



### Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held  
On Monday 7<sup>th</sup> July 2014 in the School at 6.30 pm

No	Item	Action
	<p><b>Present:</b> Jim Lott (Chair), Maggie Todd, Faye Bertham, Jackie Weathrall-King, Anne Taylor, Elinor Lazenby, Heather Wilcox, Tim Mayon-White, Mark Williams</p> <p><b>In attendance:</b> Sarah Fletcher (clerk)</p>	
1	<p><b>Apologies were received and accepted from:</b> Claire McKinstry, Kate Sheeley</p>	
2	<p><b>Declarations of Interest:</b> No governor had any pecuniary interests to declare in relation to agenda items.</p>	
3	<p><b>Minutes of the previous FGB meeting: (19-5-14 )</b> The minutes were confirmed as an accurate record, proposed by JWK, seconded by MT, agreed by all and signed by the chair.</p>	
4	<p><b>Matters Arising:</b></p> <p><b>1. Governor Vacancies:</b></p> <p><b>Co-opted governors</b> – details of a School Governor One Stop Shop (SGOSS) application from Frances Lindsey-Clark had been circulated prior to the meeting. MT and the HT had met with the applicant and strongly recommended that the GB agree her appointment. All governors present agreed the proposal. Arrangements had been made for a school visit next week and the clerk was asked to email her with information and papers. The Chair informed everyone that Joanna Jordan had resigned from the GB due to work pressures. He will let the SGOSS know that another vacancy has arisen.</p> <p><b>Parent Governors</b> – The HT reported that a call for nominations for Parent Governor had taken place and there were 4 nominations for the 2 vacancies. As there are less than 2 weeks left of the school year it was proposed and agreed that the ballot should take place in September. The HT will write to the nominees to explain.</p> <p>A Skills Audit will be carried out in September.</p>	<p>SF to email FLC and Gov Servs</p> <p>JL</p> <p>FB, PV</p> <p>Agenda Term 1 FGB meeting</p> <p>JL</p>
5	<p><b>Head teacher's report</b> – circulated prior to meeting. The HT was thanked for a very detailed 7 page report. A full data review will be produced for the Term 1 meeting. The following questions were raised: A governor said that the KS1 data is looking very positive but why is there such a difference between boys and girls?</p>	

	<p>The HT described the various factors, some of which we cannot fully influence (such as home factors), that can affect progress for boys. She had met with Jane Leach from the LA and is putting together an action plan with 3 other local schools who have similar gaps. The profile of reading and writing has been pushed across the school and the action plan will address factors that can be influenced, such as in school initiatives.</p> <p>The governor asked if there has been a bigger gap between boys and girls previously.</p> <p>The HT agreed that yes there had been and this has closed, but the school is working hard to improve further and meet national figures.</p> <p>A governor asked about Year 1 phonics in which the report showed that only 61% had met the required standard.</p> <p>The HT explained that developmentally all pupils were meeting the required standard by the end of Year 2 so they felt that provision was good in Year 1, however the school continues to review and strengthen phonics teaching from EYFS to Year 4 and beyond where required.</p> <p>A governor commented that Year 6 data is looking very positive for next year.</p> <p>The HT described the measures in place to improve results in areas where targets have not been met or exceeded. A home grown data report was also shared at the curriculum committee meeting to highlight some of the challenges in this year group.</p> <p>A governor had noted that the HT was taking over as SENCo. They said that as the Year 6 cohort for next year included less SEN pupils, would there be more emphasis on gifted and talented.</p> <p>The HT explained the measures in place for gifted and talented and the DH added that there had been lots of gifted and talented maths for the more able in Years 5 and 6 this year and they were looking into opportunities for the whole school. The SIA also highlighted in previous visits that more able provision in English and Maths was seen as a strength at the school.</p> <p>The HT reminded governors that they were invited to attend the Inset day on 21<sup>st</sup> July during the morning session when the SDP will be planned.</p> <p>No further questions were raised.</p>	
6	<p><b>Committee Reports – minutes circulated prior to meeting</b></p> <p><b>Curriculum meeting held 23-6-14</b></p> <p>No questions were raised from the minutes.</p> <p>Joanna Jordan had resigned from the GB so Maggie Todd had taken over as Chair for the Curriculum committee until the end of the academic year. The committee had discussed the work-life balance of teaching staff and it was agreed that the survey should run again in September.</p> <p><b>Finance meeting held 23-6-14</b></p> <p>JWK summed up the minutes and spoke of the projects being undertaken over the summer.</p>	Term 1 agenda
7	<p><b>SDP/RAP – Term 5 and 6 RAP emailed prior to meeting.</b></p> <p>A whole summary of the SDP had been included in the HT's report. Some minor amendments were suggested to the dates/years.</p> <p>The HT said she was very pleased in terms of the objectives achieved this year.</p>	
8	<p><b>Policy Reviews</b></p> <ul style="list-style-type: none"> <li>• <b>Single Equalities Action Plan</b> - updated Action Plan circulated prior to meeting, approved by governors. The HT said that an Inset</li> </ul>	

	<p>day will be held next year around the Action Plan and will include a Child Protection update.</p> <ul style="list-style-type: none"> <li>• <b>Pay Policy</b> – minor amendments to wording agreed. The HT said that the Personnel and Pay committee will need to meet in Term 1 to approve pay increments. This meeting will need to be scheduled in Term 6 next year.</li> </ul>	SF to include in agenda planner
9	<p><b>NEXUS Partnership</b> The HT explained the background behind the partnership: The group will consist of 6 local primary schools who have a shared vision (Blackhorse, Mangotsfield, Emerson's Green, Stanbridge, Kingsforest and Bromley Heath Juniors) This will not be legally binding and is instead a shared working partnership. A draft of the group's 'Aims and Commitments' was shared at the meeting (see papers) and the next step is to work together on a strategic plan. Each of the 6 school's HT's will visit other schools for paired improvement work. The HT will be attending FGB meetings as an observer at Blackhorse school 3 times per year, and the Head of Mangotsfield will attend meetings at Stanbridge. A full day of data analysis will also be carried out and joint Inset days will take place. A governor asked how raising attainment would be measurable. The HT replied that this will be addressed in the next stage of the process when the group elaborate each point in the aims and commitments. Mangotsfield primary have applied to become a teaching school and the other 5 schools in the partnership will be named in their bid. The HT reported that this school is also actively pursuing academisation and she said that although the 6 schools in the partnership have agreed that the purpose was school improvement work, if they did go down the academy route they are 6 strong schools, none of whom are in an ofsted category. Other schools have been forced into joining an academy once they are in a category. A governor with previous knowledge of this at another school shared their experience with the GB and they discussed the academy option. It was agreed that this should be discussed again in September and in the meantime a small group (AT, TMW, the DH and HT) would carry out some research.</p>	Agenda item Term 1
10	<p><b>Governor Training and Visits</b> No training had been undertaken since the last meeting. JL and MT will undertake the HT's performance management in November. It was agreed that 2 governors will need to attend the Performance Management training course in order to carry out the HT's performance management in the future. TMW agreed to do this with CM who is joining the Personnel and Pay committee.</p>	SF to book course once date notified.
11	<p><b>Correspondence</b> None</p>	
12	<p><b>AOB</b> <b>SEN Local Offer</b> – The HT said that details of the local offer needs to be included on the website in future and she would like a working party to work on the content of this. HW and JWK will work with the HT and a meeting will be held in September with parents of SEN pupils.  A governor asked about the new requirement to have a 'Supporting Pupils</p>	Update in Term 1

	<p>with Medical Needs' policy and the HT said that she will be working on this over the summer break and will bring it to the meeting in Term 1.</p> <p>A governor mentioned that the website is not currently being updated regularly with dates of events. The HT said that this is because of an admin slip and asked if JWK could monitor the website so that the office could be reminded to send the relevant information to the webmaster.</p> <p>Jim Lott announced that he would be leaving the GB at the end of November when his term expires and that he would be stepping down as Chair in September.</p>	<p>Agenda term 1</p> <p>JWK</p>
13	<p><b>Dates of next meetings</b></p> <p><b>FGB meetings – Terms 1,3,5 and 6 (6pm start)</b>  22<sup>nd</sup> September 2014  2<sup>nd</sup> February 2015  18<sup>th</sup> May 2015  6<sup>th</sup> July 2015</p> <p><b>Finance (7.15pm start) and Curriculum (6pm start) Cttes – Terms 2,3,4,5 and 6</b>  17<sup>th</sup> November 2014  19<sup>th</sup> January 2015  9<sup>th</sup> March 2015  11<sup>th</sup> May 2015  22<sup>nd</sup> June 2015</p> <p><b>Personnel, Performance Management and Pay Ctte – Terms 1,3 and 6</b>  <b>Term 1 – 15<sup>th</sup> September 1.15pm</b>  Dates and times for other meetings to be decided</p> <p>Meeting ended at 8.10pm</p>	