

# Shirehampton Primary School Governing Body

Shirehampton Primary School



Learn, Aspire, Achieve

**Headteacher:** Miss L Munton  
**Deputy Headteacher:** Mr S Futcher

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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 8 March 2013 at 2.30pm**

### **MINUTES**

**PRESENT:** Rebecca Golder (Chair) Nicola Johnson  
 Louisa Munton (Headteacher) Katherine Harris  
*The meeting was* Joan Cox  
*noted to be quorate* Warren Pickles Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<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 Michele Daniels, Gil Osman, Jo Carobene and Simon Futcher.</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 Minutes of last FGBM held on 7 February 2013</b></p> <p>The Minutes were agreed and signed as a correct record subject to a minor amendment.</p> <p><b>d. Carried forward &amp; matters arising:</b></p> <p><b>i. Governing Body consideration of reconstitution of the Governing Body</b></p> <p>Governors noted the Governor Development Service's (GDS) advice that the ratio (1/3) of Governors who are staff could not be rounded up it could only be rounded down. Following discussion, Governors agreed that it would not be in the best interests of the Governing Body to increase the size of the Governing Body to be able to appoint an additional staff member as a Governor as staff contribution and voice is always welcome regardless of Governor status. Therefore, following discussion, Governors agreed to reduce the size of the Governing Body to 10 as follows:</p> <p>2 Staff Governors - Louisa Munton and Jo Carobene                  2 Parent Governors - Rebecca Golder and Nicola Johnson                  1 LEA Governor - Joan Cox                  5 Co-opted Governors - Warren Pickles, Katherine Harris, Gil Osman, Michele Daniels and one vacancy                  Total number of Governors = 10</p> <p>Governors also agreed that Simon Futcher should continue as an Associate Member to each of the Committees with voting rights.</p> <p><b>ii. Whole Governing Body Visit in Term 4: Making Learning Real II for Governors</b></p> <p>Governors had a very useful discussion regarding the visit prior to the meeting. The visit enabled Governors to evidence strategies to support pupil progress in Mathematics including engagement; the different teaching approaches including differentiation; and that resources are being used when teaching Mathematics in classrooms.</p>	

<b>2</b>	<p><b>Information Sharing</b></p> <p><b>a. Governor of the Month Visits</b></p> <p>Katherine Harris and Nicola Johnson fed back from their visits which they said were very positive and informative. Governors agreed that the Governor visit form needs to be amended to ensure it captures everything from the visit that demonstrates Governors' involvement in monitoring and evaluation and also produces an outcome that Governors can take forward, eg 'points to consider'.</p> <p>The Headteacher and Chair provided feedback from the recent Ofsted inspection; the feedback has to remain confidential until the report is published by Ofsted which should hopefully be in the next week or two.</p> <p>The Headteacher advised that the funding details for next year have been received and unfortunately, the school has had a cut in funding, although this was anticipated; there are no significant concerns at this stage. The draft budget has been prepared and will be discussed in more detail at the next Finance &amp; Resources Committee meeting.</p> <p>The Headteacher outlined the planned capital works for the next financial year which will be brought back to the Finance &amp; Resources Committee meeting for approval; the Headteacher confirmed that the cost of capital works has been accounted for in the draft budget for 2013/2014.</p> <p>The Headteacher also outlined proposed changes to the staffing structure which will need to be considered by the Finance &amp; Resources Committee at the next meeting.</p>	RG
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**Minutes agreed by the Governing Body and signed by the Chair of Governors:**

**SIGNED:** ..... **DATE:** 16 May 2013