Shirehampton Primary School Governing Body

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

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Shirehampton Primary School
Learn, Aspire, Achieve

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 11 December 2014 at 4.45pm

MINUTES

PRESENT:

The meeting was noted to be quorate

Rebecca Golder (Chair)
Warren Pickles (Vice Chair)
Louisa Munton (Headteacher)
Gil Osman
Les Caunce
Matthew Gould
Ed Collins
Nicola Johnson
Jo Carobene
Melina Burrowes (Associate Member)
Edward Powe (Associate Member)
Simon Penrose (Item 1 only)
Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	**Information Gathering** **a. Presentation on Pupil Engagement** Simon Penrose, Learning Mentor, provided an overview of the strategies in place to support pupil engagement through the Pupil Engagement Team. Governors asked how progress is measured; Simon advised that in broad terms, this was through academic progress, an analysis of behavioural incidents and progress against Thrive measures. Governors also asked if pupils self-refer if they need pastoral support, or was it only through teachers' referrals; Simon advised that there have been pupils who have self-referred, however, this was rare as most referrals were made through teachers. Simon provided a brief overview of the referral form; the Headteacher also advised that the Thrive assessments support identifying needs that could be met through the Pastoral Support Team. Simon provided an update on the new Bristol Ideal Initiative, which had been introduced by the Local Authority (LA); the school was now working towards achieving accreditation. Simon also provided an overview of areas to further develop, which included reviewing the Physical, Social & Health Education (PSHE) curriculum and the Relationships & Sex Education curriculum and resources to ensure provision is effectively delivered. The school had already developed links with the muslim community and would be providing appropriate celebratory provision for muslim children whose parents/carers want it; the school was also working with Barnardos to support children with family members in prison. Governors were reminded of the ways in which the Pupil Premium funding was being used to support raising aspirations and attainment, which included trips and events to develop relationships with hard to reach families. Mel Burrowes provided evidence of the positive impact that the funding had on one child, which was also reflected with many of the other Pupil Premium pupils. Governors thanked Simon for his informative presentation and for 'bringing his role alive' through the enthusiasm that was evident during Simon's presentation. [Simon Penrose left the meeting.]	
2	**Routine Governance** **a. Welcome & apologies for absence** The Chair welcomed everyone to the meeting. Apologies were received and accepted from Geoff Waters and Michele Daniels. **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 Governors noted the briefing paper that had previously been distributed; and agreed the recommendation to move Rebecca Golder from a Parent Governor to the LA Governor vacancy. Governors were pleased to note that two eligible nominations had been received for the Parent Governor vacancy, and that by moving Rebecca to the LA Governor place, both nominees could be elected when the reconstitution comes into effect on the 6 January 2015. **d. Review Governing Body's Scheme of Delegation** Matthew Gould and Les Caunce confirmed that they had reviewed the Scheme and did not have any concerns or issues; the Scheme of Delegation was therefore, agreed. **e. Approval of Minutes of last FGBM held on 16 October 2014** The Minutes were agreed and signed as a correct record. **f. Carried forward matters & matters arising including:** **i. Collaboration Agreement** Governors were pleased to note that Avonmouth Primary School was supportive of entering into an agreeement subject to clarification of a few points; namely the review period (the Clerk confirmed that the agreement should be reviewed annually in Term 1 by both Governing Bodies, although either school could terminate the agreement at any time once agreed by their Governing Body); inclusion of Governors' responsibilities regarding confidentiality, which would include any undertaking carried out with the respective school; and confirmation of a contact point (agreed to be the Clerks). It was also agreed that once the above amendments had been made, Les Caunce would review the document to ensure it was sufficiently clear to support understanding of its intention. **g. Charging arrangements with Kingsweston School re costs for satellite site at Shirehampton Primary School** Governors noted the recommendations regarding proposed amendments to the Service Level Agreement (SLA) for the above arrangements and supported their inclusion in the SLA to be submitted to Kingsweston School for approval by their Governing Body. The SLA would then be signed by both schools; it was suggested that the contact point for the SLA should be the School Busines Managers and that this needed to be included in the Agreement.	
3	**Information Sharing** **a. Chair's Report** There was nothing significant to report at this time. **b. Headteacher's Report** The report, Early Years/Foundation Stage (EYFS) School Improvement Partner's (SIP) Core Visit Report and school's SIP Core Visit Report had previously been distributed; the Headteacher provided an overview of the contents. Governors asked if additional visits were expected regarding EYFS in light of the Ofsted outcomes; the Headteacher advised that the school would continue collaborative working with the EYFS teams, but as the LA was confident that the school had effective support in place, it would not be necessary for them to carry out further monitoring visits specifically linked to the Ofsted inspection. However, Governors noted that a full Ofsted inspection was expected within the first year, and therefore, an inspection was likely to take place before the end of this academic year. Governors were pleased to note that a teacher had been appointed to cover planning, preparation and assessment (PPA) time. The Headteacher provided a summary of the staff changes that would be implemented to support maternity cover. Governors discussed the Headteacher's recommendation contained within her report regarding awarding vouchers to 2 members of staff who had an outstanding appraisal review but were at the top of their pay scale and thus were ineligible for performance-related pay progression. Governors fully supported the recommendation subject to the Headteacher confirming with Judicium, the school's HR consultants, that this was allowable under the current School Teachers' Pay & Conditions document. **c. Chairs of Committee Reports** The draft Committee Minutes had previously been distributed; the Chairs of Committees advised that there was nothing further to report at this time.	

	d. Named/Link Governor reports and Governor of the Term visits Governors were pleased to note that Ed Collins had carried out a Governor of the Term visit, which was very positive particularly the way that challenging behaviour was dealt with; the completed visit report form would be distributed in due course. Ed thanked staff for making the visit so engaging. Les Caunce and Matthew Gould agreed to take part in a Governor of the Term visit in Term 3. **e. Feedback from training undertaken and any training recommendations** Governors were pleased to note that Matthew Gould had attended a safeguarding training session. Governors were also pleased to note that Matthew would be meeting with the Headteacher next Term to undertake the Annual Safeguarding Audit Report, which would be shared with Governors and submitted to the LA in due course. Les Caunce fed back from the finance training he attended, which was informative and supported good networking opportunities. However, it was noted that some of the LA training sessions were not particularly effective, either because of the content or insufficient time to cover all the areas needed. Les Caunce advised that the questions he had that arose from the training wold be taken forward with the Finance & Resources Committee. **f. Correspondence** Governors noted the newly published guidance on Effective Pupil Premium Reviews and Promoting Fundamental British Values as Part of SMSC in Schools. **g. AOB** There was no other business to consider. **h. Date of next meeting** Thursday 12 February 2015 at 4.45pm.	

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

SIGNED: ……..…… DATE: 12 February 2015

2014/2015 Meeting Dates

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)

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