

# Shirehampton Primary School Governing Body

Shirehampton Primary School



Learn, Aspire, Achieve

**Headteacher:** Miss L Munton  
**Deputy Headteacher:** Ms M Burrowes

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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 18 May 2017 at 4.45pm**

### **MINUTES**

**PRESENT:** Rebecca Golder (Chair) Lucy McIlhinney  
 Ed Collins (Vice Chair) Sarah Everett-Cox  
*The meeting was* Louisa Munton (Headteacher) Ryan Collin  
*noted to be quorate* Jo Carobene Melina Burrowes (Deputy Headteacher)  
 Leah Edmunds Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p><b>Information Gathering</b></p> <p><b>a. Presentation on Early Years/Foundation Stage (EYFS) and Parental Involvement from Amy McNamee</b></p> <p>Governors were reminded that the attainment of boys in all areas had been identified as an area for improvement as well as closing the gap between Pupil Premium children and non-Pupil Premium children. Amy advised that the school was focused on raising attainment through speech and quality play outdoors to support closing the gap between boys and girls. The school was also reflecting on the Bristol Standard to ensure that all practitioners were working together to achieve the same goal and to evaluate provision. It was hoped that this would enable change through clear leadership and a shared vision which valued individual strengths.</p> <p>The main focus this year was Writing with 'Dough Disco' introduced from January 2017. The scheme supported development of fine motor control. A video was presented to demonstrate how 'Dough Disco' was used as a teaching and learning tool in practice.</p> <p>Governors were informed that the school used electronic diaries to record progress, which was very useful. Governors asked if these were accessible to parents/carers; Amy confirmed that they were and if a parent/carer did not have access to the internet, the diary entries were printed off.</p> <p>Governors were pleased to note that the department was being proactive in teaching cursive handwriting skills from September 2017. Key priorities for next year included embedding the use of Characteristics of Effective Learning assessments across the phase; continuing with the Bristol Standard; focusing on narrowing the gaps between pupil groups; and raising the profile of EY/FS within the whole school.</p> <p>In terms of parental engagement, the school had introduced a 'Parents in Partnership Board' which was well-received; the Parent Council had been re-established and the school had designed a leaflet focussing on what a Parent Council was and continued to encourage parents/carers to become a part of it.</p> <p>Family Challenges continued to take place 3 times per year; this year the Challenges included a demo phonics lesson, which received very positive feedback.</p> <p>Parental engagement priorities for next year included embedding the use of the Parent Council to support school improvement by ensuring that they meet 2/3 times per year; ensuring that the school was using the meeting times effectively; raising the profile of the Family Challenges and having a variety of different focusses; and demo phonics lessons for parents/carers to be held 3 times per year following their successful introduction. The Headteacher also advised that the draft School Development Plan (SDP) next year would focus specifically on phonics, and therefore, this priority was linked to the whole school SDP.</p> <p>Governors asked how membership of the Parent Council was organised; Amy advised that every Year Group had 1 parent/carer on the Parent Council with some having at least 2; it was hoped that this number would increase so that each Year Group had at least 2 parents/carers on the Parent Council in the future.</p>	

	<p>Governors asked if the in-house speech and language support was bringing about the expected improvements in speech and language; Amy confirmed that it was having a significant impact and this was evident in pupils' engagement in their learning.</p> <p>Governors thanked Amy for attending the meeting and for her informative presentation. Governors particularly congratulated Amy on her progress in re-establishing the Parent Council and her hard work with parental engagement, which was a strength of the school.</p> <p><b>Action: Senior Leadership Team (SLT) Whiteboard presentations to be made available in advance of the meeting if possible, to support Governors' challenge.</b></p>	SLT
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 Nicola Johnson, Matthew Melias, Michael Payne, Michele Daniels and Emma Corrigan. Governors were disappointed to note that Terry Williams had advised the Chair that due to ill health, he was unable to join the Governing Body at this time.</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 the 2017-2018 proposed budget and Best Value Statement (BVS) recommended for approval by the Finance &amp; Resources Committee</b></p> <p>Governors considered and agreed the proposed budget that had been recommended for approval by the Finance &amp; Resources Committee, which had been slightly adjusted and now showed an increased surplus of £3k. The budget had also been scrutinised by individual Governors within the Committee, who had raised queries with the School Business Manager (SBM), who in turn, had responded to those queries.</p> <p>Governors also agreed the BVS, which had been reviewed and recommended for approval by the Committee.</p> <p>The Headteacher presented the proposed changes to the swimming charges, which were discussed at the last Committee meetings and with the SLT. Since the meetings, the costs had been modelled against the possible options and as a result, the proposed structure would result in a charge of £20 for 8 sessions in Years 3 and 4 (£16 for Pupil Premium children). In Term 6, Year 2 pupils would have 6 sessions costing £15 (£12 for Pupil Premium children). The total cost to the school for transport would be £1,914 compared to the current cost of £4.5k, which was a significant saving. Governors agreed that whilst it was disappointing to have to increase the charges, it was also vital that the provision was affordable and therefore, sustainable. Unfortunately, as there was no longer a swimming pool in Shirehampton, this meant that the school incurred significant costs for transport to another pool. Governors asked if the Headteacher had explored the use of pools at other schools; the Headteacher confirmed that she had but they were unable to facilitate the needs of the school. Following discussion, Governors approved the new charges.</p> <p><b>d. Approval of the Finance Policy recommended for approval by the Finance &amp; Resources Committee</b></p> <p>Governors considered and agreed the Finance Policy that had been recommended for approval by the Finance &amp; Resources Committee.</p> <p><b>e. Approval of meeting dates for 2017/2018</b></p> <p>Governors considered and agreed the proposed meeting dates.</p> <p><b>f. Approval of Minutes of last FGBM held on 15 March 2017</b></p> <p>The Minutes were agreed and signed as a correct record.</p> <p><b>g. 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> <p>In relation to the Governors' Development Day feedback, the Chair advised that the Governor Development Service (GDS) had stated that the next safeguarding training would not be taking place until the next academic year. The Headteacher suggested that the Chair should contact Delegated Services, the school's health and safety consultants, to look to arrange bespoke training.</p> <p><b>Action: The Chair to contact Delegated Services regarding safeguarding training.</b></p>	RG

## Information Sharing

### a. Chair's Report

The Chair advised that she had met with the Headteacher for the Termly catch-up meeting; areas discussed included staffing updates and catering contract update re school meal take-up. Governors were also informed that as Named Governor for Child Protection (CP), Children in Care (CiC) and Young Carers (YC), the Chair had also reviewed safeguarding arrangements to ensure they were compliant and up-to-date. Governors were pleased to note that there were no concerns or issues identified.

Governors were encouraged to attend key events which were detailed in the Headteacher's report.

### b. Headteacher's Report

The report had previously been distributed together with the self-evaluation form (SEF); the Headteacher provided context to the information contained therein. The Headteacher also fed back from the School Improvement Partner's (SIP) visit on 1 March 2017, which was very productive and highlighted the great strides the school had made towards increasing the percentage of children who achieved greater depth in Writing at the end of Key Stage 2 (KS2). There were some minor issues that still needed resolving in terms of being embedded across the school but the SIP confirmed that the school was on the right track; the report had already been circulated to Governors.

Governors discussed the progress data at the end of the report and asked how the Governing Body could monitor progress given that the 'ragging' (red, amber, green) markings stayed red until almost the end of the academic year as the ragging was based on end of year expectations, rather than milestones throughout the academic year; the Headteacher explained how progress was measured and advised that Governors should monitor the percentage of pupils on track contained within the boxes rather than the ragged colour; Governors should also focus on the tracker points beneath the boxes. The percentage/increase in points should increase each Term to narrow the gap between the relevant Term and the end of year expectations (which were in line with national floor targets).

Governors asked if there was a particular level of progress by which 'good progress' could be measured from the data presented; the Headteacher advised that it would be difficult to measure progress in this way on a Termly basis as typically progress was not systematic, eg some Terms represented consolidated learning where progress was not as fast as another Term. The Headteacher advised that comprehensive data was available and discussed at Pupil Progress Review meetings and Governors were welcome to meet with her to go through that data in more detail, however, previously, the Governing Body felt that there was too much data contained within those reports and this was not useful for Governors' understanding.

Governors were reminded that Ofsted stated that at least good progress should be measured by 3 tracker points so the school used 3.5 points to measure against to reflect expectations of accelerated progress.

### c. Chairs of Committee Reports

The draft Minutes had previously been distributed; the Chairs provided a summary of key areas of discussion.

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

#### i. GoT visits

Governors were pleased to note that Sarah Everett-Cox had carried out a GoT visit; Lucy McIlhinney had also carried out a visit. Sarah and Lucy provided feedback from the visits, which were very positive and useful. The completed visit forms would be distributed in due course.

### e. Feedback from training undertaken and any training recommendations

Governors were pleased to note that the Chair and the SBM attended the HMRC's IR35 training.

### f. Correspondence

There was no other correspondence to consider. The Fair Access Protocol from June 2017 had previously been distributed for noting; an explanation of its use was included in the Headteacher's Report.

### g. AOB

There was no other business to consider.

### h. Date of next meeting

Thursday 13 July 2017, 4.00-6.00pm.

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

**SIGNED:** ..... **DATE:** 13 July 2017

**2016/2017 Meeting Dates**

**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

**Proposed 2017/2018 Meeting Dates**

**Term 1**

Finance & Resources Committee: Tuesday 12 September 2017, 1.45-3.15, Headteacher's office  
Teaching & Learning Committee: Tuesday 12 September 2017, 3.30-5.30, Rio class  
Full Governing Body: Thursday 12 October 2016, 4.45-7.00pm, Suva class

**Term 2**

Finance & Resources Committee: Wednesday 22 November 2017, 9.30-11.00, Headteacher's office  
Teaching & Learning Committee: Wednesday 22 November 2017, 11.15-12.45, Headteacher's office  
Full Governing Body: Thursday 7 December 2017, 4.45-7.00pm, Antananarivo class

**Term 3**

Finance & Resources Committee: Tuesday 16 January 2018, 1.45-3.15, Headteacher's office  
Teaching & Learning Committee: Tuesday 16 January 2018, 3.30-5.30, Rio class  
Full Governing Body: Thursday 1 February 2018, 4.45-7.00pm, Honiara class

**Term 4**

Full Governing Body (Development): Wednesday 14 March 2018, 1.45-3.00, library

**Term 5**

Finance & Resources Committee: Tuesday 1 May 2018, 1.45-3.15, Headteacher's office  
Teaching & Learning Committee: Tuesday 1 May 2018, 3.30-5.30, Rio class  
Full Governing Body: Thursday 17 May 2018, 4.45-7.00pm, Bangkok class

**Term 6**

Finance & Resources Committee: Wednesday 27 June 2018, 9.30-11.00, Headteacher's office  
Teaching & Learning Committee: Wednesday 27 June 2018, 11.15-12.45, Headteacher's office  
Full Governing Body: Thursday 12 July 2018, 4.00-6.00pm (earlier to support meeting with staff after school),  
Shanghai class