

# 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 13 February 2013 at 4.45pm**

### **MINUTES**

<b>PRESENT:</b>	Rebecca Golder (Chair) Louisa Munton (Headteacher) Joan Cox Warren Pickles Gil Osman Nicola Johnson Geoff Waters	Jo Carobene Amy Evans (Item 1 only) Simon Futchter (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><b>Information Gathering</b></p> <p><b>a. Presentation on Parental Involvement &amp; Engagement</b></p> <p>A Foundation Stage Update was distributed; Amy Evans went through the contents and informed Governors that girls are outperforming boys in every area and that communication and language skills (particularly speaking) are a concern. Mathematics in the Nursery is also an area for improvement; Numicon is currently being embedded into every day experiences which supports developing Mathematics skills.</p> <p>The school continues to try to develop relationships with parents/carers from an early stage and in particular, engaging parents/carers in their child's learning using learning logs, reading mornings etc.</p> <p>A key focus has been on Reading; the school has introduced new reading books, reading mornings, extra reading sessions daily and packs for home.</p> <p>It is hoped that the mid-year progress data will evidence the impact the strategies have had; an update will be provided at the Teaching &amp; Learning Committee meeting in Term 5.</p> <p>Governors congratulated the school on achieving the Bristol Standard for the third year in a row. Governors noted that having completed a cycle, the school will have to complete a full submission to be validated in January 2015. A copy of the letter from the Local Authority (LA) congratulating the school was included in the update and was very positive. Governors were pleased to note that the LA has again indicated that they will share the good practice at the school with other schools.</p> <p>An update on parental engagement was included in the paper; Governors asked how many children carried on into the school from Nursery; the Headteacher advised that a significant proportion of the children will join the school (approximately 70%).</p> <p>Governors were disappointed to note that the school does not receive additional funding to reflect the significant needs of the children when they join the school which means it is very challenging to ensure the children reach minimum age related expectations (MARE) by the end of the Foundation Stage; however, the effectiveness of good quality teaching ensures that children are making accelerated progress to narrow the gap. The school is also very effective at using the funding available to support early intervention which is crucial, eg through providing continuing professional development (CPD) that impacts on progress and development eg speech and language training etc.</p> <p>Governors recognised that nationally, girls are also outperforming boys, and asked if there were any national strategies to narrow this gap; Amy Evans advised that there is and where appropriate, the school implements those strategies.</p> <p>Governors thanked Amy for her informative presentation.</p> <p>[Amy Evans left the meeting.]</p>	

<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. Apologies were received and accepted from Michele Daniels.</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 19 December 2013</b></p> <p>The Minutes were agreed and signed as a correct record.</p> <p><b>d. Carried forward &amp; matters arising:</b></p> <p><b>i. Governing Body membership</b></p> <p>Governors were pleased to note that a potential new Co-opted Governor has been identified; an update will be provided at the next meeting.</p> <p><b>ii. Governors' monitoring visit form</b></p> <p>Governors noted the updated form that had been produced by the Deputy Headteacher; Geoff Waters who had recently completed the form following his visit advised that it was a useful tool to record feedback. Governors also noted that the title needs to be updated to 'Governor of the Term'.</p> <p><b>e. Policy Adoption/Review:</b></p> <p><b>i. Governors' Induction Policy</b></p> <p>Governors considered and agreed the Governors' Induction Policy subject to including reference to issuing new Governors with the Safeguarding &amp; Child Protection Policy and advising that the Clerk will email the new Governor with details of how to access Google Drive and where key information for new Governors can be found.</p>	<p>RG</p> <p>EJ</p> <p>EJ</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; the Chair advised that the notice board for parents/carers is in the process of being set up; suggestions for improvements were welcomed.</p> <p>Governors asked what 'core' meant in terms of the visit with the School Improvement Partner (SIP); the Headteacher explained that it refers to the 'core offer of 3-days per year support' from the LA although the school utilises this support with 6 half-day visits. Governors congratulated the Assistant Headteachers for the positive response received from the SIP during the visit (the Headteacher had been unable to attend). Governors were also pleased to note that the SIP recognised the rationale for the Governing Body's decision regarding the leadership structure at this stage of development and that there was now evidence to support that the decision was the right one for the school and the community it serves.</p> <p>Governors discussed the LA's Schools Organisational Strategy and noted that the demand for additional places is not in this part of Bristol and therefore an expansion to 3-form entry for the school was not necessary.</p> <p><b>b. Headteacher's Report</b></p> <p>The report had previously been distributed; the Headteacher went through the contents. The Headteacher then introduced and explained the background to the new apprenticeship arrangements (Level 2 in teaching and learning in primary schools) with Weston College which is an outstanding college. The Apprentice will be paid equivalent to BG3 which was supported by Governors. It was noted that the placement is on a fixed term contract for the period of the apprenticeship and the Apprentice will work in Year 1 and Year 2; the Apprentice will take up the place on the 24 February 2014. Governors asked if a fair and open process was followed to identify the Apprentice; the Headteacher advised that although the school was aware of the person who will take up the position and fully supported that person taking up the apprenticeship; Weston College was actually the organisation that put forward the candidate and the school agreed to take that person on. Governors discussed the process regarding appointing Apprentices and asked the Headteacher to double check with Judicium that the process was legally correct.</p>	<p>LM</p>

<p>Governors were also informed that there is an offer from Weston College that if the cluster schools in North 1 identify 12 volunteers (who volunteer for 8 hours) who would like to achieve a Learning Support Assistant (LSA) NVQ, the study session will be held locally rather than at Weston College.</p> <p>Governors discussed the recent LSA recruitment process followed and were pleased to note that a Governor had been involved and was part of the appointment panel.</p> <p>Governors also discussed pupil progress and asked if the school is confident that Year 2 expectations are still achievable; the Headteacher confirmed that they are. Governors also asked how the practice SATS went; Edward Powe advised that a lot of support has been provided to pupils for working in exam conditions to develop their resilience; the school will also use the gym this year which should be supportive rather than the lunch hall and lunch tables. Level 6 support sessions have also started; the school has also purchased practice papers for the new spelling, punctuation and grammar tests (SPaG).</p>	
<p><b>c. Chairs of Committee Reports</b></p> <p>The draft Committee Minutes had previously been distributed; the Chairs highlighted key areas of discussion at the meetings. The Headteacher advised that the communication expectations documents is currently being consulted on with staff and will be brought to the next Finance &amp; Resources Committee meeting. The Headteacher also advised that the formulation of the School Development Plan (SDP) is currently taking place; input from parents/carers, staff and pupils will be sought so that the draft plan can be brought to the Governing Body to consider and approve in due course.</p>	LM
<p><b>d. Named/Link Governor reports and Governor of the Month Visits</b></p> <p>Geoff Waters fed back from his recent visit which was extremely informative and positive and also supported Governor involvement with pupils, in particular, during a question and answer session regarding RE. The completed form will be distributed in due course. Geoff thanked Edward Powe for arranging the visit. Governors were particularly proud of a very poignant moment involving one child during the RE session opening up to classmates regarding his own personal situation which had not previously happened; this evidenced the quality of the emotional development pupils are experiencing and the ethos of the school which enables pupils to openly express their feelings, thoughts and emotions.</p>	LM
<p>Joan Cox advised that she has met with the Headteacher to complete the Annual Safeguarding Audit Report submission; a PDF version of the report will be produced by the LA in due course and shared with Governors.</p>	LM
<p>Gil Osman fed back from his engagement with parents/carers in the playground before the start of the school day which has been very positive; Gil will also be attending the Parents Evening and the next Parent Council meeting.</p>	
<p><b>e. Feedback from training undertaken</b></p> <p>Governors noted that Joan Cox attended Pupil Premium training. Governors also noted the recommended training sessions for individual and Named Governors from the Governor Development Service (GDS) which had previously been distributed; Governors were encouraged to undertake training.</p>	All
<p><b>f. Governors' whole day visit focus and draft itinerary</b></p> <p>Governors agreed that part of the visit should include an opportunity to begin discussions regarding the Governing Body's Development Plan (GBDP) and also to identify training already undertaken and commitment for future training so that gaps in Governors' skills can be identified and taken forward. Governors also agreed that it would be a good opportunity to work on team building within the Governing Body following a number of changes in membership. It was also agreed that self-evaluation against the 'journey to outstanding' and what that means in terms of governance would be very useful. The Chair will finalise the draft itinerary in consultation with the Headteacher and forward to Governors for approval.</p>	RG / LM
<p><b>g. AOB</b></p> <p>The Chair will seek Governor attendance at the forthcoming Parents Evenings in due course; there was no other business to consider.</p>	RG
<p><b>h. Date of next meeting</b></p> <p>Tuesday 4 March 2014; details to be confirmed.</p>	

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

**SIGNED:** .....

**DATE:** 4 March 2014