

# 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 3** **Held at the school on Thursday 12 February 2015 at 4.45pm**

### **MINUTES**

<b>PRESENT:</b>	Rebecca Golder (Chair) Warren Pickles (Vice Chair) Louisa Munton (Headteacher) Ed Counce Matthew Gould Ed Collins Michele Daniels Geoff Waters	Faye Ward Steven Leonard Nicola Johnson Jo Carobene Melina Burrowes (Associate Member) Edward Powe (Associate Member) Elizabeth Jahn (Clerk)
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*The meeting was noted to be quorate*

ITEM	MINUTE	ACTION
1	<p><b>Information Gathering</b></p> <p><b>a. Presentation on Parental Involvement</b></p> <p>This item was deferred.</p> <p><b>b. School Development Plan (SDP) Review</b></p> <p>Governors discussed the SDP review that had previously been distributed, in particular, how to engage with the Parent Council, and agreed that it would be useful for Governors to be engaged with the Council through initially chairing and leading the meetings with a view for parents/carers to develop confidence to lead the meetings themselves. It was also agreed that it would be useful to organise meetings aligned to the Governing Body's monitoring and evaluation cycle, eg through topics for discussion/feedback. It was felt important that parents/carers could see the purpose of the Parent Council and how parental input was used to support Governing Body strategic decisions.</p> <p>Following discussion, it was agreed that Nicola Johnson would liaise with Amy Evans who had previously been working with the Parent Council to discuss ways of working and how best to take forward engaging with the group. Governors also agreed that a comment box should be located within the school that was easily accessible for parents/carers, possibly in the playground, for parents/carers to leave their views on the proposed topics for the Parent Council meetings.</p> <p>Governors also suggested considering using the website for seeking parental views, however, it was acknowledged that the focus needed to be on specific topics rather than a question and answer session. Governors recognised that the priority was to empower parents/carers in developing the school rather than specifically generating more opportunities for parents/carers to ask questions as these were already a number of opportunities for this to be done.</p> <p>Governors commented that it would be useful to include more measurable objectives in the criteria/ progress measures so that they were better able to monitor and fully evaluate progress against the SDP priorities. The Headteacher advised that some of the measureable objectives were included in the main SDP document rather than the update that had previously been distributed, and whilst some priorities had a measureable start and end point, it was difficult to measure progress in a definitive way in some cases mid-year as the information (evidence) would not be available until later in the academic year. Governors recognised that the document did however, include where the evidence to support the judgements could be located, and also that there was a certain onus on the Governing Body to explore the judgements contained within the document to confirm for themselves that the judgements were accurate, eg through school visits, reading Committee/full Governing Body meeting reports and Minutes, and through challenge provided to the Senior Leadership Team (SLT) during meetings/discussions. Governors suggested that visit report forms needed to be focused against this particular document and how Governors were able to evidence through their own monitoring and evaluation that the judgements contained within the document were an accurate reflection of the current position.</p>	NJ

<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, particularly Faye Ward and Steven Leonard, newly elected Parent Governors. Following introductions, Governors were sad to note that Gil Osman had resigned from the Governing Body due to personal commitments.</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. Approval of Minutes of last FGBM held on 11 December 2014</b></p> <p>The Minutes were agreed and signed as a correct record.</p> <p><b>d. Carried forward matters &amp; matters arising including:</b></p> <p><b>i. Collaboration Agreement</b></p> <p>Governors discussed at length the amended versions of the Agreement that had previously been distributed and agreed that the updated document tried to capture in more detail the expectations of both schools regarding collaboration working for the purposes set out in the Agreement. Governors discussed whether the document specifically needed to refer to the Panel acting in accordance with the principles laid down in Acts of Parliament and regulations, but generally agreed that it served to act as a reminder of Governors' responsibility and did not therefore, need to be removed.</p> <p>Governors therefore approved the Collaboration Agreement.</p> <p><b>e. Charging arrangements with Kingsweston School re costs for satellite site at Shirehampton Primary School</b></p> <p>Governors were pleased to note that a successful meeting had taken place with the Headteachers and Chairs of both schools with agreement reached regarding the Service Level Agreement (SLA). The updated SLA would be distributed in due course for Governors to consider and approve at the next meeting.</p> <p>Governors asked the Headteacher to provide details of how to log on to the school's wifi service to support them using their devices, such as iPads, during meetings to view Governing Body documents held in Google Drive.</p>	<p>LM</p> <p>LM</p>
<p>3</p>	<p><b>Information Sharing</b></p> <p><b>a. Chair's Report</b></p> <p>The report had previously been distributed; there was nothing further to report at this time.</p> <p><b>b. Headteacher's Report</b></p> <p>The report, Termly Age Related Expectations (ARE) Tracking - Whole School 2014-2015 and Assessment of Old National Curriculum (NC) &amp; Levels -v- the New NC &amp; Golden Codes had previously been distributed; the Headteacher provided an overview of the contents and in particular, the reasons why progress was below ARE in some cases, namely due to a move from the old assessment framework to the new Golden Codes approach.</p> <p>Governors asked for clarity regarding the new assessment framework and staff's understanding of assessing using Golden Codes; the Headteacher provided reassurance that staff do have an understanding of the new assessment framework but there had been a lack of understanding of the new grammar assessment framework; this had now been resolved through staff training and through online resources/tools etc.</p> <p>Governors acknowledged that it would be a challenge this year to transition to the new assessment framework due to Years 2 and 6 continuing this year to be assessed on the old NC and Levels.</p> <p>Governors asked if Year 6 pupils would be disadvantaged in terms of transition to the Key Stage 3 (KS3) curriculum; the Senior Leadership Team (SLT) advised that they would not as they were being assessed internally against both SATS and the Golden Codes and would therefore, be able to transition more easily to the KS3 curriculum.</p> <p>Governors asked what the issues were in Year 4 Writing where there had been a significant dip and did the change to Golden Codes contribute to the dip; the Headteacher advised that the data drop had only just taken place and therefore, Pupil Progress meetings would be used to investigate the lack of progress in more detail to identify why progress was not as expected.</p>	

<p>Governors noted that the School Improvement Partner (SIP) had discussed pupil progress at length with the SLT and had also observed lessons to make an informed judgement on the quality of teaching and learning; the SIP had not expressed a significant concern regarding the drop and was confident that the school had resolved the issues and was now in a good position to be able to effectively monitor progress against the new NC. The Chair advised that she had taken part in that meeting and reassured Governors that appropriate scrutiny had taken place by the SIP to validate and moderate the school's judgements.</p> <p>Governors noted that under the old system, progress had been made, however, the school was now having to assess against different measures and as such, assessment had already been identified as an SPD priority. However, it was also noted that this was a national issue as schools adjust to 'life without Levels' and until the government identified a common approach that schools should use for assessment, it would continue to be challenging.</p> <p>Governors commented that the Minutes should reflect that the update on pupil progress in the Headteacher's report was based on the data available at the time of writing the report, ie from Term 2. Governors noted that the comment therefore, that progress had been made was out of date and the update/progress data was replaced by the latest pupil progress data report and the comments discussed above.</p> <p><b>c. Chairs of Committee Reports</b></p> <p>The draft Committee Minutes had previously been distributed; the Chairs of Committees advised that there was nothing further to report at this time.</p> <p><b>d. Named/Link Governor reports and Governor of the Term visits</b></p> <p>Governors were pleased to note that Matthew Gould and Les Caunce had carried out Governor of the Term visits; the completed visit forms would be shared with Governors in due course. Matthew Gould provided a brief overview of his visit, which was very positive, particularly the way that pupils were appropriately challenged and engaged in their learning. Governors were pleased to note that the school fair at the end of the day had been well attended by parents/carers and was very enjoyable. Governors were also pleased to note that staff were very supportive of the visits and were volunteering to engage with Governors during visits particularly around aspects that they were working on. Matthew Gould advised that he would forward a useful proforma that supported identifying the focus of visits to the SDP priorities.</p> <p><b>e. Feedback from training undertaken and any training recommendations including TeachFirst Governor Impact Programme 2015</b></p> <p>Governors were pleased to note that the Chair attended the 'from good to outstanding' training session, which was very useful and would be used to inform the governance review at the full Governing Body's Development Day next Term. Governors also noted that the training recommended that the Governing Body had a Named Governor for Pupil Premium pupils; this would also be considered at next Term's meeting. Les Caunce advised that he had attended various training sessions since the last meeting. Governors discussed the workload of the Governing Body and agreed that it was challenging to ensure that they were effectively covering all aspects of their monitoring and evaluation role, although it was recognised that individual Governors were not expected to know everything as long as collectively, the Governing Body was fulfilling its statutory responsibilities and was effectively monitoring those aspects of the school.</p> <p>Matthew Gould provided an overview of the TeachFirst training programme. Governors noted that it would not be possible to fund the training for the whole of the Governing Body this financial year and therefore, this could be considered when the budget was set.</p> <p><b>f. Governors whole day visit: focus suggestions</b></p> <p>Due to time constraints, the Chair agreed to take this forward outside of the meeting.</p> <p><b>g. Correspondence</b></p> <p>Governors noted the updated Department for Education's Governors Handbook and the 'Promoting British Values Presentation From DRB Ignite Ltd 2014' document that had recently been published.</p> <p><b>h. AOB</b></p> <p>Matthew Gould advised that he would undertake completing a portfolio of Governors for the notice board in the playground. There was no other business to consider.</p> <p><b>i. Date of next meeting</b></p> <p>Thursday 19 March 2015 at 1.00pm.</p>	<p>LM</p> <p>MG</p> <p>EJ</p> <p>RG</p>
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**Minutes agreed by the Governing Body and signed by the Chair of Governors:**

**SIGNED:** ..... **DATE:** 19 March 2015

**2014/2015 Meeting Dates**

**Term 4**

Full Governing Body:	Thursday 19 March 2015	1.00-2.00pm (Whole Day Visit)
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**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