

Shirehampton Primary School Governing Body

Shirehampton Primary School



Learn, Aspire, Achieve

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 6

Held at the school on Thursday 14 July 2016 at 4.00pm

MINUTES

PRESENT: Rebecca Golder (Chair) Steven Leonard
 Warren Pickles (Vice Chair) Jo Carobene
 Louisa Munton (Headteacher) Melina Burrowes (Assistant Headteacher)
The meeting was Ed Collins Edward Powe (Assistant Headteacher)
noted to be quorate Nicola Johnson Emma Corrigan (School Business Manager)
 Michele Daniels Elizabeth Jahn (Clerk)
 Sarah Everett-Cox

ITEM	MINUTE	ACTION
1	<p>Information Gathering</p> <p>a. Presentation from Assistant Headteachers</p> <p>Edward Powe and Melina Burrowes provided an overview of the development of their roles over the last year and in particular, how they had been able to share best practice and skill set to strengthen the leadership team.</p> <p>Governors congratulated the Assistant Headteachers on their successful appointments as Deputy Headteachers.</p>	
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 Faye Ward and Martyn Wood.</p> <p>Governors were disappointed to note that Hywel George had resigned from the Governing Body; the Chair advised that a potential Governor had been identified and she would take this forward on the Governing Body's behalf and if appropriate, bring a recommendation to the next meeting.</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 19 May 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>e. Policy Adoption/Review</p> <p>i. Pay Policy</p> <p>Governors considered and agreed the Pay Policy, which had been reviewed and recommended for approval by the Finance & Resources Committee following a discussion of the use of recruitment and retention awards. The Chair confirmed that the recommended amendment to the policy had been reviewed by Judicium, the school's HR advisers, who had confirmed that it was in line with the School Teachers Pay & Conditions Document (STPCD).</p> <p>Governors noted that the Appraisal Policy would also be updated to indicate that recruitment and retention awards would not be considered as part of the appraisal process.</p>	

Information Sharing

a. Chair's Report

There was nothing significant to note at this time. Governors were encouraged to attend key events detailed in the Headteacher's report.

b. Headteacher's Report

The report had previously been distributed; the Headteacher provided a summary of the end of year outcomes and in particular, an overview of the SATS headline figures. Governors noted the issues that had arisen nationally regarding the SATS outcomes, which were widely publicised in the press, and which included a significant discrepancy of outcomes due to the lack of government guidance leading up to the SATS. It was also recognised that a significant number of schools had not met the national floor standards, however, it was also noted that whilst the Education Secretary had stated that schools should not compare these outcomes against last year's as they were different tests carried out against a completely different assessment framework, the national floor standards target had not changed from last year (ie 65%) and therefore, the discrepancy indicated that the target was not appropriate given the new tests.

Governors acknowledged the issues with SATS and the challenges the school had faced in terms of the lack of national guidance and the changes to the National Curriculum (NC) and assessment framework. The Headteacher advised that the headline figures would be analysed to identify where improvements were needed and the outcomes would be brought back to the next Teaching & Learning Committee meeting for more scrutiny.

Governors were pleased to note the outcomes of the Early Years/Foundation Stage (EYFS) pupils, and congratulated Jo Carobene, KS1 lead for effectively supporting the transition of pupils from EYFS to KS1.

Governors were informed that Judicium was supporting the school with the catering contract issues, however, since the last Finance & Resources Committee meeting, Chartwells Catering had served notice to terminate the contract on the 31 October 2016. The school has requested an end date of 26 October in line with the current contract so Aspens Catering would be able commence their service provision on 27 October 2016. Whilst Governors were disappointed with the inability of Chartwells to resolve the issues, it was agreed that this outcome was positive in that the school would be able to move forward and it would bring an end to the significant amount of time that both the Headteacher and the School Business Manager (SBM) had spent on these issues, which was not the best use of their time.

The Headteacher provided an update on the confidential item regarding a parent's inappropriate and slanderous post on Facebook. Governors fully supported the Headteacher carrying out a risk assessment in relation to the appropriateness of the child concerned returning to the school as well as following advice provided by Delegated Services, the school's health and safety advisers, and the Local Authority (LA).

c. Chairs of Committee Reports

The draft Committee Minutes had previously been distributed; there were no further comments or questions raised.

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

i. GoT Visits

Victoria Chilcott provided feedback from her visit, which was very positive; a completed form had previously been distributed. Governors thanked Ed Powe for supporting the Governing Body with GoT visits as well as providing invitations to key school events, which were very useful.

Governors agreed that the Chair would carry out a GoT in Term 1; Victoria Chilcott would carry out a GoT in Term 2; Ed Collins would carry out a GoT in Term 3; Sarah Everett-Cox would carry out a GoT in Term 4; Martyn Wood would carry out a GoT in Term 5; and the Term 6 GoT Governor would be identified later in the academic year.

ii. Feedback from Governors' attendance at School Council meetings: Martyn Wood and Victoria Chilcott

Martyn Wood had apologised that he was unable to attend the School Council meeting due to unavoidable circumstances.

Victoria Chilcott provided feedback from the meeting that she attended, which was extremely positive with pupils fully engaged with discussions focused on school improvement. Governors were pleased to note that Victoria had agreed to attend as many meetings as possible in the future and would therefore, be able to develop a link role between the School Council and the Governing Body.

Governors were pleased to note that the Leader of the Pupil Engagement & Emotional Literacy Team, met with a group of 7 Year 6 pupils to discuss their idea of introducing Pupil Governors to the school to support school improvement. Although still in its early stages, Governors agreed that this was a useful idea and supported it being explored further.

iii. Annual Health, Safety & Wellbeing / Premises Report: Ed Collins

Ed Collins advised that he would be meeting with the Caretaker in Term 1 to carry out the annual report. Governors noted that due to a change of working arrangements, an interim Chair of the Finance & Resources Committee would need to be appointed for Terms 1 and 2; this would be discussed when the Committee structure and membership was discussed in Term 1.

iv. Annual Children in Care Report: Martyn Wood

Governors noted that the report had been prepared but had not yet been distributed.

Action: Martyn Wood to distribute the report.

MW

v. Annual Special Educational Needs (SEN) Report: Faye Ward

The Annual Report had previously been distributed; Governors noted the contents. Melina Burrowes provided an overview of the top-up funding changes; Governors were pleased to note that the impact was unlikely to be significant for the school, although it was important that this was closely monitored.

e. Feedback from training undertaken and any training recommendations

It was noted that the Governor Development Service (GDS) training programme for 2016/2017 had been distributed; Governors were encouraged to undertake training where possible; the Chair advised that she would also explore the possibility of the GDS providing training at the school.

f. Correspondence

There was no correspondence to consider.

g. AOB

Victoria Chilcott and Warren Pickles fed back from the Trym Partnership event, which was very useful and evidenced the collaboration and sharing of best practice that was taking place within the Partnership.

Governors were also pleased to note that the Parents Council had met and those in attendance provided positive feedback about the school; Nicola Johnson confirmed that suggestions for further development had been shared with Amy Evans to consider and take forward if appropriate.

Melina Burrowes distributed an overview of behaviour for 2015/2016; Governors noted the contents, which would be discussed in more detail at the next Teaching & Learning Committee meeting.

Governors asked who would take over the role from Ed Powe in the Innovation Team; the Headteacher confirmed that Jo Carobene would.

Governors thanked the Headteacher, Senior Leadership Team (SLT), and all staff for their hard work during the year, which it was noted had been challenging due to the number of national changes. Governors also thanked Ed Powe in particular for all his hard work and for how he had transformed areas of the school since joining. Governors wished Ed all the best in his new role as Deputy Headteacher.

There was no other business to consider.

h. Date of next meeting

Thursday 13 October 2016 at 4.45pm.

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

SIGNED: **DATE:** 13 October 2016

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