

Shirehampton Primary School Governing Body

Shirehampton Primary School



Learn, Aspire, Achieve

Headteacher: Miss L Munton
Deputy Headteacher: Ms M Burrowes

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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 13 October 2016 at 4.00pm**

MINUTES

PRESENT: Sarah Everett-Cox (Acting Chair) Becky Sullivan (Item 1 only)
 Louisa Munton (Headteacher) Michele Daniels
The meeting was Ed Collins Victoria Chilcott
noted to be quorate Martyn Wood Emma Corrigan (School Business Manager)
 Faye Ward Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p>Information Gathering</p> <p>a. Presentation from Raising Standards</p> <p>Becky Sullivan presented feedback from the Raising Standards Team via the Whiteboard including the successes over the last year and the areas for further development. Becky also provided an overview of the implementation of the new assessment system; Governors were pleased to note that staff were more confident in assessment and identifying where there were gaps in learning.</p> <p>The data overview for 2015/2016 had previously been distributed; Governors noted that phase leaders had implemented 'even better ifs' (EBIs) into fortnightly meetings. Phase leaders were also highlighting to their team, the weakest pupil groups for their Year Group/phases and ensuring that regular monitoring and evaluation of attainment and achievement were scheduled in each Term including what the next steps/planned actions were. Staff would continue to monitor the targets set for end of Key Stage (KS) tests/assessments and the deadline for these to be met and would continue to ensure that teaching was progressive, moving learning on and filling gaps. The school needed to ensure that there was consistency in understanding and application of hashtag 4 (#4) to demarcate greater depth, and the Raising Standards Team would moderate greater depth assessments/judgements and feedback to staff. Governors also noted that phase meetings would be used to support ensuring that consistency in the application of #4 was in place.</p> <p>The Headteacher advised that the school would continue to provide no ceiling to learning and high expectations for all pupils particularly at the end of KS1. Appraisal targets would be set to continue to raise standards across the school with a focus on free school meals (FSM) children. The Headteacher had offered a support package to individual staff to eradicate less than good teaching and the Pastoral Support Team (PST) would use intervention strategies to develop the skills children needed to make at least good progress in all areas and enable them to access the classroom environment consistently; there would also be a focus on provision for special educational needs (SEN) children in Writing and Reading. There would be a priority of teaching of grammar as the school needed to be more rigorous in picking up mistakes and not allowing these to be repeated so there was more progress in vocabulary, grammar and punctuation made across the school. Extended Writing would be marked with a particular focus on vocabulary, grammar and punctuation to support progress. The Headteacher advised that all staff would model using standard English both in written and spoken forms, actively picking up on and correcting errors made by children.</p> <p>The Raising Standards Action Plan was displayed on the Whiteboard; key areas for further development included developing pupils' mastery skills particularly around greater depth; the International Thinking School framework around planning objectives; more robust tracking of spellings; further development of the Novel Approach particularly in relation to spelling, punctuation and grammar; further imbedding the School Pupil Tracker system and using data to identify patterns and trends as well as next steps; and further developing pupils' thinking skills particularly in relation to philosophical thinking.</p> <p>Governors asked if the government was likely to change SATs next year; the Headteacher advised that the indications were that the same assessment framework would be used next year.</p>	

	<p>Governors thanked Becky for her informative presentation.</p> <p>[Becky Sullivan left the meeting.]</p>	
<p>2</p>	<p>Routine Governance</p> <p>a. Welcome & apologies for absence</p> <p>The Acting Chair welcomed everyone to the meeting. Apologies were received and accepted from Rebecca Golder, Jo Carobene, Melina Burrowes, Warren Pickles, Steven Leonard and Nicola Johnson.</p> <p>b. Attendance/pecuniary interests register</p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p> <p>c. Governing Body membership</p> <p>Governors were sad to note that Warren Pickles and Faye Ward would be leaving the Governing Body in Term 2; it was noted that this would result in an additional Co-opted Governor vacancy (there was already a vacancy) and a Parent Governor vacancy. Governors were pleased to note that the Chair had already written an advert for The Shire to be published in November for the Co-opted Governor vacancies; a recruitment drive would also be undertaken during the Parents' Evening. It was also suggested that the Co-opted vacancies could be logged with the School Governors One Stop Shop (SGOSS). It was also suggested that Faye Ward should highlight the vacancies within her network of parents/carers of SEN children. Governors agreed that a review of the position would be needed at the next meeting to determine whether any further strategies for Governor recruitment were needed.</p> <p>Action: The Chair to log the Co-opted vacancies with the SGOSS.</p> <p>Action: Faye Ward to highlight the vacancies with her network of parents/carers of SEN children.</p> <p>d. Election of Chair and Vice Chair & Approval of Terms of Reference</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>Action: The Vice Chair election to be deferred to the next meeting.</p> <p>e. Approval of Committee Structure, Membership & Terms of Reference</p> <p>Governors considered and approved the Committee structure, membership and TOR that had previously been distributed subject to appointing Martyn Wood to the Teaching & Learning Committee and electing Victoria Chilcott as the Acting Chair of that Committee until the next full Governing Body (FGB) meeting.</p> <p>Action: The Committee membership to be brought back to the next meeting.</p> <p>Governors also considered and agreed the TOR for the Senior Leadership Team (SLT).</p> <p>f. Appointment of Named/Link Governors & Approval of Terms of Reference</p> <p>Governors considered and agreed to appoint Martyn Wood as Named Governor for Safeguarding, Children Looked After & Young Carers; Ed Collins as Named Governor for Health, Safety & Well-Being / Premises; and Rebecca Golder, Martyn Wood and Steven Leonard as Named Governors for the Performance Management Review of the Headteacher. It was agreed that Faye Ward would continue as the Named Governor for SEN & Inclusion until Term 2; the role would then be brought back to the FGB to consider. The TOR that had previously been distributed were approved.</p> <p>Action: The Named Governor for SEN & Inclusion to be brought back to the next meeting.</p> <p>Governors also agreed to appoint Victoria Chilcott as Link Governor for Early Years (EY) / Foundation Stage (FS); Rebecca Golder as Link Governor for Focussed & Targeted Groups; Sarah Everett-Cox as Link Governor for Governor of the Term (GoT) & Governor Training (to liaise with Melina Burrowes regarding GoT visits); and Nicola Johnson as Link Governor for Parent Involvement & Engagement.</p> <p>Governors considered and agreed the TOR for Associate Members. Governors also considered and agreed to re-appoint Melina Burrowes as an Associate Member linked to both Committees for a term of office of 1 year with voting rights, subject to restrictions set out in regulations.</p>	<p>RG</p> <p>FW</p> <p>EJ</p> <p>EJ</p> <p>EJ</p>

	<p>g. Review Governing Body's Scheme of Delegation</p> <p>Governors considered and agreed the Scheme that had previously been distributed subject to minor amendments to reflect current practice and statutory requirements.</p> <p>It was agreed that it would be useful to draw up a Premises Development Plan (PDP) in line with the Scheme; the Finance & Resources Committee to take this forward.</p> <p>Action: The Finance & Resources Committee to take forward the PDP.</p> <p>h. Approval of Minutes of last FGBM held on 14 July 2016</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>i. Carried forward matters & matters arising</p> <p>There were no carried forward matters or matters arising that were not already included on the Agenda.</p>	EJ
3	<p>Information Sharing</p> <p>a. Chair's Report</p> <p>There was nothing significant to note at this time. Governors were encouraged to attend key events detailed in the Headteacher's report.</p> <p>b. Headteacher's Report</p> <p>The report had previously been distributed; the Headteacher provided a summary of the end of year outcomes and in particular, an overview of the SATs headline figures. Governors asked why when the whole school trend for Writing was 'pink' on the data sheet that Year 5 was blue; the Headteacher advised that some of the assessments would have benefitted from further refinement but also there was a teacher in Year 5 whose particular skill set in Writing was excellent and he was more able to motivate and move pupils on quicker.</p> <p>Governors also asked whether the Headteacher had addressed the issues with progress in some of the classes; the Headteacher confirmed that accountability meetings had been held with relevant staff and it was identified that not enough progress was made early in the year; teachers were now aware that they needed to set rigorous targets at the beginning of the year and ensure that progress was made. The Headteacher also advised that lesson observations had taken place and where there were issues with planning and structure, challenging feedback had been provided and follow-up observations planned. If appropriate, the Headteacher would implement the Capability Procedure although due to the confidential nature of the procedure, the Headteacher would not be in a position to report specifically on that until the process had been concluded. Governors asked if support would be provided where necessary; the Headteacher confirmed that support had been provided and should capability be implemented, this would identify whether additional support was needed.</p> <p>c. Chairs of Committee Reports</p> <p>The draft Committee Minutes had previously been distributed; there were no further comments or questions raised.</p> <p>d. Named/Link Governor reports and Governor of the Term (GoT) visits including:</p> <p>i. GoT Visits</p> <p>There was nothing significant to report at this time.</p> <p>ii. Feedback from Governors' attendance at School Council meetings: Victoria Chilcott</p> <p>There was nothing significant to report at this time.</p> <p>iii. Annual Health, Safety & Wellbeing / Premises Report: Ed Collins</p> <p>Ed Collins advised that he had carried out a site inspection with the Caretaker earlier this Term to support completing the annual report. Governors noted that some minor issues with the site had been identified and the Named Governor was awaiting quotes from the Caretaker to support taking these forward. The Named Governor advised that he would be arranging a meeting with the School Business Manager (SBM) in due course to prepare the annual report.</p> <p>Action: Ed Collins to liaise with the SBM to finalise the Annual Report and then distribute to Governors.</p> <p>Governors noted that there had been an incident near the gates to the car park; the Headteacher confirmed that this had been reported and the repair costs would be reimbursed through an insurance claim.</p>	EdC

Governors discussed near misses and were surprised that none had been reported and asked if this was correct; the Headteacher, SBM and Office Manager confirmed that to their knowledge there had not been any near misses and staff were rigorous in reporting accidents and near misses. However, the Headteacher stated that she would remind staff of the need to report any near misses just in case this was needed; this would also be discussed at the next Finance & Resources Committee meeting.

iv. Annual Children in Care Report: Martyn Wood

Martyn Wood provided a summary of the links he had established with the school since taking on the role of the Named Governor for Children in Care (CiC) and the training he would be undertaking in future. The Headteacher confirmed that the Annual CiC Report had been completed and submitted to the Local Authority (LA) at the end of Term 6.

e. Feedback from training undertaken and any training recommendations

It was noted that the Governor Development Service (GDS) training programme for 2016/2017 had been distributed; Governors were encouraged to undertake training where possible and were pleased to note that Martyn Wood, Victoria Chilcott and Sarah Everett-Cox had already booked training and would feedback to the next meeting.

f. Correspondence

There was no correspondence to consider.

g. AOB

There was no other business to consider.

h. Date of next meeting

Thursday 8 December 2016 at 4.45pm.

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

SIGNED: **DATE:** 8 December 2016

2016/2017 Meeting Dates

Term 2

Finance & Resources Committee: Wednesday 23 November 2016, 9.30-11.00, Headteacher's office
Teaching & Learning Committee: Wednesday 23 November 2016, 11.15-12.45, Headteacher's office
Full Governing Body: Thursday 8 December 2016, 4.45-7.00pm, Antananarivo class

Term 3

Finance & Resources Committee: Tuesday 17 January 2017, 1.45-3.15, Headteacher's office
Teaching & Learning Committee: Tuesday 17 January 2017, 3.30-5.30, Rio class
Full Governing Body: Thursday 2 February 2017, 4.45-7.00pm, Timbuktu class

Term 4

Full Governing Body (Development): Wednesday 15 March 2017, 1.45-3.00, library

Term 5

Finance & Resources Committee: Tuesday 2 May 2017, 1.45-3.15, Headteacher's office
Teaching & Learning Committee: Tuesday 2 May 2017, 3.30-5.30, Rio class
Full Governing Body: Thursday 18 May 2017, 4.45-7.00pm, Bangkok class

Term 6

Finance & Resources Committee: Wednesday 28 June 2017, 9.30-11.00, Headteacher's office
Teaching & Learning Committee: Wednesday 28 June 2017, 11.15-12.45, Headteacher's office
Full Governing Body: Thursday 13 July 2017, 4.00-6.00pm (earlier to support meeting with staff after school), Shanghai class