

# 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 6**

**Held at the school on Thursday 12 July 2012 at 4.45pm**

### **MINUTES**

**PRESENT:** Juliet Huddart (Chair) Jo Carobene  
 Natalie Lane (Vice Chair) Gil Osman  
 Louisa Munton (Headteacher) Dawn Williams  
 Jan Pritchard Simon Futcher (Associate Member)  
*The meeting was noted to be quorate* Rebecca Golder Mike Lloyd (Visitor, item 2 only)  
 Joan Cox Elizabeth Jahn (Clerk)  
 Katherine Harris

ITEM	MINUTE	ACTION
1	<p><b>Information Gathering</b></p> <p><b>Presentation by Amy Evans on:</b></p> <p><b>a. how well the EYFS curriculum provides for and stretches all pupils</b></p> <p><b>b. how well we keep parents informed and take account of their views</b></p> <p><b>c. and how standards for pupil behaviour are established at this early stage</b></p> <p>This item was deferred until the next meeting.</p>	JH
2	<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 Nicola Johnson, Warren Pickles and Michele Daniels. Lucy O'Brien was absent from the meeting. Dawn Williams apologised she would be late.</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 17 May 2012</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. Parent Council Progress Update by Simon Futcher</b></p> <p>Governors were pleased to note that 10 parents/carers attended the Parent Council meeting which is very positive. Feedback was provided and the school has already changed its practice, eg Reception will have a separate Sports Day next year as parents/carers wanted to be more hands on. The meetings also provide an opportunity to explain why a suggestion may not be practical/possible, this supports better communications. The Learning Mentor chairs the meetings as it is felt not having a senior leader at the meetings is key as it allows parents/carers to be more open. There is a cross-section of parents/ carers who attend the meetings. Governors suggested looking at ways to facilitate more involvement with parents/carers with English as an additional language (EAL).</p>	

The Parent Council is already having an impact on how the school is run and it is hoped that as it develops, the Parent Council will have further impact on raising standards.

The Deputy Headteacher telephones random parents/carers across the school on a weekly basis for feedback, examples of feedback were distributed. The school is starting to get all formal documents in place, eg how the Parent Council works etc. Governors congratulated the Deputy Headteacher for having strategic overview of the Parent Council and the Learning Mentor for chairing the meetings.

[Dawn Williams entered the meeting.]

The Deputy Headteacher will also run a child literacy course for parents/carers which will help them support their child.

Bishop Road Primary School's Headteacher visited the school; her son has been appointed as a class teacher next year and will take on responsibility for developing Literacy. The school is focussing on developing a language rich environment.

The Progress Review meeting took place last week and the School Improvement Adviser's visit note is available to Governors on Merlin. Both reports are very positive.

#### **e. Approval of Final Outturn Budget, June 2012**

The Governing Body considered and agreed the outturn that had previously been distributed. Due to staff changes in September, the school will be in a better financial position. There are a number of one-off spends included in the budget, however, Governors will need to be prudent until the future funding formula has been determined and the impact on the school's funding identified.

The Pupil Premium breakdown 2011/2012 and 2012/2013 was distributed; Governors noted the contents.

#### **f. Chair's Report**

The Chair's Report had previously been distributed; there were no further comments or queries.

#### **g. Headteacher's Report**

The report had previously been distributed; Governors noted the contents. The Level 4+ thresholds have remained the same but the threshold for Level 5 has increased from 77 to 79. Foundation Stage (FS) progress is outstanding. Key Stage 1 (KS1) Level 3 Writing will be a focus next year. The Analysis of KS2 SATS was distributed; 6 pupils were disapplied, 3 of which have Statements.

Governors were pleased to note that 93% of pupils achieved 2 Levels progress in English and 87% in Numeracy. It is likely that external scrutiny will be relaxed in light of the good outcomes and that the school has met and exceeded government floor targets.

Governors were also pleased to note that the Reception class is oversubscribed, although noted that there are 3 appeals which, if successful, could result in another teacher having to be employed (the Local Authority (LA) would need to pay for the additional teacher). Governors discussed why the numbers have increased and agreed the improved reputation of the school has had an impact and also the fact that the Headteacher or Deputy Headteacher shows prospective parents around the school which means that they are able to answer any questions raised.

[Mike Lloyd entered the meeting.]

Governors thanked Mike Lloyd for his contribution and dedication to the school and Governing Body. Governors also thanked Jan Pritchard who would be leaving at the end of the academic year.

[There was a brief break before the meeting continued; Mike Lloyd and Rebecca Golder left the meeting.]

#### **h. Approval of Governors Code of Conduct**

##### **i. Attendance**

Governors considered and agreed the Code of Conduct and agreed that attendance at meetings was imperative for effective governance. Governors also noted their collective responsibility and agreed that personal criticisms they have should not be discussed outside of the meetings.

	<p>It was also agreed that new Governors should sign the Code during the induction process.</p> <p>The Chair reminded Governors of her intention to stand down as Chair at the Term 1 meeting and as a Governor at the end of her term of office in February. As a result, a new Chair will need to be elected in October and a new Community Governor will need to be appointed in February.</p> <p><b>ii. Proposed meeting dates 2012/13</b></p> <p>Subject to a few date changes, the proposed meeting dates were agreed.</p> <p><b>i. Health &amp; Safety Governor’s Annual Report by Dawn Williams</b></p> <p>Governors were pleased to note that Dawn Williams will take on the Health &amp; Safety Governor’s role from September.</p> <p><b>j. Child Protection Governor’s Annual Report by Lucy O’Brien</b></p> <p>This was deferred to the next meeting; Joan Cox expressed an interest in taking on the role next year.</p> <p><b>k. Feedback on Young Carers’ Training by Joan Cox</b></p> <p>Joan Cox highlighted the key points of the training; an information sheet was distributed. The school will be involved in a new project next year re young carers; staff will receive training.</p> <p>The draft Committee Minutes had previously been distributed; there were no further comments or questions.</p> <p>Governors discussed litter and noted that the school will order 2 new bins. The caretaker regularly checks litter although this will be tightened up next year when the new caretaker is in post. Governors asked what onus there was on children for being responsible for their own litter; the Headteacher advised that some SMSAs are proactive in getting children to pick up litter, but some are not. It was suggested that the Parent Council could be a good forum for ideas on how children could be encouraged to take greater responsibility for the learning environment; the learning environment will also have a high focus next year.</p>	
<p><b>3</b></p>	<p><b>Information Sharing</b></p> <p><b>Questions from Governors as critical friends</b></p> <ul style="list-style-type: none"> <li>• <b>Team exercise(s) to compile a cross-section of appropriate challenging questions for school leaders</b></li> </ul> <p>Governors were requested to identify 3 challenging questions on for example performance management, Literacy, Numeracy, health and safety, behaviour etc, so that they can consider how they can be effective critical friends. The questions should be brought to the next meeting. The Headteacher and Deputy Headteacher thanked Governors for their level of challenge.</p> <p>The Ofsted guidance ‘A Good Education for All’ and the NGA Conference – Sir Michael Wilshaw, HM Chief Inspector, Ofsted Speech 16 June 2012 had previously been distributed.</p>	<p>All</p>
	<p><b>Date &amp; Time of Next FGBM</b></p> <p>Thursday 11 October 2012 at 4.45pm</p>	

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

**SIGNED:** ..... **DATE:** 11 October 2012