

**Headteacher:** Miss L Munton  
**Deputy Headteacher:** Mr S Futcher



"Learning Together"

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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 1** **Held at the school on Thursday 13 October 2011 at 5.00pm**

### **MINUTES**

<b>PRESENT:</b>	Juliet Huddart (Chair) Natalie Lane (Vice Chair) Louisa Munton (Headteacher) Michele Daniels Jan Pritchard Dawn Williams Mike Lloyd	Rebecca Golder Darren Brown Warren Pickles Joan Cox Jo Carobene Elizabeth Jahn (Clerk)
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*The meeting was noted to be quorate*

ITEM	MINUTE	ACTION
1	<p><b>Welcome, Introduction of New Governing Body Members &amp; Apologies for Absence</b></p> <p>The Chair welcomed everyone to the meeting particularly new Governors. Following introductions, apologies were received and accepted from Simon Futcher and Lucy O'Brien. Darren Brown apologised he would be late. The Chair advised that unfortunately, Martin Ackerman and Kirstie Shingfield have resigned from the Governing Body due to personal commitments.</p> <p>Toby Maddocks attended the first part of the meeting to update on the introduction of Merlin which has been delayed due to the school being incorrectly set up with the wrong Department for Education (DfE) code by the Local Authority (LA). It is hoped Merlin will be ready to roll out to parents/carers and pupils early in Term 2; the school will initially set up Toby Maddocks' class followed by the rest of the school. A 'launch' of the system will be organised which will include representatives from the South West Grid for Learning (SWGL) who will present on e-safety. The initial migration of the data will take place during the next INSET as staff will be unable to access the system during that time.</p> <p>Toby Maddocks briefly outlined the background to the SWGL and Merlin. When the system is up and running it will be possible for the school to link up with any school in the South West. Refresher training on logging on and navigating the site was provided; it is hoped all new Governors will receive log-on details shortly. Governors asked if there is a possibility that the data will be lost if the server goes down; Toby Maddocks explained that there is a back-up server in Exeter which will 'kick in' within 10 minutes of the main server shutting down. Governors asked if the system is secure; Toby Maddocks confirmed that it is. Governors thanked Toby Maddocks for his update.</p> <p>[Toby Maddocks left the meeting.]</p>	
2	<p><b>Attendance &amp; Business/Pecuniary Interest Register</b></p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p>	
3	<p><b>Appointment of New Governing Body Members</b></p> <p>The Governing Body agreed to appoint Warren Pickles as a Community Governor.</p>	
4	<p><b>Approval of Chair &amp; Vice Chair's Terms of Reference (TOR) &amp; Election of Vice Chair</b></p> <p>The Chair and Vice Chair's Terms of Reference previously distributed were agreed subject to a minor amendment. There was one nomination for Natalie Lane for the position of Vice Chair. As there were no oppositions and all members were in support, Natalie Lane was duly elected for a term of office of one year.</p>	

5	<p><b>Approval of Governing Body's Delegated Responsibilities Including:</b></p> <ul style="list-style-type: none"> <li> <p><b>Committee Structure, Membership &amp; TORs</b></p> <p>Governors considered and agreed the proposed Committee structure, membership and TORs that had previously been distributed.</p> <p>[Darren Brown entered the meeting.]</p> </li> <li> <p><b>Appointment of Named/Link Governors &amp; Approval of TORs</b></p> <p>Lucy O'Brien was re-appointed Named Governor for Child Protection (CP), Children in Care (CiC) &amp; Young Carers (YC) for a term of office of one year.</p> <p>Juliet Huddart was re-appointed Link Governor for Extended Schools Partnership (ESP) for a term of office of one year.</p> <p>Darren Brown was appointed Named Governor for Health, Safety &amp; Well-being (HS&amp;W) / Premises for a term of office of one year.</p> <p>Juliet Huddart, Rebecca Golder and Warren Pickles were appointed Named Governors for Performance Management Review of Headteacher for a term of office of one year.</p> <p>Gil Osman was appointed Named Governor for Special Educational Needs (SEN) &amp; Inclusion for a term of office of one year.</p> <p>Jan Pritchard was re-appointed Link Governor for Governor of the Month and Mike Lloyd was re-appointed Link Governor for Governor Training.</p> </li> <li> <p><b>Appointment of Staff Team Links</b></p> <p>Gil Osman and Dawn Williams were appointed to the Social Skills &amp; Reasoning Team.</p> <p>Darren Brown and Natalie Lane were appointed to the Problem Solving &amp; Creative Thinking Team.</p> <p>Warren Pickles and Jan Pritchard were appointed to the Communication &amp; Information Processing Team.</p> <p>Joan Cox and Mike Lloyd were appointed to the Enquiry Skills Team.</p> <p>Rebecca Golder and Lucy O'Brien were appointed to the Foundation Stage Team.</p> <p>It was agreed that staff will make the initial contact with Governors via email to invite them to attend team meetings where the team reviews progress against priorities identified in the action plans etc.</p> </li> <li> <p><b>Volunteer to Attend Association of Bristol Governors' (ABG) Meetings</b></p> <p>It was agreed that Governors will take it in turns, possibly in pairs, to attend the ABG meetings.</p> </li> <li> <p><b>Approval of Governing Body's Scheme of Delegation</b></p> <p>Governors considered and agreed the Scheme of Delegation that had previously been distributed. Delegation, where possible and appropriate, has been agreed to include the least denomination of people to ensure that the Headteacher is not delayed in dealing with a situation by unavailability of Governors. New Governors asked why this was not the case in some areas; the Clerk advised that in some areas where there is flexibility, the Scheme follows best practice recommendations as identified through, for example, the Financial Management Standard in Schools (FMSiS, now the Schools Financial Value Standard, SFVS).</p> </li> </ul>	
6	<p><b>Approval of Minutes of Last Full Governing Body Meeting (FGBM) Held on 14 July 2011</b></p> <p>The Minutes were agreed and signed as a correct record.</p>	

7	<p><b>Carried Forward Matters &amp; Matters Arising From Minutes of Previous Meeting Including:</b></p> <ul style="list-style-type: none"> <li><b>Merlin Refresher</b></li> </ul> <p>Discussed earlier in the meeting.</p> <ul style="list-style-type: none"> <li><b>Outcomes of the Governor of the Month Review</b></li> </ul> <p>This item was deferred until the next meeting.</p> <p><i>[Due to the Deputy Headteacher's absence an update on community cohesion was provided in writing after the meeting. A further update will be provided at the next meeting.]</i></p> <p>Gil Osman and Jan Pritchard offered to attend the Bristol Education Partnership Conference where Professor David Hargreaves is the key note speaker and will feedback at the next meeting.</p>	JP  SF  GO / JP
8	<p><b>Governing Body's Management Plan (GBMP): Priorities for 2011/2012</b></p> <p>New Governors asked how the Governing Body had decided on the priorities for the GBMP; Governors explained that a lengthy Governing Body self-evaluation review was carried out in Term 5 which included looking at feedback from Ofsted and parental questionnaires etc. Following the original Ofsted inspection, areas for improvement for the Governing Body were identified; Governors put in measures to improve those areas confirmed by Ofsted's monitoring visit in January. The self-evaluation looked at how those areas could be further improved so that governance could be judged as outstanding using the criteria set out in the Ofsted framework. The GBMP complements the School Development Plan (SDP).</p> <p>Progress against GBMP priorities will be monitored termly and an annual review will take place in Term 5 to consider priorities for the next academic year. The whole day Governing Body visit in Term 4 will be used to gather evidence for the GBMP and SDP combined with Committee evidence.</p>	
9	<p><b>New Ofsted Inspection Framework</b></p> <p>The Chair's written notes from the recent Agenda Briefing had previously been distributed and Governors noted that under the new Ofsted framework, the areas that Inspectors will monitor have been reduced to 4: achievement (with a focus on outcomes eg impact on learning for all groups of children – narrowing gaps in performance); quality of teaching (and its impact on learning; teaching which is responsive to the needs of children); leadership and management (impact of leaders and managers on improvement, but no separate governance judgement); and behaviour and safety of pupils (including e-safety); plus how well the school promotes spiritual, moral, social and cultural development. The other judgements have been linked in under those 4 areas. Inspectors will spend 40%+ of time in classrooms. However, early indication is that although it is a new framework, it will be more or less the same expectations just slotted into different areas (and maybe called by a different name) and community cohesion will form part of the spiritual, moral, social and cultural development judgement, although there will not be a separate capacity to improve judgement.</p> <p>Governors will probably be the most affected in that it may be harder to prove their involvement (impact) in leadership and management as it appears, at least at the moment, that inspectors will not ask to speak to Governors during the inspection, although they can of course attend. The school is very likely to have a monitoring visit and the school/Governors need to ensure that the evidence is in place to support the key judgements.</p>	
10	<p><b>Chair's Report</b></p> <p>The Chair's Report had been previously distributed; there were no further comments or queries.</p>	
11	<p><b>Headteacher's Report Including:</b></p> <ul style="list-style-type: none"> <li><b>Progress of School Development Plan (SDP) &amp; Priorities for 2011/2012</b></li> </ul> <p>The report had previously been distributed. Governors asked the Headteacher to outline the interview process followed for the appointment of the teacher for Shanghai class which also involved pupils. Governor feedback from involvement in the process recommended that Governors should include a caveat that candidates may not be asked to formal interview. A successful appointment was made (an NQT) and the new employee will attend the school in Term 2 including to meet parents/carers and pupils.</p>	

	<p>Governors were pleased to note that 80 children are now involved in music lessons (children registered for free school meals (FSM) are funded by the pupil premium).</p> <p>[Mike Lloyd left the meeting.]</p> <p>Governors also congratulated the school on being able to enrich and broaden the curriculum; chess lessons have been introduced with two children visiting Westminster Palace to play against Garry Kasparov and Nigel Short MBE, chess grandmasters.</p> <p>[Jo Carobene and Michele Daniels left the meeting.]</p> <p><b>[CONFIDENTIAL MINUTES]</b></p> <p>[Jo Carobene and Michele Daniels entered the meeting.]</p>	
<b>12</b>	<p><b>Committee Minutes</b></p> <p>The draft Minutes had previously been distributed. Governors were requested to consider changing the current providers of the photocopiers. A cost analysis breakdown of six quotes was distributed; the Office Manager highlighted the key differences in service offered. Governors considered and agreed to enter into an agreement with Konica Minolta; the total annual cost is £2,758.68.</p>	
<b>13</b>	<p><b>Policy Adoption/Review</b></p> <ul style="list-style-type: none"> <li>• <b>Policy Statements for:</b> <ul style="list-style-type: none"> <li>– <b>Finance Policies</b></li> <li>– <b>Health, Safety, Well-being &amp; Premises Policies</b></li> <li>– <b>Learning &amp; Teaching Policies</b></li> <li>– <b>Staff Related Policies</b></li> </ul> </li> </ul> <p>Governors considered and agreed the policy statements that had previously been distributed.</p>	
<b>14</b>	<p><b>Governors' Report Including:</b></p> <ul style="list-style-type: none"> <li>• <b>Feedback From Governor of the Month &amp; Link Governor Visits</b></li> </ul> <p>Rebecca Golder attended the open morning in Year 1 and was very impressed with the visit.</p> <ul style="list-style-type: none"> <li>• <b>Reports on Training Undertaken</b></li> </ul> <p>There was nothing to report.</p>	
<b>15</b>	<p><b>Correspondence</b></p> <p>There was no correspondence to consider.</p>	
<b>16</b>	<p><b>AOB</b></p> <p>Governors asked how the school fulfils its duty regarding the daily act of collective worship; the Headteacher advised that collective worship is carried out at assemblies and within class through the use of PSHE, eg check-in, check-up, and check-out.</p>	
<b>17</b>	<p><b>Association of Bristol Governors' Meeting Dates for 2011/2012</b></p> <p>Thursday 10 November 2011, Wednesday 29 February 2012, Tuesday 19 June 2012 All meetings 7.15-9.00pm; venue to be confirmed.</p>	
<b>18</b>	<p><b>Dates &amp; Times of Next Committee Meetings</b></p> <p><b>Finance &amp; Resources:</b> Monday 14 November 2011 at 10.00am <b>Teaching &amp; Learning:</b> Thursday 17 November 2011 at 12.30pm</p>	

19	<b>Date &amp; Time of Next FGBM</b> Thursday 8 December 2011 at 5.00pm	
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**Minutes agreed by the Governing Body and signed by the Chair of Governors:**

**SIGNED:** ..... **DATE:** 8 December 2011