

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 6

Held at the school on Thursday 17 July 2014 at 4.45pm

MINUTES

PRESENT:	Rebecca Golder (Chair)	Jo Carobene
	Louisa Munton (Headteacher)	Gil Osman
	Warren Pickles	Michele Daniels
<i>The meeting was noted to be quorate</i>	Geoff Waters	Edward Powe (Associate Member)
	Ed Collins	Melina Burrowes (Associate Member)
	Nicola Johnson	Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p>Information Gathering</p> <p>a. Feedback from School Council</p> <p>The Chair and Gil Osman will attend the School Council's meetings on Friday 14 November and Friday 12 December 2014 at 2pm; feedback from the meetings will be provided to Governors.</p> <p>b. Approval of School Development Plan (SDP)</p> <p>Governors considered and approved the SDP that had previously been distributed and discussed at length in other forums.</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 Joan Cox. Michele Daniels 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 22 May 2014</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>d. Carried forward & matters arising:</p> <p>i. Governing Body membership and reconstitution</p> <p>Governors were disappointed to note that Joan Cox is resigning at the end of this academic year but were pleased to note that the Governor Development Service (GDS) has identified a potential Governor to replace Joan. Governors also noted that Nicola Johnson is now a member of staff and whilst this does not impact on her current term of office, it does mean that there are more staff members as Governors as was originally the case when the Governing Body reconstituted. It was agreed that it would be worthwhile to consider reconstitution at the next meeting with a view to increase the number of Parent Governors.</p> <p>Governors were disappointed to note that the PTA membership has dwindled recently and asked what impact this had on the school; the Chair advised that it impacted on the school's ability to fund raise as well as having an indirect impact on engaging parents/carers in other forums of contribution such as the Parent Council. Governors considered how they could attract potential new Governors, support increased membership of the PTA, and support engagement with the Parent Council. It was suggested that the school's website could include short videos from Parent Governors explaining what they do as Governors as well as continuing to use the school's newsletters to engage with parents/carers including through focussed articles, eg 'can you help with...' or 'can you support...'</p>	

	<p>ii. Collaboration Agreement</p> <p>The Chair advised that this is on-going; an update will be provided at the next meeting.</p> <p>Governors considered and agreed that it would be very useful, given the size of the Governing Body, to enter into a Collaboration Agreement with Bishop Road Primary School's Governing Body to share Governors for panel meetings etc. Governors felt that the strong links the school already has with Bishop Road makes that school an ideal collaborative partner for this purpose; it also ensures a certain amount of distance from local schools where staff and pupils are potentially known within the community to ensure a more open and transparent process can be undertaken. The Clerk will send the draft proposal to the Headteacher to take forward informally in the first instance, with the Headteacher at Bishop Road and, if supported by Bishop Road, the proposal will be brought back to each Governing Body in Term 1 for formal approval.</p> <p>iii. Under 3's Ofsted Report</p> <p>The Ofsted Report had previously been distributed; Governors had discussed the outcomes at the last meeting. The Headteacher highlighted the key points raised by Ofsted Inspectors and responded to questions raised regarding terminology within the report. Governors asked if there was anything about the report that caused concern; the Headteacher confirmed that there were no issues that caused concern and the only issues raised within the report were regarding inadequate paperwork in one area (certificate display).</p> <p>[Michele Daniels entered the meeting.]</p> <p>e. Special Educational Needs (SEN) Local Offer</p> <p>Governors noted the local offer document that had previously been distributed and asked what was the purpose of the document; the Headteacher advised that the new Code of Conduct for SEN from September goes from birth to 25 years old with the premise behind the change that parents/carers of SEN children have commented that they do not feel involved in SEN provision and what happens. The government has taken this on board and has introduced Educational Health Care Plans for children which brings the agencies together for each child with SEN to identify how they can each support the family so that the children can achieve into the future. Every school is legally required to provide a local offer from the 1 September 2014 setting out what the school can offer SEN pupils and parents/carers in their school. The Headteacher also advised that parents/carers have the right to ask for a personal budget that can be used to support additional provision for that family if there is a need and if the need is considered by the professionals to be something that cannot be addressed through other ways eg links with other providers.</p> <p>Governors congratulated the Headteacher on the content of the offer which was very easy to read and understand, and in particular, the questions specifically for children. Governors also asked if the document will be shared with staff to ensure they also have an understanding; the Headteacher confirmed that it will be.</p>	<p>RG / LM</p> <p>EJ LM</p>
<p>3</p>	<p>Information Sharing</p> <p>a. Chair's Report</p> <p>The Chair thanked Governors for their hard work and contribution over the last year which has been a very positive year. There is now a noticeable change in the atmosphere within school and everything is coming together positively. The Chair also confirmed that she has met with the new School Improvement Partner (SIP); the Chair has also attended recent trips which have been very good with children demonstrating how well behaved they are and the positive relationships that exist between pupils and their peers as well as with staff.</p> <p>b. Headteacher's Report</p> <p>The report had previously been distributed; the Headteacher highlighted the key details including her admiration for staff who have worked incredibly hard to get the school where it is. The end of year outcomes reflect the improvements that staff have embraced and how each member of the team has been a part in driving forward pupil progress. The Headteacher reminded Governors regarding moderation that has taken place which validates teacher assessments. Governors noted that whilst pupil progress in Reading has improved as a result of the strategies put in place by the Innovation Team; it is still an area for improvement and is included on the SDP.</p> <p>The Headteacher explained the Fischer Family Trust (FFT) data contained within the report which evidences that, compared to the top 25% of similar schools nationally, Shirehampton Primary School pupils are moving much closer to FFTD (top 25% of similar schools nationally). Governors noted that ensuring that all pupils achieve 2 Levels of progress is also included on the SDP.</p>	

Governors were disappointed to note that the budget working papers that the Local Authority (LA) distributed prior to setting the budget contained errors within the formulas and therefore impacted on the Governing Body's ability to identify accurately the funding available to set the budget. The Summary Financial Report dated the 30 June 2014 and explanation of the errors in staffing costs were distributed; Governors discussed the documents and raised concern that there appeared to be an error in the system for this not to have been identified earlier; the Headteacher advised that the working papers does not allow the school to change the formulas which calculate the figures generated within the outturn. Governors noted that the projected deficit is currently £78k with the correct calculations; with an in-year deficit of £143k. Following discussion, Governors acknowledged that there was not a one-off spend equating to £78k that could be removed that would bring the budget into a surplus and therefore, Governors supported the Headteacher reducing costs as appropriate going through the year including one-off expenditure that could be deferred until the next financial year, but recognised that there is a likelihood that the end of year outturn will show a deficit albeit a reduced deficit.

Governors were extremely concerned that the deficit implies poor financial management and budget setting which is not the case as the error was due to the tool used for budget setting having an error which was distributed by the LA. Governors felt strongly that any deficit should be met by the LA as it was due to their error that the deficit occurred. The Office Manager confirmed that the working papers document still contains errors and the School Business Manager has not been able to resolve the issues with the LA. Governors agreed that a representative from the Finance Team should be asked to come into the school to look at the document in action so that they can see for themselves the issues that the errors cause. It was felt that this would support the Governing Body's case should they wish to challenge the LA to meet any deficit caused by inaccuracies with their spreadsheet.

c. Chairs of Committee Reports

The draft Committee Minutes had previously been distributed; the Chairs highlighted key areas of discussion at the meetings. Governors noted in particular, that the SEN Policy will need to be reviewed again in light of the new Code and will be brought back to the next Teaching & Learning Committee meeting.

Governors also noted the Pupil Premium Report for 2013/2014 that had previously been distributed and discussed at a Finance & Resources Committee meeting earlier in the academic year.

d. Named/Link Governor reports and Governor of the Month Visits

The Named Governor for Special Educational Needs (SEN) reported that she has met with the SENCo to discuss SEN provision and pupil progress. The Named Governor advised that the main focus this year within SEN is that every child is in class and is receiving teacher learning; no child should be excluded; and all children are involved in their class community. The school is currently going through a new reform in SEN regarding new changes within the guidance (discussed earlier) and at present the school is being piloted for a new scheme regarding education and health plans that will replace statements.

The Named Governor also confirmed that the school is closing the gap within SEN and is working to increase the rate of which this is achieved. The school has had 2 INSET days covering a full range of conditions within SEN, the barriers to learning and how to help develop pupil progress. Next year, the school has planned 2 SEN staff meetings covering ASD and the Thrive review.

e. Feedback from training undertaken

Geoff Waters fed back regarding his training for panel hearings. Governors also noted that the GDS Annual Training Programme had been published; Governors were encouraged to undertake training and were reminded that if they were unable to attend they should either offer the place to other Governors or cancel to ensure that the school does not incur a charge.

f. AOB including 'goodbye and thanks to Joan Cox'

The Chair read out a letter from a parent/carer thanking staff for their support with her son and also congratulating the school on the recent school production.

Governors thanked Joan Cox in her absence, for her hard work and contribution to the work of the school and Governing Body. The Chair will send a card on the Governing Body's behalf.

Governors also congratulated Michele Daniels on the LA's recent recognition of her 25 years' service, all of which have been spent at the school.

g. Date of next meeting

Thursday 16 October 2014 at 4.45pm.

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

SIGNED: **DATE:** 16 October 2014

Forthcoming Meeting Dates

Term 1

Finance & Resources Committee:	Tuesday 16 September 2014	1.45-3.15pm
Teaching & Learning Committee:	Tuesday 16 September 2014	3.30-5.30pm
Full Governing Body:	Thursday 16 October 2015	4.45-7.00pm

Term 2

Finance & Resources Committee:	Tuesday 18 November 2014	9.30-11.00
Teaching & Learning Committee:	Tuesday 18 November 2014	11.15-12.45
Full Governing Body:	Thursday 11 December 2014	4.45-7.00pm

Term 3

Finance & Resources Committee:	Tuesday 20 January 2015	1.45-3.15pm
Teaching & Learning Committee:	Tuesday 20 January 2015	3.30-5.30pm
Full Governing Body:	Thursday 12 February 2015	4.45-7.00pm

Term 4

Full Governing Body:	Thursday 19 March 2015	1.00-2.00pm (Whole Day Visit)
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Term 5

Finance & Resources Committee:	Tuesday 28 April 2015	1.45-3.15pm
Teaching & Learning Committee:	Tuesday 28 April 2015	3.30-5.30pm
Full Governing Body:	Thursday 21 May 2015	4.45-7.00pm

Term 6

Finance & Resources Committee:	Tuesday 16 June 2015	9.30-11.00
Teaching & Learning Committee:	Tuesday 16 June 2015	11.15-12.45
Full Governing Body:	Thursday 16 July 2015	4.45-7.00pm