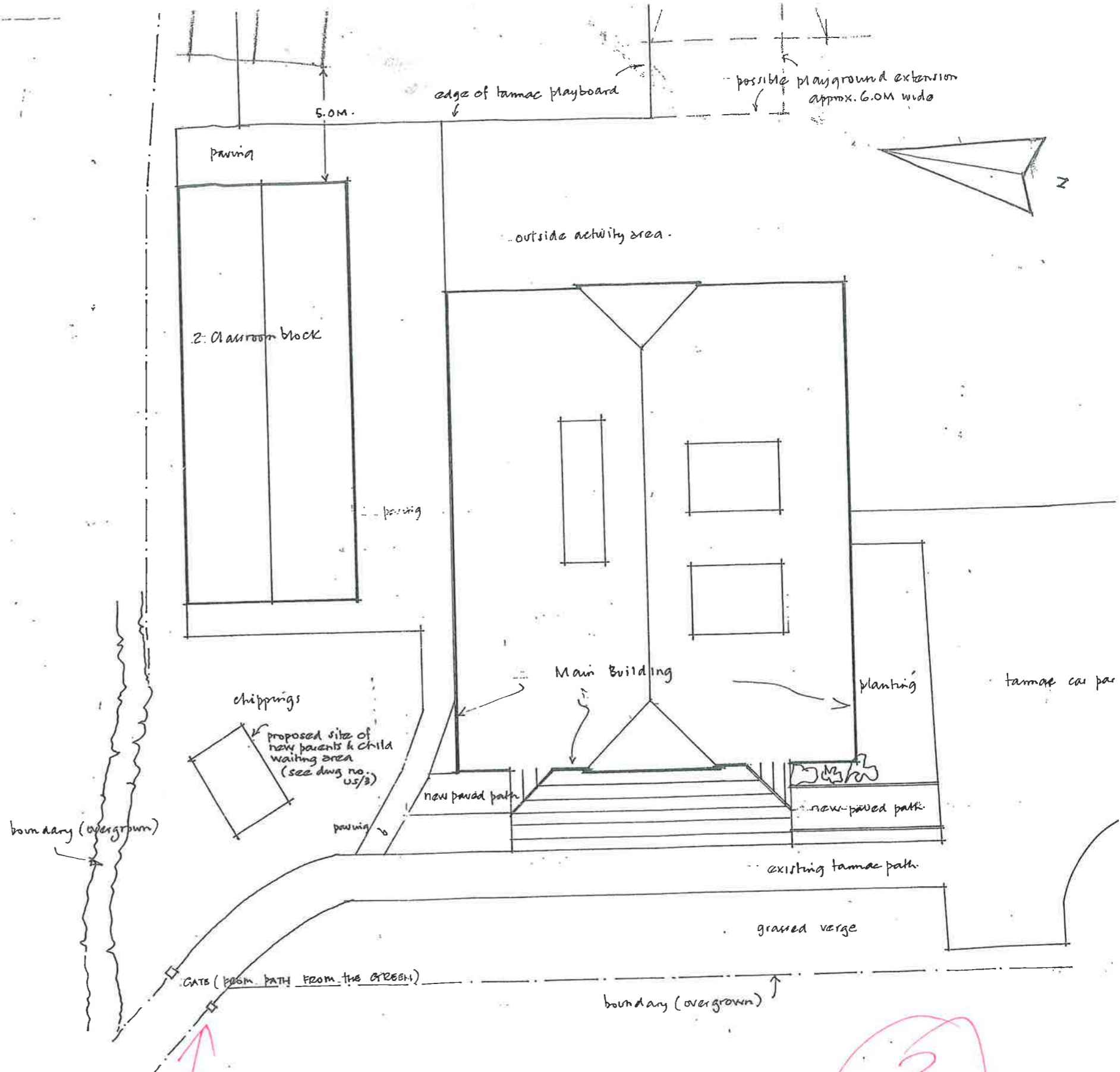
Drawing No. **1183/E1.** Revision Letter **a' b' c' d' e'**



2458  
2205  
1338

JN MAH  
1:75  
09/07/01  
No. 7183-1

School Nursery Unit  
various & site plan.



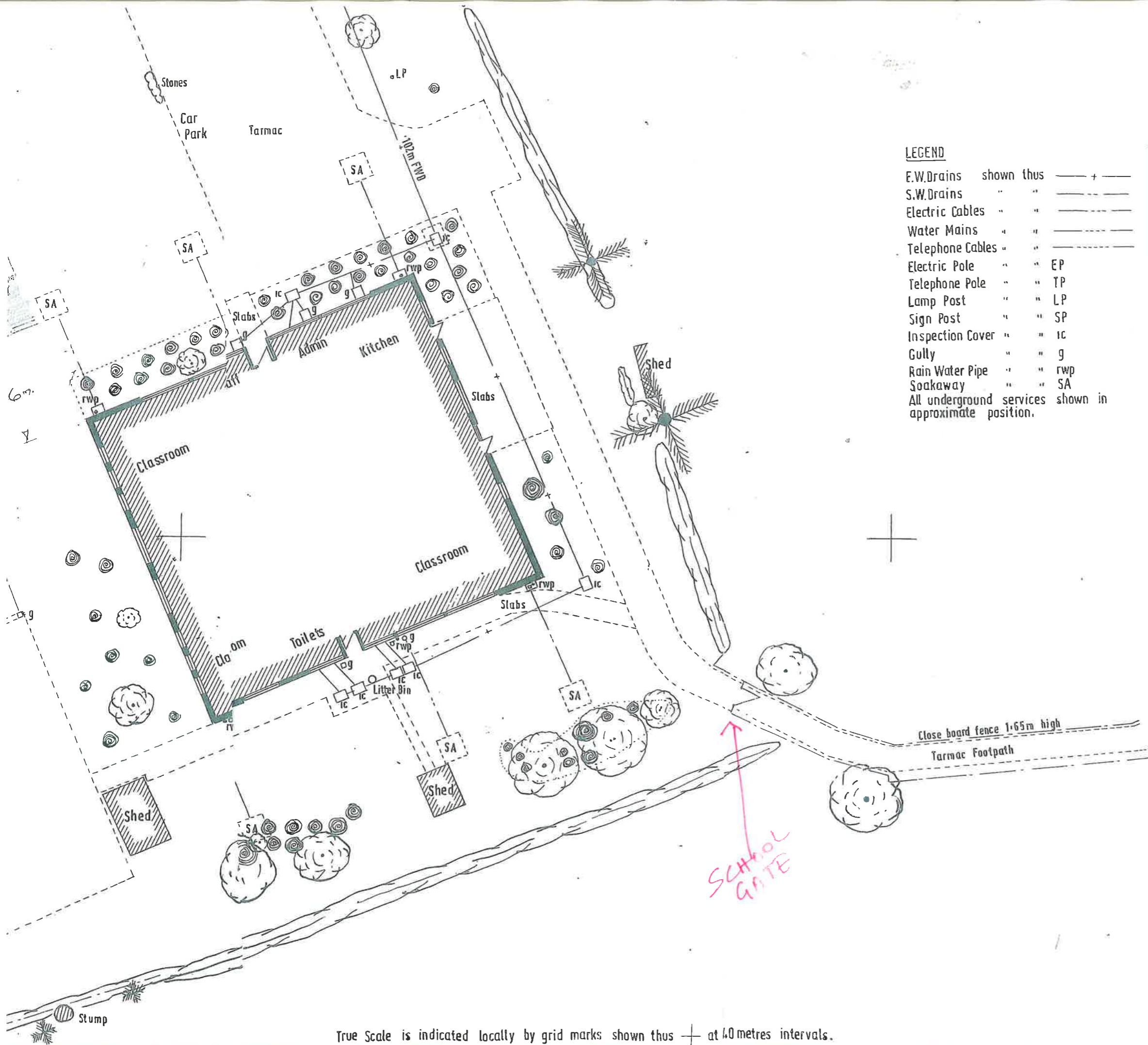
S I T E P L A N  
SCALE 1:200

3

DRAWING No.  
US/2.

ALLAN JENKINS M.B.I.A.T  
9 THE PADDOCK  
URCHFONT  
DEVIZES, WILTSHIRE SN10 4SH





**LEGEND**

- E.W. Drains shown thus
- S.W. Drains " "
- Electric Cables " "
- Water Mains " "
- Telephone Cables " "
- Electric Pole " " EP
- Telephone Pole " " TP
- Lamp Post " " LP
- Sign Post " " SP
- Inspection Cover " " IC
- Gully " " g
- Rain Water Pipe " " rwp
- Soakaway " " SA
- All underground services shown in approximate position.

Revisions	
County of Wiltshire	
R.I.E. Haynes, A.R.I.B.A. County Architect, County Hall, Trowbridge.	
Phone 3641	
Project Name	
URCHFONT C.E. PRIMARY SCHOOL	
Drawing Title	
SITE SURVEY AS EXISTING	
Land Survey Section	Date
E. Brimble.	December 1981
Scale	
1 / 200	
Drawing No	Revision Letter
1183 / 36	

True Scale is indicated locally by grid marks shown thus at 40 metres intervals.

DOCUMENTS RELATING TO THE GATE/BOLT/OR SITE  
SECURITY

DOCUMENTS NUMBERS 4 - 9

**MINUTES OF A MEETING OF URCHFONT SCHOOL GOVERNORS HELD  
ON TUESDAY 20TH JANUARY 1998 7.30PM AT THE SCHOOL**

4

**PRESENT:** J. Barnett (Clerk) L. Cowen (Chairman), E. Templar (Headteacher) I. Bailey  
I. Halliday, L. Lear, Y. Morris, R. Edwards, C. Watts, M. Pain, E. Bean

1. L. Cowen welcomed two new Governors to the meeting. Rev. M. Pain, as ex-officio Foundation Governor and E. Bean, as Teacher Governor.

Mrs. Cowen informed Governors that she proposed to deal with item 5 on the Agenda first to avoid keeping Mr Barclay waiting.

**5. CO-OPTION OF MR. G. BARCLAY.** Mrs. Cowen asked Governors to consider do-opting Mr. Barclay on to the Governing Body. Mr. Barclay had taken over the role of ex-officio Governor during the interregnum and his support and expertise had been valued by the Headteacher and Governors. Mr. Watts proposed the co-option and Mrs. Bailey seconded the proposal. Unanimously agreed. Mr. Barclay was then invited to join the meeting and remain on the governing body. He agreed to do so.

**2.. APOLOGIES** - Mr. I. Maidment

**3. MINUTES OF 2ND DECEMBER:**

5. Mrs. Lear questioned whether the staffing situation in Class 2 would be reviewed during the Summer Term or Spring Term. Decided that this should be changed to "end of Spring Term".

**4. MATTERS ARISING:**a) Football Pitch- matter still not resolved with Planning Officer. He had visited site and pleased to see planting had taken place but was not happy that the pitch had not been turned around. He said he would be writing to the school.

- b) Crime Prevention Officer's Visit - Had advised
- i) locks fitted to mobile windows.
  - ii) 5 lever locks to all external doors
  - iii) second bolt fitted to back door
  - iv) office door locked when unoccupied
  - v) dummy cameras fitted to external areas of building
  - vi) security light fitted to back of building.

School had had requested quotes from locksmiths. Of the 2 already received, one was £221 for fitting and labour of window locks and external 5 lever locks. C. Watts proposed school accepted lowest quote and get the work done. Seconded L. Lear. Agreed.

I. Halliday asked if it would be possible to get a reduction in insurance premium when 5 lever locks fitted.

J. Barnett to check with WCC.

**6. AOB**

- a) Mrs. Cooke, HMI had contacted Miss Templar to arrange a further inspection of the school. This had been expected following the previous inspection in October 1996 when school came out of Special Measures.
- b) Ofsted had written to inform school that it would receive a full inspection in the Autumn Term. The school would be informed later of the date etc.
- c) Mrs. J. Hudd, Infant Teacher had given written notice of her resignation as from the end of the Summer Term 1998 and would prefer to work only 4 days/week in the Summer Term if the Governors were agreeable. Governors in agreement. Lyndsay Cowen to discuss situation with Mrs. Hudd.
- d) Mrs. B. Burchell, ESA, had given written notice of her resignation as from 13th February.

S (9m) .

5

**MINUTES OF A MEETING OF URCHFONT SCHOOL  
GOVERNORS HELD ON MONDAY 16<sup>TH</sup> SEPTEMBER 2002,  
7.30PM AT THE SCHOOL**

**PRESENT:** I. Bailey, J. Barnett (Clerk) C. Cannon, R. Edwards,  
J. Holton (Acting Headteacher), E. Milner, K. Probert, H. Strong ,  
C. Watts

**1. APOLOGIES** – S. Field, M. Pain.

**2. WELCOME** – to two new School Governors; Mrs. E. Milner, new  
Foundation Governor and Mrs. K. Probert, new Parent Governor.

**3a) ELECTION OF CHAIRMAN:** There having been no nominations prior to  
the meeting, Mr. C. Watts was proposed by H. Strong, seconded by C. Cannon  
and agreed unanimously. Mr. Watts stated that he would only undertake the  
position on a temporary basis to see the school over the next few months.

**ELECTION OF VICE CHAIR :** Mrs. C. Cannon was proposed by C. Watts,  
seconded by I. Bailey and agreed unanimously.

**3b)** Colin Watts announced that Mrs. Cowen, the retiring Chairman had received  
Miss Templar's resignation as Headteacher of Urchfont school on Wednesday 11<sup>th</sup>  
September.

The LEA had approached the Headteacher and Governors of Walwayne Court  
School, Trowbridge with regard to their Deputy Headteacher, Mrs. J. Holton,  
being seconded to Urchfont 2 days per week to become Acting Head. Agreement  
had been secured for Mrs. Holton to work at Urchfont until the end of the Autumn  
Term.

A sheet outlining charges for Mrs Holton's services had been received at School.  
Mr. Watts agreed to ring the Headteacher of Walwayne Court to ask for a  
breakdown of how the charges had been calculated.

Mrs. Holton introduced herself to Governors, describing her career experience to  
date. Mrs. Holton congratulated all staff at Urchfont for the way in which they  
had worked together over the past year . She had spent her first day meeting all  
the Staff, spent time in every classroom and was pleased to find that the school  
was working well and functioning as it should.

The governors then discussed the practicalities of appointment of a new  
headteacher. The minimum notice period for a Head or Deputy is 3 months. If an  
advertisement could be placed this week it may have been possible to appoint for  
Christmas. However, this may not give an opportunity to suitable candidates to  
complete application forms in time.. It was decided that the process of appointing  
a headteacher should not be made in haste in order to attract the best candidates.  
It was decided to advertise this half term, with a closing date of first week in  
November. Mrs. Holton to approach Personnel for help with the specification for  
the advertisement.



The process to be actioned by a small committee consisting of C. Cannon, H. Strong, K. Probert and J. Holton. A Meeting date to be arranged when Mrs. Holton had spoken to LEA.

In view of the decision to appoint for Easter 2003, Mr. Watts to ask Walwayne Court if Mrs. Holton's appointment as Acting Head could be extended to Easter 2003.

#### **4) COMMITTEES AND CURRICULUM RESPONSIBILITIES FOR ACADEMIC YEAR 2002/03**

##### **Committees :**

**Finance/Buildings** – H. Strong, R. Edwards, C. Watts, R. Smith, J. Holton.

**Staffing/Curriculum** – S. Field, I. Bailey, C. Cannon, M. Pain, E. Milner, K. Probert. J. H. S. G. D. N.

**Pay** – I. Bailey, C. Cannon, R. Edwards, S. Field.

**Performance Management** – I. Bailey, S. Field.

**Staff Dismissals** – K. Probert, R. Edwards, C. Watts.

**Appeals** – I. Bailey, S. Field, M. Pain.

**Pupil Discipline** - K. Probert, M. Pain, H. Strong

**Admissions** – E. Milner, S. Pain, J. Holton.

##### **Curriculum Responsibilities:**

I. Bailey – Music, History

C. Cannon – Maths

E. Milner – RE, DT

R. Edwards – Maths, Science

K. Probert – Literacy, PE

M. Pain – Multicultural, Citizenship

H. Strong – Art, Literacy

C. Watts – Geography, Maths.

S. Field – IT, Science

**5) MINUTES OF THE MEETING OF 24<sup>TH</sup> JUNE 2002** – signed as a correct record.

#### **6) MATTERS ARISING :**

- a) **4a** – Netball – the school pitch had not been used as building work started shortly after the last meeting.
- b) **5b** - No action had been taken regarding milk at school. Mrs. Holton said that Walwayne Court had researched the possibility of providing milk through this company but that they required a response from a large percentage of pupils to make the project viable. Decided not to take any further.



- c) 10. -Swimming – Mrs. Cowen had found that there might be a possibility of a slot at Dauntsey’s pool. There would be a charge of £18 for the use of the pool and a further charge for a lifeguard.  
Unfortunately, Bodmans Coaches would not reduce the cost of transport .  
Dauntsey’s had not contacted school before the beginning of term and so no changes had been made.
- d) 11. - Cleaning - Mr Watts and Mrs. Barnett had met Mrs. L. Rogers, Sodexho, regarding the specification for school cleaning. Amendments had been made to the contract. A new contract had been received at school during the holidays. Mr. Watts was in the process of checking this.  
Mrs. Barnett said that the Summer clean at school had not been to a satisfactory standard and that this had been reported to Mrs. Rogers.
13. - Signs had been erected in the school alleyway and on the playground prohibiting the unauthorised use of school grounds.  
The words “Urchfont School” and the logo had been fixed on the entrance door of the school.

**7. a) AOB**

- a) Mrs. Barnett asked for permission to book Mrs. Probert and Mrs. Milner on a new governors course on 20<sup>th</sup> November at a cost of £250.00 – agreed.
- b) A cheque for £28.88 had been received from the PCC to pay for the Foundation Governors insurance.
- c) Mrs. Milner volunteered to take fortnightly readings of the water meter.
- d) Mrs. Barnett asked for permission on behalf of USPA to allow them to hold their AGM in the school hall on 17<sup>th</sup> September. Mrs. Barnett to open the school at 7.15pm and Mrs. Frindall, Chairman, USPA to lock up. Agreed.
- e) Finance Committee reminded that review of their policies not completed.
- f) Mrs. Barnett had retyped the “Control <sup>transfer by</sup> of Agreement” for the Pre-school. However, after meeting with Mr. Watts they had asked for some minor amendments. The agreement needed to be retyped and governors consulted before finalized.
- g) *Confidential item.*
- h) Criminal Record Bureau Checks – Mrs. Milner and one of the new Teaching Assistants, Mrs. L. Pottinger had completed forms. Estelle Morris had written personally to all schools advising that they could use discretion in use of people in school whilst their CRB checks were being carried out.

**7b. CORRESPONDENCE**

- a) A letter had been received from Miss Templar following her resignation thanking Governors for their support throughout her time at Urchfont School. Mr. Watts to reply to Miss Templar.

*Miss Bailey*

*///*

- b) A card had been received from Mrs. Cowen thanking Governors for their gift to her.
- c) Mrs. Bailey agreed to continue to read all Governors correspondence on behalf of Governors.

## **8. FINANCIAL AUDIT**

a) **Scheme of Delegation** – remarked on by the Auditor as not containing all up to date requirements. Finance and Buildings and Staffing and Curriculum to meet to update their sections of the Scheme. Mrs. Barnett to circulate the example sent to school by the Auditor.

The report on the Audit carried out at the school in June had been received at the end of July. There were four points for action.

1. Scheme of Delegation to be updated
2. Completion of Register of Business Interests should be minuted each year.
3. Delegated person should inform Governors when school inventory checked and any discrepancies reported.
4. VAT claimed on an item over £100 did not have the correct vat invoice from the supplier.

Mrs. Barnett (Admin Officer) said that although she had been on VAT training no importance had been placed on different types of VAT invoice. The invoice she had received with the item contained the VAT registration number of the supplier which she understood was all that was required. She felt that it was unreasonable to ask the school to pay back the VAT if Argos was unwilling to issue another receipt as VAT was obviously included in the item.

Mrs. Holton said that the points raised by Internal Audit were very minor and that this was a very satisfactory audit.

Mrs. Barnett informed Governors that she had carried out an inventory check in January and that there were no discrepancies.

## **9. BUDGET**

An up to date report had been circulated prior to the meeting and was discussed.

## **10. BUILDING PROJECTS**

a) Mr. R. Harris, Electrician, warned school that with the new demands on the electrical supply that the mains board may be overloaded during the winter months. Mrs. Barnett had contacted County who had said that they would send someone out to inspect our supply.

b) TH White, supplier of fire alarm systems had been invited to quote for fire alarms in the two new buildings. They had stated in their quote that the main building did not satisfy up to date regulations for fire alarms. Mrs. Barnett contacted LEA who stated that there were no centrally held funds and new systems would have to be paid for through our Formula funding. They advised getting advice from Mr. T. Brewster, County Electrician and to check with the fire department that the regulations quoted by TH White were correct.

d) Pre School building due to be delivered on Tuesday 24<sup>th</sup> September.

11. **SCHOOL DEVELOPMENT PLAN** – Mrs. Holton explained to Governors the significance of the SDP and how it is linked to the school budget. Mrs. Holton said that she would work with Governors to produce the next SDP in time for budget 2003/04.

12. **UPDATE OF BUSINESS INTERESTS:** This was completed for all governors present.

**13. DATES FOR FUTURE MEETINGS**

11<sup>th</sup> Nov 2002

27<sup>th</sup> Jan 2003

31<sup>st</sup> March

12<sup>th</sup> May

16<sup>th</sup> June (preparation of report to parents)

15<sup>th</sup> July

15<sup>th</sup> September

The meeting closed at 9.25pm



**URCHFONTS SCHOOL GOVERNORS  
COMMITTEES 2002/03**

Governor	Finance Buildings	Staffing Curriculum	Pay	Performance Management	Staff Dismissal	Appeals	Pupil Discipline	Admissions
I. Bailey		X	X	X		X		
C. Cannon		X	X					
E. Milner		X						X
S. Field		X	X	X		X		
K. Probert		X			X		X	
M. Pain		X				X	X	X
H. Strong	X						X	
R. Smith	X							
C. Watts	X				X			
R. Edwards	X		X		X			
J. Holton	X	X	X		X		X	X

NOT DONE

**CURRICULUM RESPONSIBILITIES**

I. BAILEY  
C. CANNON  
E. MILNER  
R. EDWARDS  
K. PROBERT  
M. PAIN  
C. WATTS  
S. FIELD  
H. STRONG

Music, History  
Maths  
RE, ~~History~~ D.T.  
Maths, Science  
Literacy, PE  
Multicultural, Citizenship  
Geography. Maths.  
IT, Science  
Art, Literacy

*[Handwritten signature]*  
12/11/02

**School Safety Inspection Check**  
**Carried out Monday 29<sup>th</sup> November, 2004**

6

<b><u>Looked At</u></b>	<b><u>Hazard</u></b>	<b><u>Action</u></b>	<b><u>Priority 1 - 3</u></b>	<b><u>By Date</u></b>	<b><u>By Whom</u></b>
<b>EXTERNAL</b>					
Car Park	Children/cars	Provision of pathway in front of school to playground			
		Turning area needs re-marking			
		Need to be put behind shed			
Cycle Shed	Netball posts	Remove			
Footpath to Green	Wet leaves on path				
	No light at night	Install lighting -- need to ask Manor			
	Gate left open	Order signs			
	Gap under gate	Board bottom of gate			
	Padlock hasp dangerous	Remove			
Driveway	Conifers at school gate obstructing view	Ask that these be trimmed - Manor			
Rainwater drains back main building	Full of leaves	Order grid covers			
Downwater pipe -rear of Robins	End missing	Replace			
Manhole cover back of Robins	Slippery	Replace			
Roof back main building	Algae				
Window Frames - Owls	Rotting at base	Temporary repairs before complete replacement			
Modular classrooms	Build up of dirt at rear	Dig away			
Fire exit Woodpeckers	Paint peeling on fascia	Repaint			
Playground	Door rotting at base RHS	Repair			
Infant Play Area	Tarmac - uneven	Level if possible			
	Unprotected ends of wire fencing	Strips of wood to cover			

## INTERIOR

<b>Hall</b>	Pillar in centre	Provide protection					
	Lights not working	Replace bulbs					
	Sink and worktops – not required	Remove					
	Stereo wires – hanging	Tack onto walls					
	Hole in front of door to PE store	Fill in					
	Door very heavy to open and close	adjust					
	glass in Hall doors	Check if regulation safety glass					
	Fire extinguishers	Replace when out of date					
<b>PE Store</b>	Can't get to PE equipment because of dinner tables and chairs	?Re-organise storage					
<b>Office</b>	Signage required for security	Order sign for office door Welcome and Please sign in.					
<b>Front</b>	Door – sticking	Repair					
<b>Owls</b>	Security on cloakroom door required	Pushbar needed on external door					
	Draught from windows	Brick up bottom windows when replaced					
<b>Robins</b>	Sandpit taped and broken	Repairs required to frame					
	Flourescent lights	1 bulb/starter motor 1 cover required					
	Audio leads	Keep off floor					
	Cloakroom	Replace					
<b>Chaffinches</b>	Loose wires on floor across store cupboard	Take wire over top doorway					
	Laptop operated from floor level	Provide table					
	Fire Exit door sticking	Release					

Woodpeckers	Fire exit door sticking Water heater – unsatisfactory (and in Chaffinches)	release adjust			
ICT	Wires on floor	Cover with tape if no other solution			
Childrens' WC	Flush on Urinal not sufficient	Adjust			
	Lighting in boys' cubicles	Improve			
	No signs	Order Boys/girls signs			
Back door main building	Very heavy to open/close	adjust			

URCHFONTS SCHOOL

SITE INSPECTION CARRIED OUT ON 27<sup>th</sup> APRIL 2010  
BY CLAIRE COKE, AND WENDY ASSIRATI

7

Location	Issue	Action	Priority 1-3	By when?	By whom?
Exterior	Trees	Tree inspection and remedial work done. Tree inspection due September 2010		Sept. 10	Wessex Tree Care. Wendy to Call
	Grills, drainpipes & gullies	Cleared. To be done again in Summer 10		Sept. 10	Working Party
	Parking	Review parking arrangements		Agenda item	F&P Committee
	Car-Parking	Lines to be repainted. Disabled Bay to be put in.		Summer 10	Working Party – Summer Term
	Outside access to Owls	Replace locking system with pushbar		On-going	F&P Committee
	Moss on roof – mobiles	Not a problem at present to be checked at next H&S check		On-going	Duncan Poole
	Leaves in contact with mobiles at the rear.	Not a problem at present to be checked at next H&S check		On-going	Working Party
	Shrubs at back of mobiles blocking light.	Not a problem at present to be checked at next H&S check		On-going	Malcolm Smith
	Trees at back of mobiles over hang – Manor property.	Not a problem at present to be checked at next H&S check		On-going	Malcolm Smith
	Guttering needs repairing rear of main building, outstanding leak.	Quotes Needed.		ASAP going	Agenda item. F&P Committee. Duncan Poole to seal joints
	Drain on playground needs to be dropped so that it acts as a drain.	On-going.		ASAP	To be reviewed as part of playground/playing field renovation
	Tarmac on front path has sunk in 2 places.	On-going. To be addressed with car-parking arrangements.			
	Astro Turf	Needs leveling and replacing as grass growing though and slippery when wet.			To be reviewed as part of playground/playing field renovation
	Mirror Panel	Broken will cost £350 to fix – should we remove altogether?? Or repair??			Finance & Premises committee.
	Playground	Needs leveling and drainage.			To be reviewed as part

	Woodpeckers Mobile	Sealant around outside of mobile missing in places		ASAP	of playground/playing field renovation Duncan Poole
	Christmas Tree Wrapper under bike shed	To be moved to shed area.			Claire Coke
	Pathway	Gate at top needs new lock. Middle gate to be removed.			Duncan Poole.
	Tyre on playing field	To be turned and refilled with bark chippings.			Duncan Poole
	Wooden Heating Boxes	Are they water resistant?			Wendy to check with RGV/Peter Rosser
	Fence at bottom of playground	To be replaced.			To be made safe and reviewed as part of playground/playing field development
	Garden Room	Moss and leaves on roof and in gutters.	Needs to be removed.		Duncan Poole
	Chaffinches/ Woodpeckers	Fire Door in Chaffinches	Stiff due to weather. To be checked at next H&S check		To be checked on a regular basis.
		Cupboard – Loft hatch cover missing	Heating engineers to check		Wendy to call RGV
		Plug Socket	Covers missing for those sockets not in use.		Wendy Assirati
		Drain by Woodpeckers fire door	Need to keep free from leaves to ensure adequate drainage		To be checked on a regular basis.
	Hall	Wires	A mat is needed to cover wires in order to avoid tripping.		Claire to source and order
	Kitchen/Group Room	Cooker.	Cooker guards needed		Claire to source
	Staffroom				
	Corridor by toilets.	No signs for toilets	Add signs		Signage for school to be looked at as part of accessibility plan.
	Disabled Toilet	Storage heater - cover broken.	Replace.	Not urgent	Wendy to organise
		School Uniform Boxes	To be stored away	Not urgent	Wendy/TA's
	Staff Toilets	Extractor fan	Noisy	Not urgent	Duncan Poole
	Art Cupboard	All OK		urgent	



# Urchfont C. E. Primary School

Cuckoo Corner  
Urchfont  
Devizes  
SN10 4RA

FAO Anthony  
Barefoot Signs

1<sup>st</sup> June 2011

Dear Anthony

Following our telephone conversation this morning I can confirm our order of the following signage, this is subject to the Governors agreeing the layouts which show the Pre-School logo. The following numbering is as per your layouts contained in the email of the 20<sup>th</sup> May 2011:

1. Sign above reception door – please can you add 'Main Entrance' underneath school name.
2. Sign on wall – OK
3. Gates – OK but can we please add 'no access to the playing field during school hours 09:00am to 3:15pm'.
4. Pre School Wall Sign – on hold
5. Sign on corner wall – OK
6. Pedestrian Gate – Do not need now
7. Signs for driveway and playing field fence – Time on school access sign to be changed to 3:15pm.
8. Main Entrance Sign – Please can you add 'Telephone Number 01380 840793'.

In addition to the above layouts we also spoke about new notice boards 1 to replace the notice board at the end of the pathway, 1 to replace the existing board outside Owls classroom and the addition of a new Pre-school board.

We would also like a new sign to be made to be fixed to the pedestrian gate, the wording to be the same as 7 above 'no public access to the playing field during school hours 09:00am to 3:15pm'.

/cont.....





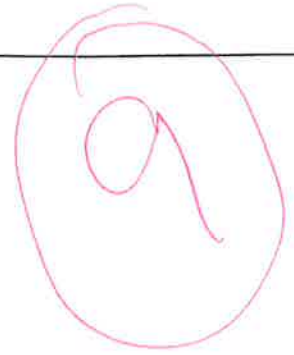
School  
access only

Please keep the gate shut



**Joan Barnett**

**From:** "Claire Coke" <clairecoke@fsmail.net>  
**Date:** 23 January 2014 18:15  
**To:** <joan@onetel.net>  
**Attach:** 20110830124915104.pdf; 20110830124922624.pdf  
**Subject:** FW: Intercom System



=====

Message Received: Aug 30 2011, 01:06 PM

From: "urchfont school admin" <[admin@urchfont.wilts.sch.uk](mailto:admin@urchfont.wilts.sch.uk)>

To: [David.Kinnaird@avantagroup.com](mailto:David.Kinnaird@avantagroup.com), [andy@flyingpictures.com](mailto:andy@flyingpictures.com),  
[andyandanita2@googlemail.com](mailto:andyandanita2@googlemail.com), [clairecoke@fsmail.net](mailto:clairecoke@fsmail.net), [declanandemma@gmail.com](mailto:declanandemma@gmail.com),  
[liandrod@btinternet.com](mailto:liandrod@btinternet.com),  
[read@urchfont.wilts.sch.uk](mailto:read@urchfont.wilts.sch.uk), [ioantp@yahoo.co.uk](mailto:ioantp@yahoo.co.uk), [jems1@talk21.com](mailto:jems1@talk21.com), [joan@onetel.net](mailto:joan@onetel.net),  
[sean@urchfont.wilts.sch.uk](mailto:sean@urchfont.wilts.sch.uk), [william@lang.net](mailto:william@lang.net)

Cc:

Subject: Intercom System

Good morning all

Good news Stephen Jones at County has agreed to contribute £2000 towards security for the pathway gate. I have attached the quotes received from Haven and TH White as detailed

below:

1. Haven have quoted for providing a 2 way surface video door entry kit at a cost of £2004.38
2. TH White - Black/white video intercom £2400.00  
 2 button audio intercom system £1475.00

Personally, the video door entry would be a better option as we can then see who is at the gate to let them through. Please let me know your thoughts.

regards

Wendy

URCHFONT UPDATE TO PARENTS – ASKING THEM TO  
KEEP SCHOOL GATE SHUT

DOCUMENTS NUMBERS 10-11

10

December 2004

# Urchfont Update



## DATES

### Achievement

### Assemblies

Woodpeckers—3rd Dec.  
13th Dec.

Dress rehearsal—KS1  
Play

14th Performance PM  
and evening  
15th evening performance

School Christmas lunch  
20th December

21st December - last day  
of term—service at  
Church 10.00am

Spring Term begins  
5th January



## Christmas Tree

We shall be dressing our Christmas tree in the Hall on Monday. This tree was very kindly donated by Planks Farm at Lydeaway.

## USPA Christmas Fair

Your committee have been working very hard to organise the Fair. Please do your part to support the school by coming to the Fair on Friday 10th December at 6.00pm. Lots of things to buy and mulled wine and mincepies to give us all a little bit of seasonal cheer.

## KS1 Christmas Entertainment

You are invited to our Christmas play which is called "Cockadoodle Christmas" and will be performed on Tuesday 14th at 1.30pm and 6.00pm and Wednesday 15th at 6.00pm.

Could the parents of the children taking part please make sure that we have their costumes in school on Friday 10th for the dress rehearsal. Children should be at school for 5.40pm for the evening performances. If you would like to bring pre-school children please bring them to the afternoon performance on 14th. Thank you.

## DOGS

Almost every day we are having to clear dog dirt off the school site. If you know anyone who is bringing their dogs onto our site or the playing field could you please remind them that they should not be doing this.

## Mrs. Barber



Mrs. Barber has asked us to thank everyone for their kind wishes and cards. She has had her operation and hopes to be home by the end of the week.

## School Gate

*Please could you make sure that when you come through the school gate (path from The Green) that you close it behind you.*

*We are trying to do our best to improve security at school*

## Chedworth

Woodpeckers visited Chedworth Roman Villa as part of their study this term on the Romans. They had an interesting tour and were shown many artefacts which helped them with their work in the classroom.

## BECTA



Becta visited the school recently to film us at work. We were chosen as one of six schools in the country to be filmed by the British Educational Communications and Technology Agency as a good model of inclusion and use of communication-aids to support children. This is quite an accolade for the school and we are very pleased to have been chosen.



January 2005

# Urchfont Update

11

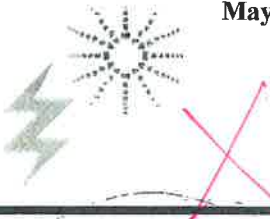
## DATES

### Achievement

#### Assemblies

- Chaffinches-21st Jan
- Owls-11th February
- Woodpeckers-4th March
- Robins-18th March
- USPA QUIZ -11th Feb
- Book Week 21-25th Feb
- Book Fair-22nd—29th Feb
- Bedtime Story—23rd Feb
- StoryBox Theatre—24th Feb
- Character Day 25th Feb
- Parents' Evenings—15th&17th March.
- Half Term
- 14-18th Feb
- Easter
- 25March—8th April
- TD days 24th March

27th  
May



## School Gate

*Please could you make sure that when you come through the school gate (path from The Green) that you close it behind you. We are trying to do our best to improve security at school*

## The School Council

The representatives on The School Council have decided that they would like to try to raise some money for the Tsunami appeal and they have asked if they could have a non uniform day on Friday 21st January. If your child would like to support this initiative they can do so by paying 50p to come to school in ordinary clothes on that day. In addition, Woodpeckers will be having a cake sale. Children will be able to buy a cake during the day if they wish. Please send any money to school in a named envelope or purse. Of course if you would like to make any additional donations to this appeal we will be happy to receive it.

## Achievement Assemblies



Just a reminder that Achievement Assemblies are open to all parents and friends of the school. Each assembly is led by a class who will share with us the work that they have been doing. This is followed

by children throughout the school receiving achievement certificates. Please join us if you can. They begin just after registration at 9.00am and last for about 40 minutes. The dates for this term are shown under the heading "Dates"

## Book Week

Book Week will be 21st—25th February. During the week we shall be doing lots of activities involving books; a book fair, a bedtime story, dressing up as a character from a book and a visit from the StoryBox Theatre. More details in the next Update.

## USPA

Your Parents Association Committee have made a good start to the New Year. They have organised two exciting events for February already.



Ever fancied being a contestant on "Who Wants to be a Millionaire"? Well we can't promise a million but a lot of fun if you enter the annual USPA Quiz event.

This year for the first time it is being held in the school hall. 11th February, 7.30pm.

You need a maximum of 4 for a team and entry forms can be bought from the school office.

If you don't fancy being on a team, could you volunteer to be a waiter or waitress for the evening? Our over-worked committee need a few helping hands this year.

On the following evening, 12th February there will be a Valentines Disco in the Village Hall. 7.30—12.00.



Please support these events we promise you a good time.

However, if neither of these events appeal to you—a donation to the committee will be gratefully received.

CORRESPONDENCE/MINUTES  
RE. URCHFONT SCARECROW FESTIVAL

DOCUMENTS NUMBERS 12-18a



# Archfont C. E. Primary School

Cuckoo Corner  
Urchfont  
Devizes  
SN10 4RA

30/01/2005

Mr. R. Hawkins  
Chairman - Urchfont Scarecrow Committee  
2 Peppercombe Close  
Urchfont  
Devizes

Dear Mr. Hawkins,

Re: Parking for the Scarecrow Festival

Thank you for your letter of 7<sup>th</sup> January regarding access past the school buildings etc for the festival.

At our Governors meeting last night your request was discussed and the Governors agreed to your request for access. However, with one proviso that the area from the hedge to the building and the back of the school is fenced off. (see diagram). This is because they are responsible for the play equipment on site and were worried that there may be unauthorized use of the equipment by visitors.

Yours sincerely,

J. BARNETT  
Clerk



# Urchfont Scarecrow Festival



2 Peppercombe Close, Urchfont, Devizes, Wilts, SN10 4QS  
Tel: 01380 840386 Fax: 01380 840741 Email: r.a.hawkins@btinternet.com

10th May 2005

Mrs Jackie Holton  
Urchfont School  
Cuckoo Corner  
Urchfont  
Devizes  
Wilts  
SN10 4RA

Dear Mrs Holton

## Urchfont Scarecrow Festival 2005

This year's Scarecrow Festival was a great success and the use of the playing fields as a car park with access through the school grounds did enable us to reduce the amount of traffic in the village centre making the event more enjoyable for all those taking part.

The committee are very grateful to you for allowing access through the school grounds and I enclose a cheque for £50 as a donation to your school funds.

Many thanks for you help.

Yours sincerely

Richard Hawkins  
Chairman - Urchfont Scarecrow Committee



# Urchfont Scarecrow Festival

2 Peppercombe Close, Urchfont, Devizes, Wilts, SN10 4QS  
Tel: 01380 840386 Fax: 01380 840741 Email: r.a.hawkins@btinternet.com

10th May 2005

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Urchfont School  
Cuckoo Corner  
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Dear Mrs Holton

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Yours sincerely

Richard Hawkins  
Chairman - Urchfont Scarecrow Committee



**MINUTES OF A MEETING OF URCHFONT PRIMARY SCHOOL GOVERNORS HELD ON WEDNESDAY 26<sup>TH</sup> JANUARY, 7.00PM 2005 AT THE SCHOOL**

**PRESENT:** I. Bailey, J. Barnett (Clerk) P. Frankel, C. Gardner, J. Hanscomb, F. Hamlin, J. Holton (Headteacher), R. Lee, C. Watts (Chairman)

*Mr. Watts formally welcomed Ms Hanscomb (New Parent Governor) to the meeting.*

**1. APOLOGIES:** M. Cole, J. Hunter, E. Milner.

**2. MINUTES OF 8<sup>th</sup> NOVEMBER.** One amendment, item 3. "Performance Management committee" changed to "Performance Management appointed". Minutes signed as a correct record.

**3. MATTERS ARISING:** 7b) Mrs. Bailey raised the recent report in the press regarding eye damage with the use of white boards in school. School to check this with Health and Safety Officer at LEA.

**4. TARGETS SET WITH LEA:** Mrs. Holton told governors that Mrs Barber, Miss Gardner and herself had met to discuss targets for SATs for 2006 (i.e. this years Yr 5 pupils). They also revised the targets for 2005 following changes in the Yr 6 cohort. The decisions made were agreed with Mrs. Milner. These targets and changes had been sent to the LEA for approval.

**5. PAN:** LEA had written suggesting a PAN of 16 for September 2006. Mrs. Holton explained that if governors agreed to this it could be a problem leading to large class sizes and eventually the school may have to become a 5 class school. This would mean mixing of year groups and thus affect the curriculum rolling programme. The improvements to the school had not increased the teaching space and so an additional teaching area would have to be created somewhere in the school to accommodate an additional class. This would have a detrimental ~~effect~~ *effect* on the improvements seen in the school facilities over the past year. The Governors agreed to ask for the PAN to remain at 14, using the points raised as their reasons for this.

**6. ACCESS PLAN:** Governors were provided with a chart showing targets etc for the 2004/05 access plan. This chart had been constructed using information from Finance and Buildings and Staffing and Curriculum sub-committee meetings and the teaching staff.

Miss Gardner proposed that the Access Plan be accepted, seconded by Miss Hamlin and agreed unanimously.

**7. CORRESPONDENCE:** Mrs. Bailey raised the following items for governors attention:-

- a) Letter from SDBE regarding appointment of Foundation Governors – they must now be regular communicant members of the Church of England.

b) Spectrum – states that the school can receive 2 free copies of School Teachers' Pay and Conditions Document. Mrs. Holton said that the school had already ordered and received these .

c) Schools are now required to submit absence data to FORVUS on a termly basis.

d) Budget Roadshow – 10<sup>th</sup> February, 6.00pm John O'Gaunt School, Trowbridge. Mrs. Holton and Mrs. Barnett to attend . One extra place booked for a governor. Mr. Watts agreed to take this place.

8. AOB: a) Request from the Urchfont Scarecrow Committee for access from Village Playing Field to path onto the green for visitors parking on the field. Governors agreeable to this only if the school site is temporarily fenced off as they felt that any accident occurring through the use of the school's play equipment may leave them liable. Letter to be sent to this effect.

b) Ms Hanscomb agreed to sit on the Staffing and Curriculum committee.

c) Mr. Taylor said that incorrect information had been given regarding the Complaints Policy at the recent Governor Support meeting he had attended. Mrs. Holton had contacted the person responsible for complaints at the LEA and they confirmed that the information he had received was incorrect. The LEA would speak to David Marriot at Governor Support about this matter.

d) Mrs. Holton said that she would be unable to attend the Finance & Buildings meeting on Thursday 27<sup>th</sup> January. It was decided to postpone this meeting to a later date. Member of the Finance Committee agreed to look at the latest Income and Expenditure statement after the FGB meeting before being sent to the LEA.

**9. REVIEW OF PANDA:** Mrs. Holton led the Governors through the 2004 Panda report. She also presented explanatory papers and urged them to read the document at home with the aid of these.

**10. HEADTEACHER'S REPORT:** This had been circulated prior to the meeting. One error was noted in that the student (page 1 last word) was working in Woodpeckers. A letter had now been sent to parents of children in Owls explaining the nature of Mrs. Barber's illness. Mrs. Barber had requested this.

**11. PAY POLICY:** This document had been circulated to all staff in the school. The final copy had not been circulated to Staffing and Curriculum members but it was agreed that this document could be ratified by the FGB.

This was proposed by Mr. Lee, seconded by Mr. Taylor and agreed unanimously.

## **12. STAFFING AND CURRICULUM**

a) Attendance Policy – this had not been circulated – agreed for agenda item next meeting.


b) SEN Policy – this would also be brought to next meeting.

Mrs. Holton asked that Chairs of committee should check with the Clerks to ensure that the distribution of policies to their committees had been carried out before they were due to be ratified at FGB.

c) Election of Clerk to the Staffing and Curriculum Committee. Mrs. Barclay was proposed by Miss. Gardner, seconded Miss Hamlin, agreed.

## **13. BUILDING & FINANCE:**

a) A financial statement had been circulated prior to the meeting.



It was noted that a deficit was now showing on teaching cost centres. This was due to the recent agreed pay increase, supply agency introduction fees and extra staffing costs. Not all these costs were shown on the present statement but would be on the next one.

- b) Building plans – contacts had been made for looking at feasibility of blocking in the area between the main building and Woodpeckers and Chaffinches and also to refurbish the childrens’ toilets.
- c) Health & Safety. Mr. Lee and Mr. Hunter had begun working on this policy.
- d) Travelwise – Planning permission forms had been submitted to KDC and the school managed project forms to the LEA. Work could commence on the other areas in this project.
- e) Election of Clerk to Finance and Buildings – Mr. Lee proposed Mrs. Barnett, seconded by Mrs. Frankel, agreed.

**14. CRB CHECKS:** letter received from LEA advising all new governors be checked. Governors decided that all governors at the school should be checked. Forms distributed with guidance notes to be returned to Mrs. Barnett.

**15. POLICY REVIEW:** sub-committee members had looked at this document and allocated policies to governors.

**16. GOVERNORS’ VISITS:**  
Mr. Taylor had visited Chedworth Roman Villa with Woodpeckers.  
Mrs. Bailey had visited to observe Music, and our Able and Talented group and Mr. [unclear] ICT. All three governors gave a short report on their visits.

**WHAT NEXT – D. Marriot visit.** Following this meeting with Gov. Support it decided to form a working party to look at forward planning for the school. Frankel, Miss Gardner, Ms Hanscomb and Mr. Lee to be on the working party. Tolton and Mrs. Barnett to attend a financial forward planning course on 28<sup>th</sup> [unclear].

The meeting ended at 9.25pm

Meeting of the FGB – Wednesday 2<sup>nd</sup> March.

fedr.

as

for the  
finance  
teaching

Jamlin

governors

they must



**MINUTES OF A MEETING OF URCHFONT C.E. PRIMARY SCHOOL HELD  
ON THURSDAY 2<sup>ND</sup> MARCH 2006, 7.00PM AT THE SCHOOL**

**PRESENT:** Anne Antrobus, Ingrid Bailey, Joan Barnett (Clerk), Michael Cole, Jane Hanscomb, Jackie Holton (Headteacher), Mark Leckie, Robert Lee, Elizabeth Milner, Brian Taylor, Colin Watts (Chairman), Elizabeth Woolley, Honor Strong (Senior Teacher) by invitation.

**1. MEETING ADMINISTRATION**

- a) **Apologies:** Jonathan Hunter. Colin informed the meeting that Mrs. P. Frankel, (Parent Governor) had resigned from the governing body due to family commitments. It was agreed that a letter thanking Mrs Frankel for her work as a governor be sent by the Chairman on behalf of everyone.
- b) **Minutes signed** as a correct record.
- c) **Matters Arising** – none
- d) **Correspondence** - List circulated prior to meeting. Ingrid drew attention to items of interest including:

*Health & Safety Audit Report*

Rob said that an Action Plan based on the comments made at the Health and Safety Audit had been drawn up and would be returned to the LEA.

*School Profile*

To be written and inserted in the Dfe web page for the school by the summer. The profile would also be added to the school brochure and circulated to parents.

**2. THE VIBRANT SCHOOL PROJECT:** Jackie and Honor gave a presentation explaining this topic and the work that had already started in school to improve pupils learning powers. Jackie said that she hoped to have a similar presentation evening for parents. Colin thanked them both for a very interesting talk.  
*Honor Strong left at this point*

**3. GOVERNOR VACANCIES:** The Community Governor vacancy had been advertised in the current issue of the Redhorn Magazine but there had been no interest to date. The election for a new Parent Governor, following the resignation of Mrs Frankel, would take place in the next two weeks.

**4. GOVERNOR DEVELOPMENT PLAN:** Mark provided everyone with a template which he explained should be used alongside the School Development and Improvement Plan document which Jackie had circulated at the last meeting. He suggested that governors should decide what they thought were the priorities for the governing body and had listed 3 from the Ofsted report and Parent/Pupil questionnaire as examples.  
After discussion, it was agreed that completed templates be returned to Mark within 2 weeks. A working party; Mark Leckie, Anne Antrobus, Rob Lee, Jane Hanscombe and Ingrid Bailey, to meet (date to be agreed) following the deadline to discuss and draw up a draft Development Plan to bring to the next FGB meeting.  
Rob suggested that the Governor Support handbook and the notes from the 'New Governor Course' would be useful references when contemplating priorities for The Plan.

**5. HEADTEACHER'S REPORT:** This had been circulated prior to the meeting. Jackie answered questions on the replacement of the Primary Advisor and problems with the failure to appoint a new MDSA. Mark complimented the school on the Bedtime Stories evening which, he said his children thoroughly enjoyed.

Action
Colin/Joan
Rob
All

6. **PANDA REPORT 2005:** explained and presented by Elizabeth (Woolley).

## 7. RATIFICATION OF POLICIES

The following policies were ratified at this meeting:

*Charging, Governors Allowances, Violence and Aggression against Staff*

Proposed by Rob, seconded by Anne. All agreed.

## 8. COMMUNICATION WITH PARENTS

Jackie suggested she should meet with a small group of parent governors and parents to discuss issues and to find solutions and report back to FGB. Agreed.

Jackie

## 9. REPORTS FROM COMMITTEES

### a) Finance & Premises

- i) Finance Report – circulated prior to meeting and discussed.
- ii) Building work: still ongoing. A temporary fence would be erected at the front of the school until a permanent structure could be installed. Governors authorized a budget of up to £15,000 to improve security around the school.
- iii) Project Review – detailed in the Finance and Buildings minutes.

### b) Staffing

- i) Class Organisation – discussed and two formats to be considered. Jackie to report back to Finance and Staffing committees after consultation with Staff.
- ii) Confidential Item
- iii) Confidential Item

### c) Curriculum – It was noted that the following subjects needed link governors.

The following appointments were made:

English – Jane  
 Maths – Colin  
 Science – Brian  
 ICT – Rob.

Monitoring of other areas would be linked to the SD/IP rather than by subject. Further work needs to be done on this and will be brought back to the next FGB.

Decided that Brian would draw up a plan for governor visits with suggested dates for visits for all governors. and circulate.

Governor Training – Those interested in attending a Governor Update Course on 14<sup>th</sup> June 6.30 – 8.30pm at Urchfont Manor to let Brian know within the week.

All

d) Pay – nothing to report.

## 12. MATTERS FOR REPORT

The Urchfont Scarecrow Committee would be using the playing field for parking and consequently requested permission to have access to the walk way around the school during the Scarecrow weekend. Arrangements would be as for last year.

This was agreed.

**Extended Schools** – LEA running courses on how to extend opening hours of schools as required by new legislation. Jackie said that this was not a priority at present for Urchfont but that any Governors could attend the courses on behalf of the school. Brian volunteered to attend.

The meeting ended at 10.45pm

The next meeting of FGB will be on 26<sup>th</sup> April.



# Urchfont Scarecrow Festival

15

2 Peppercombe Close, Urchfont, Devizes, Wilts, SN10 4QS  
Tel: 01380 840386 Fax: 01380 840741 Email: r.a.hawkins@btinternet.com

11th May 2006

Mrs Jackie Holton  
Urchfont School  
Cuckoo Corner  
Urchfont  
Devizes  
Wilts  
SN10 4RA

Dear Mrs Holton

## Urchfont Scarecrow Festival 2006

This year's Scarecrow Festival was a great success and the continued use of the playing fields as a car park with access through the school grounds did enable us to reduce the amount of traffic in the village centre making the event more enjoyable for all those taking part.

The committee are very grateful to you for allowing access through the school grounds and I enclose a cheque for £50 as a donation to your school funds.

Many thanks for your help.

Yours sincerely

Richard Hawkins  
Chairman - Urchfont Scarecrow Committee

Can you write back thanking them for their generous donations. We felt the parking arrangements and organisation on the school site were very good. We have all enjoyed a very successful event!



16

## MINUTES OF A MEETING OF URCHFONTS SCHOOL GOVERNORS HELD ON WEDNESDAY 17<sup>th</sup> JANUARY 2007, 6.00PM AT THE SCHOOL

**PRESENT:** Anne Antrobus (Associate Member), Ingrid Bailey, Joan Barnett (Clerk), Michael Cole, Christine Dolan, Jane Hanscomb, Jackie Holton (Headteacher), Mark Leckie, Rob Lee (Chairman), Brian Taylor, Colin Watts.

### 1. MEETING ADMINISTRATION:

- a) **APOLOGIES:** Jonathan Hunter Barbara McDonald (arriving late).
- b) **MINUTES OF THE MEETING OF 8<sup>th</sup> November 2006.** – signed.
- c) **MATTERS ARISING:** 14) The link governor for Geography and History was not minuted from the 8<sup>th</sup> November meeting. Joan to contact Jonathan regarding this.
- d) **CORRESPONDENCE:** Ingrid drew attention to those items which were not being dealt with as agenda items.
  - Agreed that Rob or Jonathan to attend the FMSIS
  - Disability statement required by end of 2007
  - Every child matters booklet to be circulated

In addition a) letter from Scarecrow Committee asking for permission to use the school alleyway for pedestrian access during the Scarecrow weekend, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> May, 2007. No objections. Joan to respond.  
b) Pre-School - permission asked to fence in area near the gate to The Manor. Agreed in principle but Buildings and Finance Committee to look at proposal in detail.

2. **SEF:** Governors worked in three groups on Section 4, "Personal Development and Well Being" of the SEF form. Jackie to collate their observations.

### 3 HEADTEACHER'S REPORT:

Jackie gave a verbal report which covered the following points:

- Sports Partnership Festival – Dauntsey's School
- Building Learning Power evening – poor attendance but positive feedback
- D&T Week
- Operation Christmas Child - 86 shoeboxes filled for charity
- USPA Christmas Fair – successful and with improved Health and Safety of the event
- KS1 Christmas Play – Thanks to Brian for videoing the play and producing videos for parents
- Christmas Lunch – held in school, outside caterers – subsidised from school meal grant
- School Choir – performed at Carol Service, and at Friends & Neighbours
- Christingle Service – enjoyable end to the term – thanks to Michael
- Professional Development – TD cluster day training
- Janet and Jackie have attended further conferences as part of the Story making project. Very exciting and impacting on creative writing.
- Sports Partnership – Anne Antrobus attended PE Courses
- Governor Visits
- Vibrant Schools – Moderating visit - awaiting report
- PANDA – new analysis late in arriving in schools
- Permanent Exclusion of a pupil (which also involved the County Solicitor in issuing a Parental Exclusion Order) The Headteacher's decision was upheld by panel of governors. Jackie thanked all concerned who supported her during a very difficult time, and congratulated the Discipline Committee for their very professional and thorough handling of the situation.

*Barbara joined the meeting – 7.20 pm*

4. **SCHOOL DINNERS:** Working party reported that there were various companies offering to provide school meals. One had been approached who had stated their terms for providing meals. It was proposed that the WP continue with their research and all school staff consulted. Proposals to be brought to next FGB meeting.

5. **BUDDY VOLUNTEERS:** Colin agreed to act as a mentor to new governors.

6a. **KS2 TARGETS:** Jackie explained the targets that had been agreed for children taking KS2 SATs in 2008.

6b) **BEST VALUE STATEMENT:** Governors agreed to accept this. Proposed Rob, seconded Mark, all agreed.

7a) **PARENT AND PUPIL QUESTIONNAIRE :** Rob gave a presentation showing analysis of results of questionnaire of 2006. (See Attachment 1)

Decided to share the results with parents plus showing how the school is addressing any concerns.

*Colin left the meeting - 8.30pm*

7b. **ATTENDANCE TARGETS: 2007/08** Recent targets and actuals reviewed. 3.9% agreed for 2007/08.

° **STATEMENT OF EQUALITY AND DIVERSITY DOCUMENT**

Barbara said that she thought that this policy should be referred to when reviewing and writing policies and in everyday decisions within the governing body and the school. She suggested that a copy of the statement should be on display in school. Christine proposed that this document be adopted, seconded Brian, all agreed. This document to be included in New Governors pack.

*Christine left the meeting - 8.45pm*

9. **COMPLAINTS POLICY:** There were no changes to this policy. Michael proposed that this policy should be adopted, seconded Brian, all agreed.

10. **PAY POLICY:** Rob proposed that this policy should be adopted, seconded Barbara, all agreed.

11. **REPORTS FROM COMMITTEES:**

- a) Finance & Premises – Report from Jonathan circulated prior to meeting. Income and Expenditure Report to end of Autumn Term circulated at meeting, to be returned to LEA. Signed by Rob. Financial Report not available at the meeting – to be circulated as soon as possible.
- b) Curriculum – Minutes circulated – no questions.
- c) Pay – the ISR had been discussed at the recent meeting. In order to maintain pay differential between senior teaching staff the Pay Committee proposed raising the ISR from 6-12 to 8-14. Rob proposed this, seconded Michael. All agreed. Joan to inform LEA.

12. **MATTERS FOR REPORT**

- a) Ingrid reported that the appointed governors had met with the external adviser and the Headteacher on 8<sup>th</sup> November 2006 to discuss her targets for the following year.
- b) Michael informed Governors that the Church would be holding an Education Sunday service in Urchfont School on 28<sup>th</sup> January. He said that he would check that the Church's insurance would cover this event. Everyone invited to the service.
- c) Governors/Staff social evening – suggest to staff that this should be end of Feb.

*Meeting ended 9.10pm*



[Print](#)[Close](#)

From: urchfont school admin [admin@urchfont.wilts.sch.uk]  
Date: 02-Apr-2008 08:26  
To: <head@urchfont.wilts.sch.uk>  
Cc:  
Subject: Fw: Scarecrow Festival and facilities



-----Original Message-----

From: robert\_pendry@yahoo.com  
Date: 31-Mar-2008 20:04  
To:  
Subj: Scarecrow Festival and facilities

Urchfont Scarecrow Festival Committee

Dear Mrs. Holton,

I expect you are aware that the annual Scarecrow Festival takes place again this year on the three days of the Mayday Bank Holiday weekend (3rd., 4th., & 5th May).

As in previous years I will be in charge of car parking on the playing field and will ensure that your playground and climbing frames are taped off to discourage access. It would also be very much appreciated if we could use the access path from the green to the school again.



#### Facilities

I would like to broach another matter with you to do with the festival...

As the festival has grown it has become increasingly problematical for us to provide adequate toilet facilities for the public. Currently we use the Village Hall facilities, paying a cleaner to look after them continuously throughout the 3 days. We also pay the pub to open their toilets to the public all through the weekend. The committee decided that this was still not sufficient for the volume of visitors we are expecting this year and it was decided to hire commercial portable toilets at considerable expense.

I would like to explore other alternatives, and so my question to you is this: In return for a substantial donation to school or PTA funds, would the school be willing to open their toilets to the public over the Scarecrow Weekend? The festival would, of course, take responsibility for the security of the building, perhaps provide supervision, pay for a cleaner(s) and would undertake to rectify or pay for any damage done.

I personally feel it would be infinitely preferable to give the

school the many hundreds of pounds we are currently expecting to pay to a toilet hire company. I cannot guarantee that everyone on the committee agrees, but I would at least like to explore your feelings on the subject.

It will not be possible to change the arrangements for the 2008 festival at this stage, but if you think there is the basis for a mutually profitable arrangement, we could sort something out or 2009.

I look forward to hearing from you,

Yours sincerely,

Robert Pendry  
Secretary Urchfont Scarecrow Festival Committee

---

Sent from Yahoo! Mail.  
A Smarter Inbox.

End Cottage, Uphill, Urchfont  
Tel: 840285 Fax: 848238  
E Mail: keith.brockie@btinternet.com

18



13<sup>th</sup> June 2008

Mrs. Jackie Holton  
Urchfont School  
Cuckoo Corner  
Urchfont  
Devizes  
Wilts SN10 4RA

Dear Jackie,

This year's festival was once again a great success raising money for good causes in the village.

The committee are most grateful for the use of the School pathway which assisted the running of the weekend and I enclose a cheque for £50.00 as a donation to your funds.

Yours sincerely,

Keith Brockie  
Chairman  
Urchfont Scarecrow Festival Committee

Original Message----

From: robert\_pendry@yahoo.com

Date: 10/01/2014 08:36

To: "Carol Talbot"<head@urchfont.wilts.sch.uk>

Subj: Re: Confirmation of letter

18a

Carol,

Can I also make our usual request to use the school footpath over the Scarecrow Festival weekend (Saturday-Monday 3rd, 4th & 5th May)? I know the path is usually open outside school hours, but we like to be sure that everyone concerned is asked properly.

Regards,

Robert

---

**From:** Carol Talbot <head@urchfont.wilts.sch.uk>

**To:** urchfontscarecrows@yahoo.co.uk

**Sent:** Monday, 6 January 2014, 13:54

**Subject:** Confirmation of letter

Hello Rob

I can confirm that we have received your letter.

Kind Regards

Carol

Carol Talbot

CORRESPONDENCE FROM GOVERNORS/STAFF ETC  
REGARDING SCHOOL SECURITY

DOCUMENTS NUMBERS 19 – 27a

Rachael

Please find below letter from H&S Officer at WC. Please could you forward on as part of FGB documents.

Thanks  
Claire

=====  
Message Received: Mar 12 2014, 03:14 PM  
From: "Derrick, Philip" <Philip.Derrick@wiltshire.gov.uk>  
To: "Carol Talbot Headteacher @ Urchfont" <head@urchfont.wilts.sch.uk>, "clairecoke@fsmail.net" <clairecoke@fsmail.net>  
Cc:  
Subject: Our meeting today at Urchfont Primary School

Dear Carol and Claire

Thank you for your time this morning.

I would like to confirm that I am in full agreement with the current safeguarding measures that are in place at the rear of the school, in the respect that the wooden gate remains locked during school hours, and is left open for the use of others at all other times. This is straightforward and effective.

I do however have grave concerns regarding the suggestion to erect a fence inside this gate to allow others to use the side of the school as an access point during school hours, as this would seriously compromise the fire safety arrangements and speedy evacuation of the school in an emergency. This area is one of the emergency exit points from the school buildings and could result in up to 50+ pupils using this as part of their established exit route to the assembly point.

The fence has been suggested as a possible solution for additional safeguarding measures for pupils, should the rear gate be permitted to be kept open during school hours for use by others. It has also been proposed that a lockable gate could be installed in this fence for the egress of pupils, but the use of any additional gate added to an escape route would seriously hamper the evacuation time and compromise the safety of both the pupils and staff.

Fire safety and the ability to evacuate a school quickly is paramount so I could not agree to the suggestion to add a fence that would allow others to use the side access to the school during operational hours. The current arrangements have historically worked well, and I see no grounds for change.

Kind regards

Phil Derrick CMIOSH  
Health and Safety Advisor  
Occupational Health and Safety  
Wiltshire Council

Tel - 01225 713149  
Mob - 07768 497854  
Email - philip.derrick@wiltshire.gov.uk <mailto:philip.derrick@wiltshire.gov.uk>  
Web: <http://www.wiltshire.gov.uk>

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# Urchfont C. E. Primary School

Cuckoo Corner, Urchfont, Devizes, Wiltshire, SN10 4RA

Tel: 01380 840793

Email: admin@urchfont.wilts.sch.uk

20

31<sup>st</sup> March 2014

Re : Right of Way claim

As headteacher of Urchfont C.E. Primary School, I am charged with the care, welfare and wellbeing of 102 children ranging in age from 4 to 11 years. A significant part of my role working with the governors and staff is the safeguarding of these pupils, as well as ensuring the safety of my staff members and visitors to the school. There is also a nursery on my site that also requires this level of safety and reassurance during the working day.

I would vigorously oppose any member of the public having open access to any part of the school site during school hours. Therefore, the present arrangement, of a locked gate with an intercom system barring the path leading from the village is a vital safety device. As this gate is not within sight of the main office, it allows peace of mind that only persons on school business enter the school site during school hours.

This gate is then unlocked out of school hours and in school holidays allowing members of the public **without dogs** to access the playground and playing field, (though this is often flaunted by dog walkers), I feel that this a compromise the school has already made to the local community.

The safety of our children is paramount; we as a school are not being unreasonable but acting in the best interest of the children. Parents also have the right to expect the school to provide the highest level of safety and care for their children during the school day. This cannot be guaranteed should there be an open access path through our grounds throughout school hours.

Surely, local villagers should be able to acknowledge and accept that the current access we permit is both sufficient and fair to all the community.

Yours Sincerely,

*C.E. Talbot*

Mrs C.E. Talbot  
(Head Teacher)



2nd April, 2014  
Joan Barnett  
Chair of Governors  
Urchfont Primary School  
From 2011

21

My history with Urchfont C E School spans nearly 30years. I was appointed School Secretary in January 1986. I then became Admin Officer when LMS was introduced and Clerk to the Governors in 1993. I retired in 2005 and was invited to become a Community Governor in 2009 and elected Chair in 2011.

The school office has always been sited at the front of the school and the back entrance to the school by the path from the Green cannot be seen from the office. To secure the back of the school site the gate at the school end of the path was bolted during the school day by a metal bolt positioned at the top of the gate. When I first joined the school there were two wooden gates. The one furthest from the school was removed a few years ago.

The gate nearest the school used to have a padlock which secured the gate out of school hours and during the holidays. I cannot recall when the decision was made to give public access, out of school hours, but certainly from when I started until approximately mid 1990's the gate was padlocked out of school hours.

The gate was bolted not only to keep people out of school grounds during the school day but also to prevent children from leaving the school when in the care of school staff. The bolt was positioned at the top of the gate so that small children could not open it. However, this did mean that adults could put their arm over the gate and unlock the bolt from the other side.

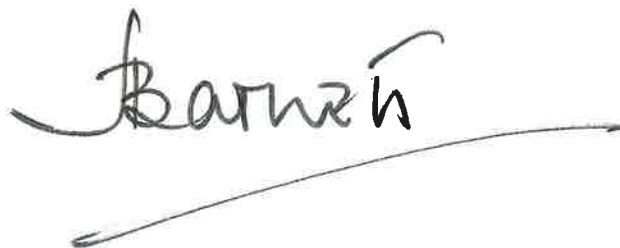
At the beginning of the millennium schools became more security conscious after serious breaches of security at other primary schools in the UK and abroad. We reviewed our security at Urchfont and more signage was put up around the school buildings and site inspections of the premises took place on a regular basis.

Further improvements to secure the school site were advised by a WC H&S officer in 2011 which resulted in a mechanical locking device and intercom being paid for by Wiltshire Council. This lock is controlled by the office staff and there is a monitor so that the person requesting access can be seen on a screen in the office.

At no time did the public have the right to walk through the school site if they were not visiting the school.

Joan Barnett  
Merrywood  
Eastcott Common  
Eastcott  
Devizes  
Wiltshire  
SN10 4PL

01380 840793





22

20<sup>th</sup> March 2014

Dear Mrs Barnett,

In response to your request for information on the gate between the footpath from The Green and the school during my time as Headteacher, I submit the following information.

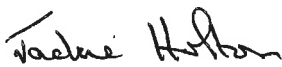
I was Headteacher at Urchfont C of E VC Primary School between 2002 to 2009.

There was a gate between the footpath and the school throughout my time at Urchfont. There was a bolt on this gate and a sign that stated that the gate should be kept shut at all times. The bolt was on the school side of the gate. There was also a sign on the school playground stating that this was school property and as such, was not open to the general public. I cannot recall the exact wording of the signs.

As a school we were concerned about the security of the children and prevented people from walking through the middle of the site by constructing a room between the main building and the mobiles. This meant that anyone who entered the site had to walk around the main building past the offices.

Anyone who used the gate and crossed school property during school hours, and not on school or preschool business, was doing so without the consent of the school.

Yours Sincerely,



Mrs Jackie Holton

24

Mrs J Barnett

27<sup>th</sup> March 2014

Chair of Governors

Urchfont C E Primary School

Dear Mrs Barnett,

I was a Community Governor at Urchfont C. E. School from 2004 to 2007

I also had two grandchildren attend the school during the period 1995 and 2004. I visited the school frequently in those years before I became a Governor.

I confirm that from my recollection there was a tall wooden gate at the school end of the path nearest the school which was bolted from the school side during school hours. This was of course to protect the children. There was never any suggestion that the path was "public" even though it was unlocked when the school was closed. This was done as a concession to the villagers to allow easy access to the playing fields.

Yours faithfully



Brian Taylor

13th March 2014

Home Close  
Urchfont  
Devizes  
Wilts  
SN10 4RP

23

Dear Joan,

Re: Path to Urchfont School  
from The Green.

As promised over the phone yesterday,  
I now write regarding my knowledge  
of the above.

I have been familiar with  
the school over many years. We first  
came to Urchfont in March, 1972  
and lived at Lowfields, Blackboard  
Lane, (almost opposite Fildes Cottage) until  
1985 when we moved elsewhere  
within the village.

I remember the new school  
being built and the pathway  
access to the school being created.  
There had been no access way

at all before then.

Several years later my elder son started at the school in Autumn 1977 & then my younger son in 1980, leaving in 1986; and, of course, they walked to school via the pathway.

In addition to my sons being at Michfont School, I was first appointed a Governor in 1981 and continued as the Governing Body until I retired at the end of August 2009.

During all those years of being associated with the school, my understanding was, always, that the pathway was a pedestrian access to the school. As such, it formed part of the school enclosure and

the maintenance of <sup>2</sup> which was  
the responsibility of the school.  
At one time there were two wooden  
gates, one at the road end and the  
other at the school end. The inner  
gate was always kept shut and  
very often locked, in and out of school  
hours.

I hope this is of some  
help.

Best wishes,  
Yours  
sincerely

(Mrs B.J.I. Bailey)

Mrs J. Barnett  
Hemywood,  
Eastcott Common,  
Eastcott  
Easteron  
Derize,  
SN10 4PH

Hans Close

13/3/14

Dear Joan,

School Path

Just a P.S. to the enclosed  
if you want to use  
the "information for Parents"  
bit about the path - July 1977  
which Jackie e-mailed to you,  
please do.

Also, I had a chat  
with Gwen Maloney, whose  
3 children went through  
Wychant School. She

says she always regarded  
the path as access to  
the school only and  
only ever used it as such.

In short

Inquest

25

5 Cranesbill Road  
Devizes  
Wilts  
SN10 2TJ  
29.03.14

Teacher at Urchfont C of E Primary School 1997-2013

I am writing to support the school in their opposition to the Urchfont Parish Council's application for a Right of Way through the school grounds.

From my time at the school I confirm that there has always been a gate on the school end of the school path at the rear of the premises.

It had a manually operated bolt at the top on the school side until 2011 when a mechanical lock control controlled by the school office and preschool was fitted for increased security. The public did not have permission to use this path during school hours.

It was imperative that the gate was bolted during the school day for the safety of the children. The teachers and teaching assistants were always vigilant during the school day to ensure that it remained bolted. However, I remember on numerous occasions having to re-bolt the door during the school day because people had unbolted it by reaching over the gate.

Mrs Honor House

H. House.



26

Fiona Underwood

9 Park View

Devizes

Wiltshire

SN10 1PJ

31.3.14

Teacher at Urchfont C of E Primary School from September 1999-present.

I am writing to support the school in their opposition to the Urchfont Oarish Council's application for a Right of Way through the school grounds. From my time at the school I confirm that there has always been a gate on the school end of the school path at the rear of the premises. It had a manually operated bolt at the top on the school side until 2011 when a mechanical lock control controlled by the school office and Pre School was fitted for increased security. I particularly remember a parent climbing over the gate because it was locked who then proceeded to open the bolt and let other parents through. The public did not have permission to use this path during school hours.

*Fiona Underwood*

Fiona Underwood

27

To whom it may concern,

I have been contacted by Urchfont Primary School to provide information surrounding the closure of the gate which leads from the school into the middle of the village.

Since becoming Headteacher of Urchfont Primary School in September 2009, it became apparent that under the new guidance from Ofsted that the safety of all pupils should not be put at risk at any time by gates or fences being open and site security being of the most importance in every school, including small village schools.

In February 2010, I asked Kevin Oliver (then the Advisor for Health and Safety for Wiltshire council) to look at our school site to ensure we would be appropriately safe and meet Ofsted regulation for Child Protection. With the gate closed and locked during the school day Mr Oliver stated that the school was safe.

Mr Oliver left the authority at the end of the academic year and was replaced by Maria Leonard. Again as a school we suggested they come and make a visit to the school in order to ensure the school site was safe for pupils of the village.

In January 2011 Maria visited the school and once again stated that if the gate to the lane was closed, during the school day, then the children would be safe. She suggested that an intercom system should be used in order to help staff from opening and closing the gate with a padlock. She also suggested that the staff car park should have a gate to ensure the bin lorry or unauthorised vehicles could not get close to the school without the gate being unlocked. This would also act as a barrier to ensure the safety of the children in the school.

While at the school, it always was and still I believe is, the intention to protect the children of the school and ensure we were complying with the regulation of Ofsted. If the gate is open during the school day, the school would not be safe and therefore this would affect the judgement Ofsted give the school. This the school have no control over and neither do the council.

If you would like further information please don't hesitate in contacting me.

Yours sincerely,

Mr A Richards

Headteacher

Halstead Farm  
High Street  
Easterton  
Wiltshire  
SN10 4PE  
3<sup>rd</sup> April 2014

To whom it may concern

**Urchfont C of E Primary School - Right of Way**

I have been a Parent Governor since 2008 and am currently Vice Chair of Governors. My responsibilities as Governor include Health and Safety for the school. In 2011 Maria Leonard (Health and Safety Advisor for Wiltshire Council) visited us to advise on our site security. We were advised that the existing bolt on the school gate was inadequate as it was frequently being opened by parents reaching over and unbolting it, leaving it unsecured. We were advised and subsequently installed the current magnetic lock and intercom system, all of which was paid for by Wiltshire Council. The lock and intercom system was installed in October 2011 and has remained in use to date; it is locked only during school hours (9 a.m.- 3.15 p.m) and at all other times left open as a concession to the community.



**Claire Coke**

Vice Chair of Urchfont Primary School Governors

01380 813899

clairecoke@fsmail.net

PHOTOGRAPHIC EVIDENCE

DOCUMENTS NUMBER 28

Photographic Evidence

(28)



Second bolt (Doc 4)

Original bolt

Intercom (Doc 9)



Position of Padlock (Doc 6)

Signage



Note signage



Signs on School field.