

Shirehampton Primary School Governing Body

Shirehampton Primary School



Learn, Aspire, Achieve

Headteacher: Miss L Munton
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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 2 **Held at the school on Thursday 13 December 2012 at 4.45pm**

MINUTES

PRESENT:	Rebecca Golder (Chair)	Gil Osman
	Louisa Munton (Headteacher)	Joan Cox
<i>The meeting was noted to be quorate</i>	Nicola Johnson	Simon Futcher (Associate Member)
	Katherine Harris	Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p>Information Gathering</p> <p>a. Decision to appoint a School Business Manager: ratification of Finance & Resources Committee meeting decision communicated via email to Governors (<i>this item has been taken out of order as the Office Manager needs to send apologies for the meeting but will attend for this item to answer any questions raised if applicable</i>)</p> <p>Governors noted that the Finance & Resources Committee agreed to recommend to the full Governing Body the decision to opt out of the LA's financial management system and buy in alternative providers. The Committee also agreed to recommend the appointment of a School Business Manager at BG12 for 2½ days per week which could be flexible over a 5-day week, Term time only plus 2 weeks over the summer holiday initially. The Committee agreed that the appointment was vital if the school opts out of the financial management system.</p> <p>Governors also noted that in light of needing to move forward with the appointment process to enable the School Business Manager to be in place in January, the Committee agreed that an emergency decision was needed now rather than waiting for the full Governing Body meeting to take place. In line with the Governing Body's Terms of Reference which gives delegated authority to the Committee for reviewing the staffing structure and making decisions in respect of service agreements, it was agreed that the urgency of the decision justified an emergency decision being taken. Therefore, the Headteacher, Chair of the Finance & Resources Committee and Chair of Governors agreed to approve the recommendations and request the full Governing Body ratify the decision. The emergency decision was fully supported by the Committee and was within the framework expected of best value and delegated authority.</p> <p>The Chair of Governors communicated the decision to the full Governing Body and requested that it be ratified. Governors considered and agreed to ratify the emergency decision taken by the Chair, Chair of the Finance & Resources Committee and the Headteacher to appoint a School Business Manager outlined in the Committee's Minutes and also communicated via email to all Governors. The Chair confirmed that no concerns were raised and Governors confirmed they fully supported the decision and rationale for the appointment.</p> <p>Governors were pleased to note that a School Business Manager has now been appointed and will take up post in January. The Headteacher thanked Governors for taking part in the appointment process which was felt by all involved, a very useful and informative process and one which may be used for other appointments. Governors also thanked the Office Manager and Admin Assistant for their contribution to the organisation of the day which was excellent.</p> <p>[Michele Daniels left the meeting.]</p>	

	<p>b. Presentation by Simon Penrose on the initiatives for pupil engagement and emotional literacy across the school and how they are impacting on raising standards and expectations, including specific evidence of how the Pupil Premium funding is making a positive impact on standards</p> <p>Simon Penrose thanked Governors for agreeing to include his role as Learning Mentor as a member of the Senior Leadership Team (SLT). Simon Penrose also thanked Governors for recognising the importance of pastoral support within the school and reflecting that in their decision to expand the pastoral team which is having a significant impact.</p> <p>[Nicola Johnson entered the meeting].</p> <p>Simon Penrose outlined the pastoral support provided which includes support to enable children to have opportunities to experience school and family trips etc; supporting children's ability to access extra-curricular activities and After School Clubs etc; and leading on the delivery of PSHE lessons in terms of content and support.</p> <p>Governors asked how the school manages the sometimes imbalance between National Curriculum (NC) expectations and the different rates of children's development; the Learning Mentor advised that it can be challenging, but teachers use their experience and expertise to try to ensure that pupils are ready for their next stage of learning.</p> <p>Due to the context of the community, the school works very hard to deliver sex and relationships education (SRE) that is age appropriate but also robust enough to enable the children to make safe and informed choices as they move into adulthood. The school shares the SRE programme with parents/carers and continues to try to ensure that they are equipped to support their children at home.</p> <p>Governors fully supported the level of funding that is allocated within the budget to support the pastoral team being able to deliver a high quality service to the children and their families, as appropriate, that supports children's learning.</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 Juliet Huddart, Jo Carobene, Michele Daniels, Warren Pickles and Dawn Williams. After careful consideration including prior attendance and the Governing Body's decision not to accept Lucy O'Brien's apologies at the last meeting, Governors also agreed not to accept Lucy O'Brien's apologies for this meeting.</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 11 October 2012</p> <p>The Minutes were agreed and signed as a correct record.</p> <p>d. Carried forward & matters arising:</p> <p>i. Governing Body vacancies update and consideration of reconstitution of the Governing Body</p> <p>Following a lengthy discussion, Governors agreed that the Chair should discuss with Dawn Williams and Lucy O'Brien the possibility of moving them to the role of Associate Members. Governors were keen for Dawn and Lucy to continue contributing to the work of the Governing Body but recognised that their personal and work commitments often made it difficult for them to attend meetings. As Associate Members, they would be welcome to attend their relevant Committee meetings and full Governing Body meetings however, should they not be able to attend, their absence would not impact on quorum.</p> <p>Whilst Governors supported reconstituting the Governing Body, including reducing the number of Parent Governors, in light of the above, and pending Dawn and Lucy's decisions, it was agreed that this should be brought back to the next meeting for further discussion before approval.</p>	<p>RG</p> <p>EJ</p>

	<p>e. Policy Adoption/Review including:</p> <p>i. Finance Policy</p> <p>Governors considered and agreed the amended Finance Policy that had been recommended for approval by the Finance & Resources Committee.</p> <p>f. Chair’s Report</p> <p>The Chair’s Report had previously been distributed; there were no further comments or queries.</p> <p>g. Headteacher’s Report</p> <p>The report had previously been distributed; the Termly ARE Tracking - Whole School 2012/2013 was also distributed. Governors discussed the contents.</p> <p>Governors were pleased to note that the Parents/Carers Evening was very well attended (94%) and the first Open Morning was attended by 20 parents; feedback was very positive.</p>	
3	<p>Information Sharing</p> <p>a. Carried forward from last term: Questions from Governors as critical friends – presentation of governors’ challenging questions for school leaders as agreed previously</p> <p>Governors were pleased to note that the majority of Governors were able to provide extremely challenging questions. Governors felt that it would be useful to use the questions in a workshop type format, possibly as part of the whole day visit. It was therefore agreed that the Chair will ask Warren Pickles to take this forward as part of his work around the Ofsted framework exercise for the whole day visit.</p> <p>b. Parent and staff survey outcomes and feedback from staff exit interviews</p> <p>Governors discussed the outcomes at length and were disappointed to note that despite a considerable amount of work in raising the profile of Governors over the last year, the outcomes have not improved in terms of parents/carers knowing who Governors are or what they do. However, Parent Governors suggested that feedback given to them in the mornings/end of day etc indicates that a significant number of parents/carers know who they are. The Chair also attended the induction event with new parents/carers.</p> <p>Governors agreed with the Teaching & Learning Committee that it was difficult to draw any meaningful conclusion from the data as it is unknown which parents/carers responded, ie whether a significant number of new parents/carers responded which may have skewed the data. It was felt that apart from continuing to attend school events etc and run the Governors’ café at Parents/Carers Evenings etc, there was nothing significant that could be done to improve this area other than drawing parents/carers’ attention to the Governors’ information and photos on the school website. The school has been requested to include reference to the school’s website in each newsletter.</p> <p>Governors discussed the staff survey outcomes and agreed that there was a piece of work to do to raise the profile of Governors with staff and that the role of Staff Governors also needs to be developed to ensure that they are feeding back to staff as appropriate on the work of the Governing Body.</p> <p>It was suggested that the final round of exit interviews in the school year should take place at the beginning of Term 6 each year so that any issues raised could be included as part of the staff survey. This would ensure that a more balanced view could be sought to inform what, if anything, is an area for development/improvement. It was agreed that time would be built into the performance management review meetings in Term 1 for staff to complete the survey. An envelope would be provided so that questionnaires can still be submitted anonymously. It was felt that this would ensure a greater number of returns. It was also agreed that whilst the survey needs to be anonymous, more data is needed to be able to draw meaningful conclusions, eg whether the return is from a teacher or a support staff member (office or teaching). It was also agreed that it would be useful for staff to indicate the approximate length of service so that Governors can better identify if, for example, there is a gap in the induction information provided for new staff etc. The outcomes are currently not specific enough and therefore the Governing Body is only able to make assumptions about the data which may, or may not, be accurate.</p>	RG / WP

