

# 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 16 October 2014 at 4.45pm**

### **MINUTES**

<b>PRESENT:</b>	Rebecca Golder (Chair) Louisa Munton (Headteacher) Warren Pickles Geoff Waters Nicola Johnson Matthew Gould Les Counce	Jo Carobene Gil Osman Michele Daniels Edward Powe (Associate Member) Melina Burrowes (Associate Member) Elizabeth Jahn (Clerk)
<b>The meeting was noted to be quorate</b>		

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 refocusing on areas for further development. Melina advised that the 'more able' group has been split between Pupil Premium children and non-Pupil Premium children so that the gaps could be further identified and eradicated where possible. Melina also informed Governors of strategies that had been implemented to support raising standards including Phase Leaders analysing data with their team and adapting provision and teaching; using golden codes to assess and monitor pupil progress and inform planning (progression grids); avoiding duplication of foci with all teams minuting meetings and liaising with other teams; continuing to embed the Novel Approach and reading incentives to promote a love of reading; and the Innovation Team taking a lead on implementing a visual approach to teaching Mathematics. Governors were informed that the Raising Standards Team would also focus on the questioning used during guided Reading, Extended Writing and the Novel Approach; share good practice with other staff; redefine the More Able Policy within the context of the school; review the moderation process asking for specific golden codes rather than named children; and carry out cross school moderation to validate standards.</p> <p>Governors asked for clarity regarding the 'golden codes' system; Melina Burrowes provided examples of how the codes were used at pupil progress review meetings and also how they would be used to compare progress against national comparative data and to inform parents/carers of their child's progress.</p> <p>Governors asked whether Ofsted Inspectors commented on the school's assessment tracking and moderation systems during their last visit; the Headteacher advised that Ofsted Inspectors had access to the extensive moderation that had taken place within various phases including external moderation. The Headteacher reminded Governors that judgements are triangulated with book scrutinies, lesson observations and outcomes as well as discussions with staff and pupils. Ed Powe advised that the school is focusing on ensuring that pupils, as well as staff, understand the new golden codes target setting process.</p> <p>Governors thanked Melina for attending the meeting and for her informative presentation.</p> <p>[Melina Burrowes left 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 Matthew Gould and Les Counce, prospective new Governors. Following introductions, apologies were received and accepted from Ed Collins.</p>	

**b. Attendance/pecuniary interests register**

Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.

**c. Governing Body membership and reconstitution**

[Mathew Gould and Les Caunce left the meeting.]

Governors considered and agreed to appoint Matthew and Les as Governors subject to later discussions regarding reconstitution.

[Matthew Gould and Les Caunce entered the meeting.]

Governors discussed reconstitution and agreed that it would be beneficial to increase the Governing Body to ensure that the correct ratio of Governors who are staff members and non-staff Governors is maintained (no more than one third). Governors also agreed to recommend to the Governor Development Service (GDS) that Les Caunce be appointed as the Local Authority (LA) Governor. Therefore, subject to Les Caunce being appointed as an LA Governor, it was agreed to increase the Governing Body membership to 12: 2 elected Parent Governors (Rebecca Golder and a newly elected parent/carer); 1 LA Governor (Les Caunce); 1 elected Staff Governor (Jo Carobene); 1 Headteacher Governor (Louisa Munton); and 7 Co-opted Governors (Warren Pickles, Gil Osman, Ed Collins, Geoff Waters, Michele Daniels, Matthew Gould and Nicola Johnson). Governors also agreed that if it was not possible to appoint Les Caunce as an LA Governor, membership should be increased to 13 with one additional Co-Opted Governor place.

**d. Election of Chair and Vice Chair & Approval of Terms of Reference**

The Chair and Vice Chair's Terms of Reference (TOR) previously distributed were agreed.

[Rebecca Golder and Warren Pickles left the meeting.]

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.

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.

[Rebecca Golder and Warren Pickles entered the meeting.]

**e. Approval of Committee Structure, Membership & Terms of Reference**

Governors considered and approved the Committee structure, membership and TOR subject to appointing Matthew Gould to the Teaching & Learning Committee and Les Caunce to the Finance & Resources Committee. Nicola Johnson also agreed to attend Teaching & Learning Committee meetings when possible.

**f. Appointment of Named/Link Governors & Approval of Terms of Reference**

Governors considered and agreed to appoint Rebecca Golder as Interim Named Governor for Child Protection, Children in Care & Young Carers supported by Matthew Gould; Ed Collins as Named Governor for Health, Safety & Well-Being / Premises; Rebecca Golder, Warren Pickles and Matthew Gould as Named Governors for the Performance Management Review of the Headteacher; and Matthew Gould as Named Governor for Special Educational Needs (SEN) & Inclusion. The TOR that had previously been distributed were approved. Governors also agreed to appoint current Link Governors as detailed in the document distributed subject to appointing Geoff Waters as Link Governor for Governor of the Term & Governor Training. It was also agreed that Geoff Waters would review training for the Governing Body and make recommendations as appropriate.

Governors considered and agreed to appoint Melina Burrowes and Ed Powe as Associate Members linked to both the Finance & Resources Committee and the Teaching & Learning Committee for a term of office of 1 year with voting rights, subject to restrictions set out in the regulations.

**g. Review Governing Body's Scheme of Delegation**

Governors considered the Scheme that had previously been distributed and agreed that it would be beneficial to defer approval of the Scheme pending a review by the newly appointed Governors. The Scheme would therefore, be brought back to the next meeting for approval.

**h. Approval of Minutes of last FGBM held on 17 July 2014**

The Minutes were agreed and signed as a correct record.

<p><b>i. Carried forward matters &amp; matters arising including:</b></p> <p><b>i. Collaboration Agreement</b></p> <p>The Headteacher advised that unfortunately, Bishop Road Primary School was not in a position to enter into a Collaboration Agreement at this time, however, Avonmouth Primary School had expressed an interest. Governors considered and agreed to enter into a Collaboration Agreement with Avonmouth Primary School as set out in the draft Agreement that had previously been distributed.</p> <p><b>j. Policy adoption/review:</b></p> <p><b>i. Asthma Policy</b></p> <p>Governors noted the policies that had previously been distributed. Governors asked for clarity regarding why the policies were needed; the Headteacher advised that the HR policies had been introduced due to national changes or statutory guidance and were recommended for approval by Judicium, the school's HR providers; the medical policies were either a statutory requirement or a best practice policy (Asthma Policy); and the More Able Policy was an existing policy that had been updated to reflect the school's strategies discussed earlier in the meeting.</p> <p>Governors considered and agreed the Asthma Policy.</p> <p><b>ii. Flexible Working Policy</b></p> <p>Governors considered and agreed the Flexible Working Policy.</p> <p><b>iii. Medical Conditions in Schools Policy</b></p> <p>Governors considered and agreed the Medical Conditions in Schools Policy subject to a minor amendment.</p> <p><b>iv. More Able Policy</b></p> <p>Governors considered and agreed the More Able Policy.</p> <p><b>v. Time Off for Dependents Policy</b></p> <p>Governors asked for clarity regarding whether leave would be paid or unpaid; this was provided by the Headteacher. Governors also asked if the policy supported the Headteacher in being able to make a discretionary decision; the Headteacher confirmed that it did however, following discussion, it was agreed to remove 'may' and thus remove the element of discretion to ensure an open and transparent process was in place. The Headteacher advised that each request for leave in other circumstances was considered individually, taking into account, where appropriate, other policies such as the Managing Attendance Policy &amp; Procedure, Leave of Absence Policy etc.</p> <p>Following discussion, Governors considered and agreed the Time Off for Dependents Policy subject to the amendment discussed above.</p> <p><b>k. Parent Partnership</b></p> <p>The Chair advised that in future, the Minutes from the Parents Council would be shared with Governors. Governors were also requested to support Gil Osman with the Parents Evenings. Gil Osman also agreed to prepare an information sheet for the Parents Evenings to raise awareness of the Governing Body and also to try to attract nominations for the newly created Parent Governor vacancy. Governors supported establishing and developing relationships with parents/carers through school events such as assemblies etc rather than through being in the school playground in the mornings. The Chair would ensure Governors are informed of upcoming events.</p> <p><b>l. Catering contract presentations: Monday 18 May 2015</b></p> <p>Governors agreed that Matthew Gould should attend the catering contract presentations meeting on Monday 18 May 2015 on the Governing Body's behalf; the exact details would be advised to Matthew Gould in due course.</p> <p><b>m. Charging arrangements with Kingsweston School re costs for satellite site at Shirehampton Primary School</b></p> <p>Governors considered the proposal regarding the charging arrangements with Kingsweston School in the Headteacher's Report. The proposal specifically related to the costs for the satellite site at Shirehampton Primary School. Governors discussed the details and asked how the school could be sure that there would be no issues moving forward; the Headteacher advised that this would be through ensuring that a robust and accurate Service Level Agreement (SLA) was agreed and put in place.</p>	<p>LM</p> <p>LM</p> <p>GO</p>
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	<p>Following discussion, it was agreed that it was important for both schools to come to an agreement that resolved the short-term financial issues but also did not impact negatively on agreeing a robust SLA moving forward and the long-term partnership. Governors agreed the response contained within the Headteacher's Report, which would be taken forward with Kingsweston School by the Headteacher.</p>	
<p><b>3</b></p>	<p><b>Information Sharing</b></p> <p><b>a. Chair's Report</b></p> <p>The Chair's Report had previously been distributed; there were no further questions or comments raised other than discussions that took place under item 2k above.</p> <p><b>b. Headteacher's Report</b></p> <p>The report had previously been distributed; the Headteacher highlighted key information within the report. Governors asked why there were red boxes in Year 1 and Year 2 progress data; the Headteacher advised that this was because their starting points were below national levels and whilst they are anticipated to make accelerated progress during the year to increase the number of pupils working at or above age related expectations (AGE), the current systems measures progress against the national floor targets. Governors agreed that it would be useful to explore the new tracking system in more detail at the Teaching &amp; Learning Committee meeting with the Senior Leadership Team (SLT) to support Governors having a better understanding of how progress would be measured following removal of Levels.</p> <p><b>c. Chairs of Committee Reports</b></p> <p>The draft Teaching &amp; Learning Committee Minutes had previously been distributed; there were no further questions or comments raised.</p> <p><b>d. Named/Link Governor reports and Governor of the Month Visits</b></p> <p>The Link Governor for Parent Involvement &amp; Engagement fed back from parental comments provided during his recent visits.</p> <p><b>e. Feedback from training undertaken</b></p> <p>Gil Osman fed back from the LA's Strategic Briefing meeting, which focused on end of year citywide outcomes and the impact of the new assessment framework on Ofsted inspections.</p> <p><b>f. Correspondence</b></p> <p>There was no correspondence to consider.</p> <p><b>g. AOB</b></p> <p>Governors considered and agreed the recommendation to implement the Mayor's living wage initiative to eligible employees as set out in the draft letters to staff. Governors noted that there might be long-term implications of the living wage, which could also impact on sub-contractors etc; the Finance &amp; Resources Committee might need to consider this in more detail when setting the budget.</p> <p><b>h. Date of next meeting</b></p> <p>Thursday 11 December 2014 at 4.45pm.</p>	

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

**SIGNED:** ..... **DATE:** 11 December 2014

**Forthcoming Meeting Dates**

**Term 2**

Finance & Resources Committee:	Tuesday 18 November 2014	9.30-11.00
Teaching & Learning Committee:	Tuesday 18 November 2014	11.15-12.45
Full Governing Body:	Thursday 11 December 2014	4.45-7.00pm

**Term 3**

Finance & Resources Committee:	Tuesday 20 January 2015	1.45-3.15pm
Teaching & Learning Committee:	Tuesday 20 January 2015	3.30-5.30pm
Full Governing Body:	Thursday 12 February 2015	4.45-7.00pm

**Term 4**

Full Governing Body:	Thursday 19 March 2015	1.00-2.00pm (Whole Day Visit)
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**Term 5**

Finance & Resources Committee:	Tuesday 28 April 2015	1.45-3.15pm
Teaching & Learning Committee:	Tuesday 28 April 2015	3.30-5.30pm
Full Governing Body:	Thursday 21 May 2015	4.45-7.00pm

**Term 6**

Finance & Resources Committee:	Tuesday 16 June 2015	9.30-11.00
Teaching & Learning Committee:	Tuesday 16 June 2015	11.15-12.45
Full Governing Body:	Thursday 16 July 2015	4.45-7.00pm