

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 4

Held at the school on Thursday 7 April 2011 at 5.00pm

MINUTES

PRESENT: Juliet Huddart (Chair) Martin Ackerman
 Kirstie Shingfield (Vice Chair) Natalie Lane
 Louisa Munton (Headteacher) Jo Carobene
The meeting was Michele Daniels Simon Futcher (Associate Member)
noted to be quorate Jan Pritchard Elizabeth Jahn (Clerk)
 Rebecca Golder

ITEM	MINUTE	ACTION
1	<p>Welcome & Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Mike Lloyd, Lucy O'Brien and Roy Dacombe.</p>	
2	<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>	
3	<p>Presentation on the Creative Curriculum</p> <p>Powerpoint presentation by Jo Carobene including background to where the school was in terms of the curriculum. When the Headteacher was appointed, teaching and learning responsibilities (TLR) were reviewed and allocated and curriculum teams were set up which resulted in a re-invigoration. Children enjoyed school and became immersed in topics. Originally the review was for a 2-year cycle which was not popular and changed, although in retrospect was the preferred option and has been reinstated. The school is revisiting what it has been doing and adapting to have Bristol as a starting point in topics. Success is measured including through moderation including against levelling sheets for the Foundation subjects. Since last July the school has seen progress across the curriculum. Theme weeks have been very successful at plugging gaps; there have been 2 theme weeks.</p> <p>Critical Skills is enhancing the curriculum. Teachers use assessment sheets when planning which needs to be further embedded, also the use of photos as evidence. The school has just bought the International Primary Curriculum (IPC) to support planning; PSHE and RE will be taught discretely as they are not covered by the IPC. The IPC will be trialled in Terms 5 and 6 with a view to implement fully in Term 1. Other areas for further improvement include more differentiation for gifted and talented (G&T) children.</p> <p>A multicultural action plan was drawn up following the first Ofsted visit and each Year group now has the opportunity to attend at least one multicultural trip or visit. The link with Easton Primary School is also being positively received.</p>	
4	<p>Community Cohesion Update</p> <p>The project feedback was distributed by Simon Futcher, Deputy Headteacher. Governors discussed the progress and impact of the project.</p>	
5	<p>Approval of Committee Membership</p> <p>Governors agreed to appoint Natalie Lane to the Finance & Resources Committee.</p>	

6	<p>Approval of Minutes of Last Full Governing Body Meeting (FGBM) Held on 10 February 2011</p> <p>The Minutes were agreed and signed as a correct record subject to a minor amendment.</p>	
7	<p>Carried Forward Matters & Matters Arising From Minutes of Previous Meeting Including:</p> <ul style="list-style-type: none"> • Update on Governor Involvement at School Events <p>The update was provided in the Chair's Report; the café and Parents/Carers' Surgery went well; Natalie Lane has agreed to take forward the café organisation for future events. There has been no feedback from the Governors' Newsletter but it appears to have been received positively.</p> <ul style="list-style-type: none"> • Governors' Section of the Virtual Learning Environment (VLE) <p>The Chair outlined the VLE; a training session will be provided by Toby Maddocks at the next meeting. The school will be using e-safety providers to carry out training for parents/carers particularly around raising parental awareness of e-safety measures. E-safety will be a focus this year and parents/carers and pupils will be asked to sign an e-safety agreement.</p> <p>Governors noted that the Chair has received 3 further letters from the parent who requested reimbursement of her daughter's damaged coat (discussed at the last meeting). Governors asked the Clerk to forward a copy of the last meeting's Minutes to the parent as requested and agreed that the matter is now closed and no further correspondence will be entered into.</p>	EJ
8	<p>Governors' Self-Evaluation Review</p> <p>A summary of the Governors' self-evaluation review had previously been distributed and was used as evidence against item 9.</p>	
9	<p>Review of Governing Body's Development Plan (GBDP) 2008-2011 & Initial Discussions Re the Development Plan 2011-2014</p> <p>Governors split into small groups to review the GBDP; the Chair will collate the findings which will be discussed at the next meeting.</p> <p>Governors were disappointed to note that Roy Dacombe has indicated his intention to stand down as a Governor at the end of this academic year. Roy has contributed a significant amount of time and dedication to the school and Governing Body and will be sorely missed.</p>	JH
10	<p>Chair's Report</p> <p>The Chair's Report had previously been distributed; there were no further comments or queries.</p>	
11	<p>Headteacher's Report</p> <p>The report had previously been distributed; the Headteacher went through the contents. The feedback from Governors regarding the information sheet to parents/carers was very positive. It is hoped it will help to engage parents/carers more and will be sent out regularly. A Critical Skills information sheet will be prepared in Term 6 and an IPC information sheet in Term 1.</p> <p>Behaviour is improving and it is hoped that SMSAs will start using restorative justice more consistently.</p> <p>The Schools Out trips were discussed, on the whole they are working well. There were a few comments from parents/carers in the beginning but as the school now offers so much to families including at subsidised rates, it is no longer an issue.</p> <p>The open morning received excellent parental feedback; the school originally planned 3 per year but may increase this to one per Term on different days of the week. Governors asked that staff be congratulated.</p> <p>The School Improvement Partner (SIP) visited this week which included observing lessons and carrying out mini work scrutinies. The quality of teaching and assessment of learning has moved from satisfactory to good. The next steps include using Learning Support Assistants (LSAs) more effectively and now that children are happy to take risks, the school needs to include more opportunities for independent learning.</p>	LM

	<p>It was noted that there have been 5 outstanding lessons observed with a significant proportion of good lessons moving into outstanding. Planning is also judged to be a strength of the school. The SIP will attend the Teaching & Learning Committee meeting in Term 6.</p> <p>Governors noted that advice from the LA's Health & Safety Department has been received that individuals can now be held criminally liable for health and safety neglect. A representative from the Department visited the school and said that overall they are doing well although some classrooms have too many files and papers lying around and that some doors are obstructed. Staff were also reminded not to carry hot drinks around the school. The school was also advised to replace a door that had been removed several years ago.</p>	
12	<p>Committee Minutes</p> <p>The draft Minutes had previously been distributed; it was noted that the Headteacher has received advice regarding the stop button in the kitchen stating that the action was a recommendation as regulations had changed since the button was installed; therefore it is acceptable not to move the button as long as it has been noted in the risk assessment .</p>	
13	<p>Policy Adoption/Review</p> <p>The review schedule had previously been distributed. The Critical Incident Plan will be included in the schedule.</p>	EJ
14	<p>Governors' Report Including:</p> <ul style="list-style-type: none"> Training Needs Including Decision to Continue Not Subscribing to the Governor Development Service (GDS) <p>Governors noted that the subscription would cost £850 but that Governors had only spent approximately £250 during this last year; it was therefore considered not to be best value and Governors agreed not to subscribe to the GDS. Governors were however, encouraged to undertake training as appropriate. It was suggested that a review of the training audit would be useful during the Governors' review of the GBDP at the next meeting.</p> <ul style="list-style-type: none"> Feedback From Governor of the Month & Link Governor Visits <p>Gil Osman's Governor of the Month visit form had previously been distributed; Gil Osman commented on how positive the visit had been and asked that his thanks be passed on to staff.</p> <p>Natalie Lane will be visiting the school on the 6 May 2011 and a date will be set after SATs for Martin Ackerman to visit.</p> <ul style="list-style-type: none"> Reports on Training Undertaken <p>There was nothing to report.</p>	SF SF / MA
15	<p>Correspondence Including Request for Email Addresses From the Bristol Governors' Forum</p> <p>Governors agreed for their email addresses to be shared with the Bristol Governors' Forum core group.</p>	EJ
16	<p>AOB</p> <p>It was noted that Governors are still not receiving the school newsletters; the school will organise.</p>	MD
17	<p>Bristol Governors' Forum Meeting Date</p> <p>Wednesday 22 June 2011, 7.00-9.00pm, Hannah More Primary School</p>	
18	<p>Dates & Times of next Committee Meetings</p> <p>Teaching & Learning: Friday 6 May 2011 at 10.00am Pupil Support: Monday 9 May 2011 at 1.00pm Finance & Resources: Friday 20 May 2011 at 10.00am</p>	

19	Date & Time of Next FGBM & Dates Thursday 26 May 2011 at 5.00pm	
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Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED: **DATE:** 26 May 2011