

Shirehampton Primary School Governing Body



Headteacher: Miss L Munton
Deputy Headteacher: Mr S Futcher

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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 5

Held at the school on Thursday 16 May 2013 at 4.45pm

MINUTES

PRESENT: Louisa Munton (Headteacher) Nicola Johnson
 Rebecca Golder (Chair) Geoff Waters
 Joan Cox Gil Osman
The meeting was Katherine Harris Jo Carobene
noted to be quorate Michele Daniels Simon Futcher (Associate Member)
 Warren Pickles Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p>Information Gathering</p> <p>Presentation by Simon Futcher and Jo Carobene on:</p> <ol style="list-style-type: none"> Teaching and learning development across the curriculum The initiatives being implemented to raise standards and set the highest expectations of teachers and learners How the learning environment supports and stimulates independent learning <p>The Deputy Headteacher advised that the structure of the curriculum groups have been reviewed to ensure they are reflective of the key priorities for the school moving forward. The review included development of key staff and in particular how middle leaders could be further developed including their confidence with data analysis and assessment and the continuing professional development (CPD) needs of teachers identified with areas of weakness as well as the development of newly qualified teachers (NQT) etc. Some of the strategies implemented as a result of the review include developing the Thrive provision; and the deployment and effectiveness of Learning Support Assistants (LSA) including reducing the number of times children leave the classroom so that they are able to access as much good quality teaching and learning as possible.</p> <p>In Mathematics, the development of particular areas identified by Ofsted generally at the end of the last academic year, eg vocabulary, has been reviewed which resulted in the identification of girls underperforming in vocabulary compared to boys. The Deputy Headteacher therefore reviewed the school's strategies to support girls with developing their vocabulary skills to ensure they are effective. As a result, curricular targets to ensure whole school weaknesses were addressed and strategies embedded; the strategies were also reviewed in line with the new National Curriculum (NC). The Deputy Headteacher advised that the gender gap has now been narrowed and the strategies implemented are effective and should close the gap even further. Termly moderation and standardisation also takes place to ensure assessment is accurate and robust. Governors asked if the gap was a result of improvements with the girls' progress rather than boys working at a lower level; the Deputy Headteacher advised that this was a result of improvements in girls' progress.</p> <p>Governors asked for further clarity regarding moderation ie whether termly moderation has only recently been introduced implying that it was not carried out termly in the past; the Deputy Headteacher confirmed that previously moderation was not carried out termly; it was carried out bi-termly. Governors asked why increased moderation was considered necessary; the Deputy Headteacher advised that moderation did previously have areas of weakness particularly moderation of work outside of a teacher's Key Stage (KS). As a result of regular moderation, staff are more confident in their assessment ability and this has broadened staff's knowledge and understanding of the next steps needed to move the children on. Governors asked if termly moderation will continue in the long-term; the Deputy Headteacher advised that it will for the foreseeable future as it has proven to be very effective and beneficial. Termly moderation and standardisation also takes place in Writing.</p>	

Jo Carobene provided an update on Literacy pupil progress. Key areas for development were identified as composition and effect Writing, Reading comprehension, handwriting, grammar and punctuation. Development of the novel approach and using books for extended Writing has taken place and handwriting schemes across the school has been introduced. Once the outcomes of SATS are known, this will help identify any further areas of development and/or resources that may be needed.

Governors asked for clarity regarding curricular targets and what this means in practice; Jo Carobene advised that curricular targets are based on key areas including handwriting, grammar and punctuation and composition to ensure whole school weaknesses are addressed or strategies embedded.

Jo Carobene advised that the gender gap has mostly been closed and boys are engaging more, particularly in Reading. Governors asked for clarity regarding 'mostly closed'; the Headteacher advised that the gender gap in most Year Groups has been closed but Year 1 has been identified as a cohort that needs further support to close the gap due to the age of the children and the range in their rate of progress.

All classes now have a well-stocked reading corner and the library is almost fully re-stocked. A very successful book fair took place and the school is providing an opportunity for children in Years 2-6 to visit the theatre. Governors asked if pupils are able to take books home; Jo Carobene advised that they can once they complete the Reading scheme. Governors asked if there has been an improvement in children's respect of books; Jo Carobene confirmed that there has. Governors asked if the books include subjects that the children can relate to or identify with; Jo Carobene advised that the books are age appropriate in terms of subject matter although not specifically limited by age in terms of text style. There are books that children can relate to although it was noted that children are also extremely enthused by subjects such as sci-fi etc.

A new curriculum has been introduced in ICT and the school has explored the development of mobile technology. There was an issue with the server at the beginning of the academic year which was a challenge but this has since been resolved and additional resources such as iPads have been introduced in every classroom. Governors asked who leads ICT in terms of decision making regarding which equipment is purchased; the Deputy Headteacher advised that he discusses the needs of the school as ICT Lead with the Headteacher and also with the ICT providers so that an informed decision can be made. Governors asked if the school has any strategies to engage parents/carers in ICT learning; the Deputy Headteacher advised that there are strategies to encourage parents/carers into school to develop their skills including ICT; the Family Link Worker leads this piece of work and as her role supports developing relationships with parents/carers, it has been possible for parental engagement in their own learning to be developed. Teachers are also very proactive in engaging with parents/carers and encouraging them to come into school. The Headteacher advised that some parents/carers attending the parenting courses are not parents/carers of children from the school; Governors asked if this is funded from the school's budget; the Headteacher advised that the school is able to claim recompense from the LA to support their attendance at the courses.

Two staff meetings have taken place in Terms 2 and 5 led by the School Improvement Partner (SIP) which were very positive; the Chair advised that she attended one of the meetings which was very beneficial and effective.

Governors noted and congratulated staff on the excellent feedback from Ofsted in their inspection report that had previously been distributed which validated the judgements of the school and reiterated the good practice that is going on across the school as discussed above.

The Deputy Headteacher outlined the key points from the pupil progress data analysis at the end of Term 3. Governors asked if the school engages regularly with children to identify additional strategies that can be introduced to further reduce the gaps; the Deputy Headteacher advised that the school regularly discusses barriers to learning with the children and a significant number of areas for development have come directly from children, including the decision to pair children in terms of gender and also ensuring one community time takes place in a Mathematics set; the strategies implemented in response to the needs of the children have had a positive impact on pupil progress.

Jo Carobene set out the next steps for Literacy which includes continuing to develop the use of quality literature to support Reading and Writing and developing the new assessment criteria.

Governors thanked the Deputy Headteacher and Jo Carobene for their informative presentation.

<p>2</p>	<p>Routine Governance</p> <p>a. Welcome & apologies for absence</p> <p>The Chair welcomed everyone to the meeting, particularly Geoff Waters, proposed Co-opted Governor.</p> <p>Following introductions, the Chair advised that she and the Headteacher had met with Geoff to discuss the role and were happy to nominate Geoff as a Co-opted Governor. Governors fully supported the appointment.</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 8 March 2013</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>d. Carried forward & matters arising:</p> <p>i. Governors' monitoring visit form</p> <p>This item was deferred to the next meeting.</p> <p>e. Review of Committee membership in light of reconstitution</p> <p>Governors noted that Gil Osman had resigned as Named Governor for Special Educational Needs (SEN) & Inclusion due to personal commitments; Governors agreed to appoint Nicola Johnson as Named Governor. Governors also agreed to appoint Katherine Harris as Named Governor for Health, Safety & Well-Being / Premises to replace Nicola Johnson; the Terms of Reference for both roles will be provided in due course.</p> <p>Following discussion, it was agreed that Nicola Johnson would move to the Finance & Resources Committee but would attend Teaching & Learning Committee meetings when required and where possible. It was agreed to appoint Geoff Waters to the Teaching & Learning Committee and also Rebecca Golder to the Finance & Resources Committee.</p> <p>f. Chair's Report</p> <p>The Chair's Report had previously been distributed; there were no further comments or questions.</p> <p>g. Headteacher's Report</p> <p>The report had previously been distributed; Governors discussed the contents and asked for further details regarding the request from the Local Authority (LA) for the school to provide enhanced provision; the Headteacher advised that in line with the government's initiative for increased nursery hours for vulnerable children; the school has been asked by the LA to provide places for 2 year olds. Governors were pleased to note that the LA will fund the development of a Nurture Room within the school which will support the school's pastoral care programme and enhance the work provided through the Thrive programme. The Headteacher explained that the Nurture Room will provide targeted learning for the most vulnerable children (1 adult to 2 children supported by the SENCo). There will be a need to appoint 2 members of staff to work in the Nurture Room. The Headteacher advised that funding for enhanced provision has changed since it was first introduced and the school is confident that the majority of the costs will be met by the LA. There are likely to be some cost implications eg for resources for the Nurture Room, however this will be discussed with Governors when any costs are identified.</p> <p>h. Committee Minutes Including:</p> <p>i. Approval of 2013/2014 budget</p> <p>Governors considered the proposed 2013/2014 budget that had previously been distributed and noted that there are still a significant number of unknowns within the budget due to a lack of information from the LA.</p>	<p>RG</p> <p>EJ</p>
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<p>3</p>	<p>Information Sharing</p> <p>a. Review effectiveness of collaboration agreement</p> <p>Governors were pleased to note that the impact and effectiveness of strategies introduced and/or further developed as part of the Collaboration Agreement is evident within the school as noted in the Ofsted Report. It is likely that the SATS outcomes will further support that the strategies are effective and having an impact on pupil progress and end of Key Stage (KS) attainment. The Headteacher advised that early indications are that the school will meet the SATS targets and possibly exceed targets in English. Governors were pleased to note that a teacher from Bishop Road Primary School will attend the school in September to lead a model lesson in Year 1 which should be very positive.</p> <p>The work with the University of the West of England (UWE) and in particular the work with the outside learning environment has been extremely positive. Governors asked if the school will seek to identify a further partnership with a secondary school; the Headteacher advised that this may be taken forward at a later date but at this time it is not a priority. Governors asked if there are still objectives other than developing a partnership with a secondary school that remain an area for further development. The Headteacher advised that this remained the only objective not met however, it is challenging to take forward due to the number of secondary schools the children attend after leaving the school and also the number of secondary schools who have converted to Academies which means that there is a difference in the way the schools work. It was agreed that this should be discussed in more detail at the next Teaching & Leadership Committee meeting with the Senior Leadership Team (SLT) in Term 1.</p> <p>Governors discussed setting; the Headteacher advised that next Term the school will be widening the ability of the top set in Mathematics to ensure that the children continue to be challenged and also peer to peer support is further developed in a positive way which benefits all children. This is something that could potentially be linked to the development of a partnership with a secondary school and in particular, increasing opportunities to develop the Level 6 curriculum.</p> <p>Governors asked if the partnership with Bishop Road and with UWE is likely to continue; the Headteacher confirmed that it will and that in particular, the school is already exploring how the Bishop Road relationship can be developed and broadened further.</p> <p>b. Governor of the Month Visits</p> <p>Nicola Johnson and Warren Pickles agreed to undertake a visit next Term.</p> <p>c. Feedback on Governors' training</p> <p>Governors were invited to attend the INSET training in Term 1 on the 24 October (SEN training) and the 25 October (pupils with English as an additional language (EAL) training).</p>	<p>EJ</p> <p>NJ & WP</p> <p>All</p>

	<p>Governors were also requested, if possible, to attend the new Reception class parents/carers meeting on the 18 June 2013 at 6.30pm.</p> <p>Governors asked if the school has plans to promote the excellent Ofsted outcomes; the Headteacher advised that parents/carers already know and the school has submitted an article for The Shire.</p> <p>Volunteers were sought for the Talent Show taking place at the school on Wednesday 22 May 2013; Gil Osman, Rebecca Golder and Nicola Johnson agreed to act as judges.</p> <p>d. Proposed meeting dates for 2013/2014</p> <p>Governors discussed the preferred options for the meetings which will be finalised by the Clerk in liaison with the Headteacher and circulated to Governors in due course.</p>	<p>EJ</p>
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Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 18 July 2013