

# Shirehampton Primary School Governing Body



**Headteacher:** Miss L Munton  
**Assistant Headteachers:** Ms M Burrowes & Mr E Powe

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Please forward any matters relating to the Minutes below to: **THE CLERK TO THE GOVERNORS - ELIZABETH JAHN**

## **FULL GOVERNING BODY MEETING – TERM 1** **Held at the school on Thursday 8 October 2015 at 4.45pm**

### **MINUTES**

**PRESENT:** Rebecca Golder (Chair) Steven Leonard  
 Louisa Munton (Headteacher) Jo Carobene  
*The meeting was* Faye Ward Melina Burrowes (Assistant Headteacher)  
*noted to be quorate* Sarah Everett-Cox Edward Powe (Assistant Headteacher)  
 Nicola Johnson Elizabeth Jahn (Clerk)  
 Michele Daniels

ITEM	MINUTE	ACTION
1	<p><b>Information Gathering</b></p> <p><b>a. Presentation on Raising Standards</b></p> <p>Melina Burrowes presented feedback from the Raising Standards Team via the Whiteboard including the successes over the last year and the areas for further development. The Raising Standards Action Plan was distributed; the main areas for development included maintaining or raising standards in achievement and attainment across the school in Reading, Writing and Mathematics; increasing and embedding the use of 'School Pupil Tracker Online' (SPTO) for mastery and to timescales; effectively using SPTO for Guided Reading (GR); and planning the journey for raising standards to manage data in the school.</p> <p>The Headteacher confirmed that the areas for development would focus on refining what was already in place and ensuring the tracker system was fit for purpose in light of the National Curriculum (NC) changes and Ofsted's criteria for outstanding progress.</p> <p>The Headteacher provided an overview of the 'hashtag' approach to assessment, which was expected to support tracking pupil progress in the context of the school. Governors were pleased to note that staff had explored and identified how the hashtags could be applied and the assessment criteria linked to each hashtag.</p> <p><b>b. Governing Body's Development Plan (GBDP): priorities for 2015/2016</b></p> <p>Governors agreed to continue with the presentation focus from last year as it was felt that it was very informative and supported monitoring the impact of each school team over time.</p> <p>Governors also agreed that the Governor of the Term visits were particularly useful and were pleased to note that Edward Powe would continue to support those visits. Governors were also reminded that details of school events were included in the school's newsletters and the Headteacher's Report; the Chair would also highlight key events during the year. A training plan had also been developed and was discussed later in the meeting.</p>	
2	<p><b>Routine Governance</b></p> <p><b>a. Welcome &amp; apologies for absence</b></p> <p>The Chair welcomed everyone to the meeting, particularly Sarah Everett-Cox, new Co-Opted Governor. Following introductions, apologies were received and accepted from Ed Collins and Warren Pickles.</p> <p><b>b. Attendance/pecuniary interests register</b></p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p> <p>Governors also considered the Business/Pecuniary Interests Register published on the school's website and agreed that the contents were correct subject to minor amendments.</p>	

	<p><b>c. Governing Body membership</b></p> <p>Governors were pleased to note that interest had been expressed in joining the Governing Body following adverts placed; recommendations would be brought back to Governors in due course.</p> <p><b>d. Election of Chair and Vice Chair &amp; Approval of Terms of Reference</b></p> <p>The Chair and Vice Chair's Terms of Reference (TOR) previously distributed were agreed.</p> <p>There was one nomination for Rebecca Golder for the position of Chair. As there were no oppositions and all members were in support, Rebecca Golder was duly re-elected for a term of office of 1 year.</p> <p>There was one nomination for Warren Pickles for the position of Vice Chair. As there were no oppositions and all members were in support, Warren Pickles was duly re-elected for a term of office of 1 year.</p> <p><b>e. Approval of Committee Structure, Membership &amp; Terms of Reference</b></p> <p>Governors considered and approved the Committee structure, membership and TOR subject to appointing Sarah Everett-Cox to the Finance &amp; Resources Committee and amending the TOR to reflect current practice and terminology.</p> <p>Governors also considered and agreed the TOR for the Senior Leadership Team (SLT).</p> <p><b>f. Appointment of Named/Link Governors &amp; Approval of Terms of Reference</b></p> <p>Governors considered and agreed to appoint Rebecca Golder as Named Governor for Safeguarding, Children Looked After &amp; Young Carers; Ed Collins as Named Governor for Health, Safety &amp; Well-Being / Premises; Rebecca Golder, Warren Pickles and Steven Leonard as Named Governors for the Performance Management Review of the Headteacher; and Faye Ward as Named Governor for Special Educational Needs (SEN) &amp; Inclusion. The TOR that had previously been distributed were approved.</p> <p>Governors also agreed to appoint Faye Ward as Link Governor for Early Years (EY) / Foundation Stage (FS); Rebecca Golder as Link Governor for Focussed &amp; Targeted Groups; Warren Pickles as Link Governor for Governor of the Term (GoT) &amp; Governor Training (to liaise with Edward Powe regarding GoT visits); and Sarah Everett-Cox and Nicola Johnson as Link Governors for Parent Involvement &amp; Engagement.</p> <p>Governors considered and agreed the TOR for Associate Members subject to a minor amendment. Governors also considered and agreed to appoint Melina Burrowes and Ed Powe as Associate Members linked to both the Finance &amp; Resources Committee and the Teaching &amp; Learning Committee for a term of office of 1 year with voting rights, subject to restrictions set out in the regulations.</p> <p><b>g. Review Governing Body's Scheme of Delegation</b></p> <p>Governors considered and agreed the Scheme that had previously been distributed.</p> <p><b>h. Approval of Minutes of last FGBM held on 16 July 2015</b></p> <p>The Minutes were agreed and signed as a correct record subject to a minor amendment.</p> <p><b>i. Carried forward matters &amp; matters arising</b></p> <p>There were no carried forward matters or matters arising that were not already included on the Agenda.</p> <p><b>e. Staff Survey</b></p> <p>The draft Staff Survey document had previously been distributed; Governors considered and agreed the contents subject to minor amendments. The survey would be completed during the appraisal process taking place next Term; a deposit box would also be placed in the reception area. The findings would be reported back at the next Finance &amp; Resources Committee meeting.</p>	
3	<p><b>Information Sharing</b></p> <p><b>a. Chair's Report</b></p> <p>Feedback from the Chair's 'catch-up' meeting with the Headteacher had previously been distributed; Governors noted the contents and agreed that it was a useful document.</p> <p><b>b. Headteacher's Report</b></p> <p>The report had previously been distributed; the data pack was also distributed. Governors discussed the contents and agreed that the data pack would support identifying the focus for the GoT visits.</p>	

The Headteacher provided an overview of the catering contract process and the issues regarding pension liability for catering staff employed by Eden Catering. It was hoped that the issues had now been resolved and the transition would be seamless next Term when Chartwells Catering takes over the contract. The Headteacher also provided an overview of the dining experience changes that would result from the change in supplier; Governors agreed that the changes would be very positive. Governors asked for clarity regarding the budget implications for the change in contract; the Headteacher advised that it was anticipated that there would be a small income generated from the new contract although this would be dependent upon take-up during the year; it was anticipated that the improvements in quality and presentation would encourage more take-up.

Governors asked if Chartwells Catering would be supporting catering arrangements for the Breakfast Club; the Headteacher advised that it was hoped that they would.

**c. Chairs of Committee Reports**

The draft Committee Minutes had previously been distributed; the finance reporting update report had also been distributed. Governors noted the contents and were particularly pleased to note that the School Business Manager at Henbury School had offered to support the school utilising the system to be fit for purpose.

Governors considered and agreed that the proposals contained within the update should be implemented as soon as possible. Sarah Everett-Cox agreed to monitor implementation of the proposals and the effectiveness of the financial management systems following that implementation. The Headteacher was requested to inform Sarah of any key dates when system support was discussed as well as dates when budget-setting meetings would take place.

**d. Named/Link Governor reports and Governor of the Term (GoT) visits**

Governors agreed that, where possible and convenient, more than one GoT visit could take place each Term. New Governors would be invited in for GoT visits as soon as practical.

It was also agreed that the key foci for visits should be challenge and stretch in Key Stage 1 (KS1) and support and challenge in KS2, particularly in Mathematics.

**e. Feedback from training undertaken**

The Governing Body's draft training plan had previously been distributed; Governors were pleased to note that Steven Leonard had undertaken roles and responsibilities training and the Chair had undertaken safeguarding training. Faye Ward also advised that she had booked on a few training programmes including for finance; feedback would be provided following the training.

**f. Correspondence**

There was no correspondence to consider

**g. AOB**

The Headteacher and Governors thanked and congratulated staff on how effectively they had supported pupils and parents/carers at the beginning of the school year.

The Chair provided an overview of Governor involvement in Parents' Evenings and the parents/cares' survey.

Following a review of the website by the Chair and Melina Burrowes, it was agreed that the website should be reviewed by parents/carers to identify if it was useful and/or fit for purpose.

There was no other business to consider.

**h. Date of next meeting**

Thursday 10 December 2015 at 4.45pm.

**Minutes agreed by the Governing Body and signed by the Chair of Governors:**

**SIGNED:** ..... **DATE:** 8 October 2015

**2015/2016 Meeting Dates**

Term 2

Finance & Resources Committee: Wednesday 25 November, 9.30-11.00am  
Teaching & Learning Committee: Wednesday 25 November, 11.15-12.45pm  
FGBM: Thursday 10 December, 4.45-7.30pm

### Term 3

Finance & Resources Committee: Tuesday 19 January, 1.45-3.15pm

Teaching & Learning Committee: Tuesday 19 January, 3.30-5.30pm

FGBM: Thursday 28 January, 4.45-7.30pm

### Term 4

FGBM: whole day visit, Wednesday 16 March; details TBC

### Term 5

Finance & Resources Committee: Tuesday 26 April, 1.45-3.15pm

Teaching & Learning Committee: Tuesday 26 April, 3.30-5.30pm

FGBM: Thursday 19 May, 4.45-7.30pm

### Term 6

Finance & Resources Committee: Wednesday 29 June, 9.30-11.00am

Teaching & Learning Committee: Wednesday 29 June, 11.15-12.45pm

FGBM: Thursday 14 July, 4.00-6.00pm (earlier to support meeting with staff after school)