

Shirehampton Primary School Governing Body

Shirehampton Primary School



Learn, Aspire, Achieve

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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 4

Held at the school on Thursday 15 March 2017 at 1.45pm

MINUTES

PRESENT: Rebecca Golder (Chair) Lucy McIlhinney
 Ed Collins (Vice Chair) Michael Payne
The meeting was Louisa Munton (Headteacher) Ryan Collin
noted to be quorate Sarah Everett-Cox Elizabeth Jahn (Clerk)
 Matthew Melias

ITEM	MINUTE	ACTION
1	<p>Information Gathering</p> <p>a. Governors' Development Day: initial feedback</p> <p>Governors provided feedback from the Development Day, which was very positive. It was pleasing to note that differentiation was noted during the visit as well as the use of the 'pink pen' for marking and feedback. Behaviour management was evident in lessons and around the school; Governors asked for clarity of strategies used to support children engaging with their peers should they need time spent outside of their group; the Headteacher provided further information using a case study as an example.</p> <p>Governors also provided feedback from their dining experience, following the change to the new catering providers, and agreed that it was very pleasant.</p> <p>Governors agreed that the atmosphere around the school was very positive and pupils were clearly engaged with their learning. They found the visit very useful in terms of an introduction to the school (for new Governors) and as an opportunity to monitor and validate that the information they were provided with by senior leaders was accurate. This supported the Governing Body being able to validate the self-evaluation (SEF) judgements of the school, discussed at previous meetings and used as the focus for the visit.</p> <p>b. Governing Body Development Plan (GBDP) review</p> <p>Governors were pleased to note that the Chair would book Ian Caskie, Governance Consultant, to carry out the Governing Body's review in Term 6. This would then tie in with the review of the new School Development Plan (SDP) 2017-2020, which would also be carried out in Term 6.</p>	
2	<p>Routine Governance</p> <p>a. Welcome & apologies for absence</p> <p>The Chair welcomed everyone to the meeting, particularly the proposed new Governors, Matthew Melias, Lucy McIlhinney, Michael Payne and Ryan Collin. Apologies were received and accepted from Nicola Johnson, Jo Carobene, Michele Daniels, Melina Burrowes and Emma Corrigan as well as potential new Governors, Terry Williams and Leah Edmunds.</p> <p>Governors were disappointed to note that Martyn Wood and Victoria Chilcott had tendered their resignation from the Governing Body.</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. Governing Body and Committee membership and Named/Link Governor roles</p> <p>Governors considered and agreed to appoint Terry Williams, Leah Edmunds, Matthew Melias and Lucy McIlhinney as Co-opted Governors and Ryan Collin and Michael Payne as Parent Governors.</p>	

	<p>Governors also considered and agreed to appoint Terry Williams and Lucy McIlhinney to the Finance & Resources Committee and Leah Edmunds, Matthew Melias, Ryan Collin and Michael Payne to the Teaching & Learning Committee.</p> <p>Following discussion, it was also agreed that the Chair should continue in the role of Named Governor for Safeguarding, Children Looked After (CLA) & Young Carers (YC); Michael Payne should be appointed as the Link Governor for Early Years (EY) / Foundation Stage (FS); Lucy McIlhinney as Named Governor for Special Educational Needs (SEN) & Inclusion; and Sarah Everett-Cox, Ryan Collin and the Chair as Named Governors for the Performance Management Review of the Headteacher.</p> <p>d. Approval of Minutes of last FGBM held on 2 February 2017</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>e. Carried forward matters & matters arising</p> <p>There were no carried forward matters or matters arising that were not already included on the Agenda.</p>	
3	<p>Information Sharing</p> <p>a. Chair's Verbal Report</p> <p>The Chair advised that she had met with the Headteacher to discuss the plan for the Governors' Day and also advised that, following the additional SDP issues put together in September, Governors would like to look at Writing lessons. The Chair and Headteacher also talked about key issues Ofsted would look at when they came in and the importance of ensuring new Governors were aware of the school's strengths and weaknesses. Meetings had already taken place with the new Governors during March. Other areas of discussion included staff changes with effect from September and the rationale behind any moves.</p> <p>The Chair also advised that she had met with the Office Manager to review the Single Central Record (SCR). A query with a prohibition check for a member of staff was raised and the Office Manager had since spoken to Judicium, the school's HR consultant, and this was being dealt with; the Chair would follow this up in Term 5 to ensure that the matter was resolved.</p> <p>Governors were encouraged to attend key events which were usually detailed in the Headteacher's report.</p> <p>b. Headteacher's Verbal Report</p> <p>Governors were informed that it was proving difficult for the hardcopy of the online safeguarding audit report to be made accessible to the school; the Headteacher would continue to try to receive a copy and forward to the Governing Body if this was possible.</p> <p>The Headteacher advised that a confidential staffing matter was due to be concluded tomorrow, it was possible that an appeal would be raised, in which case a Governors' appeal panel might be necessary to convene.</p> <p>c. Committee updates</p> <p>The Headteacher provided a summary of the anticipated funding levels for 2017/2018; Governors were reminded that the fair funding formula was still being consulted upon and due to the impact that the new formula would have on Bristol schools, a significant number of schools had raised concerns as part of the consultation process. Governors noted that the current prediction was that, in real terms, taking into account the rise in costs, the school would lose approximately £200k from its overall budget. Governors were reminded that budget setting could not take into account uncertain income and therefore, some income that the school expected to receive could not be considered when setting next year's budget although this was typical every year.</p> <p>The Headteacher advised that the school had already considered where cost-saving measures could be made including through 'natural wastage' (not replacing outgoing staff), and a reduction in external provision and individual budgets. The Governing Body would have to monitor the impact of the budget as well as the impact of the cost-saving measures to ensure that they were appropriate. The school would also introduce asking parents/carers for an additional £1 contribution towards trips; the whole school trips would be reduced to 1 next year rather than 2.</p> <p>The projected surplus was expected to be approximately £19k at the end of this academic year, but it was important that the school had a sustainable in-year budget moving forward, and therefore, difficult decisions needed to be made.</p>	

Governors agreed that the enrichment of the school's curriculum through extra-curricular activities was still very important, but recognised that some might need to be reduced or removed to ensure that the school was able to continue to deliver high quality teaching and learning.

The Headteacher provided a summary of the school's 'wish list', which would be considered in more detail by the Finance & Resources Committee when next year's budget was discussed.

d. Named/Link Governor reports and Governor of the Term (GoT) visits

Governors were provided with an overview of the GoT framework; the schedule for GoT visits would be considered at the next meeting. Governors wishing to undertake a GoT visit in the meantime, should liaise with the Deputy Headteacher.

e. Feedback from training undertaken and any training recommendations

Governors were encouraged to undertake training, particularly the roles and responsibilities training provided by the Governor Development Service (GDS) and the online safer recruitment training accessible in Google Drive.

f. Correspondence

There was no other correspondence to consider.

g. AOB

There was no other business to consider.

h. Date of next meeting

Thursday 18 May 2017 at 4.45-7.00pm.

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

SIGNED: **DATE:** 18 May 2017

2016/2017 Meeting Dates

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