

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 5

Held at the school on Thursday 19 May 2016 at 4.45pm

MINUTES

PRESENT: Rebecca Golder (Chair) Steven Leonard
 Warren Pickles (Vice Chair) Ed Collins
 Louisa Munton (Headteacher) Victoria Chilcott
The meeting was Faye Ward Martyn Wood
noted to be quorate Nicola Johnson Melina Burrowes (Assistant Headteacher)
 Sarah Everett-Cox Edward Powe (Assistant Headteacher)
 Jo Carobene Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p>Information Gathering</p> <p>a. Presentation on EYSE and parental involvement</p> <p>Amy Evans provided an overview of the new assessment framework and the changes that had taken place over the last couple of years. Amy also provided an overview of the children's progress and the strategies implemented to support parental involvement. Governors were pleased to note that the school also continued to work with the Trym Partnership EYSE leaders to support moderation.</p> <p>Governors asked how the school would utilise increased engagement with parents/carers; Amy Evans advised that the aim was to support parents/carers, in partnership with the school, to contribute to the SDP. It was also reassuring to note that Parent Governors were willing to support developing a more cohesive partnership with parents/carers.</p> <p>[Amy Evans left the meeting.]</p> <p>b. School Development Plan (SDP) review: Governors' input into the SDP progress review and priorities for 2016/2017</p> <p>Governors noted that during the INSET in January 2017, the phases would collaborate regarding progress; Governors were welcome to attend. The Headteacher also advised that the 3-year plan would be ending next year and therefore, it was important for Governors to be involved in setting the priorities for the new SDP.</p> <p>c. Governing Body Development Plan (GBDP) review</p> <p>The Development Day meeting notes had previously been distributed together with the draft 2016/2017 GBDP. Governors discussed the priorities that had been identified during the Development Day and agreed that they were appropriate although it was noted that staff wellbeing was already an item on the Finance & Resources Committee meeting Agendas, however, the priority was to ensure that it was discussed in more detail, including feedback provided through Staff Governors.</p> <p>d. Volunteer required to attend one of the School Council meetings prior to the next FGB meeting to feedback in the Information Gathering section</p> <p>Governors were pleased to note that Martyn Wood would be able to attend the next School Council meeting on Monday 13 June 2016 at 1.45-2.15pm; Victoria Chilcott would also be able to attend the meeting on Monday 4 July .2016.</p>	
2	<p>Routine Governance</p> <p>a. Welcome & apologies for absence</p> <p>The Vice Chair welcomed everyone to the meeting. Apologies were received and accepted from Michele Daniels. Hywel George was absent from the meeting; the Chair apologised that she would be late.</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 16 March 2016</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>d. 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> <p>Governors were very pleased to note that the member of staff noted as being on informal capability at the last meeting had since progressed out of capability as the strategies to support the member of staff concerned were effective. Governors asked if the staff member required any on-going support to maintain standards; the Headteacher advised that whilst this was not particularly necessary, the staff member had requested that low level support remain in place in the short-term to support continued improvement.</p> <p>[Rebecca Golder entered the meeting.]</p> <p>e. Approval of 2016/2017 proposed budget and Best Value Statement (BVS) recommended for approval by the Finance & Resources Committee</p> <p>Sarah Everett-Cox provided an overview of the discussions that took place at the Finance & Resources Committee, as well as the questions asked by Governors. It was noted by the Committee that they would need to closely monitor the budget against the national funding landscape as there were significant changes that might impact on the school. Governors noted that it would be useful to carry out a cost efficiency analysis of the staffing budget, being as this was the main area of spend. Sarah advised that at the moment there was a small level of contingency within the staffing budget due to staff changes etc, however, this would need to be monitored as it was an area of spend that could change quite quickly as staff move up the pay scale. Governors asked whether the starting pay scale point for new staff appointments was driven by finance eg whether a new member of staff was appointed as a newly qualified teacher (NQT); the Headteacher advised that whilst she was mindful of budget constraints, the financial implications were not given high priority during the appointment process and the decision was based on the best person for the job.</p> <p>Following discussion, Governors considered and agreed to approve the 2016/2017 budget, which would be signed by the Chair and Headteacher and submitted to the Local Authority (LA).</p> <p>Governors also considered and agreed that the BVS should be approved.</p> <p>f. Approval of the Finance Policy recommended for approval by the Finance & Resources Committee</p> <p>Governors considered and agreed that the Finance Policy should be approved.</p> <p>g. Approval of meeting dates for 2016/2017</p> <p>Governors considered and agreed the proposed dates.</p> <p>[Sarah Everett-Cox and Victoria Chilcott left the meeting.]</p>	
<p>3</p>	<p>Information Sharing</p> <p>a. Chair's Report</p> <p>The Chair advised that that she had met with the Headteacher and the School Improvement Partner (SIP), which included learning walks and lesson observations. The feedback was very positive.</p> <p>Governors were disappointed to note that there had been an incident with a parent/carer in the reception area and as a consequence, it had become necessary for the school to remind parents/carers in the school's newsletter about their own behaviour when visiting the school.</p> <p>b. Headteacher's Report</p> <p>The report had previously been distributed; the Headteacher provided context to the information contained therein. Governors thanked the Year 6 staff as well as all staff on their hard work and particularly those involved in SATS. The Headteacher advised that the SATS papers were not particularly accessible for the children but as this was the first time that SATS were undertaken under the new assessment framework, it was difficult to know what the benchmark figures would be. Governors asked if pupils were affected by national issues with some parents/carers removing their children from doing SATS; the Headteacher confirmed that this was not an issue for the school and pupils were not affected.</p>	

Governors asked if there was a risk that pupils would be disappointed with their end of year outcomes; the Headteacher advised that the school had supported pupils' understanding of the new assessment language and that due to limited information, it was difficult to know the specific end of year expectations and that might mean that pupils might not have achieved in line with end of year expectations.

The Wave 1 Children in Care (CiC) Visit Record dated the 13 May 2016 had previously been distributed; Governors were pleased to note that the strengths of the school were identified as well as areas for further development.

c. Chairs of Committee reports

The draft Committee Minutes had previously been distributed; Governors noted the issues with the catering contract. The Headteacher provided an overview of the issues and the measures that had been taken to support resolving the situation. It was hoped that the new lead person would continue to address the concerns raised although it was unlikely that the second year renegotiation would be able to start next Term, therefore, the situation needed to be closely monitored.

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

Martyn Wood provided feedback from his GoT visit, which was very useful and enjoyable; completed visit forms had previously been distributed.

Ed Collins also provided feedback from his time in the school where pupils were very friendly and demonstrated excellent behaviour. There was one very minor incident of low level disruption, and this was responded to swiftly and the issue was quickly de-escalated.

Governors were also pleased to note that the Chair visited the school earlier in the day to take part in the Year 5 show case and Faye Ward also attended the Year 2 show case, both were extremely positive.

e. Feedback from training undertaken and any training recommendations

Governors were pleased to note that Sarah Everett-Cox had taken on responsibility for training and was compiling a list of training undertaken. Governors were also pleased to note that Faye Ward had undertaken special educational needs (SEN) training and the Chair and Clerk had undertaken PREVENT training.

f. Correspondence

Governors were informed that a letter had recently been received from the LA regarding a proposal that was intended to re-engage schools with Trading with Schools (TwS). The Primary Headteachers Association Bristol (PHAB) was reviewing the proposal and any recommendations would be brought back to the Governing Body in due course.

Governors also noted that a letter had been received from the National Union of Teachers (NUT) advising that they would be canvassing their members regarding a proposed strike that might take place next Term.

g. AOB

There was no other business to consider.

h. Date of next meeting

Thursday 14 July 2016, 4.00-6.00pm (earlier to support meeting with staff after school).

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

SIGNED: **DATE:** 14 July 2016

2015/2016 Meeting Dates

Term 6

Finance & Resources Committee: Wednesday 29 June 2016, 9.30-11.00am

Teaching & Learning Committee: Wednesday 29 June 2016, 11.15-12.45pm

FGBM: Thursday 14 July 2016, 4.00-6.00pm (earlier to support meeting with staff after school)

2016/2017 Meeting Dates

Term 1

Finance & Resources Committee: Tuesday 20 September 2016, 1.45-3.15, Headteacher's office

Teaching & Learning Committee: Tuesday 20 September 2016, 3.30-5.30, Rio class
Full Governing Body: Thursday 13 October 2016, 4.45-7.00pm, La Paz class

Term 2

Finance & Resources Committee: Wednesday 23 November 2016, 9.30-11.00, Headteacher's office
Teaching & Learning Committee: Wednesday 23 November 2016, 11.15-12.45, Headteacher's office
Full Governing Body: Thursday 8 December 2016, 4.45-7.00pm, Antananarivo class

Term 3

Finance & Resources Committee: Tuesday 17 January 2017, 1.45-3.15, Headteacher's office
Teaching & Learning Committee: Tuesday 17 January 2017, 3.30-5.30, Rio class
Full Governing Body: Thursday 2 February 2017, 4.45-7.00pm, Timbuktu class

Term 4

Full Governing Body (Development): Wednesday 15 March 2017, 1.45-3.00, library

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