

# 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 2** **Held at the school on Thursday 10 December 2015 at 4.45pm**

### **MINUTES**

<b>PRESENT:</b>	Rebecca Golder (Chair) Warren Pickles (Vice Chair) Louisa Munton (Headteacher)	Ed Collins Steven Leonard Jo Carobene
<b>The meeting was noted to be quorate</b>	Faye Ward Sarah Everett-Cox Nicola Johnson Michele Daniels	Melina Burrowes (Assistant Headteacher) Edward Powe (Assistant Headteacher) Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p><b>Information Gathering</b></p> <p><b>a. Presentation on Innovation</b></p> <p>Jo Carobene presented feedback from the Innovation Team via the Whiteboard including the 7 areas of development for this year: Mathematics, British Values, Computing &amp; E-Safety, International Primary Curriculum (IPC), English &amp; Grammar, Physical Education (PE) and the London Project.</p> <p>Governors carried out an activity exercise in recording methods of work for Mathematics and noted that the activity supported problem solving for low-level up to high-level attainers by expanding the activity to match the skills necessary to solve the problem. This method supported inclusion as well as differentiation. Governors were informed that teachers were reviewing the way in which they asked questions and pupils recorded the information to support developing problem solving skills and model strategies. Examples of how the activity could be used to support decimal learning was displayed on the Whiteboard; the methods supported pupils' ability to use their skills in different ways depending on the way the questions were asked or how they were expected to record their answers.</p> <p>Governors also noted that Mathematics was being taught in the wider curriculum eg through learning in the natural environment (LINE) and through Community Time etc.</p> <p>Governors were also pleased to note that the Team was exploring opportunities to include more Science experiments within the curriculum to support those skills and that the Target Tracker system would support teachers identifying areas of development.</p> <p>Governors asked if the school would be exploring new opportunities to engage parents/carers in their child's learning; the Headteacher confirmed that they were; the Senior Leadership Team (SLT) had already discussed suggestions.</p> <p>Governors thanked Jo Carobene for her informative report particularly in light of the short-notice.</p> <p><b>b. School Development Plan (SDP) review</b></p> <p>The self-evaluation document (SEF) had previously been distributed; Governors discussed the contents and asked if the SEF matched the new Ofsted framework; the Headteacher confirmed that it did. Governors noted that the SDP did not match the new Ofsted framework as it had been written before the changes came into effect, however, the outcomes were being measured in line with the new framework.</p> <p>Governors asked who was involved in the review; the Headteacher confirmed that it was written by the SLT and then sent to the Phase Teams for review and comment. Governors also asked if there was a shared understanding amongst staff that the SEF was reviewed in this way; the Headteacher confirmed that there was.</p> <p>Governors discussed their contribution to the SEF review and agreed that it would be useful to include a brainstorming session at the next meeting to identify how they could validate the information presented; this would also continue during the Governors' Development Day in Term 4.</p>	EJ RG

<p>2</p>	<p><b>Routine Governance</b></p> <p><b>a. Welcome &amp; apologies for absence</b></p> <p>The Chair welcomed everyone to the meeting.</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><b>c. Governing Body membership</b></p> <p>Governors considered 3 applications received from parents/carers paying particular attention to the skills that they would bring to the Governing Body. Governors were disappointed to note that despite a number of adverts in the wider community, there had not been any applications from community representatives. Governors agreed that the applications were very passionate in terms of their desire to improve education and there was a range of useful skills presented.</p> <p>Following discussion it was agreed that the candidates should be invited to a meeting with the Chair, Vice Chair and Ed Collins to discuss in more detail the role of the Governing Body and individual Governors, and what Governors would like them to bring to the Governing Body in terms of their skills and commitment. It was also agreed that they should be asked to read the Governors' Code of Conduct Policy and sign a form to confirm that they had read the Code and that they understood that failure to comply with the Code could result in them being removed from the Governing Body.</p> <p>Governors agreed to appoint each of the 3 candidates subject to formal approval being delegated to the Chair, Vice Chair and Ed Collins. If successful, the candidates' term of office would commence from today's date.</p> <p><b>d. Approval of Minutes of last FGBM held on 8 October 2015</b></p> <p>The Minutes were agreed and signed as a correct record.</p> <p><b>e. 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: response from Governing Body</b></p> <p>Governors noted that the Finance &amp; Resources Committee had discussed the staff survey outcomes; the Chair and Faye Ward would be preparing a draft response from the Governing Body, which would be brought back to Governors in due course.</p>	<p>RG, WP &amp; EC</p> <p>RG &amp; FW</p>
<p>3</p>	<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.</p> <p><b>b. Headteacher's Report</b></p> <p>The report had previously been distributed; Governors discussed the contents and were pleased to note that there was 98% attendance at the Parents Evening, which was fantastic.</p> <p>The Headteacher provided an update on staff changes since the last meeting; Governors were pleased to note that staff deployment would support developing pupils' speech and language skills. Governors were informed that the School Business Manager (SBM) had tendered her resignation due to personal reasons; an advert had therefore, been placed and interviews were expected to take place on Thursday 7 and Friday 8 January 2016. Rebecca Golder, Ed Collins, Steven Leonard, Sarah-Everett Cox and Faye Ward offered to support the recruitment process with the Headteacher and Office Manager including finalising the format of the interview process.</p> <p>Governors asked if the 'hashtags' on Target Tracker had been refined to support data analysis; the Headteacher confirmed that they had although further refinements might be necessary as the system was embedded.</p> <p>Governors asked if there was cause for concern regarding the pupil progress data; the Headteacher advised that this was mainly in relation to the school aligning the objectives with the new National Curriculum (NC) and focussing on developing pupils' mastery skills rather than specifically pushing pupils to the next level. Governors acknowledged that the new NC was focussed on pupils' breadth and depth of understanding and therefore, it was expected that the school's system would support developing pupils' mastery skills, although the outcomes might not be as high by the end of the academic year.</p>	

<p>National guidance had not yet been published to confirm how pupil outcomes would be measured at the end of Key Stage 1 (KS1) and KS2. The Headteacher advised that the difference in end of year expectations was now significantly different and some of the mastery skills would not be evidenced until later in the year.</p> <p>Governors also asked if there had been an impact due to the summer holidays and the change in curriculum; the Headteacher advised that there were some pupils who dipped during the summer due to a lack of learning experiences; however, the main impact was on the changes in assessment; it was very challenging to compare progress against progress under the old system with Levels. The school was working hard to ensure that the systems in place were effective at identifying levels of progress and skills that had not yet been demonstrated. The Headteacher also advised that assessment was being carried out internally to support teachers' understanding of the new system and developing their ability to measure progress effectively; data was also moderated across the partnership to support ensuring that assessments were accurate.</p> <p><b>c. Chairs of Committee Reports</b></p> <p>The draft Committee Minutes had previously been distributed; Governors noted the contents.</p> <p><b>d. Named/Link Governor reports and Governor of the Term (GoT) visits</b></p> <p>Sarah-Everett Cox fed back from her GoT visit, which was very positive; a completed visit form would be distributed in due course. Governors were pleased to note that Steven Leonard would be carrying out a GoT in Term 3 for the Science week. Governors agreed that the next GoT visit should focus on Mathematics.</p> <p>Ed Collins fed back from his visit in relation to the Loops of Learning Showcase, which was extremely positive and well received by pupils and parents/carers. Edward Powe was asked to provide details of future Showcase events to support Governors attendance.</p> <p>The Chair also provided positive feedback from her attendance at the Singing Assembly and asked that congratulations be passed to staff and especially to the pupils.</p> <p>Governors were very pleased to note that parental attendance at the Family Challenge and other school events continued to remain high, which was very positive.</p> <p>The Governing Body discussed the outcomes of the Governor questions in the Parents' Questionnaire and were disappointed to note that it continued to be lower than the other questions despite continued and increased Governor involvement in school events, including attendance at Parents' Evenings and new parent introduction meetings. It was agreed that the Chair should contact the other partnership schools to identify if they also had an issue with parents/carers responding to questions that they did not know who Governors were or what the Governing Body did, or in fact, if they asked those type of questions in their Parents' Questionnaire. Governors also agreed that it would be useful for Governors to be more visible during Family Challenge events and also to include an introductory note in the Term 1 newsletter and a follow-up note following their Development Day in Term 4.</p> <p><b>e. Feedback from training undertaken including e-safety/online safety</b></p> <p>Warren Pickles provided feedback from the cyber security training that he undertook as part of his work. Governors were also pleased to note that Sarah Everett-Cox had undertaken roles and responsibilities training and Faye Ward had attended finance training.</p> <p><b>f. Correspondence</b></p> <p>There was no correspondence to consider</p> <p><b>g. AOB</b></p> <p>The updated Special Educational Needs (SEN) &amp; Inclusions Policy was distributed; the policy would be considered at the next Teaching &amp; Learning Committee meeting.</p> <p>There was no other business to consider.</p> <p><b>h. Date of next meeting</b></p> <p>Thursday 28 January, 4.45-7.30pm.</p>	<p>SEC</p> <p>EP</p> <p>LM</p> <p>RG</p> <p>RG</p>
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**Minutes agreed by the Governing Body and signed by the Chair of Governors:**

**SIGNED:** ..... **DATE:** 28 January 2016

**2015/2016 Meeting Dates**

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)