

Headteacher: Miss L Munton
Deputy Headteacher: Mr S Fletcher



"Learning Together"

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.shirehampton.ik.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 14 October 2010 at 5.00pm**

MINUTES

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| PRESENT: | Juliet Huddart (Chair) Mark Baxter (Vice Chair) Louisa Munton (Headteacher) Michele Daniels Roy Dacombe Kirstie Shingfield Rebecca Golder Mike Lloyd | Martin Ackerman Sam Parker Jo Carobene Lucy O'Brien Gil Osman Simon Fletcher (Associate Member) Elizabeth Jahn (Clerk) |
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The meeting was noted to be quorate

| ITEM | MINUTE | ACTION |
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| 1 | <p>Welcome, Introduction of New Governing Body Member & Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting, particularly Gil Osman, newly appointed LEA Governor. Apologies were received and accepted from Jan Pritchard. Jo Carobene apologised she would be late. Rebecca Golder distributed a laminated acronyms sheet for information purposes.</p> | |
| 2 | <p>Presentation on Special Educational Needs (SEN) Provision</p> <p>Presentation by Kate Lane, Year 5 teacher and SENCo. Since January the school has changed the Key Stage 2 (KS2) curriculum for children with SEN. Fifteen hours of support is provided by Sue Pinnell which is tailored to the child and closely monitored. A SEN Provision 2010-2011 report was distributed including progress data, provision map for this year and how the SEN budget has been spent. One of the School Development Plan's (SDP) priorities is Pupil Achievement and the school's overall aim is to improve standards and progress of SEN children across the school. The action plan includes effective deployment of Learning Support Assistants (LSAs). The Headteacher advised that the impact of Kate Lane and Sue Pinnell's rigour and commitment has been huge and the difference in SEN provision has been massive.</p> <p>The data packs that had previously been distributed to Governors contained evidence that supports the progress made by children with SEN. Governors asked for clarification on the budget figures, Kate Lane advised that £5k for One 2 One Tuition is the cost of 12 hours per week.</p> <p>[Jo Carobene entered the meeting.]</p> <p>Governors asked whether One 2 One Tuition means that pupils miss lessons; Kate Lane explained that some support is provided in class and some involves taking the child or a group of children out of the class, however without the support the pupils would be unable to access the curriculum. Pupils are positive about the support available to them and there is no stigma associated with attending support sessions.</p> <p>The Named Governor for SEN advised that she was impressed with the quality and quantity of the provision in place.</p> <p>Governors asked why there were sometimes 2 LSAs in a class; Kate Lane advised that this is where an additional LSA is in the class to specifically support 1 child and also in cases where 2 members of staff are required, eg hoisting a child.</p> <p>Governors asked how much of the school's budget supports SEN; the Headteacher advised that approximately 5% is funded from the school's budget.</p> | |

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| | <p>Kate Lane confirmed that she is confident that at least 80% of SEN children will make expected progress.</p> <p>A Parent Governor confirmed that her own experience with SEN provision has been a very positive experience and has had a massive impact on her child's learning.</p> <p>Governors thanked Kate Lane for her informative presentation.</p> <p>[Kate Lane left the meeting.]</p> | |
| <p>3</p> | <p>Community Cohesion Update</p> <p>An update was provided by Simon Fitcher, Deputy Headteacher. The Community Cohesion Project Feedback Term 1 2010-2011 Report was distributed. The Deputy Headteacher had a meeting with the Deputy Headteacher at Easton Primary School and their Year 2 class teacher who Simon Fitcher will partner in the project. The Deputy Headteacher went through the termly plan. The Easton Trail involving the local community will be taking place in Term 3 to look at comparisons. Community cohesion is well developed at Easton Primary School as they have lots of experience.</p> <p>The school hopes to secure funding for the Term 4 community visit involving both schools. Shirehampton Primary School has access to the Kingsweston School and Oasis Academy Brightstowe minibuses; the Deputy Headteacher has been trained to drive the minibuses.</p> <p>Parents/carers have been asked to contribute to the 'About Us' box; response from parents/carers to the project has been positive.</p> <p>Initially this is a trial project for Year 2 pupils, if successful the school would like to expand across the Year Groups; Easton Primary School is happy to support that.</p> <p>The Deputy Headteacher advised that he was disappointed with the stereotypical comments during the pupil conferencing but it means that the project should have a massive impact on preparing children to live in a global community.</p> | |
| <p>4</p> | <p>Restorative Approach in Schools</p> <p>Powerpoint presentation led by the Headteacher; key findings of the RAIS Project was available to read from the conference the Chair attended.</p> <p>Restorative justice puts repairing harm done to relationships and people over and above the need for assigning blame and dispensing punishment. Key values include creating an ethos of respect; inclusion; accountability and taking responsibility; impartiality; empowerment and emotional articulacy. Restorative justice involves key skills such as listening and facilitating dialogue and problem solving etc. Processes and practices include restorative enquiry; mediation; and community conferencing. Restorative justice builds a sense of belonging, safety and social responsibility.</p> <p>The process involves asking 4 key questions: what has happened; who has been affected; how can we involve everyone who has been affected in finding a way forward; how can everyone do things differently in the future. Very often the children come up with the restorative resolution eg writing a letter.</p> <p>The potential advantages are a safer, more caring environment; a more effective teaching and learning environment; greater commitment by all through taking time to listen; a reduction in bullying and other conflicts; greater awareness of the importance of connectedness; a greater emphasis on responses to inappropriate behaviour; reductions in fixed term and permanent exclusions; a greater confidence in the staff team to deal with challenging situations; and an increased belief in pupils' ability to take responsibility.</p> <p>Governors asked how the school can ensure all teachers embrace the restorative justice approach; the Headteacher advised that this is achieved through staff training and also through staff seeing the impact of restorative justice which makes them question their own approach.</p> | |
| <p>5</p> | <p>Attendance & Business/Pecuniary Interest Register</p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p> | |

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| 6 | <p>Approval of Chair & Vice Chair's Terms of Reference & Election of Vice Chair</p> <p>The Chair and Vice Chair's Terms of Reference previously distributed were agreed.</p> <p>There was one nomination for Kirstie Shingfield for the position of Vice Chair. As there were no oppositions and all members were in support, Kirstie Shingfield was duly elected for a term of office of one year commencing from the end of Term 2.</p> | |
| 7 | <p>Appointment of Named Governors & Approval of Terms of Reference for:</p> <ul style="list-style-type: none"> • Child Protection (CP), Children In Care (CiC) & Young Carers (YC) <p>Lucy O'Brien was re-appointed Named Governor for CP, CiC & YC for a term of office of one year.</p> <ul style="list-style-type: none"> • Extended Schools Partnership (ESP) <p>Juliet Huddart was re-appointed Named Governor for ESP for a term of office of one year.</p> <ul style="list-style-type: none"> • Health, Safety & Well-being/Premises <p>Martin Ackerman had been appointed by the Health, Safety & Well-being Committee for a term of office of one year.</p> <ul style="list-style-type: none"> • Special Educational Needs & Inclusion <p>Kirstie Shingfield had been re-appointed by the Teaching & Learning Committee for a term of office of one year.</p> | |
| 8 | <p>Approval of Committee Structure, Membership & Terms of Reference & Link Governors to Curriculum Teams</p> <p>Governors considered and agreed the revised Committee structure and Terms of Reference that had previously been distributed. It was felt that the structure better reflected the current expectations of Governors and is more in line with the school's self-evaluation form (SEF). Committee meetings may be increased to 2 hours and FGB meetings to 2½ hours, when appropriate, to allow sufficient time to cover the statutory and school driven priorities. The Finance & Resources Committee and Teaching & Learning Committee meetings will start at 10.00am and the Pupil Support Committee meetings will start at 1.00pm.</p> | |
| 9 | <p>Approval of Governing Body's Scheme of Delegation</p> <p>Governors considered and agreed the Scheme of Delegation.</p> | |
| 10 | <p>Approval of Minutes of Last Full Governing Body Meeting (FGBM) Held on 15 July 2010</p> <p>The Minutes and virtual Minutes September 2010 were agreed and signed as a correct record.</p> | |
| 11 | <p>Carried Forward Matters & Matters Arising From Minutes of Previous Meeting</p> <p>The school has been advised to record the pupils' absence due to the school's closure for John Bakehouse's funeral as 'educated off site'. The school's response is being used as a case study for best practice, supported by CAMHS; this has been fed back to the Local Authority (LA).</p> | |
| 12 | <p>Chair's Report</p> <p>The Chair's Report had been previously distributed. Governors discussed the outcomes from the staff survey <i>[please see Finance & Premises Committee Minutes.]</i> The next staff survey will be prepared by the Headteacher.</p> | |
| 13 | <p>Progress of Ofsted Action Plan, Local Authority (LA) Statement of Action & School Development Plan</p> <p>Pupils exceeded FFTD Level 4+ in English and Mathematics and Level 5+ in English; Governors congratulated staff.</p> | |

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| | The school has increased numbers of pupils and has had to turn away children in some groups. | |
| 14 | <p>Headteacher's Report</p> <p>The report had previously been distributed; the Headteacher went through the contents. Governors discussed the performance management (PM) process; further clarity was needed regarding threshold applications; the Headteacher has already sought HR advice but will check again to ensure the advice given was correct. PM will be reviewed by the Finance & Resources Committee.</p> <p>The Chair has written on the Governing Body's behalf to Rose Damsell to thank her for her contribution to the school.</p> <p>Governors discussed training for peer mediators; the school would usually prefer to train pupils in Year 5, however this year it was felt that a smaller percentage of the cohort had the ability to take on the role so the school took the decision to wait until Term 1.</p> <p>Attendance is improving; the Learning Mentor accesses data in SIMS re attendance and follows up any concerns with the Education Welfare Officer (EWO). The number of persistent absentees is 2 compared to 7 last year which is a significant improvement. Letters are sent to parents/carers to chase. There have also been less holiday requests this year during term time. Governors asked whether the EWO visits families at home; the Headteacher advised that this is only in rare situations. The LA and police are carrying out a truancy sweep next term. Attendance is now in line with national average. The Headteacher feels that changes to the curriculum have made an impact on attendance.</p> <p>The Whole School Data Analysis Conclusions September 2009 to July 2010, Assessing Pupil Progress (APP) Tracking - Academic Year 2009-2010, Whole School End of Year Age Related Expectations (ARE) Tracking reports had previously been distributed. There is a wide range of abilities in the Foundation Stage (FS) but the evidence demonstrates pupils overall are making good progress although coming in well below ARE. Therefore, even with good progress, pupils are still below ARE. The data evidences that the school is beginning to narrow the gap with the majority of pupils leaving at least in line with national achievement.</p> <p>Governors asked what had been put in place to support Mathematics progress in Year 6; the Headteacher advised that Springboard has been started and One to One Tuition to target underperforming children is in place. The data is now more consistent, accurate and robust, and based on evidence. Teachers' understanding of levelling has greatly improved. Children with SEN are likely to be achieving lower than their peers due to the nature of SEN, but the school is closing the gap. Governors asked how many children there are with SEN; the Headteacher advised approximately 100; there are also 31 children on the gifted and talented (G&T) register.</p> | LM |
| 15 | <p>Named Governor for Child Protection, Children in Care & Young Carers: Annual Safeguarding Report</p> <p>The LA's Annual Safeguarding Audit Report had previously been distributed; an area identified for improvement is e-safety. The number of children on the Child Protection Register is likely to fluctuate during the year due to movement into the area. The Named Governor and Headteacher will review progress made against identified areas for improvement in Term 4.</p> | LOB & LM |
| 16 | <p>Governors' Report Including:</p> <ul style="list-style-type: none"> • Agenda Briefing Feedback <p>The briefing focused on children's outcomes and the expectation that Governing Bodies will need to collaborate more eg as federations. The Headteachers' Cluster is considering opting out of LA services, ie HR and payroll. The Headteacher has initiated discussions with a company to discuss further.</p> <ul style="list-style-type: none"> • Governor of the Month & Link Governor Visits Feedback <p>Kirstie Shingfield visited the school and sat in on a Spanish lesson which included Spanish culture, and visited the FS in the afternoon; the visit form will be distributed shortly.</p> | KS |

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| | <p>Jan Pritchard and Sam Parker carried out a trial learning walk which was interesting but the logistics need tweaking. It will be more effective if the focus of the learning walk is narrowed down. They met with the Deputy Headteacher at the end of the visit to discuss the issues and findings; a completed form was distributed.</p> <p>Sam Parker and Rebecca Golder will liaise with the Deputy Headteacher to arrange a date for their Governor of the Month visit.</p> <ul style="list-style-type: none"> Feedback on Training Undertaken <p>The Named Governor for Child Protection, Children in Care & Young Carers informed Governors that she had attended a significant amount of training in her role as trainee Social Worker.</p> <p>Governors were reminded that the school still has funds available for training, which should be booked by February if possible.</p> | <p>SP & RG</p> <p>All</p> |
| 17 | <p>Committee Minutes</p> <p>The draft Minutes and Governors' Financial Summary Report had been previously distributed; following the Finance Officer's visit, Governors were pleased to note that the projected deficit has decreased from £37k to £18k.</p> | |
| 18 | <p>Policy Adoption/Review</p> <ul style="list-style-type: none"> Finance Policy <p>The Finance Policy had been updated following recommendations from the FMSiS Assessor. Governors considered and agreed the policy. A statement regarding the Benchmarking Action Plan will be prepared by the Chair for the assessment submission.</p> <ul style="list-style-type: none"> Governors' Code of Conduct Policy <p>Governors considered and agreed the Governors' Code of Conduct Policy.</p> <ul style="list-style-type: none"> Policy Statements <p>Governors considered and agreed the Policy Statements.</p> | JH |
| 19 | <p>Correspondence</p> <p>The North 1 Locality Report September 2010 had previously been distributed.</p> | |
| 20 | <p>AOB</p> <p>There was no other business to consider.</p> | |
| 21 | <p>Bristol Governors' Forum Meeting Date</p> <p>Tuesday 16 November 2010, 7.00-9.00pm, Hannah More Primary School</p> | |
| 22 | <p>Dates & Times of Next Committee Meetings</p> <p>Health, Safety & Premises (Pupil Support): Monday 15 November 2010 at 1.00pm Teaching & Learning: Monday 1 November 2010 at 3.30pm Personnel & Finance (Finance & Resources): Monday 22 November 2010 at 10.00am</p> | |
| 23 | <p>Date & Time of Next FGBM</p> <p>Thursday 9 December 2010 at 5.00pm</p> | |

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

SIGNED: **DATE:** 9 December 2010