

Shirehampton Primary School Governing Body



Headteacher: Miss L Munton
Deputy Headteacher: Mr S Futcher

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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 19 December 2013 at 4.45pm**

MINUTES

PRESENT:	Rebecca Golder (Chair) Louisa Munton (Headteacher) Joan Cox Warren Pickles Gil Osman Nicola Johnson	Geoff Waters Jo Carobene Simon Futcher (Associate Member) Edward Powe (Associate Member) Melina Burrowes (Associate Member) 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 on innovation and teaching and learning development: English, Mathematics and ICT</p> <p>Edward Powe informed Governors that the Innovation Team has been developed and expanded this year. Following an example of how books are used to stimulate thought and discussion, Governors were informed that pupils are continually encouraged to develop their reading and storytelling skills. The Team has identified 7 key areas of the curriculum which will be a focus for improvement over the course of the academic year including using the principles of teaching English in other subjects; 4 of the areas are specifically linked to English and Literature eg ensuring the libraries are maintained to include high quality books, and where possible, books linked to topics. Teachers are seeing more enjoyment in books with pupils exploring different types of books with different authors, and also an improvement in engagement at home. Children are now better able to recognise the Power of Reading.</p> <p>As a result of children's engagement with Reading, Writing has also improved including children's use of vocabulary and phrases; good words are also written down in vocabulary books so that they can use them again. The school is using other incentive strategies to engage pupils including rewarding children with Kindles.</p> <p>Books are specifically chosen to support the novel approach and extended Writing learning; staff are also receiving support where appropriate in using the novel approach and extended Writing projects.</p> <p>[Nicola Johnson entered the meeting.]</p> <p>Classes are linked to other classes each Term to enable sharing of books with peer reading through cross-age sharing. Sustained Writing has been an issue in the past and therefore, opportunities to support this area have been introduced and regularly take place. Celebration of children's Writing is also taking place including 'Writing of the Week' awards. Topic work also has to have written outcomes with extended Writing linked to that work. The Raising Standards Team has reviewed extended Writing and introduced strategies to support vulnerable groups including boys and children with English as an additional language (EAL).</p> <p>There has been an increased pleasure and engagement in Reading; Reading volunteers also come into school to support children as the children enjoy reading to someone different.</p> <p>RE days use extended Writing opportunities and appropriate books are used to support familiarity and developing cultural awareness and understanding. The school is now ensuring much more freedom of thought and expression and how other religions link to their lives which is proving to be very beneficial for social, cultural and personal development; the level of discussion and respectful debate is increasing which supports children's tolerance and acceptance of different cultures and religions.</p>	

	<p>The classic Bridges of Konigsbert problem was distributed; Governors were asked to identify if a solution existed which was the same exercise carried out by Year 6 pupils in Term 1. The Success Through Innovation 2013-2014 Report was distributed which outlined the feedback previously discussed. Governors asked if differences are discussed and issues regarding stereotypical perceptions addressed; the Headteacher confirmed that this is discussed through curriculum topic work, RE days, World Poetry Week, celebration of diversity, visits to religious buildings of worship, and the PSHE curriculum.</p> <p>Governors thanked Edward Powe, Melissa Burrowes and Jo Carobene for their informative presentation.</p> <p>[Edward Powe left the meeting.]</p>	
<p>2</p>	<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 Michele Daniels. Nicola Johnson had previously advised that she would be late.</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. Approval of Minutes of last FGBM held on 17 October 2013</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>d. Carried forward & matters arising:</p> <p>i. Governing Body membership</p> <p>Governors discussed the current vacancy and in particular the gap in health and safety/premises skills on the Governing Body and agreed that Governors need to be proactive in encouraging nominations from prospective Governors. The Chair will draft a 'job advert' for the role which can be submitted to the eTeach website and also advertised in the school newsletter and other local community newsletters as appropriate.</p> <p>ii. Governors' monitoring visit form</p> <p>Governors discussed the format of the visit form and agreed that it was useful for recording visit feedback; it was also positively welcomed by staff. Following discussion, it was agreed that it would be useful to include with the form details about the visit itinerary so that it gives the report context, and guidance regarding the key areas to report back on eg I saw etc. It was also suggested that a summary of the visit from the visiting Governor should be included in the school's newsletter so that it helps to raise awareness of the role of the Governing Body. Governors were therefore asked to copy the Headteacher in when emailing Edward Powe the letter of thanks to teachers.</p> <p>e. Policy Adoption/Review:</p> <p>i. Finance Policy</p> <p>Following discussion regarding the delegated levels of spending and the roles and responsibilities within the policy; Governors considered and agreed the Finance Policy which had been recommended for approval by the Finance & Resources Committee. However, Governors noted that the policy is likely to be updated in due course following the recent financial audit and appointment of the School Business Manager to further clarify roles and responsibilities.</p> <p>Governors were pleased to note that Edward Powe and Melina Burroghs had agreed to be Associate Members; therefore Governors considered and agreed to appoint them as Associate Members linked to the Teaching & Learning Committee for a term of office of 4 years.</p>	<p>RG GO</p> <p>All SF MD All</p>
<p>3</p>	<p>Information Sharing</p> <p>a. Chair's Report</p> <p>There was nothing significant to report at this time.</p> <p>b. Headteacher's Report</p> <p>The report had previously been distributed; Governors discussed the contents and noted that feedback from parents/carers on how to raise the profile of Governors included putting things outside the building in the playground area etc re Governors for those parents/carers who do not come into school. The notice board will also be moved closer to the window displays of class lists etc which will create a 'corner' of information.</p>	

Governors asked what the school is doing to improve the progress of Early Years/Foundation Stage (EY/FS) pupils; the Headteacher advised that progress is not as good as expected due to the low levels the children joined the school at; and whilst the achievement expectations have increased and the new curriculum has taken a while to be embedded, the school is implementing strategies to support accelerated progress including ensuring that staff have performance management objectives linked to closing the gap so that by the end of Year 2 the gap is reduced to support their learning as they move into Key Stage 2 (KS2). Other strategies include using Read Write Inc as a higher intervention.

Governors reiterated previous congratulations to staff regarding the high level of attendance of parents/carers at the recent parents meetings which evidences staff's understanding of the benefits of good relationships with parents/carers and the hard work they put in to engage parents/carers in their child's learning. Parent Governor feedback was also very complementary regarding the work of the Pastoral Team and the use of parenting classes to support parents/carers relationships with their own children and families.

It was agreed that it would be useful for Governors, and in particular the Teaching & Learning Committee members, to have a better understanding of how the percentages are calculated regarding the number of children expected to achieve Level 4+ and Level 5 at the end of 2013/2014.

c. Chairs of Committee Reports

The draft Committee Minutes had previously been distributed; the Chairs highlighted key areas of discussion at the meetings.

d. Named/Link Governor reports and Governor of the Month Visits

Joan Cox reported back from her visit; the completed form had previously been distributed. Governors noted that Edward Powe will be taking on responsibility for Governor of the Month visits from January although Governors agreed that it would be more useful to have Governor of the 'Term' visits. Geoff Waters is hoping to carry out a visit in Term 3 and Rebecca Golder will visit in Term 4.

Governors also noted that the Named Governor for Child Protection (CP), Children in Care (CiC) & Young Carers (YC) will be meeting with the Headteacher in Term 3 to complete the Annual Safeguarding Audit Report which needs to be submitted to the Local Authority (LA) by February. Once submitted, the LA will produce a PDF version which will be forwarded to schools and circulated to Governors.

Warren Pickles, Interim Named Governor for Health, Safety & Well-Being / Premises, reported that he had attended a site inspection with the Caretaker to evaluate the effectiveness of the school's health and safety systems. Governors noted that there were no significant concerns raised; minor areas for improvement were identified and will be taken forward by the school.

Gil Osman visited the school in his new role of Link Governor for Parental Engagement and met with parents/carers which was very positive including receiving positive feedback regarding the newsletter translation into Polish. Gil reported that the visits would benefit from taking place more regularly, weekly if possible and kindly agreed to increase the number of times he visits. Gil also hopes to attend a Parents Council meeting.

Nicola Johnson attended part of the INSET day which was very informative and a useful experience.

e. Feedback from training undertaken

There was nothing to report; Governors noted that Warren Pickles will support Rebecca Golder identifying useful training sessions as he has attended several over the last couple of years.

f. AOB

The Headteacher thanked the Deputy Headteacher for his support, hard work and contribution to the school; Governors also thanked and congratulated the Deputy Headteacher on his new role as Headteacher. There was no other business to consider.

g. Date of next meeting

Thursday 13 February 2014 at 4.45pm

LM

WP

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

SIGNED: **DATE:** 13 February 2014