

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 10 February 2011 at 5.00pm**

MINUTES

PRESENT:	Juliet Huddart (Chair) Kirstie Shingfield (Vice Chair) Louisa Munton (Headteacher) Rebecca Golder Mike Lloyd Natalie Lane	Martin Ackerman Roy Dacombe Gil Osman Michele Daniels Simon Futcher (Associate Member) Elizabeth Jahn (Clerk)
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The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1	<p>Welcome, Introduction of New Governing Body Member & Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting, particularly Natalie Lane, newly elected Parent Governor. Apologies were received and accepted from Lucy O'Brien, Jo Carobene and Jan Pritchard.</p>	
2	<p>Presentation on Literacy & Numeracy</p> <p>Presentation by Steph Phipps. The school has developed a leaflet to support reading at home; further staff training on Reading Recovery will also be provided. Daily Write will be introduced and monitored.</p> <p>In Key Stage 1 (KS1) sight words need to be sufficient so there is good phonics grounding ensuing pupils can spell sight words from the Primary Strategy. Learning Support Assistants (LSAs) will support together with parental involvement.</p> <p>A selective group who are not coping in class in Year 1 and KS2 (at the teacher's discretion) are supported by Read Write Inc.</p> <p>The Headteacher monitors tracking and discussions take place in phase meetings including progress of target groups.</p> <p>The school is looking to purchase more bi-lingual books/texts to support inclusion and it is hoped bi-lingual parents will become voluntary readers which will also support community cohesion. It is important that new books reflect the cultural diversity of the school and locality and support children with English as an additional language (EAL).</p> <p>The school hopes to use more visiting authors; trips to the local library already take place.</p> <p>Governors asked whether the support follows the child through Year Groups; Steph Phipps advised that this depends on the teacher and their use of support; children also develop so may not need extra support as they get older. Governors also asked whether it was the same LSA supporting a child/group; Steph Phipps advised that this depends on the severity and type of need; the school tries to balance the need for stability against the need for children to develop new relationships.</p> <p>Guided reading was explained; Governors asked why Read Write Inc is not used as much as in previous years; Steph Phipps advised that for some children it restricted their ability to write non-fiction.</p>	

	<p>Improvements in the quality of teaching and learning and intervention strategies put in place have supported children who were previously not making sufficient progress. Staff are now more confident and able to identify children at risk of not making sufficient progress before it becomes an issue. The School Improvement Partner (SIP) was also impressed by the level of Talk for Learning that goes on in school.</p> <p>Governors thanked Steph Phipps for her informative presentation.</p> <p>[Steph Phipps left the meeting.]</p> <p>Presentation by Gemma Summers. The five key actions were outlined which include raising standards in numeracy, using curricular targets to raise targets and developing Assessing Pupil Progress (APP) and the APP grids in planning to set a high level of challenge. The school has been tracking the more able pupils and 72% are on track to make 4 average point scores (APS). The next stage will be to focus on underachievement in KS1.</p> <p>Targets are grouped into 3 levels around a common theme; short end of unit tests are carried out bi-termly and used to triangulate with progress evidenced in books. The next target will be to increase challenge for higher attaining children and improve calculation skills. Eight Year 6 pupils attended a gifted and talented (G&T) Maths Day.</p> <p>Staff reviewed the methods sheet for parents/carers at a recent staff meeting and at the next open morning staff will show how the methods are used to parents/carers to support learning at home. Teachers will be encouraged to send home the method sheet with problem solving questions.</p> <p>Money Week will be taking place and the Futures Thinking Team is looking at topics to link to problem solving. New equipment has been purchased and positively received by staff.</p> <p>Governors thanked Gemma Summers for her informative presentation.</p> <p>[Gemma Summers left the meeting.]</p>	
<p>3</p>	<p>Community Cohesion Update</p> <p>Update by Simon Futchter, Deputy Headteacher. A Community Cohesion Project Feedback Term 3 2010/2011 Report was distributed. Year 2 pupils are going to Easton Primary School tomorrow which will include a tour of Easton sampling food, visiting a mosque etc. Easton Primary School feels that the relationship is very reciprocal and is valuable for their children; they are in full support of the relationship. It is hoped that there will be more opportunities to develop the relationship and the school will work towards including parents/carers.</p> <p>It is a long process to change attitudes but the school is going in the right direction; middle leaders are taking on board the need for community cohesion and this is evidenced in what goes on in class and through displays; it is hoped the impact will be seen across the school. Pupils have also visited houses within Shirehampton to see the different types of architecture.</p> <p>Governors agreed that whilst community cohesion may be 'downgraded' under the new Ofsted framework; it will continue to be a priority for the school. It was suggested that more 'Brunel Teddies' could be purchased, perhaps one per class.</p>	<p>LM</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 9 December 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 Including:</p> <ul style="list-style-type: none"> • Governor Presence at Forthcoming Events <p>The Headteacher, Deputy Headteacher and Chair will be holding a parental surgery on the 15 March 2011 at 2.30pm.</p>	

	<p>It was agreed that a Governors' café would be held on parents' evenings; Gil Osman, Kirstie Shingfield and Rebecca Golder agreed to host on Tuesday 8 March 2011, 3.30-7.00pm; Natalie Lane and Martin Ackerman agreed to host on Thursday 10 March 2011, 3.30-5.30pm. It was suggested that drinks could be free but that a donation pot could be provided.</p> <p>Gil Osman attended the assembly today.</p> <p>A Governor/Parent Links 2011/2012 document was distributed. Governors were invited to attend the mathematics/literacy open days.</p> <p>A Governance self-review document was also distributed; Governors were requested to complete and return the document to the Chair by the 10 March 2011.</p> <p>The School Council wrote to Masons requesting £10k funding, and to the National Lottery for £9k funding towards development of the green space.</p>	<p>GO, KS, RB, NL & MA</p> <p>All</p> <p>All</p>
7	<p>Ofsted Inspection Monitoring</p> <p>The last Progress Review meeting report and Ofsted report had previously been distributed. The School Improvement Officer (SIO) was very positive about the improvements that have taken place. Rebecca Golder was invited to the next core visit meeting.</p> <p>Governors asked that their thanks be passed on to staff for attending an informal get together with Governors before the meeting; it was hoped that it would become an annual event.</p>	<p>RG</p> <p>LM</p>
8	<p>Chair's Report</p> <p>The Chair's Report had previously been distributed. Governors were pleased to note that £1k had been donated by Medlock Trust in Bath towards the technology room project, and £1,200 had been donated by RM. All donators will be invited to the opening of the room and an acknowledgement will be included within the room. Mike Lloyd will forward other possible sponsors to the Headteacher.</p>	<p>ML</p>
9	<p>Headteacher's Report</p> <p>The report had previously been distributed; the Headteacher went through the contents. An updated Termly ARE Tracking – Whole School 2010/2011 Report was distributed to replace the document previously distributed. Governors discussed the contents at length and noted the excellent progress in Year 5. There are a couple of areas that need unpicking as progress is not as good as expected.</p> <p>It was noted that there are significant child protection issues for some children; the school is working with outside agencies to support the children and families but it is emotionally challenging and time consuming for the Headteacher, Deputy Headteacher and Learning Mentor. Governors will need to monitor that those members of staff involved are able to access appropriate support.</p> <p>The new 3-year draft School Development Plan (SDP) will be brought to the Term 5 meeting for Governors' input; following which a final version will be brought to the Term 6 meeting for approval. Staff and pupils will have an input into the SDP. A review of the Governors' Development Plan (GBDP) will be undertaken at the Term 4 meeting.</p> <p>The virtual learning environment (VLE) will include a Governors' section; ideas for documents etc to include should be forwarded to the Chair.</p> <p>The school is currently reviewing the Behaviour Policy; the Deputy Headteacher will update the Policy following staff feedback, and will include the use of restorative justice. The updated policy will be brought to the next Teaching & Learning Committee meeting for approval.</p>	<p>EJ</p> <p>EJ</p> <p>EJ</p> <p>All</p> <p>EJ</p>
10	<p>Committee Minutes Including:</p> <ul style="list-style-type: none"> Budget 2011/2012 <p>The draft Minutes will be distributed shortly. The Governors' Financial Summary Report dated the 13 January 2011 had previously been distributed. The Headteacher is a member of the Schools' Forum as a primary school representative. The school has received an indication that devolved capital funding will be reduced from £30k to £8,800.</p>	

	<p>Funding has changed significantly although it is anticipated that the school will receive increased funding resulting from the introduction of the Pupil Premium which is linked to the number of children registered for free school meals (FSM); however in real terms schools will be facing a 1.5% cut in funding due to having to buy in services that were previously provided by the Local Authority (LA) free of charge. Funding decisions for 2011/2012 will take place at the next Schools' Forum meeting on the 22 March 2011 however it is anticipated that some decisions will be made later in the year when more details of funding from central government are known.</p> <p>Staff wages have been frozen for 3 years; but there is potentially a significant increase in the 4th year. The school teachers pay and conditions Green Paper will be published shortly. Nursery classes' funding has increased slightly. One member of staff has left which will bring savings but the school does need to be cautious as future funding is expected to be an issue.</p> <p>The Headteacher outlined the LA's plans to make the school more accessible for a KS1 wheelchair user. The LA will fund the modifications.</p>	
11	<p>Policy Adoption/Review</p> <ul style="list-style-type: none"> • Governors' Induction Policy <p>Governors considered and agreed the Governors' Induction Policy; the names had been updated. It was also agreed to include a mentor/buddy will be assigned to new Governors and that a 3-month follow up meeting will take place with new Governors.</p>	JH
12	<p>Governors' Report Including:</p> <ul style="list-style-type: none"> • Feedback From Agenda Briefing <p>The Chair highlighted the key points from the meeting which included the impact of the White Paper and funding review on education and schools.</p> <ul style="list-style-type: none"> • Feedback From Governor of the Month & Link Governor Visits <p>Mike Lloyd had visited the school; a completed Governor visit form had previously been distributed. Gil Osman will arrange a visit date with the Deputy Headteacher.</p> <ul style="list-style-type: none"> • Reports on Training Undertaken <p>There was nothing to report.</p>	GO
13	<p>Correspondence</p> <p>The Chair advised that a letter had been received from a parent/carer regarding an incident that the parent/carer stated resulted in her daughter's coat being damaged.</p> <p>The Headteacher confirmed that a full investigation had been carried out immediately following the incident which involved speaking to KS2 children and staff in order to determine whether anyone had witnessed, or participated in causing, the damage. All staff were also questioned in order to try to pinpoint when and by whom the damage was caused. Unfortunately it had not proved possible to identify when the damage had been caused or who had caused it.</p> <p>An immediate ban was put on children leaving the classrooms unaccompanied and a written log was kept of such movements. Supervision of corridors was increased immediately in order to prevent further occurrences and there have been none since. Staff continue to rigorously monitor the activities of children in corridors as well as in lessons and in the playground.</p> <p>The letter from the parent/carer included a request for the school to replace the coat. The school and Chair, as a gesture of goodwill, had offered to replace the coat with a school coat; unfortunately the offer had been refused.</p> <p>Governors discussed the situation at length including the ramifications of agreeing the request. Governors agreed that they were entirely satisfied that the school took every reasonable care and the incident occurred in a manner over which the school had no control. In light of this, Governors agreed that the request to purchase a new coat should be denied. The Chair will inform the parent/carer accordingly.</p>	JH

14	<p>AOB</p> <p>Governors were invited to the INSET days taking place on Monday and Tuesday which will include further support for staff to deal with the consequences of emotional and behaviour issues experienced in school.</p> <p>Governors were also requested to check that their profiles were up to date. The Chair and Headteacher will consider possibilities for whole Governing Body training.</p>	<p>All</p> <p>All JH & LM</p>
15	<p>Bristol Governors' Forum Meeting Date</p> <p>Thursday 17 March 2011, 7.00-9.00pm, Hannah More Primary School <i>[subsequently postponed; date to be confirmed.]</i></p>	
16	<p>Dates & Times of next Committee Meetings</p> <p>Teaching & Learning: Monday 7 March 2011 at 3.30pm Pupil Support: Monday 14 March 2011 at 1.00pm Finance & Resources: Monday 21 March 2011 at 10.00am</p>	
17	<p>Date & Time of Next FGBM</p> <p>Thursday 7 April 2011 at 5.00pm</p>	

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

SIGNED: **DATE:** 7 April 2011