

Shirehampton Primary School Governing Body

Shirehampton Primary School



Learn, Aspire, Achieve

Headteacher: Miss L Munton
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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 2 **Held at the school on Thursday 8 December 2016 at 4.00pm**

MINUTES

PRESENT:	Rebecca Golder (Chair) Ed Collins (Vice Chair) Louisa Munton (Headteacher) Jo Carobene Faye Ward Victoria Chilcott	Martyn Wood Steven Leonard Nicola Johnson Melina Burrowes (Deputy Headteacher) Elizabeth Jahn (Clerk)
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The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1	<p>Information Gathering</p> <p>a. Presentation from Pupil Engagement</p> <p>Sarah Gardner presented feedback from the Pupil Engagement Team via the Whiteboard including the successes over the last year and the areas for further development. Governors noted that the main area for further improvement was healthy schools and in particular, healthy eating and walking to school. Governors were also pleased to note that the school would be introducing a 'Pupil Governor' role; an overview of the role's expectations was presented on the Whiteboard.</p> <p>Governors asked how many children had packed lunches and what the school was doing to support parents/carers providing healthy lunchboxes; the Headteacher advised that approximately 30-40% of pupils had packed lunches; Sarah advised that the school would be exploring ways to engage with parents/carers regarding healthy eating as well as identifying how the School Council could support healthy eating with pupils. Governors were also informed that the Learning Mentor would be targeting the new intake's parents/carers to raise the issue early.</p> <p>Governors discussed ways in which the school could further promote healthy eating, although it was recognised that they were not in a position to stipulate to parents/carers exactly what should be included in lunchboxes.</p> <p>Governors thanked Sarah for attending the meeting and for her useful presentation.</p> <p>[Sarah Gardner Left the meeting.]</p>	
2	<p>Routine Governance</p> <p>a. Welcome & apologies for absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Sarah Everett-Cox and Michele Daniels.</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 this would be Faye Ward's last meeting as she was leaving the Governing Body at the end of this Term; Warren Pickles had now left the Governing Body.</p> <p>The Chair advised that she had met with potential Governors and it was hoped that recommendations would be brought to the next meeting.</p> <p>Action: An update to be provided at the next meeting.</p>	RG

	<p>d. Election of Vice Chair</p> <p>There was one nomination for Ed Collins for the position of Vice Chair. As there were no oppositions and all members were in support, Ed Collins was duly elected for a term of office of 1 year.</p> <p>e. Committee Membership</p> <p>There was one nomination for Martyn Wood for the position of Chair of the Teaching & Learning Committee. As there were no oppositions and all members were in support, Martyn Wood was duly elected for a term of office of 1 year.</p> <p>f. Appointment of Named Governor for Special Educational Needs (SEN) & Inclusion</p> <p>Governors considered and agreed to appoint Nicola Johnson as Named Governor for SEN & Inclusion.</p> <p>d. Policy Adoption/Review</p> <p>i. Accessibility Plan</p> <p>Governors considered and agreed the updated Accessibility Plan subject to minor amendments.</p> <p>g. Approval of Minutes of last FGBM held on 13 October 2016</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>h. 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>	
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>Governors agreed that it would be useful to add a standing item to the Finance & Resources Committee Agendas re Academisation and funding to support the Governing Body monitoring potential national changes/directives and how this might impact on the school in terms of status/governance (eg Academisation) and sustainability (eg funding). The latter was particularly pertinent as there had already been funding changes that would impact on the school and it was possible that further reductions in funding might be made.</p> <p>Action: The Clerk to update the Finance & Resources Committee Agendas.</p> <p>b. Headteacher's Report</p> <p>The report had previously been distributed together with the 2015-2016 Ofsted Dashboard Report, 2015-2016 RAISEonline Report and School Improvement Partner (SIP) Core Visit Report, 10 November 2016. Governors discussed the documents; the Headteacher also provided an overview of recent Ofsted Inspection outcomes that had been published and the trends within the reports in terms of Ofsted focus.</p> <p>Governors asked if the school was confident that it could evidence a 'good' judgement should an inspection be imminent; the Headteacher confirmed that overall, there was a significant amount of evidence to support a 'good' judgement, however, this might be restricted by the outcomes last year in Writing at the end of Key Stage 2 (KS2) in some areas. Governors discussed the evidence at length and agreed that there was comprehensive evidence available, including validation through the SIP reports and moderation. The school had also focused the School Development Plan (SDP) in line with the areas for further development.</p> <p>The Knowing Your School Checklist from The Key had previously been distributed; Governors agreed that it would be a very useful document to support the Governing Body's self-evaluation. It was agreed that a 'Governors' quiz' around the questions should take place during the Governors' Development Day in Term 4; this could then be carried out again later in the academic year; this would evidence through the first 'quiz', areas of weakness, with progress evidenced through the outcomes of taking the 'quiz' again later in the year, including identifying what Governors had learnt to support their knowledge and understanding.</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>	EJ

Governors were pleased to note the positive impact that the School Business Manager (SBM) had in her role and how this supported the Governing Body's monitoring and evaluation.

e. Named/Link Governor reports and Governor of the Term (GoT) visits including:

i. GoT Visits

Governors were pleased to note that Victoria Chilcott had carried out a GoT, which was very positive; the visit report form would be distributed in due course.

Action: The visit report form to be distributed.

VC

ii. Feedback from Governors' attendance at School Council meetings: Victoria Chilcott

There was nothing significant to note at this time.

iii. Annual Health, Safety & Wellbeing / Premises Report: Ed Collins

Action: Ed Collins to liaise with the SBM to finalise the Annual Report and then distribute to Governors.

EC

e. Feedback from training undertaken and any training recommendations

Governors were pleased to note that Martyn Wood had undertaken children in care (CiC) training. The Headteacher advised that there were currently no CiC although there were 9 pupils who were in special guardianship. Governors asked if the school tracked these pupils as a sub-group; the Headteacher advised that their progress was tracked but the information was not currently extracted into a sub-group. Governors agreed that it would be useful to create a sub-group for these children so that their progress could easily be evidenced in the data information presented.

Action: The Headteacher to create a sub-group of pupils in special guardianship for data monitoring purposes.

f. Correspondence

Governors considered a leave of absence request in line with the school's policy and agreed that the 1-day unpaid request should be approved; the Headteacher to organise cover if appropriate. There was no other correspondence to consider.

g. AOB

Governors considered and agreed a request to enter into a collaboration agreement with Sea Mills Primary School for the purposes of 'sharing Governors' eg for Governing Body panel meetings etc. The collaboration agreement currently in place with Avonmouth Primary School would be used as the draft agreement with Sea Mills Primary School and would be brought back to the next meeting for formal approval. There was no other business to consider.

Action: The collaboration agreement with Sea Mills Primary School to be brought back to the next meeting for approval.

EJ

The Headteacher advised that one child who was not currently attending the school would be taken off roll next week.

Governors thanked Faye Ward for her hard work and support.

h. Date of next meeting

Thursday 2 February 2017 at 4.45pm.

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

SIGNED: **DATE:** 2 February 2017

2016/2017 Meeting Dates

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