

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 5

Held at the school on Thursday 17 May 2012 at 4.45pm

MINUTES

PRESENT: Juliet Huddart (Chair) Nicola Johnson
 Louisa Munton (Headteacher) Warren Pickles
 Michele Daniels Joan Cox
 Jan Pritchard Jo Carobene
 Dawn Williams Simon Futcher (Associate Member)
 Katherine Harris Elizabeth Jahn (Clerk)

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1	<p>Information Gathering</p> <p>a. Jo Carobene and Becky Sullivan on how well the curriculum uses enquiry skills to provide for and stretch all pupils with evidence of how standards are being raised for the most and least able, those with special educational needs, boys and girls, and any who are currently underachieving. Governors will be particularly interested in how well this team believes it has impacted on KS2 SATs results this year and also on how the teaching of multiculturalism has made a difference to community cohesion.</p> <p>Jo Carobene and Becky Sullivan advised that the International Primary Curriculum (IPC) has enabled cross-curricular support particularly in English including speaking and listening opportunities and WOW events. Planning includes differentiation and Pupil Conferences include a range of abilities including children with special educational needs (SEN) and gifted and talented (G&T) pupils. Self-motivated learning takes place through the Family Challenge and holiday projects.</p> <p>Once the school has completed the two year cycle required to cover each of the topic areas, the IPC should be embedded together with tracking and analysis for assessment. The IPC supports and celebrates home nations and the topic based approach provides links to the wider world.</p> <p>The IPC also enables opportunities for practical work to inspire boys, particularly in Writing; the school tries to link Literacy to topics so that genres can be matched. Displays provide evidence of Writing examples. There is not as much cross-curricular opportunities in Mathematics but the IPC is being updated and should include more Mathematic opportunities. To fill the gap the school has Numeracy based theme weeks, eg in January the school had Money Week.</p> <p>Family Challenge supports community cohesion and the IPC enables links with other schools. The IPC is already impacting on SATs with pupils developing their practical skills eg during Money Week. Children have knowledge and understanding and are better prepared.</p> <p>The quality of Writing has improved and teachers have higher expectations across the school. Staff feel that as the IPC runs in a two-year cycle re assessment it is supportive for pupil progress. Staff identify pupils who are underperforming from progress review meetings.</p> <p>Learning walks take place in phases and there are noticeable improvements each time. Pupils are more open to ideas and the school now wants to immerse them in the topics so they are excited by learning and the topics stimulate children to undertake independent learning.</p> <p>Overall, attendance is improving.</p> <p>A whole school WOW mini Olympics event will be taking place on the 11 June 2012.</p>	

Governors asked if additional time was needed for WOW events; Jo Carobene and Becky Sullivan advised that it was not an issue as the workload is shared out amongst staff and staff are able to focus on their own interests. Governors asked if staff's energy and enthusiasm is sustainable; Jo Carobene and Becky Sullivan confirmed that it was.

Multiculturalism impacts on community cohesion; pupils are more tolerant. Multiculturalism ties in with PSHE and RE and also threads through the topics. Multicultural visits take place and visitors are invited into the school although it would be useful if this area could be further expanded, particularly representatives of other faiths. The Headteacher congratulated Jo Carobene and Becky Sullivan and staff for their hard work. Governors noted that Jo and Becky predominately led the introduction of the IPC. Staff have more consistent expectations which continue to have an impact on the core subjects throughout the school.

Governors thanked Jo Carobene and Becky Sullivan for their informative presentation.

[Becky Sullivan left the meeting.]

b. Simon Fitcher to present Annual Report on community cohesion

The Deputy Headteacher advised that all Year Groups except Year 1 are now linked with another school. Year 2 is linked with a school in Hungary and Year 3 is linked with a school in Romania. The children are very enthusiastic about the links.

Year 2 will plan a community cohesion event eg an outreach project; the Deputy Headteacher has contacted Homes for the Elderly and hopes to set up further links. It is hoped to get the whole school out into the community with parents/carers having a big input. Now that links are in place the Deputy Headteacher will be better able to monitor the progress and effectiveness of the links.

Due to the increasing number of Polish children joining the school, it is hoped that a Polish Day can be organised. Regarding the Hungary link, future developments include the possibility of visiting the school. Governors suggested various other possible community links including local playschools and St Paul's carnival. Governors agreed that it is important to invite different groups into the school.

Governors requested an update on the Year 2 and Easton Primary School project and the impact of the link. The Deputy Headteacher advised that unfortunately due to issues at Easton Primary School, the link had to be cut however the impact on improving the children's awareness of other cultures was already evident in Pupil Conferencing. The impact is on-going as the children's attitudes have changed and there is a vast difference in how pupils view different people/cultures with pupils a lot more open and accepting of others.

Now that the links are established, the Deputy Headteacher will expect community cohesion to be pushed forward and an update from staff provided every fortnight. The strategy now needs to be embedded so that it is integral to the curriculum rather than a standalone area of focus. The SLT is expected to have community cohesion integral to their action plans.

Governors asked if the progress over the year matched the expectations in the 3-year School Development Plan (SDP); the Deputy Headteacher advised that progress has been affected by staff absence and Easton Primary's decision to discontinue the link, however, the plan is virtually on track being about a Term behind schedule. The Deputy Headteacher will be in a better position next Term to outline what has been done and the impact. The Deputy Headteacher is confident that the impact will be evident very quickly. The school has received support with this work from EMAS who have visited on several occasions. Areas for targeted improvement are links to support provision for children with English as an additional language (EAL), links to different faiths and input from SARI. Governors asked how the school will know if the link is appropriate; the Deputy Headteacher advised that there are discussions before setting up the links and the purpose and focus of the link is agreed in advance.

Governors thanked the Deputy Headteacher for his update which was also distributed in hardcopy.

2 Routine Governance

a. Welcome & apologies for absence

The Chair welcomed everyone to the meeting. Apologies were received and accepted from Natalie Lane, Rebecca Golder, Lucy O'Brien and Gil Osman. Jan Pritchard apologised she would be late.

b. Attendance/pecuniary interests register

Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.

c. Approval of Mins of last FGBM

The Minutes were agreed and signed as a correct record.

d. Carried forward & matters arising:

i. Parent Council update by Simon Futcher

An information sheet was distributed; the Deputy Headteacher outlined the contents. Setting up a Parent Council within the school is challenging as generally, parents/carers are reluctant to engage with the school unless they have a problem. Staff are very proactive at trying to engage parents/carers in their child's learning and this has resulted in a significant improvement in attendance at parents' evenings etc.

The Deputy Headteacher has carried out a lot of research into the different Parent Council models and advised that the school may need to set up an initial model that is not the preferred model but with the view to moving towards the preferred model in due course. Governors asked if the initiative to set up a Parent Council comes from parents/carers themselves or the school; the Deputy Headteacher advised that the school wants parents/carers to support school improvement so may need to guide the setup of the Council. It needs to be clear that the end purpose is to improve the school and life chances of the children. The Deputy Headteacher is keen for a school link to be in attendance at each meeting to support information sharing and feedback; the Learning Mentor is willing to attend meetings and is felt to be a perfect choice due to his links with families.

The milestones of setting up the Council were outlined; the initial letter has gone out and it is hoped that more focused work will start next week. Governors suggested that each teacher could be requested to identify a parent/carer that the Deputy Headteacher or Headteacher could approach directly to join the Parent Council. It was also suggested that the parents/carers of the School Council could be targeted.

Governors noted that setting up a Parent Council has been a duty since 2007 and that it had been agreed this should be in place within 3 years; in light of that, Governors asked whether it would be possible to speed up the timescale. The Deputy Headteacher advised that the Parent Council should hopefully be up and running next week but the longer timescale is to fully establish the Parent Council in the school improvement cycle. It was suggested that the school may need to look into the possibility of facilitating childcare to support parental attendance at the meetings.

Governors discussed parental complaints made directly to Governors at length and were reminded of the Complaints Procedure which clearly sets out the process parents/carers need to follow regarding lodging a complaint. Governors were also reminded that the school cannot take into account anonymous complaints.

ii. Meeting with Department for Education update by Juliet Huddart

Governors were previously advised that the proposed meeting with the DfE on 21 May 2012 had been cancelled. Instead, Eileen Barnes-Vachell from the Brokerage and Under-Performance Division of the DfE met with the Headteacher and Airlie Fife, Local Authority (LA) Strategy Leader, at the school on the 10 May 2012. Governors were not invited nor expected to be present at that meeting. Following the meeting it is believed that the DfE acknowledges that the school is on track for a significant improvement in standards which will be evident in this year's Key Stage 2 (KS2) SATs outcomes released in July. Eileen Barnes-Vachell had been very well informed about the school. It is felt that for now, any enforced changes are no longer imminent although the school will still be under scrutiny. Eileen Barnes-Vachell will be re-visiting probably in Term 1 and once the SATs outcomes are known. The Headteacher was asked by Eileen Barnes-Vachell how Governors feel about Academisation; the Headteacher responded that the Governing Body supports collaboration working and has not formally rejected academisation as an option.

The progress review meeting has taken place and the school has a significant amount of evidence to support improvements made including through learning walks. Governors were pleased to note that the Ofsted monitoring visit outcomes and progress review outcomes validate the school's judgements that the school is moving forward.

	<p>iii. Update on collaboration project plan update by Louisa Munton</p> <p>The school has linked with Bishop Road Primary School particularly around Literacy and this will become more established from September. The school is awaiting a response from UWE.</p> <p>e. Ofsted Monitoring Visit on 27 March 2012</p> <p>The outcome feedback and report had previously been shared with Governors.</p> <p>f. Approval of Budget 2012/13</p> <p>The draft budget previously distributed has been updated and is slightly different but the figures are more accurate as appointments made have been included at the correct gradings. The projected surplus is £61,394 although this is very prudent. The Governing Body considered and agreed the budget and Best Value Statement which will be submitted to the LA for consideration.</p> <p>g. Chair's Report</p> <p>The Chair's Report had previously been distributed; there were no further comments or queries.</p> <p>h. Headteacher's Report</p> <p>The report had previously been distributed; the Headteacher went through the contents. The report had been shortened following Governor feedback. Governors asked what the issues were in Mathematics; the Headteacher advised that there is an issue around problem solving. Gemma Sommers delivered two excellent INSET days with a consultant who supported planning. This has already had an impact and is supported by more effective deployment of Learning Support Assistants (LSA). The school is working to improve investigation skills etc. Toby Maddocks will lead Numeracy during maternity leave and the Deputy Headteacher will take on responsibility for leading ICT.</p> <p>Governors asked whether the Bishop Road Literacy focus is appropriate given the issues identified in Numeracy; the Headteacher advised that now there is a personalised learning approach in Numeracy, there is a need for more conventional work with innovation through ICT.</p> <p>[Jan Pritchard entered the meeting.]</p> <p>The behaviour picture is that it is generally good; Ofsted validated that behaviour is good although implementation of the Behaviour Policy could be tighter at times particularly when pupils move around the school. Lessons are not disturbed by poor behaviour and it is hoped that restorative justice will move forward with the establishment of the Parent Council.</p> <p>The draft Committee Minutes had previously been distributed; there were no further comments or questions.</p> <p>Governors were pleased to note that Dawn Williams has agreed to be appointed as the Health & Safety / Premises Named Governor. It was noted that the Named SEN Governor is trying to establish links with the SENCo and it is hoped this will be resolved shortly.</p>	
3	<p>Information Sharing</p> <p>a. Feedback from 'Making Learning Real' on 15 March:</p> <p>iv. Governors' Management Plan</p> <p>1. Next Learning Walk – date and focus from SDP</p> <p>The updated Governors' Management Plan 2011-2014 and feedback following the review of Governor information had previously been distributed. It was agreed that the next learning walk will focus on Numeracy and 'Even Better Ifs' (EBIs) The Headteacher will liaise with the Numeracy lead to identify a focus for the learning walk eg effectiveness of Quicker. The learning walk will take place on Tuesday 26 June 2012 at 8.45am. An Ofsted report on school governance had previously been distributed and includes the importance of school visits.</p> <p>2. Attendance at school events/annual timetable – dates for Merlin</p> <p>Information regarding dates is now being included on Merlin and is included in the Headteacher's report; Governors are welcome to attend any school event and should contact the Headteacher if planning to attend.</p>	<p>LM All</p> <p>All</p>

