

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 19 March 2015 at 1.45pm

MINUTES

PRESENT: Rebecca Golder (Chair) Faye Ward
 Louisa Munton (Headteacher) Steven Leonard
The meeting was Ed Counce Amy Evans (item 1 only)
noted to be quorate Ed Collins Elizabeth Jahn (Clerk)
 Geoff Waters

ITEM	MINUTE	ACTION
1	<p>Information Gathering</p> <p>a. Presentation on Parental Involvement</p> <p>Amy Evans provided an overview of parental involvement via a laptop; Governors noted in particular that 96% of parents/carers attended the recent Parents' Evening, which was fantastic. Parents/carers also regularly attend school fairs, concerts and Family Challenge events. Amy provided examples of how supportive parents/carers were including relationships with those who had English as an additional language (EAL). Family Challenge now focused on pupils sharing the projects they had completed with their parents/carers.</p> <p>Governors asked if there were plans to further develop the functional skills tests; the Headteacher advised that 5 parents/carers had achieved 5 GCSEs in English and Mathematics but unfortunately Weston College was not able to take forward the Level 2 course, which was disappointing; there had also been concern raised by parents/carers regarding the quality of the provision. However, the Headteacher shared two examples of how the provision had positively impacted on individual parents/carers' lives, which was excellent. The Headteacher confirmed that the school was always open to supporting or developing initiatives but there were no specific plans to take that forward at this time.</p> <p>Governors asked for clarity regarding support provided to parents/carers identified as 'needing additional support'. Governors also asked if the support involved the children; Amy confirmed that it did not; the support was focused on supporting the parents/carers and covered broader support regarding their circumstances as well as support to manage behaviour of their child(ren).</p> <p>Governors asked how the school would monitor the impact of that provision and how long before an impact should be seen; Amy stated that the impact with one family had already been evidenced resulting in more positive relationships with the parents/carers and their engagement with the school and their child's learning; the impact could also be measured in terms of improved attendance. Due to the nature of some parents/carers' needs, longer-term impact was more likely.</p> <p>b. Governors' Development Day: initial feedback</p> <p>Governors provided feedback from the day and noted in particular, the Governing Body's plans to work more closely with the Parent Council as well as continuing to attend key school events, eg Parents' Evenings. It was also suggested that laptops could be set up at Parents' Evenings so that Governors could support parents/carers completing the Parent View section of Ofsted's website as well as announcing the Governor of the Term visits in the newsletters to raise awareness of Governors' involvement with the school.</p> <p>Governors had reviewed the Governor of the Term and agreed that the Learning Zone section of the full Governing Body (FGB) meetings should include a governance item linked to the Senior Leadership Team (SLT) presentation. The aim was that a nominated Governor would be requested to link with a key member of staff to provide information on how Governors could engage with that aspect of the school and/or identify ways in which Governors could monitor the impact of strategies implemented.</p>	

	<p>Following discussion, it was agreed that it was a good idea in principle but needed more fleshing out to identify the practical aspects of how this could be taken forward; the Chair agreed to draft a summary of how this might work in practice.</p> <p>Governors congratulated staff on how they responded to a small number of incidents involving challenging behaviour and asked the Headteacher for clarity regarding catch-up opportunities for pupils removed from class due to disruptive behaviour; the Headteacher provided examples of catch-up opportunities as well as strategies used to support improving disruptive behaviour. Governors asked if each instance resulted in a sanction; the Headteacher stated that it did not as it depended on the individual cases. The Headteacher advised that the school follows the Behaviour Policy with regard to sanctions, however, there needed to be flexibility within the policy to reflect particular circumstances of individual pupils. Governors asked if the issuing of sanctions was logged and monitored; the Headteacher confirmed that it was, and the number of red and/or yellow cards issued was also monitored by the Teaching & Learning Committee.</p>	RG
2	<p>Routine Governance</p> <p>a. Welcome & apologies for absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Melina Burrowes, Edward Powe, Michele Daniels, Mathew Gould, Jo Carobene, Nicola Johnson and Warren Pickles. Governors were sad to note that Gil Osman had resigned from the Governing Body due to other commitments. The Chair thanked Gil for all of his hard work and support; Gil was always very passionate about the children receiving the best education and supported the school in this. Governors were pleased to note that he had offered to still help out when needed for school events.</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. Approval of Minutes of last FGBM held on 12 February 2015</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>d. Carried forward matters & matters arising including:</p> <p>i. Appointment of Named Governor for Pupil Premium Children</p> <p>Governors considered the appointment of a Named Governor for Pupil Premium Children and, following discussion, agreed that a more significant appointment would be for a Named Governor for Focused & Targeted Groups as this would align itself to the school's monitoring of progress data. It was agreed that the progress data would be scrutinised by the Named Governor in Terms 2, 4 and 6 with a view to that Governor supporting the direction of the Terms 1, 3 and 5 Teaching & Learning Committee meetings with the SLT through requesting more specific information to be provided at those meetings; or for leading the direction of the Committee's monitoring aspect. It was agreed that the appointment could be a different Governor each year and would take place in Term 1 when the other Named Governors were appointed.</p> <p>Governors noted that other carried forward matters or matters arising would be considered at the next full Governing Body (FGB) meeting.</p>	EJ
3	<p>Information Sharing</p> <p>a. Chair's Verbal Report</p> <p>There was nothing significant to report at this time.</p> <p>b. Headteacher's Verbal Report</p> <p>The Headteacher advised that there was nothing significant to report at this time.</p> <p>c. Committee updates and 2015/2016 budget 'wish list' considerations</p> <p>Governors discussed the 2015/2016 budget 'wish list' and in particular, installing a fire exit door in Lapez classroom; replacing the folding doors in another classroom with a stud wall; repainting a couple of classrooms and the ICT suite. Governors agreed that a rolling programme of redecoration and refurbishment should be drawn up and monitored by the Finance & Resources Committee to support improved financial management once the budget for 2015/2016 had been agreed. The Headteacher advised that other proposed plans included re-carpeting areas around the school as well as replacing one of the caretaking ladders; allocating £5k to continue the Learning in the Natural Environment (LINE) Project; and updating the admin telephone system. Future plans also included work to the car park and guttering as well as other minor spends, but these would be subject to receiving additional in-year funding, otherwise they would be deferred until the next financial year.</p>	

[Les Counce left the meeting.]

Governors asked if the costs of the 'wish list' were known; the Headteacher advised that they were not at this time; however, some quotes had already been received and once all the costs were identified they would be built into the budget presented at the next meeting; the Governing Body would then be able to determine if they were affordable, and if not, which should be taken forward and which should be deferred until additional funding had been received.

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

Governors noted the completed forms from Matthew Gould, Faye Ward and Steve Leonard, which were very positive.

e. Feedback from training undertaken and any training recommendations

Governors were pleased to note that training had been booked including roles and responsibilities and for finance; feedback would be provided once the training had been completed.

f. Correspondence

There was no correspondence to consider.

g. AOB

Governors considered a request from the Governing Body of Our Lady of the Rosary RC Primary School to enter into a Collaborative Agreement. Governors noted that the request was specifically regarding a particular situation where Panel members might be required and the Governing Body wanted to identify a pool of Governors from which the Panel or Appeal Panel could be formed. Following discussion, Governors fully supported entering into a Collaborative Agreement for the purposes identified and in particular, supporting another school in a challenging situation within the local community. The Headteacher would inform the Chair of Our Lady of the Rosary RC Primary School's Governing Body and provide a copy of the Collaborative Agreement agreed at the last meeting; further details would be provided as and when required/appropriate.

h. Date of next meeting

Thursday 21 May 2015 at 4.45pm

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

SIGNED: **DATE:** 21 May 2015

2014/2015 Meeting Dates

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