

Headteacher: Miss L Munton
Deputy Headteacher: Mr S Futcher



"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 2 **Held at the school on Thursday 9 December 2010 at 5.00pm**

MINUTES

PRESENT:	Juliet Huddart (Chair) Mark Baxter (Vice Chair) Louisa Munton (Headteacher) Jan Pritchard Kirstie Shingfield Rebecca Golder Mike Lloyd	Martin Ackerman Roy Dacombe Gil Osman Jo Carobene Lucy O'Brien Elizabeth Jahn (Clerk)
-----------------	--	--

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1	<p>Welcome & Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Michele Daniels, Sam Parker and Simon Futcher. Governors listened to a radio broadcast recorded by pupils.</p>	
2	<p>Presentation on Early Years (EY)/ Foundation Stage (FS)</p> <p>Powerpoint 'Learning Journeys' presentation by Amy Evans. A parent/carer and child friendly document to record learning and development has been introduced which has increased parental comments. Staff are more friendly and approachable with an 'open door' policy. Parents/carers are involved in the transition process from Nursery to Reception and staff listen and act on parental views.</p> <p>Classrooms are zoned with designated areas eg Mathematics, creativity etc. The school has invested in outside areas with more natural materials and opportunities for open-ended play and exploration. Children are able to take responsibility for their own learning and are encouraged to respect resources and take ownership over their learning environment.</p> <p>Teaching is carefully structured and planned with a balance between child led and teacher led activities and purposeful play. Assessment is rigorous and enables areas of weakness to be picked up. Observations of children are made and used to inform planning.</p> <p>[Gil Osman and Jo Carobene entered the meeting.]</p> <p>Improvements have impacted positively on achievement with data analysis showing pupil progress which is not far off 'outstanding' progress. Teachers have performance management (PM) targets but target setting (as used in Key Stage 1 (KS1) and KS2) is not used in EY/FS. However, data is used for forward target setting in KS1. Amy Evans is confident the data is robust as it has been moderated for 2 years running. In 2008/2009 it was not rigorous enough particularly in collecting evidence to show children making progress. The school has started to use the Bristol Standard which is a quality improvement scheme to reflect on practice and move forward.</p> <p>The school will continue to work with parents/carers including more parent days eg learning alongside their children and family challenges, building on relationships as the children move through the school. Improvements to enhance provision will also continue. Ofsted judged the FS to be 'good' which is a testament to the hard work done by Amy Evans and the EY/FS teams. Governors congratulated and thanked Amy Evans.</p> <p>[Amy Evans left the meeting.]</p>	

<p>3</p>	<p>Community Cohesion Update</p> <p>The update was deferred to the next meeting in light of the Deputy Headteacher's absence.</p> <p>The Chair advised that the Ofsted visit had gone well; the school has moved out of the Notice to Improve category and the capacity to improve is good. Middle management is a strength with strong role models for positive teaching. Leadership and Management is good and governance satisfactory. Ofsted confirmed that data, tracking and assessment is rigorous and robust and overall judgements are satisfactory with elements of good; however, until improvements (outcomes) are evidenced to be sustained the school will not be judged good or outstanding. Ofsted Inspectors were impressed with the data. Staff were fantastic and fully supported each other. Inspectors were very impressed with the strength of teaching in Years 5 and 6. Inspectors confirmed that the level of challenge was good; safeguarding is also a strength, particularly support for vulnerable children with the Learning Mentor and SENCo having an impact on pupil progress.</p> <p>Key issues to further improve standards include building on work re behaviour; children developing their independent learning; and further enrichments to the curriculum.</p> <p>Ofsted Inspectors confirmed that community cohesion is going well. The Deputy Headteacher has sent information to Easton Primary School and next week pupils are going there to watch their nativity play. Jo Carobene and Becky Quant are working on incorporating community cohesion into action plans.</p> <p>It is usual for 40% of 'satisfactory' schools to receive a monitoring visit; the LA has advised that a school coming out of a category is more likely to have a monitoring visit within 1-1½ years.</p> <p>From January the school will start planning the next School Development Plan (SDP).</p> <p>Ofsted Inspectors interviewed the caretaker; checked the first aid bags; and also interviewed the Named Governor for Child Protection (CP). The Chair thanked staff and Governors involved with the inspection; the Headteacher in turn thanked the Chair for her support and contribution.</p> <p>[Kirstie Shingfield left the meeting.]</p>	<p>SF</p>
<p>4</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>	
<p>5</p>	<p>Approval of Minutes of Last Full Governing Body Meeting (FGBM) Held on 14 October 2010</p> <p>The Minutes were agreed and signed as a correct record.</p>	
<p>6</p>	<p>Carried Forward Matters & Matters Arising From Minutes of Previous Meeting</p> <p>There were no matters arising.</p> <p>[Kirstie Shingfield entered the meeting.]</p>	
<p>7</p>	<p>Chair's Report Including:</p> <ul style="list-style-type: none"> • Governor Presence at School Events <p>The Chair's Report had been previously distributed. The Chair thanked the Vice Chair for his support and contribution as this was his last meeting; the Vice Chair was presented with a card from Year 2 pupils. Nominations for a new Parent Governor will be sought; the Chair will draft an item for the Newsletter with the Headteacher.</p> <p>Governors agreed that although the presence of Governors has increased at recent events, the Governing Body needs to develop more links with parents/carers and be more visible as it is important parents/carers know who Governors are. It was suggested that Governors produce an item for the Newsletter once per Term about what Governors are doing which could include the role of the Governing Body, Governor profiles, Governor of the Month visit reports etc. The first Newsletter could be a standalone version. Governors were requested to forward items/ideas for the newsletter to the Chair who will compile the article.</p>	<p>JH & LM</p> <p>All</p>

	<p>It was also suggested that there could be a 'Governor Café' at parents/carers evenings and a display area. The next parents/carers evening is in March. The Chair will also join the 'surgery' with the Headteacher; a date will be set.</p> <p>The Pupil Support Committee will take these suggestions forward.</p>	Pupil Support
8	<p>Progress of Ofsted Action Plan, Local Authority (LA) Statement of Action & School Development Plan</p> <p>Discussed earlier in the meeting.</p>	
9	<p>Headteacher's Report Including:</p> <ul style="list-style-type: none"> School Self Evaluation Outcomes: Attainment & Standards & Personal Development & Well-being <p>The report had previously been distributed; the Headteacher went through the contents. The Headteacher, Jo Carobene, Gemma Summers and Becky Quant are going to Costco on Saturday from 10.00-12.00pm with a few children carol singing. Jo Carobene has also put the school forward for a singing award; Cathedral School is helping; Jo Carobene will email the details to Governors.</p> <p>Governors discussed pupil progress; Mathematics is an issue, however, key ways of teaching Mathematics have been introduced to be more consistent following staff discussions; this has had an impact. Ofsted and the LA are not keen on setting but Ofsted Inspectors recognised that it works very well at this school. Differentiation is taking place but needs a bit more work in KS1.</p> <p>Governors discussed attendance; the school has rigorous systems in place to track attendance.</p> <p>A member of staff has asked to reduce hours but it was not appropriate to discuss the reasons; the Headteacher felt it was appropriate to review the request in Term 4 before a final decision is made.</p> <p>[Mark Baxter left the meeting.]</p>	JB
10	<p>Committee Minutes</p> <p>The draft Minutes had previously been distributed. The Headteacher has chased Kingsweston School regarding the extension to the fence.</p> <p>The budget is looking good; the expected £38k deficit looks like it will only be £13k by the end of the financial year and it also looks like the school will come out of the deficit after 2 years instead of 3, which highlights the school's excellent financial management.</p> <p>The PTA has offered to paint classrooms; the Chair will also pursue her contact at AXA. It was suggested that the PTA should write to the Rotary Club for funding.</p> <p>The nursery gate is better now that the bar has been removed, however it still swings so is being monitored; if there is a problem it will be put back on.</p>	JH
11	<p>Governors' Report Including:</p> <ul style="list-style-type: none"> Bristol Governors' Forum Feedback <p>Annie Hudson, CYPS Director, attended the Bristol Governors' Forum meeting, but at the moment there is still a lot of uncertainty regarding the changes in education and funding. The quality of LA services is going to be reviewed but it is not known how schools will be consulted in the review as they are not represented on the working group. It is possible that Oasis Academy Brightstowe may offer their HR service to schools.</p> <ul style="list-style-type: none"> Governor of the Month & Link Governor Visits Feedback <p>Rebecca Golder's completed visit form was distributed and discussed. Mike Lloyd and Sam Parker have set visit dates.</p>	

	<ul style="list-style-type: none"> Feedback on Training Undertaken <p>Gil Osman and the Chair attended a presentation re the introduction of an Ombudsman to the Complaints Procedure; the presentation was not particularly good though the case studies were interesting.</p> <p>Jan Pritchard attended modules 2 and 3 of the roles and responsibilities training sessions; Lucy O'Brien has undertaken lots of child protection and safeguarding training through her work.</p> <p>Mike Lloyd will send Governors a summary of training available for Terms 3 and 4.</p> <p>Governors agreed that a self-evaluation exercise will be useful in Term 4 or 5 when reviewing progress against the priorities in the Governing Body's Development Plan.</p>	ML JH
12	<p>Correspondence</p> <p>The Chair advised that the LA has not responded to emails regarding the lease for the green area. It has been agreed that the Parent Council will take on the green area as their focus for development.</p>	
13	<p>AOB</p> <p>The Deputy Headteacher has information re what can grow in the allotment boxes; the school now needs to move this forward.</p> <p>The Parent Council is now clear on their role and the limitations of the role. The Headteacher will remind them that they can ask for support from either the school or the Governing Body if needed.</p>	
14	<p>Bristol Governors' Forum Meeting Date</p> <p>Thursday 17 March 2011, 7.00-9.00pm, Hannah More Primary School</p>	
15	<p>Dates & Times of next Committee Meetings</p> <p>Teaching & Learning: Friday 21 January 2011 at 10.00am Pupil Support: Monday 24 January 2011 at 1.00pm Finance & Resources: Monday 31 January 2011 at 10.00am</p>	
16	<p>Date & Time of Next FGBM & Dates</p> <p>Thursday 10 February 2011 at 5.00pm</p>	

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

SIGNED: **DATE:** 10 February 2011