

# 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 16 July 2015 at 4.00pm

### **MINUTES**

**PRESENT:** Rebecca Golder (Chair) Faye Ward  
 Warren Pickles (Vice Chair) Steven Leonard  
 Louisa Munton (Headteacher) Jo Carobene  
*The meeting was* Ed Collins Melina Burrowes (Assistant Headteacher)  
*noted to be quorate* Geoff Waters Edward Powe (Assistant Headteacher)  
 Nicola Johnson Elizabeth Jahn (Clerk)  
 Michele Daniels

ITEM	MINUTE	ACTION
1	<p><b>Information Gathering</b></p> <p><b>a. Presentation from Assistant Headteachers</b></p> <p>Edward Powe and Melina Burrowes provided an overview of the development of their roles, also shown on the Whiteboard; and the support and challenge that they provided not only to staff and each other, but also to the Headteacher to support strategic direction.</p> <p>The impact of the roles was evidenced in the SATS results and achievements; the Phonics screening test outcomes; an engaging curriculum; the more inclusive learning environment; the development of a love of Mathematics; the reduction in lunchtime incidents; the increased emotional literacy and children being more able to regulate their emotions more effectively; and the structured community time where there was more opportunity for learning and to plug gaps emotionally or academically.</p> <p>The Assistant Headteachers provided examples of case studies that evidenced the impact their roles had on individual children.</p> <p>New Governors asked how long the leadership structure had been in place; the Headteacher provided a summary of the steps that took place towards the development of the new structure and advised that the current arrangement to have 2 Assistant Headteachers compared to one Deputy Headteacher was implemented 2 years ago.</p> <p>Governors asked what the next steps were in terms of the Assistant Headteachers' personal development; Edward Powe advised that in terms of wider objectives, rather than personal goals and objectives, he would like to work more with vulnerable pupils and safeguarding. Melina Burrowes advised that her wider objectives were to develop her target setting skills.</p> <p>Governors asked if it would be useful to have a timeframe for the Assistant Headteachers to feedback on the progress made towards reaching their goals; the Assistant Headteachers confirmed that it would be useful. The Headteacher also reminded Governors that personal development forms part of the appraisal process in Term 1.</p> <p>Governors also asked if the school had considered succession planning; the Headteacher confirmed that all staff were involved in developing the School Development Plan (SDP); and the Senior Leadership Team (SLT) confirmed that they were confident that the school would continue to grow and develop even if a member of the team left because the processes and procedures in place and the ethos of the school was now well-established and all staff were united in their desire to drive the school forward.</p> <p><b>b. School Development Plan (SDP) review: progress against 2015-2016 priorities and priorities for 2016-2017</b></p> <p>The review of the SDP had previously been distributed; the Headteacher confirmed that the priorities were originally identified because they were so important and whilst there had been significant progress against the priorities, the priorities remained as important now as they were when set.</p>	

<p>2</p>	<p><b>Routine Governance</b></p> <p><b>a. Welcome &amp; apologies for absence</b></p> <p>The Chair welcomed everyone to the meeting. Governors noted that Les Caunce had resigned from the Governing Body.</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 Minutes of last FGBM held on 21 May 2015</b></p> <p>The Minutes were agreed and signed as a correct record.</p> <p><b>d. Carried forward matters &amp; matters arising including:</b></p> <p><b>i. Charging arrangements with Kingsweston School re costs for satellite site at Shirehampton Primary School</b></p> <p>The amended Service Level Agreement (SLA) had previously been distributed; Governors considered and agreed that it should be approved.</p> <p>Governors were informed that the Parent Council meetings would take place the week before full Governing Body (FGB) meetings next year; the dates would be promoted in the school's newsletters.</p> <p><b>e. Governing Body Vacancies</b></p> <p>Governors noted the vacancies created through the resignations of Matthew Gould and Les Caunce, and also the vacancy that would shortly be created when Geoff Waters leaves the Governing Body at the end of this academic year. Governors thanked Geoff for all his hard work and contribution not only to the school and Governing Body, but also to the school community as a whole.</p> <p>The Chair advised that a prospective Governor had been identified; the Chair and Headteacher had met with her beforehand to explain the role and she had also attended the pre-meeting with Governors and staff. The Chair therefore, proposed that Sarah Everett-Cox be appointed as a Co-opted Governor. Governors considered the proposal and agreed that Sarah should be appointed.</p> <p>Governors also noted that a parent had approached the school regarding becoming a Governor; the Chair would take this forward with the parent concerned to identify his skillset and whether these would be supportive to the Governing Body.</p> <p>The Chair would also place an advert on the E-Teach website. It was also noted that to help with the recruitment of Governors the department funds SGOSS – Governors for Schools, whose role was to recruit Governors with transferable business backgrounds and management skills, to fill vacancies.</p> <p><b>f. Approval of meeting dates for 2015/2016</b></p> <p>Governors considered and agreed the proposed dates that had previously been distributed. Warren Pickles apologised that he would be unable to attend the Teaching &amp; Learning Committee meeting in September; Michele Daniels confirmed that she would be able to attend the meeting if needed.</p>	
<p>3</p>	<p><b>Information Sharing</b></p> <p><b>a. Chair's Report</b></p> <p>[CONFIDENTIAL MINUTES]</p> <p><b>b. Headteacher's Report</b></p> <p>The report had previously been distributed; Governors discussed the contents and asked that in future, it would be useful to let Year 1 parents/carers know when the Phonics screening tests would be taking place so that they could support their children at home if they so wished. It was also recommended that this should be done in Year 2 for SATS.</p> <p>Governors were sad to note that the apprentice would be leaving at the end of this academic year having been part of a very positive arrangement. Governors asked if it would be appropriate to continue offering an apprenticeship; the Headteacher confirmed that unfortunately, at this time, it was not financially viable. However, should there be sufficient funds available once the building works had been carried out, this would be considered again.</p> <p>The Headteacher advised that 15 pupils would be joining the school in September outside of the Reception intake.</p>	

**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 completed forms: Warren Pickles and Les Caunce**

Governors noted the completed forms from Warren Pickles and Les Caunce; the Chair's completed form would be distributed in due course. Governors agreed that the purpose of the visits was very useful and a discussion would take place at the end of the meeting to identify how the visits could be developed further next year.

**ii. Feedback from Governors' attendance at School Council meetings: Ed Collins and Steven Leonard**

Ed Collins and Steven Leonard provided feedback from the meetings, which were extremely positive with pupils fully engaged with discussions focused on school improvement.

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

The Annual Report was distributed; Ed Collins provided an overview of the contents. Governors were informed that some of the information needed to be updated as it did not include all the data, eg staff training for teachers (support staff training was included). Governors thanked the School Business Manager (SBM) for completing the report. The updated report would be submitted to the LA.

**iv. Annual Children in Care Report: Louisa Munton**

The Annual Report had previously been distributed; Governors noted the contents and that the report had been submitted to the LA.

**v. Annual Special Educational Needs (SEN) Report: Geoff Waters**

The Annual Report had previously been distributed; Geoff Waters thanked Melina Burrowes for meeting with him in order to be able to complete the form. Governors noted that a new Named Governor for SEN & Inclusion would need to be appointed in Term 1.

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

It was noted that the Governor Development Service (GDS) training programme for 2015/2016 had recently been distributed; Governors were encouraged to undertake training where possible.

**f. Correspondence**

Governors noted the governance updates that had previously been distributed including in relation to the new PREVENT Duty, the Ofsted inspection framework changes and the Schools Forum Governor election information. Governors discussed the Governing Body's new PREVENT duty, where all schools had a duty to provide a broad and balanced curriculum and promote spiritual, moral, social and cultural education (SMSC), which should include promotion of British values. As of the 1 July 2015, the new Counter Terrorism Security Act 2015 meant that Governors must also 'have due regard to the need to prevent people from being drawn into terrorism'.

Governors noted that governing boards should, however, deal with the threat of extremism in their school proportionately and appropriately and that there was no need for governing boards to appoint specific link Governors for preventing extremism in schools or for Governors to raise the issue outside of a safeguarding context.

Governors also noted that from September 2015, Governing Bodies would be required to publish their register of interests on their school website. The guidance stated that the '*register should set out the relevant business interests of Governors and details of any other educational establishments they govern. The register should also set out any relationships between Governors and members of the school staff including spouses, partners and relatives.*'

**g. AOB**

Governors were pleased to note that the children sang beautifully at the Colston Hall and were very well behaved and a credit to the school.

Governors were informed that a 2k-timed run would be taking place every Sunday from the 23 August 2015 from 10.00am.

The Headteacher asked that her thanks and appreciation for the hard work of staff be minuted; the Governors agreed that their thanks should also be recorded.

**h. Date of next meeting**

Thursday 8 October 2015 at 4.45pm.

	<p><b>j. Non-staff Governors to stay behind to consider the Governing Body's monitoring and evaluation cycle for 2015-2016</b></p> <p>Non-staff Governors stayed after the meeting to consider the Governing Body's monitoring and evaluation cycle for 2015-2016, which would also form part of the Governing Body's Development Plan (GBDP) and focus for Governor for the Term visits.</p>	
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**Minutes agreed by the Governing Body and signed by the Chair of Governors:**

**SIGNED:** ..... **DATE:** 8 October 2015

**2015/2016 Meeting Dates**

Term 1

Finance & Resources Committee: Tuesday 15 September, 1.45-3.15pm  
Teaching & Learning Committee: Tuesday 15 September, 3.30-5.30pm  
FGBM: Thursday 8 October, 4.45-7.30pm

Term 2

Finance & Resources Committee: Wednesday 25 November, 9.30-11.00am  
Teaching & Learning Committee: Wednesday 25 November, 11.15-12.45pm  
FGBM: Thursday 10 December, 4.45-7.30pm

Term 3

Finance & Resources Committee: Tuesday 19 January, 1.45-3.15pm  
Teaching & Learning Committee: Tuesday 19 January, 3.30-5.30pm  
FGBM: Thursday 28 January, 4.45-7.30pm

Term 4

FGBM: whole day visit, Wednesday 16 March; details TBC

Term 5

Finance & Resources Committee: Tuesday 26 April, 1.45-3.15pm  
Teaching & Learning Committee: Tuesday 26 April, 3.30-5.30pm  
FGBM: Thursday 19 May, 4.45-7.30pm

Term 6

Finance & Resources Committee: Wednesday 29 June, 9.30-11.00am  
Teaching & Learning Committee: Wednesday 29 June, 11.15-12.45pm  
FGBM: Thursday 14 July, 4.00-6.00pm (earlier to support meeting with staff after school)