

**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 5**

**Held at the school on Thursday 26 May 2011 at 5.00pm**

### **MINUTES**

<b>PRESENT:</b>	Juliet Huddart (Chair)	Natalie Lane
	Kirstie Shingfield (Vice Chair)	Gil Osman
	Louisa Munton (Headteacher)	Martin Ackerman
<i>The meeting was noted to be quorate</i>	Michele Daniels	Jo Carobene
	Jan Pritchard	Simon Futcher (Associate Member)
	Rebecca Golder	Toby Maddocks (Items 1-4)
	Mike Lloyd	Elizabeth Jahn (Clerk)

ITEM	MINUTE	ACTION
1	<p><b>Welcome &amp; Apologies for Absence</b></p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Roy Dacombe and Lucy O'Brien.</p>	
2	<p><b>Attendance &amp; Business/Pecuniary Interest Register</b></p> <p>Governors were reminded of their responsibility to declare interests; the Register was circulated and duly signed.</p>	
3	<p><b>Presentation on ICT in the Curriculum</b></p> <p>ICT at Shirehampton Primary School PowerPoint was presented by Toby Maddocks; hardcopies of the presentation were distributed. Toby Maddocks outlined the function of Smart tables and explained that vertical tables essentially turn any surface into an interactive surface.</p> <p>The website is now acting as a prospectus; the learning platform is also up and running and includes online, secure access information linked to the school community. It is early days but will be rolled out to pupils in September. Bristol has developed new standards in ICT which is helpful.</p> <p>An ICT Pupil Progress 2010-2011 Report was distributed; ICT is assessed bi-termly and the data supports that pupils are on track to meet minimum age related expectations (MARE). Governors asked whether ICT is specifically reviewed as part of the pupil progress meetings; Toby Maddocks advised that it is currently only reviewed as a Year Group but as a core subject it needs to be given the appropriate amount of time in the curriculum. There are gifted and talented (G&amp;T) children in ICT and all children enjoy ICT. Next year the scheme of work will be reviewed to provide more challenge for G&amp;T pupils. It is also important for colleagues to recognise how ICT supports other core subjects' learning especially through the use of games for learning. Learning Support Assistants (LSAs) have received ICT training.</p>	
4	<p><b>The Virtual Learning Environment (VLE) As a Tool for Governors</b></p> <p>Toby Maddocks carried out a brief audit of Governors' VLE knowledge. The school's VLE, Merlin, was called up on the whiteboard and Toby Maddocks introduced the system, how it is used and what it can do. The system will automatically sync with SIMS from September and will be able to draw data eg addresses, medication information, attendance data etc. Parents/carers will be able to access their own child's data and can see if it needs updating; overall assessment data will also be accessible to parents/carers. The VLE will enable sharing of documents, web links, work, blogs etc.</p>	

	<p>The South West Grid for Learning is a charitable trust supported by South West Local Authorities (LAs), who have agreed to work together to provide resources and services. The LAs pay for the use of Merlin but it is free to schools.</p> <p>Governors asked if the school has to delete pupils' access to the system when they leave the school; Toby Maddocks advised that as the VLE is connected to SIMS, when a Year 6 child moves on he/she will automatically not be able to log on to the system. The idea is also for Merlin to follow them on to secondary schools, although some secondary schools currently use a different VLE system.</p> <p>The school needs to ensure that access is appropriate and e-safety awareness is in place. Governors were given log on details to the Governors' area and were requested to trial the system at home and bring any questions to the next meeting.</p> <p>Governors asked how the school will support parents/carers/Governors that do not have access to home computers; Toby Maddocks advised that the school will open up the ICT suites for those who cannot access computers at home.</p> <p>Governors thanked Toby Maddocks for his informative presentation.</p> <p>[Tony Maddocks, Rebecca Golder and Martin Ackerman left the meeting.]</p>	All
5	<p><b>Approval of 2011/2012 Budget &amp; Best Value Statement (BVS)</b></p> <p>The Finance &amp; Resources Committee meeting was cancelled due to unforeseen circumstances, however Committee members were sent the proposed budget papers and asked to read and raise any questions with the Office Manager; some questions were raised and answered. The Committee members present agreed that they supported the recommendation to the Governing Body that the 2011/2012 budget should be approved.</p> <p>The budget includes the purchase of new whiteboards, the play pod, CAMHS specialist support on an ad-hoc basis, the tech room, and salary increases etc. The budget also includes a 100% increase in class budgets plus an additional £400 budget for ICT.</p> <p>Governors considered and agreed the 2011/2012 budget that had previously been distributed; the budget will now be submitted to the LA for approval.</p> <p>Governors considered and agreed the updated BVS that had previously been distributed.</p>	
6	<p><b>Governors' Management Plan 2011-2012 Including:</b></p> <ul style="list-style-type: none"> <li>• <b>Exercise to Determine Key Priorities</b></li> <li>• <b>Exercise to Agree Strategy &amp; Success Criteria</b></li> </ul> <p>The Chair had prepared a PowerPoint presentation; supporting documents were distributed. The educational context was outlined including the impact of the new government. There will be a new National Curriculum in a couple of years, and a new Ofsted framework from September. The changes are coming thick and fast in a climate of massive budget cuts. The LA's role is changing due to schools converting to Academy status; the Governing Body's context will also be changing with new Governing Body members in the near future. Governors have increased accountability and responsibility which means an increased workload. There are already issues with attendance at meetings (approximately 50-60% attendance).</p> <p>Governors were asked to participate in a workshop to identify priorities for the Governing Body, following which, priorities identified included reviewing the Governing Body's Committee structure, and reviewing and redefining roles and responsibilities; developing collaboration with other Governing Bodies; and increasing involvement in the school in order to make data 'real'. It was suggested that one of the full Governing Body meetings (suggested Term 4) be replaced by the Governors' commitment to attend a whole day in school to include learning walks, discussions with staff/pupils etc, culminating in tea and cakes with staff at the end of the day. This was also felt to provide an opportunity to raise the profile of Governors with staff and the children and make Governors more 'visible'. Another priority identified was to improve delegation by using Chairs of Committees and Named Governors more to spread the workload.</p> <p>The top 3 priorities including strategies and success criteria of the 3 workshop groups were given to the Chair of Governors who will collate the information for feedback before the next meeting.</p>	JH

7	<p><b>Community Cohesion Update</b></p> <p>[Jan Pritchard left the meeting.]</p> <p>An update was distributed; Simon Futcher went through the contents. Progress has been slightly less this term due to the term being incredibly short with quite a few bank holidays, also due to SATs taking place. Governors asked whether the initiative will carry on next year; Simon Futcher confirmed that it will and it will be widened out across the school and with other schools, countries etc. The VLE system will help to develop that especially through the use of webcams etc.</p>	
8	<p><b>Approval of Minutes of Last Full Governing Body Meeting (FGBM) Held on 7 April 2011</b></p> <p>The Minutes were agreed and signed as a correct record. The virtual meeting Minutes dated the 11 May 2011 were also agreed and signed as a correct record.</p>	
9	<p><b>Carried Forward Matters &amp; Matters Arising From Minutes of Previous Meeting</b></p> <p>There have been no further issues regarding the coat that was damaged.</p>	
10	<p><b>Chair's Report</b></p> <p>The Chair's Report had been previously distributed; there were no further comments or queries.</p>	
11	<p><b>Headteacher's Report</b></p> <p>The report including pupil progress data had been previously distributed together with the School Improvement Partner's (SIP) core visit note (core visit 2); Governors noted the contents.</p> <p>The School Development Plan (SDP) 2011-2014 had previously been distributed; Governors considered and approved the SDP which is a comprehensive document.</p>	
12	<p><b>Committee Minutes</b></p> <p>The draft Minutes had previously been distributed; there were no further comments or questions.</p>	
13	<p><b>Appoint Working Group to Review the School Prospectus &amp; School Profile</b></p> <p>Governors discussed the merit of the School Profile which, although statutory, is not updated regularly by the Department for Education (DfE) and therefore the data is out of date. The Profile is not accessed by parents/carers and instead, parents/carers are more likely to visit the school's website which is regularly updated with current information. It was agreed that Simon Futcher will review the School Profile. Governors also discussed the prospectus which needs to be reviewed. Simon Futcher will take this forward. <i>[Up to date guidance regarding the contents of the prospectus was distributed following the meeting.]</i></p>	<p>SF</p> <p>SF</p>
14	<p><b>Governors' Report Including:</b></p> <ul style="list-style-type: none"> <li>• <b>Feedback From Agenda Briefing</b></li> </ul> <p>The focus of the briefing was on primary school places; the Bristol Governors' Forum review; and changes to the School Improvement Officers/Partners provision.</p> <ul style="list-style-type: none"> <li>• <b>Feedback From Governor of the Month &amp; Link Governor Visits</b></li> </ul> <p>Natalie Lane's visit report had been previously distributed; Governors noted the contents.</p> <ul style="list-style-type: none"> <li>• <b>Reports on Training Undertaken</b></li> </ul> <p>There was nothing to report.</p>	
15	<p><b>Correspondence</b></p> <p>The Governor Development Service (GDS) information pack on effective complaints handling had previously been distributed. A letter from Nick Batchelar setting out the new School Improvement Framework had also previously been distributed.</p>	

16	<b>AOB</b> Details of 3 quotes for replacement of the alarm system had previously been distributed; Governors discussed the contents. Governors agreed to spend up to £1,500 and authorised the Headteacher and Office Manager to determine which company will provide best value.	LM & MD
17	<b>Bristol Governors' Forum Meeting Date</b> Wednesday 22 June 2011, 7.00-9.00pm, Hannah More Primary School	
18	<b>Dates &amp; Times of Next Committee Meetings</b> <b>Teaching &amp; Learning:</b> Monday 6 June 2011 at 3.30pm <b>Pupil Support:</b> Monday 20 June 2011 at 1.00pm <b>Finance &amp; Resources:</b> Monday 4 July 2011 at 10.00am	
19	<b>Date &amp; Time of Next FGBM &amp; Dates &amp; Times of Proposed Meetings for 2011-2012</b> Thursday 14 July 2011 at 5.00pm	

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

**SIGNED:** ..... **DATE:** 14 July 2011