

**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 3**

**Held at the school on Thursday 2 February 2012 at 4.45pm**

### **MINUTES**

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

ITEM	MINUTE	ACTION
1	<p><b>Gathering Information</b></p> <p><b>a. Steph Phipps (Literacy Subject Leader) and Toby Maddocks (ICT Subject Leader) on how the curriculum provides for and stretches all pupils through communication and information processing.</b></p> <p>Steph Phipps and Toby Maddocks gave a Powerpoint presentation; a hardcopy was distributed. The school is using videos more as boys respond well to speaking and listening activities. The school will also involve boys next time books are purchased for the library. The school uses the Big Write Initiative to encourage writing and genres are reinforced through the International Primary Curriculum (IPC).</p> <p>Pupils are set across two Year Groups so teachers are able to target and provide for pupils' needs and WOW events in Writing are used eg a cooking lesson where pupils use writing skills for the instructions. Governors asked if that brought out planning and thinking ahead skills; Steph Phipps confirmed that it did as the class goes through the instructions orally first before starting to cook.</p> <p>The Greenwich ICT Scheme has been introduced; an example of ICT provision including a lesson plan was provided for Governors to view. Differentiation is taking place in planning and pupils are being stretched.</p> <p>Teachers use what went well (WWW) and even better if (EBI) in marking and an opportunity is given in another lesson for pupils to respond to the EBI comments so they can develop further and accelerate their learning. This is working well in Numeracy and Literacy. Pupils are also encouraged to carry out self-assessment and peer assessment with a partner. Pupils use the same marks as teachers which reinforces that they know what to look for. Pupils enjoy marking against success criteria.</p> <p>The school is piloting Merlin in Year 3 and will release log in details for Year 2 pupils. It is evident that Merlin motivates pupils and it has been positively received by pupils. Approximately 10 parents/ carers came to the e-safety meeting.</p> <p>The impact of strategies implemented is evidenced in work scrutinies, pupil conferencing and pupil progress data. Moderation time is included in staff meetings.</p> <p>The pupil conferencing ICT feedback was distributed which evidenced what pupils are being taught and what pupils would like to be taught. It evidences that feedback is now more specific in terms of skills which triangulates with progress. Progress is good overall; the teachers now need to look at whether the curriculum is providing enough challenge.</p>	

	<p><b>b. Evidence of the positive impact of Spanish on standards throughout the school.</b></p> <p>A report was distributed including examples of progress. Teachers are expected to sit in lessons so they can use and reinforce Spanish in other lessons; teachers are incorporating Spanish into class assemblies etc. Formal assessment begins in Year 3; the progress data was available to view. Displays also include Spanish words etc and Governors confirmed that they have heard counting down, and the register taken in Spanish.</p> <p>The Headteacher stated that the best value evidence from the spend on ICT was evidenced from the presentation.</p> <p>Governors thanked Steph Phipps and Toby Maddocks for their informative presentation.</p> <p>[Steph Phipps and Toby Maddocks left the meeting.]</p>	
2	<p><b>Routine Governance</b></p> <p><b>a. Welcome &amp; Apologies for Absence</b></p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Simon Fitcher, Gil Osman and Darren Brown.</p> <p><b>b. Attendance/pecuniary interests register</b></p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p> <p><b>c. Approval of Mins of last FGBM</b></p> <p>The Minutes were agreed and signed as a correct record. It was noted that the section referring to approval of Bishop Fleming for HR services was information provided to Governors via email and not discussed at the meeting.</p> <p>The draft Committee Minutes had previously been distributed; there were no further comments or questions.</p> <p><b>d. Carried forward &amp; matters arising:</b></p> <p><b>i. Parental engagement questionnaire/proposal</b></p> <p>Governors were disappointed that the Parent Council has still not been established after 4 years of trying to get it off the ground. Parent Governors felt that parents/carers still do not know about it or what the Council is for. A questionnaire was sent out and parents/carers were asked to add comments on the back.</p> <p>It was agreed that further clarification needs to be presented and agreed by the full Governing Body (FGB) to ensure there is clear understanding of the vision, aims and time scales behind the project. At present this is unclear and Governors remain unsure that there is clarity around the purpose of the Parent Council and how the project will be driven forward. The Deputy Headteacher needs to clarify how he is leading this project to fulfil the original aims and objectives agreed by the Governing Body and there needs to be a clear strategy for implementation. There also needs to be more information around the research carried out to demonstrate how the decision was reached to follow the proposed strategy, including feedback from the parental questionnaire. It would also be helpful to understand the research used to define the vision and aims and how this has been evaluated to create a fit for purpose model for the school.</p> <p>It was agreed that the Deputy Headteacher will be requested to present and clarify the above at the next FGB meeting on 15 March 2012 in order to agree how to proceed in order to ensure that the overall aim of establishing a Parent Council can still be completed before the end of this academic year.</p> <p>Natalie Lane and Dawn Williams met to discuss Governor visibility and have identified a few options including Governors setting up a table in the playground once per Term to speak/meet with parents/carers, possibly starting the week before the next Parents Evening. The Governors' café should be set up in the reception area and it was suggested that the school could text parents/carers to remind them that the café is there.</p>	<p>SF</p> <p>SF</p> <p>SF</p> <p>SF</p>

	<p>Identification badges are now available and should be used by Governors when visiting the school, including at school events. Governors also agreed to purchase 4 jackets with 'Governor' written on the back which will be kept in the office and used by Governors when visiting the school as appropriate. It is hoped that a Governor board will be set up in the playground. Governors discussed whether a comment box should be beside the board, but it was agreed that perhaps this should be a question box.</p> <p>Governors were disappointed to note that the last edition of the Governor News was of a poor quality; it was agreed that the Office Manager should proof check the first copy of any publication that will be distributed to parents/carers to ensure it is of a high standard. The Governor News will be redistributed to parents/carers.</p> <p>It was suggested that if possible, Governors should attend the induction meeting with new parents/carers and Governor information should be included in the new parents/carers' information pack as appropriate. It was also suggested that the approved full Governing Body Minutes could be uploaded to the parent/carer section of Merlin and/or the school's website.</p> <p><b>e. Chair's Report</b></p> <p>The Chair's Report had previously been distributed; there were no further comments or queries.</p> <p><b>f. Headteacher's Report</b></p> <p>The report had previously been distributed; the Headteacher went through the contents. Governors asked why the Senior Leadership Team (SLT) structure is being reviewed and why had the review been deferred; the Headteacher advised that as a result of the collaboration working group discussions, it was agreed that the structure should be reviewed in order to identify ways in which roles could be adjusted to accommodate the expected benefits and opportunities which may arise from collaboration arrangements. However until the initial exploration of collaboration opportunities has been completed it would be premature to review the structure.</p>	<p>All</p> <p>MD MD</p>
<p><b>3</b></p>	<p><b>Information Sharing</b></p> <p><b>a. Presentation and discussion of proposal from Collaboration Working Group.</b></p> <p>The confidential working group Minutes and Collaboration Proposal 2012 document had previously been distributed. Governors discussed the proposal at length and noted that the working group has identified target schools within the area and beyond and across different phases following suggestions by Professor Ron Richie (Vice Chancellor Partnerships, Diversity &amp; Civic Engagement at UWE), who works with the Local Authority (LA), UWE and schools on 'Trust in Learning'.</p> <p>The working group agreed that the school already has many areas of good and outstanding practice and therefore the collaboration arrangements will build on those but also promote more effective self-evaluation and particularly aid the critical friend role. The collaboration should also be across the school and not just Headteacher to Headteacher. It was suggested that the free school meals (FSM) bullet point should be reworded.</p> <p>Governors queried whether the proposal should include tasks; the Chair advised that the tasks will be identified when the schools have been agreed. Governors also queried whether 'innovation and consistency' was a contradiction; the Headteacher advised that whilst the school wants to be innovative, it is important that anything introduced is implemented consistently across the school.</p> <p>Governors agreed the proposal which will now be sent to the targeted schools identified.</p> <p><b>b. Discussion of agenda for next term's Full Governing Body meeting to be held all day on Thursday 15 March.</b></p> <p>It was suggested that there should be a brief training session on critical skills which could also be a focus of the learning walk. Governors were advised that the dress code should be smart casual.</p> <p><b>c. Feedback from subject team meetings held on 4 January 2011</b></p> <p>Warren Pickles and Gil Osman attended the meeting; Warren Pickles advised that he felt the meeting was useful but he was mindful that this was staff time to work and did not feel it was entirely appropriate to contribute to the discussions.</p>	<p>JH</p>

The Headteacher advised that staff feedback was very positive and they felt that it was a good opportunity for Governors to know what the Team is doing. It is hoped that as Governors attend more meetings they will feel more able to contribute to discussions. The next meeting is on 21 March 2012.

Rebecca Golder advised that she visited the school with a focus on the Early Years/Foundation Stage.

A volunteer to attend the Association of Bristol Governors meeting will be sought when the meeting Agenda is known.

#### **d. Child protection and attachment. Lucy O'Brien**

Lucy O'Brien distributed the 'It's up to all of us to keep children safe' leaflet and informed Governors that the statistics evidence that schools are the best place to pick up on any issues with children. It was noted that all staff were trained 2 years ago on attachment disorder.

Governors were reminded that the next episode of the BBC documentary 'Protecting our Children' will be on Monday with the last episode the following Monday at 9.00pm.

Governors asked why the LA has categorised the school as 2 but the School Improvement Partner (SIP) categorised the school as a 3 in his recent core visit report; the Headteacher advised that it depends on the focus of the visit, the last visit focused on attainment and achievement which the school is judged 3. The SIP judgements are based on Ofsted criteria whereas the LA category relates to the level of support the school needs.

Governors noted that triangulation has been an issue due to the SATS outcomes; therefore the SIP is coming in to work with the SLT on triangulation in March.

Governors were advised that Paul Armstrong has resigned and will leave at the end of Term 4; staff and parents/carers will be informed next week. The school will advertise for a 0.5 planning, preparation and assessment (PPA) teacher in due course.

Governors were pleased to note that the school will be in a financial position from April to appoint a Family Support Worker to extend the pastoral support already provided through the Learning Mentor. The position will be permanent and is financially sustainable. An advert will be placed on the LA's website next week.

Governors noted that there were 447 pupils on roll for the January census; the school will receive an additional £64k pupil premium funding and also £20k for children registered for FSM during the last 6 years even if they are no longer registered.

The Chair advised that the school has been approached by the LA to have 60 solar panels installed on the Key Stage 1 (KS1) roof. There will be no cost to the school but the school should receive approximately £1,500 per year from energy savings. The contract is for 25 years; the LA will be responsible for cleaning and repair of the panels and for insurance cover although the LA has indicated that they can withdraw insurance cover at any time. It was noted that if the school should become an Academy the Trust would have to take over responsibility for the panels. It was also noted that by agreeing, the school would also be committing to undertake other energy saving initiatives that may need to be paid for by the school. An information sheet on the Solar Panel Scheme Including Educational Advantages was distributed. Governors discussed the financial implications should the school have to undertake other energy saving initiatives; the Headteacher advised that the LA may make recommendations but they will not be able to force the school to undertake the initiatives.

Governors asked whether the pitch of the roof is right for the solar panels; the Headteacher advised that the LA has taken lots of aerial photos and identified only 10 schools that would benefit from the scheme and therefore it would appear that the conditions and pitch of the roof are viable.

Governors agreed the proposal and suggested that the energy savings could be used to further develop the 'green' school. Governors were pleased to note that the school is the most improved school in the LA re energy savings.

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**Forthcoming Dates**

INSET day on vision and values – all Governors welcome  
Wednesday 22 February 2012, 9.00-12.00pm, Lunch optional

**Full Day Governing Body Meeting next term**  
**Thursday 15 March 2012 9.00-4.00pm (Breakfast Club optional from 8.00am), lunch and refreshments will be provided**

Dates & Times of Next Committee Meetings  
**Finance & Resources:** Thursday 15 March 2012 at 10.00am  
**Teaching & Learning:** Thursday 15 March 2012 at 3.30pm

	Date & Time of Next Association of Bristol Governors' Meeting Wednesday 29 February 2012, Tuesday 19 June 2012, 6.30-8.45pm	
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**Minutes agreed by the Governing Body and signed by the Chair of Governors:**

**SIGNED:** ..... **DATE:** 15 March 2012