

# Shirehampton Primary School Governing Body

Shirehampton Primary School



Learn, Aspire, Achieve

**Headteacher:** Miss L Munton  
**Deputy Headteacher:** Ms M Burrowes

St Mary's Walk, Shirehampton, Bristol, BS11 9RR Tel: 0117 9031447 Fax: 0117 9031448

Email: shirehamptonp@bristol-schools.uk Governors Email: sps.governors@googlemail.com www.shirehamptonprimary.org

*Please forward any matters relating to the Minutes below to: THE CLERK TO THE GOVERNORS - ELIZABETH JAHN*

## **FULL GOVERNING BODY MEETING – TERM 3**

**Held at the school on Thursday 2 February 2017 at 4.45pm**

### **MINUTES**

**PRESENT:** Rebecca Golder (Chair) Martyn Wood  
 Ed Collins (Vice Chair) Melina Burrowes (Deputy Headteacher)  
*The meeting was* Louisa Munton (Headteacher) Emma Corrigan (School Business Manager)  
*noted to be quorate* Jo Carobene Richard McNerney (Item 1 only)  
 Michele Daniels Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p><b>Information Gathering</b></p> <p><b>a. Presentation on Innovation</b></p> <p>Richard McNerney and Jo Carobene presented feedback from the Innovation Team via the Whiteboard including the successes over the last year and the areas for further development. Evidence of the strategies used to support developing and embedding innovation across the curriculum were provided including floor books and videos. Governors asked if the timetable supported the delivery of innovative practice and pupil progress; Richard and Jo confirmed that it did. Governors were particularly pleased that the school had been proactive at promoting positive role models including gender-based eg women within a mathematical profession etc.</p> <p>[Richard McNerney left the meeting.]</p> <p><b>b. School Development Plan (SDP) and Self-Evaluation Form (SEF) review including 2016-2017 Pupil Premium Funding Allocations</b></p> <p>The Writing SDP review, SEF, and details of the Pupil Premium funding allocations had previously been distributed; an updated SDP review was also distributed. The Headteacher provided context to the information contained therein and explained the evidence trail that was used to validate the judgements. Governors asked if the school consulted a cross-section of pupils in terms of ability when seeking pupil voice; the Deputy Headteacher confirmed that it did including seeking feedback from pupils with special educational needs (SEN). Governors were pleased to note that the strategies to support Writing, particularly, for grammar, was impacting positively on progress and pupils were able to respond to questions about grammar in terms of expectations, where they were in their learning and what they needed to do to improve.</p> <p>Governors discussed the SEF and agreed that the Governing Body would be able to contribute to the SEF through the Governors' Development Day.</p> <p><b>c. Governing Body Development Plan (GBDP) review</b></p> <p>The draft Governor training and Governor of the Term Schedule had previously been distributed; Governors discussed the format and agreed that the document was useful at recording training as well as identifying further training opportunities. Sarah Everett-Cox would take forward populating the spreadsheet with training undertaken and Governor of the Term (GoT) dates.</p> <p><b>Action: Governors to ensure that they forward training undertaken information to Sarah Everett-Cox to update the spreadsheet.</b></p> <p>Governors also discussed the focus of the Governors' Development Day in Term 4 and agreed that the foci should be on how the Governing Body was able to validate the judgements within the SEF and to consider any gaps in understanding of the school's strengths and weaknesses etc.</p> <p>The Chair advised that she had contacted Ian Caskie, Governance Consultant, to explore the possibility of supporting the Governing Body developing next year's GBDP.</p>	All

	<p>Governors considered and agreed that it would be beneficial to carry out a governance review led by Ian Caskie, once the new Governors were in place, eg approximately Term 5/6. The training was cost-effective and Ian would also support the Governing Body drawing up a GBDP.</p> <p><b>Action: The Chair to organise the governance review with Ian Caskie.</b></p>	RG
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. Apologies were received and accepted from Sarah Everett-Cox, Nicola Johnson and Victoria Chilcott.</p> <p>Governors were disappointed to note that Steven Leonard had tendered his resignation.</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 were pleased to note that the Chair had met with potential Governors, it was hoped they would join the Governing Body.</p> <p><b>Action: An update to be brought to the next meeting.</b></p> <p><b>d. Policy Adoption/Review</b></p> <p><b>i. Ratification of approval of policies from the Teaching &amp; Learning Committee meeting</b></p> <p>Governors considered and agreed the policies that had been reviewed and recommended for approval by the Committee. Details of the amendments made had previously been distributed.</p> <p><b>d. Approval of Minutes of last FGBM held on 8 December 2016</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>f. Approval of collaboration agreement with Sea Mills Primary School</b></p> <p>Governors considered and agreed the collaboration agreement, which had also been approved by Sea Mills Primary School at their full Governing Body (FGB) meeting yesterday.</p>	RG
3	<p><b>Information Sharing</b></p> <p><b>a. Chair's Report</b></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><b>b. Headteacher's Report</b></p> <p>The report had previously been distributed; Governors discussed the contents and asked if there was any cause for concern with the pupil survey outcomes in relation to coming to school and whether the work was interesting (in one specific class); the Headteacher advised that the initial analysis found that it was more likely to be a misunderstanding with the wording of the questions, however, this was being explored to identify if there were any areas for improvement to address those responses.</p> <p>The Headteacher provided a summary of staff changes to support one member of staff's maternity leave cover.</p> <p>The Headteacher also advised that a Year 2 child had been admitted to Year 1 due to the nature of the child's needs; the school was engaging with the parents/carers and the alternative providers where the child was currently being educated to ensure that the transition was as smooth as possible. Governors asked if there was concern that the child's previous behaviour might be replicated here; the Headteacher confirmed that it was likely, due to the child's needs, that there might be behavioural issues initially, but it was hoped that the school's positive approach to behaviour and the ethos of the school would support this being addressed, however, the Governing Body would naturally want to monitor the situation to ensure that any behavioural issues did not impact negatively on other children at the school.</p> <p>[Jo Carobene, Michele Daniels, Melina Burrowes and Emma Corrigan left the meeting.]</p>	

The Headteacher provided a brief update on a confidential staffing situation; Governors asked if the school was being supported by HR advice; the Headteacher confirmed that it was. Updates would be provided as appropriate but it was hoped that this would be resolved as quickly as possible.

[Jo Carobene, Michele Daniels, Melina Burrowes and Emma Corrigan entered the meeting.]

**c. Chairs of Committee Reports**

The draft Committee Minutes had previously been distributed; there were no further comments or questions raised.

Governors were pleased to note that the Headteacher and Named Governor for Child Protection, Children in Care & Young Carers had completed the Bristol Children’s Safeguarding Board’s annual safeguarding audit questionnaire; a copy would be provided to Governors once the PDF version was received. Governors were pleased to hear the positive feedback from the Named Governor on the school’s rigorous and robust approach to safeguarding, which was a real strength of the school.

**Action: The Annual Safeguarding Audit Report to be distributed once received.**

LM

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

**i. GoT Visits**

Governors were pleased to note that Ed Collins had visited the school earlier in the day; the visit was very positive.

**Action: Victoria Chilcott and Ed Collins to forward their completed GoT visit report forms to the Headteacher.**

VC & EdC

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

There was nothing to report 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.**

EdC

**e. Feedback from training undertaken and any training recommendations**

Governors were concerned to note the issues that had arisen at the recent roles and responsibilities training that Martyn Wood had attended, and suggested that it would be useful to feed back to the Governor Development Service (GDS).

Governors discussed opportunities for pupils to visit places such as prisons, police stations, children’s detention centres etc and fully supported the school organising such visits.

**f. Correspondence**

There was no other correspondence to consider.

**g. AOB**

Governors were pleased to note that the new Reception teacher had settled in well and was demonstrating excellent practice.

It was agreed that in future, apologies should be forwarded as soon as possible to the Chair (for full Governing Body meetings) and to the Chairs of Committees (for Committee meetings). This would support the Chairs determining if the relevant meeting was viable and if not, considering whether it should be postponed or continue as planned.

There was no other business to consider.

**h. Date of next meeting**

Thursday 15 March 2017 at 1.45pm.

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

**SIGNED:** ..... **DATE:** 15 March 2017

**2016/2017 Meeting Dates**

**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