

Headteacher: Miss L Munton
Deputy Headteacher: Mr S Futcher



"Learning Together"

St Mary's Walk, Shirehampton, Bristol, BS11 9RR Tel: 0117 9031447 Fax: 0117 9031448
 Email: shirehamptonp@bristol.gov.uk Governors Email: sps.governors@googlemail.com

www.shirehamptonprimary.org

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 14 July 2011 at 5.00pm

MINUTES

PRESENT:	Juliet Huddart (Chair)	Roy Dacombe
	Kirstie Shingfield (Vice Chair)	Jo Carobene
	Louisa Munton (Headteacher)	Gil Osman
	Jan Pritchard	Lucy O'Brien
	Rebecca Golder	Simon Futcher (Associate Member)
	Mike Lloyd	Elizabeth Jahn (Clerk)

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1	<p>Welcome & Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Nathalie Lane, Martin Ackerman and Michele Daniels.</p> <p>Governors reported that they had a constructive and positive meeting with the School Council (SC) prior to the full Governing Body meeting (FGBM).</p>	
2	<p>Presentation on Pupil Development</p> <p>Presentation by Becky Quant. The International Primary Curriculum (IPC) has been introduced and is used as a planning tool; the IPC has re-invigorated staff.</p> <p>The Olympics has been included in topics with different aspects across the school. The IPC will also help develop links with other schools and help reduce paperwork bureaucracy so staff can have more focussed assessments.</p> <p>Becky Quant is monitoring subject plans, which is easier as they are available through the website. The Enquiring Skills group is looking at skills that staff want to develop.</p> <p>The Subject Leadership Teams From Term 5 2010/2011 Class Names & Room Names document was distributed; children will be asked to investigate place names etc.</p> <p>[Roy Dacombe entered the meeting.]</p> <p>All topics will include 'wow' events and displays will be updated throughout the year to reflect learning. Governors asked if the names will change each year; Becky Quant advised that they are unlikely to change annually, but teachers may move to different classes.</p> <p>Governors noted that at the meeting with the SC pupils were very excited by the IPC. Governors asked how the school can link to other schools; Becky Quant advised that the IPC is used in 64 countries and details of which schools are using the IPC are available through the website.</p> <p>Governors thanked Becky Quant for her informative presentation.</p> <p>[Becky Quant left the meeting.]</p>	

<p>3</p>	<p>Community Cohesion Update</p> <p>Update by Simon Fatcher, Deputy Headteacher. Oasis Academy Brightstowe lent the school 2 minibuses at no charge to visit Easton Primary School; pictures from the visit were displayed on the whiteboard. Unfortunately Easton Primary School has not been able to visit Shirehampton Primary School (SPS) due to financial constraints.</p> <p>The children took part in art activities based around community cohesion ie how are they the same and how are they different, eg skin colour, differences between the two communities and Bristol as a whole. The children drew round their hands with partners and coloured them in to match skin tones. SPS children presented to pupils and responded well to questions.</p> <p>The Deputy Headteacher carried out an informal pupil conference when they came back and the change in the children's attitudes was significant; examples of pupil comments were read out. The pupils will host a slide show and talk tomorrow for Key Stage 1 (KS1) pupils and KS2 pupils on Tuesday.</p> <p>Unfortunately the link teacher is leaving Easton Primary School at the end of this Term but the school has expressed a desire to continue developing the link with Year 2 pupils and other Year Groups.</p> <p>The Deputy Headteacher is working closely with Jo Carobene and Becky Quant to expand the school's work on developing community cohesion. A list of trips and visitors to the school during the academic year was distributed including multi-cultural trips and visits. It is hoped that more trips/visits will take place next year although trips are restricted by the Park and Ride service which does not go to some locations, eg the Hindu temple in Kingswood.</p> <p>Governors were disappointed to note that the Big Wide Talk, organised by a national charity aimed around promoting talking and funded by the Local Authority (LA) through the Extended Schools Partnership (ESP), and which this year took place in Sea Mills, is unlikely to continue. In school play is structured and it was very beneficial for the children to experience free play.</p> <p>The Community Cohesion Project Feedback Term 6 2010-2011 was distributed. Governors asked if the Deputy Headteacher is pleased with the outcomes to date; the Deputy Headteacher confirmed that he was as there is a significant change in attitudes that is so marked, he firmly believes it will stay with the children, and tackling issues head on has been really positive.</p>	
<p>4</p>	<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>	
<p>5</p>	<p>Approval of Minutes of Last Full Governing Body Meeting (FGBM) Held on 26 May 2011</p> <p>The Minutes were agreed and signed as a correct record subject to a minor amendment.</p>	
<p>6</p>	<p>Carried Forward Matters & Matters Arising From Minutes of Previous Meeting Including:</p> <ul style="list-style-type: none"> • Update on Review of the School Prospectus & School Profile <p>Governors thanked Kirstie Shingfield and the Deputy Headteacher for their work reviewing the prospectus and School Profile. A small stock of prospectus covers have been ordered, but in the majority of cases, prospective parents/carers are able to access the information via the school's website. An example of a professionally printed prospectus was available to view which can be updated via inserts; Governors agreed that they may want to consider this option in the future but they are mindful of the future of the prospectus now that schools and parents/carers are using websites to share information. The best value re the costs involved also needs to be taken into account; the writing and photos would also need to be carefully selected to avoid being out-dated. This will be further investigated next year.</p> <p>Governors agreed that the school now needs to look at the wider issue of communication, eg the use of the school logo, consistency of using the same typeface fonts etc. The school will undertake a review of the vision and aims statement and will seek input from Governors, staff, pupils and parents/carers; children will be encouraged to design a new logo and a review of the uniform colour will also take place.</p>	

	<p>There have been some teething problems with the introduction of the Merlin virtual learning environment (VLE) but these are being addressed. It is hoped Merlin will go 'live' to parents/carers in September. The Headteacher will manage updating the school diary.</p>	
7	<p>Approval of Committee Structure & Membership</p> <p>It was agreed to reduce the number of Committees to 2 from September: Finance & Resources Committee (F&R) & Teaching & Learning Committee (T&L) so that the Governing Body can be more efficient and effective. The health and safety aspect of the Pupil Support Committee's (PS) remit will be moved to F&R; and the safeguarding and curriculum aspect will be moved to T&L. The Terms of Reference (TORs) will be reviewed in Term 1.</p> <p>It was also agreed to increase membership of the 2 Committees with members of PS, to include appointing Simon Penrose as an Associate Member of T&L and Jan Budd as an Associate Member of F&R, with full voting rights for a term of office of 4 years.</p>	
8	<p>Approval of Governing Body's Development Plan (GBDP)</p> <p>The draft GBDP and schedule of meeting dates had previously been distributed. A whole day visit for Governors will take place in Term 4 which has resulted from the Governors' self-review outcomes. Governors will use the day to gather evidence to validate the school's judgements. It is expected that the day will consist of whole Governing Body activities, and learning walks in smaller groups, probably in Committees, and possibly pupil conferences. A debrief and evaluation against the School Development Plan (SDP) will take place at the end of the day followed by an informal meeting with staff (tea and cakes). It is hoped the day will provide clarity over systems in place.</p> <p>The GBDP and meeting schedule was agreed subject to moving the FGBM to the 13 October 2011 in Term 1.</p> <p>Governors thanked Kirstie Shingfield and Roy Dacombe for providing tea/coffee at the parents evening. It was suggested that next time the school should use the hall and include display/photo boards to promote the school and possibly pupil performances. Twenty-five parents/carers attended the parents evening, which although disappointing in numbers, was an improvement compared to previous years.</p> <p>At the Term 1 meeting, Governors will focus on the practicalities of implementing the GBDP and how evidence will be gathered.</p> <p>Two of the FGBMs have been provisionally extended, including for the Term 5 self-review exercise; although it was noted that the extended meetings may need to be moved to alternative Terms; advance notice will be given if this is the case.</p>	EJ
9	<p>Chair's Report</p> <p>The Chair's Report had previously been distributed; there were no further comments or queries.</p>	
10	<p>Headteacher's Report Including:</p> <ul style="list-style-type: none"> • School Self Evaluation Outcomes: Leadership & Management • End of Year Assessments Including SATs Outcomes <p>The report had previously been distributed; the Headteacher went through the contents. Governors noted that whilst the SATs outcomes were disappointing, Governors knew that this particular Year Group was vulnerable and that there could be a discrepancy with teacher assessments due to the nature of the children's needs and possible reactions to the tests on the day. Unfortunately the SATs outcomes are not a true reflection of where the children are as it is a 'snapshot' on that day, the teacher assessments have been validated by the School Improvement Partner (SIP). Although the school is against teaching 'to the test' there is work that can be carried out around exam technique to better prepare pupils in terms of resilience and confidence, particularly around Mathematics. This is lacking in some pupils who would rather 'opt out' than do it wrong. The lower Mathematics groups lack real confidence and whilst they perform well in class, they panic in test situations. Teacher assessments are rigorous and robust and are in line with the targets. It was also noted that there has been a national issue around marking of the SATs papers.</p>	

	<p>The school will do more work around extended writing and will review the extended sessions on Numeracy and Literacy to ensure the best use of time. The Headteacher and Deputy Headteacher will also carry out termly learning walks. The school needs to continue to narrow inconsistencies in teaching and learning.</p> <p>Governors asked if any parents/carers have raised any concerns/questions; the Headteacher confirmed that they have not.</p> <p>It was recommended that the school publishes a 'myth buster' in Term 4 as there are lots of parent/carer rumours talked about in the playground at the start/end of the day, and it would be a good idea to pre-empt the typical things that are said and dispel the myth, eg if the children do not do well they will have to move down a Year which does not support pupil confidence.</p> <p>The school decided not to send any papers back for remarking as it is better to invest energy in other areas. The targets set are robust and based on the pupil progress data, although it was noted that targets are set 2 years ahead and does not always reflect the trajectory of learning that some children are able to maintain; some children also leave/join the school with differing levels of ability. Governors agreed that it is important to set challenging but aspirational targets rather than soft, easily achievable targets.</p> <p>It will be challenging to change the resilience and confidence of the children in Years 3, 4 and 5, but there is more time to build resilience in the younger children. The school will be looking at Year 2 and the progress they have made since the Foundation Stage (FS). The school is now able to dispel the legacy of underperformance and under achievement and will be able to track Year 4 back to Year 2 to check against key indicators.</p> <p>The sense of community at the school has improved. It is also important that the school identifies where a child's talent lies and pull that out of them, particularly for those children who are not academic. A lot of work has been carried out around gifted and talented (G&T) provision and developing staff's confidence to undertake activities to develop artistic abilities. Next year the school will be looking more closely at progress made in those activities.</p> <p>One child with some additional needs is joining the Reception; the parent/carer has lodged a tribunal against the LA; the Headteacher is obliged to represent the LA.</p> <p>It is hoped the tech room will be up and running in September; the kiln has been placed on eBay via Kingsweston's eBay account. If it is not sold it will be sent to scrap. John Hodges is delivering the kitchen. The room will be used for whole class art, cooking, lego-robotics etc. It is a very exciting project and it is hoped the school will be in a position to buy more art supplies in due course. Governors thanked the Chair for providing the sponsor names. Governors have agreed to pay for half of the goal posts if the SC is able to raise the other half of the costs.</p> <p>The Headteacher thanked Rebecca Golder for her involvement in the interview panels.</p> <p>The SIP's Report had previously been distributed. In line with recommendations within that report, the Headteacher will not attend all of the T&L Committee meetings to support development of the middle leaders.</p>	LM
11	<p>Committee Minutes</p> <p>The draft Minutes had previously been distributed; there were no further comments or questions.</p>	
12	<p>Child Protection, Children in Care & Young Carers Governor's Annual Report</p> <p>The Named Governor advised that there are 3 pupils with child protection plans and 3 children in care. The Named Governor, Headteacher and Deputy Headteacher have current child protection training; the Named Governor is also undertaking further training in September. The Named Governor visited 3 times this year in her role as Named Governor for an update; there have been no incidents. Unfortunately due to national funding cuts, schools are increasingly having to take on more child protection work; schools are now responsible for PEP meetings. The school has seen an increase in the number of parents/carers sent to prison and the impact this has on the families. Social Workers are unable to do as much preventative work due to capacity which is very frustrating. Unfortunately, over the next 5 years there will be an increase in the number of children placed in care (by up to 70%) due to long term addictions.</p>	

13	<p>Extended Schools Partnership Governor's Annual Report</p> <p>The Named Governor's report had previously been distributed together with the Pearson Watch document which contained useful information, the majority of which the school is undertaking.</p> <p>The Senior Leadership Team (SLT) will be looking at tutoring/peer-assisted learning strategies as an area for development in Term 1.</p>	
14	<p>Health, Safety & Wellbeing / Premises Governor's Annual Report</p> <p>The Named Governor will distribute the 2 outstanding inspection reports soon.</p>	MA
15	<p>Governors' Report Including:</p> <ul style="list-style-type: none"> • Feedback From Association of Bristol Governors' Meeting <p>The meeting was very positively received; Governors were encouraged to attend future meetings.</p> <ul style="list-style-type: none"> • Feedback From Governor of the Month & Link Governor Visits <p>The Chair's Governor of the Month completed visit form had previously been distributed; Governors noted that behaviour had been very good.</p> <ul style="list-style-type: none"> • Reports on Training Undertaken <p>The Governor Development Service (GDS) has distributed the new training programme for 2011/2012 which has also been uploaded to Merlin.</p>	All
16	<p>Correspondence</p> <p>There was no correspondence to consider.</p>	
17	<p>AOB</p> <p>The Chair thanked Roy Dacombe on the Governing Body's and school's behalf for his dedication and commitment to the school over the last 20+ years; Roy was invited to an informal social gathering with Governors and staff before the next meeting (4.00pm). Roy in turn, thanked Governors and staff for their support and friendship.</p>	
18	<p>Association of Bristol Governors' Meeting Dates 2011/2012</p> <p>Thursday 10 November 2011, Wednesday 29 February 2012, Tuesday 19 June 2012 All meetings 7.15-9.00pm; venue to be confirmed</p>	
19	<p>Dates & Times of Governing Body Meetings for 2011-2012</p> <p>Thursday 13 October 2011 at 5.00pm.</p>	

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

SIGNED: **DATE:** 13 October 2011