

Shirehampton Primary School Governing Body



Headteacher: Miss L Munton
Deputy Headteacher: Mr S Futcher

St Mary's Walk, Shirehampton, Bristol, BS11 9RR Tel: 0117 9031447 Fax: 0117 9031448
 Email: shirehamptonp@bristol.gov.uk Governors Email: sps.governors@googlemail.com

www.shirehamptonprimary.org

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 18 July 2013 at 4.45pm

MINUTES

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

ITEM	MINUTE	ACTION
1	<p>Information Gathering</p> <p>School Council</p> <p>Governors met with members of the School Council and Mrs Williams who supports the Council, prior to the meeting and were impressed with the level of feedback provided by the children.</p> <p>Presentation by Amy Evans on:</p> <p>a. The impact of parental involvement and engagement and how that has contributed to raising standards and enhanced the culture of the school community</p> <p>b. Evidence of a strong and effective Parent Council taking a lead in school life</p> <p>Amy Evans advised that next year the school wants to make sure family challenges are connected to learning; to try to involve as many parents/carers as possible, and to make the challenge exciting and interesting linking with Critical Skills etc. The Parental Engagement Policy has been updated and will be brought back to the next Teaching & Learning Committee meeting.</p> <p>The expectations for next year have been set with staff and parental views will continue to be sought through the questionnaire. Governors were pleased to note the positive feedback received from Ofsted regarding parental engagement. Governors were also pleased to note that regular Parent Council meetings take place with a core group of parents/carers taking a lead. Attendance has improved and there is a clear plan next year to advertise meetings and Agendas including through regular letters and promoting the Council at school events. There has been a newly formed Parental Engagement Team to support this work. Governors asked who forms the team; Amy Evans advised that she leads the team with Foundation Stage (FS) staff; next year a Year 1 teacher will join as well as the Deputy Headteacher and a Play Leader. Governors also asked how many parents/carers attend the Family Challenge Days; the Headteacher advised that the younger Year Groups are very well attended although it drops off further up the school. However, attendance continues to increase following the positive feedback from other parents/carers.</p> <p>Governors thanked Amy Evans for her informative presentation.</p> <p>[Amy Evans left the meeting.]</p>	EJ
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 Michele Daniels. Gil Osman was absent from the meeting.</p>	

Governors were sad to note that Katherine Harris has resigned from the Governing Body due to a move out of the locality. Governors thanked Katherine for her support and contribution to the school and the work of the Governing Body.

b. Attendance/pecuniary interests register

Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.

c. Approval of Minutes of last FGBM held on 16 May 2013

The Minutes were agreed and signed as a correct record.

d. Carried forward & matters arising:

i. Governors' monitoring visit form

The Chair is drafting a new form which will be distributed in due course.

e. Chair's Report

The Chair's Report had previously been distributed; Governors were pleased to note that the official opening of the green space was successful and the school is already using the space for learning opportunities.

f. Headteacher's Report

The report had previously been distributed; an updated pupil progress data sheet was distributed; Governors were pleased with the progress made where in some cases, the children are performing above Fischer Family Trust (FFT) targets. The Headteacher explained how FFT targets are formulated ie FFTD equates to the average expectations for the top 25% of similar schools nationally. Governors asked why there was a discrepancy between the progress data and the SATs and teacher assessments based on SATs discussed at the last Teaching & Learning Committee meeting; the Headteacher advised that it will mainly be due to the timing of the information (SATs being given in May and the progress data was downloaded from the system yesterday) and also one child has recently joined the school which may impact on the data. A full analysis is being carried out and will be presented at the next Teaching & Learning Committee meeting.

Governors asked for clarity regarding the information in the report re the attendance letters to parents/carers; the Headteacher advised that where attendance is significantly below the attendance target due to repeated medical issues relating to the same issue, the school has asked the parents/carers to provide more evidence from the GP; in part to meet safeguarding expectations and also to support the parents/carers challenge of GPs to reassess the appropriateness of not resolving the underlying problems.

g. Committee Minutes

The draft Minutes had previously been distributed; there were no further comments or questions. The school is looking at strategies to further develop pupils' Reading skills regarding reading for a sustained level of time (eg novels). The Headteacher also advised that the SATs Reading test has changed from next year and will include 4 different texts that will be graduated in difficulty. Some of the Mathematics calculator papers have been removed; there is also a plan to either test at the end of Key Stage 1 (KS1) or assessing children at the end of Year 1.

h. Policy adoption/review:

i. Appraisal & Capability Policy

Following changes to the law, Judicium has prepared a draft policy that meets legal expectations.

ii. Pay Policy

As above, Judicium has prepared a draft policy that meets legal expectations. The changes to the School Teachers' Pay & Conditions Document (STP&CD) will come into effect later this year that requires a greater link between performance related pay awards and the quality of teaching and learning.

RG

EJ

	<p>Governors noted that Headteachers will be expected to provide Governors with more evidence of performance related pay award recommendations than is currently required. The Headteacher advised that the main changes are termination of a teacher's automatic right to pay progression; that pay grades are not portable and schools can set their own pay scales and are not obliged to match a new teacher's previous salary; the introduction of a teaching and learning responsibility 3 (TLR3) which can be set at £500-2,500 for a specific task; and deletion of the 'Advanced Skills Teacher' status and creation of 'Leading Practitioners'.</p> <p>The Headteacher explained the proposed personalisation of the policy for the local context of the school, taking into account the constraints of the budget, which has been briefly discussed with the Senior Leadership Team (SLT) although not shared more widely at this stage. Governors noted that the changes to the STP&CD is contentious with the trade unions; however, Governors were mindful that the policy is in line with the government's directive and any challenges are likely to be at national level although this could impact on the school through strike action.</p> <p>The school's Outstanding Teaching – Supporting the Development of Practice document was distributed; the document has already been shared with staff so they are aware of the expectations at the school. The Pay Policy is in line with that document and expectations.</p> <p>Governors asked if the performance related pay awards will be capped; the Headteacher advised that as the Individual School Range (ISR) has to be set based on pupil numbers and as such this links into the leadership pay scale, it will not be possible to award a member of staff above the differential that is legally required to be in place.</p> <p>Governors asked if the financial implications have been factored into the budget for future years; the Headteacher advised that it is affordable based on the funding levels currently known; however, it remains challenging to budget for anything beyond the next year due to the significant number of unknowns.</p> <p>Governors noted that staff will be required to submit a portfolio of evidence to support pay award applications; the expectation for what will make up the portfolio needs to be agreed at the target/objective setting meeting. Governors also recognised the need to adopt a common approach to what needs to be submitted so that the process is fair and transparent. Governors raised concern regarding the conflict between reviewing evidence that supports the application against confidentiality; the Headteacher advised that any information presented to Governors will be anonymised and Governors will be expected to look at the quality of the evidence rather than the specifics relating to the individual members of staff.</p> <p>Governors asked if there are implications for the appraisal of Headteacher/Deputy Headteacher; the Headteacher advised that the policy does not yet specifically affect the Headteacher/Deputy Headteacher however, it is probable that this will be brought in line in the future; the unions are currently discussing this with the government and their members.</p> <p>Governors asked if there are implications for support staff; the Headteacher advised that it is hoped that a similar system will be brought in although this will need to be given more consideration about how it would work in practice. A policy would need to be drawn up to clearly set out how the system works so that the targets are measurable and the system is not seen as divisive.</p> <p>After careful consideration, Governors agreed the draft policies in principle which will now be submitted to Judicium to check that they meet legal requirements prior to being distributed to staff for consultation.</p>	
<p>3</p>	<p>Information Sharing</p> <p>a. Governor of the Month Visits</p> <p>Nicola Johnson fed back from her recent visit which was very useful and informative; the form will be distributed in due course. Nicola advised that it was particularly interesting to see the benefits of inclusion within the school which was very positive and contradicted the perception from a few parents/carers that it will lead to disruption.</p> <p>Warren Pickles will arrange a visit in September, Geoff Waters will visit in October, Joan Cox will visit in November and Rebecca Golder will visit in December. All were asked to provide the Deputy Headteacher with possible dates for the visits so that a mutually convenient date can be confirmed.</p>	<p>NJ</p> <p>WP, GW, JC & RG</p>

	<p>b. Feedback on Governors' training</p> <p>Governors were reminded that they are 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); 22 April 2014 (SEN training) and 21 and 22 July 2014 (whole school planning training).</p> <p>Warren Pickles attended the Association of Bristol Governors meeting with guest speaker George Fergusson, Mayor of Bristol, which was interesting but with not much specific information being provided regarding support for schools.</p> <p>Governors were reminded that the new training programme from the Governor Development Service (GDS) has recently been published and were encouraged to undertake training.</p> <p>Governors also noted the new TEN Governor support website (http://www.tengovernor.com/) which offers a 30-day trial period. Governors were encouraged to register and see whether it is worth subscribing.</p> <p>c. Proposed meeting dates for 2013/2014</p> <p>Governors considered and agreed the proposed dates subject to minor changes.</p> <p>The Headteacher thanked Governors for their support during the course of the last year which was reflected in the positive feedback from Ofsted.</p> <p>Governors considered and agreed the request from one member of staff for 1-day unpaid leave taking into account the reasons for the request, the proposed arrangements to cover the absence, and that it did not impact detrimentally on the school.</p>	<p>All</p> <p>All</p> <p>All</p>
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Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 17 October 2013