

# 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 4** **Held at the school on Thursday 16 March 2016 at 1.45pm**

### **MINUTES**

**PRESENT:** Rebecca Golder (Chair) Steven Leonard  
 Warren Pickles (Vice Chair) Ed Collins  
*The meeting was* Louisa Munton (Headteacher) Victoria Chilcott  
*noted to be quorate* Faye Ward Martyn Wood  
 Nicola Johnson Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p><b>Information Gathering</b></p> <p><b>a. Governors' Development Day: initial feedback</b></p> <p>Governors agreed that the day was very positive although some of the sessions could have been a bit longer. Governors also agreed that lunch was very good; however, they were disappointed to note that the roast lunch ran out before Year 6 pupils were able to have any and the salad bar was put away very early. The Chair confirmed that feedback obtained earlier would be typed up and distributed in due course.</p> <p><b>b. Governing Body Development Plan (GBDP) review</b></p> <p>Governors had discussed the GBDP earlier in the day; the Chair would type up the notes and distribute in due course.</p> <p>Governors considered and agreed to appoint Martyn Wood to the Finance &amp; Resources Committee; and Hywel George and Victoria Chilcott to the Teaching &amp; Learning Committee.</p> <p>Governors also considered and agreed to appoint Martyn Wood as Named Governor for Child Protection, Children in Care &amp; Young Carers.</p>	<p>RG</p> <p>RG</p>
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, Jo Carobene, Melina Burrowes, Edward Powe, Michele Daniels and Hywel George.</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 28 January 2016</b></p> <p>The Minutes were agreed and signed as a correct record.</p> <p><b>d. 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>	
3	<p><b>Information Sharing</b></p> <p><b>a. Chair's Verbal Report</b></p> <p>The Chair advised that the School Improvement Partner's (SIP) visit took place recently and was very positive; the report would be distributed in due course.</p>	<p>LM</p>

## **b. Headteacher's Verbal Report**

The Headteacher advised that one member of staff was currently on an informal capability process; the support put in place to support the teacher concerned was outlined. It was hoped that the process and support provided would enable the teacher to improve their practice to an expected level. Governors asked if the Headteacher was confident that an informal process was appropriate; the Headteacher confirmed that she was confident that this was the most appropriate course of action given the particular member of staff concerned and the Headteacher's knowledge and understanding of that member of staff. It was likely that the matter could be quickly resolved through an informal process and the member of staff concerned was fully aware of what needed to be done to improve practice and the Headteacher was confident that this could be achieved. However, should this process not be successful in bringing about the desired improvements, then a formal capability process would be initiated.

Governors were also informed that an allegation of misconduct had been received and a full investigation was being carried out. It was hoped that the report would be finalised by the end of this Term and that would inform what, if any, actions were required. The Headteacher confirmed that she had informed Judicium, the school's HR and health and safety consultants, and the Local Authority's (LA) Designated Officer (LADO) for Child Protection. Governors noted that due to the confidentiality of the situation and to avoid prejudicing any further actions involving the Governing Body, should that become necessary, the details of the allegation would not be shared with the Governing Body; the Chair, however, would be kept informed as appropriate.

The Headteacher advised that there remained issues with Chartwells Catering for the Breakfast Club as well as other issues during the lunchtime service as also noted by Governors during the earlier visit (noted above). A senior representative of Chartwells had been assigned to the school and it was hoped the issues would be resolved. However, should the issues not be resolved, the school would instigate termination of the contract due to poor quality of service. Governors thanked staff for their continued support during this challenging time to ensure that pupils' breakfast and lunchtime experiences were not negatively impacted. The Headteacher advised that she had invoiced Chartwells for staff costs incurred due to the issues.

Governors were very disappointed to note that there had been an increase in child protection issues with some families; the Headteacher confirmed that the school was working with external agencies, including where appropriate, the police, to support the pupils and where appropriate, families concerned.

## **c. Committee updates (urgent matters only) and 2016/2017 budget 'wish list' considerations**

The Committees had not met since the last meeting. Governors were concerned to note that following a review of the financial management system, the school was currently projecting £310k surplus despite receiving a reduction in funding. Governors were pleased that there was an increase in available funding to support the budget 'wish list' but challenged how this had arisen given previous projections reported to the Governing Body. The Finance & Resources Committee provided an overview of the issues that had arisen during the year including the effectiveness of the financial management system and training issues. Governors asked whether measures were in place to ensure that the issues would not arise in the future; the Committee confirmed that they were assured that the systems now in place were fit for purpose, staff had received appropriate training, and the confidential aspects of the issues had now been resolved. The Committee also confirmed that this had been an ongoing issue during the year, but due to confidentiality, it was not possible to discuss this in more detail in a formal meeting, however, Governors had monitored the situation and the Headteacher had sought to address the issues through the appropriate school processes.

Governors were pleased to note that the new School Business Manager (SBM) was proving to be very effective and had already resolved the majority of the issues identified. The systems were now fit for purpose and Governors would in future be provided with accurate information to support more rigorous and robust financial management monitoring.

Governors were informed that the school had been notified that a member of staff would be appearing on a popular TV show; however, the behaviour was suggested to be inappropriate. The Headteacher confirmed that she had spoken to the staff member concerned about the risks of appearing in such programmes and bringing the school into disrepute; however, the programme had not yet aired so it was difficult, at this time, to further explore the concerns raised.

The Headteacher provided an overview of the staff's 'wish list' for the 2016/2017 budget, which included additional resources to support teaching and learning, particularly for the outside areas. Governors agreed that the list should be incorporated into the draft budget so that the affordability could be considered in more detail when the budget was reviewed next Term.

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

There was nothing significant to note at this time.

<p><b>e. Feedback from training undertaken and any training recommendations</b></p> <p>Governors were pleased to note that Ed Collins would undertake PREVENT Duty training; the Clerk confirmed that she had already undertaken the training. Governors also asked that the 2016/2017 budget should include sufficient allocation of funds in the Governors' budget to support training including online safer recruitment training organised through the NSPCC. Governors were pleased to note that Sarah Everett-Cox had agreed to take on responsibility for recording Governor training and supporting the Governing Body with its training programme.</p> <p><b>f. Correspondence</b></p> <p>There was no correspondence to consider.</p> <p><b>g. AOB</b></p> <p>There was no other business to consider.</p> <p><b>h. Date of next meeting</b></p> <p>Thursday 19 May 2016, 4.45-7.30pm.</p>	
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**Minutes agreed by the Governing Body and signed by the Chair of Governors:**

**SIGNED:** ..... **DATE:** 19 May 2016

**2015/2016 Meeting Dates**

Term 5

Finance & Resources Committee: Tuesday 26 April, 1.45-3.15pm  
Teaching & Learning Committee: Tuesday 26 April, 3.30-5.30pm  
FGBM: Thursday 19 May, 4.45-7.30pm

Term 6

Finance & Resources Committee: Wednesday 29 June, 9.30-11.00am  
Teaching & Learning Committee: Wednesday 29 June, 11.15-12.45pm  
FGBM: Thursday 14 July, 4.00-6.00pm (earlier to support meeting with staff after school)