

Shirehampton Primary School Governing Body

Shirehampton Primary School



Learn, Aspire, Achieve

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 1 **Held at the school on Thursday 11 October 2012 at 4.45pm**

MINUTES

PRESENT:	Juliet Huddart (Chair)	Katherine Harris
	Louisa Munton (Headteacher)	Joan Cox
	Gil Osman	Jo Carobene
<i>The meeting was noted to be quorate</i>	Warren Pickles	Simon Futcher (Associate Member)
	Nicola Johnson	Elizabeth Jahn (Clerk)
	Michele Daniels	

ITEM	MINUTE	ACTION
1	<p>Information Gathering</p> <p>Presentation (carried over from last term) by Amy Evans on:</p> <ul style="list-style-type: none"> a. how well the EYFS curriculum provides for and stretches all pupils b. how well we keep parents informed and take account of their views c. and how standards for pupil behaviour are established at this early stage <p>Amy Evans went through the pupil outcomes at the end of 2011/2012 which were lower than the previous year as the cohort was lower on entry; although Governors noted that 15% of the children only missed the average point score target by only 1 point.</p> <p>There is a new revised Foundation Stage/Early Years (FS/EY) framework which includes 7 areas instead of 6; 3 being prime areas and 4 specific areas. There will be 2 assessment points for children; at age 2 and age 5 years (ie at the end of Reception). Children's progress will now be classed as 'emerging', 'expected' and 'exceeding'. Staff will receive training in February on the new framework.</p> <p>The school continues to focus on promoting positive behaviour which is regularly reinforced; the school also uses the outdoor area where possible and continually looks at introducing imaginative ways to improve the area. Open ended resources are also used to encourage children's use of their imagination.</p> <p>The school is trying to include 'calm' strategies in class to avoid over-stimulation as a lot of the children come into school very excitable.</p> <p>The school is also trying to achieve continuity and consistency in displays throughout the school and continually looks at ways to improve engagement with parents/carers and keeping parents/carers informed of their child's learning eg Family Challenges, open mornings, learning logs, the noticeboard, informal daily conversations in the playground etc. The EY/FS key focus is to develop true partnerships with parents/carers.</p> <p>The next steps will include improving practice through the Bristol Standard; the school is currently preparing an interim submission. More parent/carer involvement remains a focus and ensuring that there are high quality interactions at all times. Staff are also trying to ensure that the school is taking into account parents/carers' views to bring their voice to the assessment process. Governors asked if parents/carers have bought into the idea that the children are there to learn and the school is not a replacement for child care; Amy Evans confirmed that they have and that they are very keen to send their children to school to learn.</p>	

Governors also asked what other strategies are being developed to improve parental engagement; Amy Evans advised that the school is developing the Parent Council and also parents/carers are regularly invited to attend Year Group assemblies etc with should hopefully spark discussion at home. In Term 3 there will be a joint learning programme which will allow parents/carers to come in to look at different areas of the curriculum and how they can support their child's learning. Parent Governors' fed back that the learning logs have been particularly helpful.

Governors asked whether the analysis of end of year outcomes identified any particular issues other than a lower performing cohort; Amy Evans advised that the school has only been able to carry out in-house analysis as the national data has not yet been produced however, from the school's own comparisons, there has been an increase in the number of children with English as an additional language (EAL) which has also had an impact. The majority of EAL pupils have made at least good or outstanding progress but they came into school with a lower starting point, particularly when compared to last year's Reception class who were high attainers. The current cohort is more reflective of the community. The school is confident that they are closing the gap and will close the gap further by the end of Key Stage 1 (KS1).

Governors asked how the school engages with EAL parents/carers; Amy Evans advised that the school has asked EAL parents/carers to read dual language books in school which has been useful for the children and also helps engage EAL parents/carers. A course will also be run in Term 3 specifically focusing on EAL parents/carers; a teacher has already expressed an interest in running the course. Parents/carers are generally very keen to engage but the school needs to support removing the language barrier. Governors asked how many languages are spoken by the pupils; the Headteacher advised that it is at least 12. The school uses the language and interpreter service eg by requesting an interpreter attends a meeting etc or asks if the parent/carer has any friends or relatives who can translate. Governors noted that EAL children will remain 'EAL' all the way through their education if their home language remains a language other than English.

Governors thanked Amy Evans for her informative presentation.

[Amy Evans left the meeting.]

Presentation by Edward Powe on the use of innovation in the curriculum and how it will raise expectations for learning and behaviour plus how new initiatives will impact positively on teaching, support and other staff.

Following introductions, the Success Through Innovation Report was distributed; Edward also read the 'Ordinary Boy in an Ordinary School' book to highlight that innovation is about taking ordinary days/things and making them more exciting for children.

The innovation team has 6 key areas/targets (which were included in the report) with the main priorities being English and Mathematics. Edward Powe reiterated that the key is ensuring that the school has enough books/resources to support children's learning. The school is in an area that is not literature rich and it is therefore, very important that children can access books at school.

The innovation team met and are going to paint the library over the holidays including putting in a 'chimney area', balloons, painted book characters etc so that the library will be an exciting place to be. The school is also improving the resources in the classrooms so children's love of reading can be stimulated. Governors asked if the library will work in a traditional way or whether teachers will initiate the use of the library; Edward Powe advised that the school is moving the older books into the classrooms for children to use in class and take home etc, but the new books in the library will be to use in school. The library books will not be banded. Governors also asked if the library use will be timetabled; Edward Powe confirmed that it is already but this will be further organised in topics.

It is too early to evidence that the new strategies have impacted on progress but there is clear evidence of the impact in enthusiasm. It is hoped that at least 90% of the Year 6 children will achieve Level 4 in Reading. Edward Powe advised that picture books are very effective in developing language vocabulary and imagination; they also help children to deal with emotional issues as the books encourage children to talk about their emotions.

The Headteacher, Edward Powe, Becky Sullivan and Jo Carobene were invited to the INSET at Bishop Road to look at their approach which is similar. Governors asked if the strategies are having an impact on parents/carers; Edward Powe confirmed that it is as parents/carers are already asking for book recommendations etc.

The book fair is taking place on Monday, the school has also introduced 'ERIC' after lunch ('everyone reading in class') which includes the teachers and has been very positive. Governors asked if the school will change the Reading Schemes; Edward Powe stated that there is a place for the schemes but the new approach does not need specific schemes. Schemes are more for learning to decode words rather than for strategies to improve children's passion for reading.

Governors thanked Edward Powe for his enthusiastic and informative presentation.

[Edward Powe left the meeting.]

2 Routine Governance

a. Welcome & apologies for absence

The Chair welcomed everyone to the meeting. Apologies were received and accepted from Rebecca Golder and Dawn Williams. After careful consideration including prior attendance levels, Governors did not accept apologies from Lucy O'Brien.

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 12 July 2012

The Minutes were agreed and signed as a correct record.

d. Carried forward & matters arising:

i. Health, Safety & Well-Being / Premises Governor's Annual Report by Dawn Williams

Dawn Williams reported via email that the Caretaker has settled in well; several parents/carers approached her in the playground to comment on how good the school is looking and how nice it is to see the Caretaker around school.

There have been a couple of incidents of dogs in the playground which have been dealt with by the Caretaker; the school may need to erect bigger signs. The Caretaker is also going to undertake high ladder/platform training and will purchase an appropriate ladder so that he can paint higher ceilings. The Caretaker has also already repaired the roof and is currently in the process of cleaning the windows outside; the inside of the windows will be cleaned in due course.

The solar panels have been installed.

There have been no significant health and safety issues other than those reported at the Finance & Resources Committee meetings.

ii. Child Protection, Children in Care & Young Carers Governor's Annual Report by Joan Cox

Joan Cox has met with the Headteacher to get an overview picture of the areas she will need to monitor and policies/documents that she will need to look at. Joan has also attended child protection training.

The Annual Safeguarding Audit Report has not yet been received by the Local Authority (LA).

The school is taking part in a Young Carers (YC) Scheme; a staff meeting took place yesterday which included attendance by an adult who was a former YC which was very powerful. The school will have a full support package including suggestions for assemblies etc to raise awareness. Governors asked how the school identifies YCs; the Headteacher advised that there are a variety of ways including appearance, late or not completing homelearning etc.

The school is hoping that with the support of the pilot scheme, enough information will be built into PSHE lessons/assemblies for children to be better able to identify themselves. The Learning Mentor has been identified initially as the YC Advocate.

The Special Educational Needs (SEN) Governor's report following his meeting with the SENCo had previously been distributed; Gil Osman went through the contents.

Governors requested an update on admissions following the request from the LA to breach the admission numbers; the Headteacher advised that the LA stated the children were twins but when they attended they were different ages. The children have already been admitted so the school will not be able to seek additional funding from the LA.

e. Chair's Report

The Chair's Report had been previously distributed; there were no further comments or queries.

f. Election of Chair and Vice Chair & Approval of Terms of Reference

The Chair and Vice Chair's Terms of Reference previously distributed were agreed.

There was one nomination for Rebecca Golder for the position of Chair. As there were no oppositions and all members were in support, Rebecca Golder was duly elected for a term of office of 1 year.

There was one nomination for Warren Pickles for the position of Vice Chair. As there were no oppositions and all members were in support, Warren Pickles was duly elected for a term of office of 1 year.

g. Approval of Committee Structure, Membership & Terms of Reference (TOR)

Governors considered and agreed the Committee structure, membership and TOR that had previously been distributed.

An application has been received from a potential LEA Governor; the Chair and Juliet Huddart will meet with the candidate to discuss further. Governors were disappointed to note that Natalie Lane has stepped down as a Governor due to personal reasons; a replacement will need to be sought although it was agreed that this should be deferred until the next meeting for the Governing Body to determine if reconstitution of the Governing Body is preferred.

EJ

It was agreed that the Governors' Code of Conduct should be amended to reflect that the section relating to expected attendance at meetings includes Committee meetings.

JH

h. Appointment of Named/Link Governors & Approval of Terms of Reference

Governors considered and approved the Named/Link Governors and TOR that had previously been distributed. Nicola Johnson was appointed Link Governor for Governor of the Month Visits.

i. Review Scheme of Delegation

The Governing Body considered and agreed the Scheme that had previously been distributed subject to a minor amendment to reflect changes in legislation.

j. Approval of Policy Statements

Governors considered and agreed the policy statements subject to being updated with the current list of HR policies that are now school specific rather than LA model policies (as previously agreed by the Finance & Resources Committee). Governors thanked the Clerk for updating the website.

EJ

k. Headteacher's Report

The report had previously been distributed; the Headteacher went through the contents. Governors asked if parents/carers with SEN children coming into school was successful; the Headteacher confirmed that it was as it helped to strengthen relationships between teachers and parents/carers and also helped to highlight barriers that the school was not aware of.

Governors asked what is being done this Term re 'data tracking using progress over time rather than relying too heavily on test outcomes'; the Headteacher advised that this was already raised with staff and eradicated by the end of last year.

	<p>Edward Powe had already highlighted key strategies to support Reading; the school is also hoping that work with the University of the West of England (UWE) will also help develop a language rich curriculum. UWE students will visit the school and take part in a pilot scheme supporting the school. The Headteacher briefly outlined the expectations of the pilot scheme and also details of the Thrive pilot scheme.</p> <p>I. Performance Management</p> <p>[Michele Daniels, Simon Futchter and Jo Carobene left the meeting.]</p> <p>Governors discussed the possibility of employing a School Business Manager; Governors supported the Headteacher exploring further the role and the benefits to the school and bring a recommendation to the next Finance & Resources Committee meeting.</p> <p>[The Headteacher left the meeting.]</p> <p>[CONFIDENTIAL MINUTES]</p> <p>[Michele Daniels, Simon Futchter, Jo Carobene and the Headteacher entered the meeting.]</p> <p>m. Governor of the Month Visits</p> <p>It was agreed that Katherine Harris will visit in December and Gil Osman will visit in November. Nicola Johnson will liaise with the Deputy Headteacher and Gil/Katherine re dates.</p> <p>Nicola Johnson advised that she attended the whole school trip which was thoroughly enjoyable and the children were very well behaved; feedback from people at the venue was very positive. Katherine Harris also attended with Year 5 pupils who were very engaged. A lot of children stated that they wanted to go back with their parents/carers.</p>	
3	<p>Information Sharing</p> <p>Carried forward from last term: Questions from Governors as critical friends</p> <p>This item was deferred until the next meeting.</p> <p>Governors thanked Juliet Huddart for her hard work and dedication as outgoing Chair. Juliet has had a huge impact on helping the school move forward towards outstanding.</p> <p>Date & Time of Next FGBM</p> <p>Thursday 13 December 2012 at 4.45pm</p>	EJ

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

SIGNED: **DATE:** 13 December 2012