



Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held
On Monday 6th July 2015 in the School at 6.00 pm

No	Item	Action
	<p>Present: Maggie Todd (Chair), Faye Bertham, Mark Williams, Anne Taylor (from Item 4), Elinor Lazenby, Heather Wilcox, Claire McKinstry, Frances Lindsey-Clark, Zara Slaney, Graham Coombes (from Item 4), Mandy Tucker (from Item 4)</p> <p>In attendance: Sarah Fletcher (clerk)</p>	
1	<p>Apologies were received and accepted from: Jacqui Taylor</p>	
2	<p>Declarations of Interest: No governor had any pecuniary interests to declare in relation to agenda items.</p>	
3	<p>Governor Appointments Following the last meeting, EL and the Chair had looked at the applications for governor positions and had chosen Mandy Tucker for the parent governor vacancy. The GB had received a copy of her nomination form and considered her skills to be very useful to the GB. She was therefore proposed as a parent governor by MW, seconded by CM and agreed by all present.</p> <p>Graham Coombes had applied to become a co-opted governor and upon receiving details about his previous governor experience, following a meeting at school with the HT and FLC, the governors felt that he would also be a valuable member of the GB. It was therefore proposed by FLC, seconded by the Chair and agreed by all that he should be appointed as a Co-opted governor.</p> <p>GC and MT were then invited into the meeting room and introduced and welcomed to the rest of the GB.</p> <p>Eligibility and Pecuniary interest forms were completed by the new governors.</p>	<p>SF to inform Gov Services and send induction paperwork to new governors</p>
4	<p>Minutes from meeting held 18-5-15 – confirmed as an accurate record, proposed by The Chair, seconded by MW, agreed by all and signed by the Chair</p> <p>Minutes from EGM held 22-6-15 - confirmed as an accurate record, proposed by FB, seconded by ZS, agreed by all and signed by the Chair.</p>	
5	<p>Matters Arising The GB discussed the last minutes and agreed that communication should</p>	

	<p>be encouraged but that the GB should concentrate on the strategic direction of the school. It was agreed that in future if any governors have questions regarding minutes or papers that are sent out, then these should be emailed to the relevant Committee Chair and copied to the HT, Chair of Governors and the clerk. Questions will not be answered via email but this would allow staff to prepare answers before the meeting.</p>	
6	<p>Head teacher's report – circulated prior to meeting. A governor asked what the 'master classes' were. The HT explained new developments around 'mastery' and 'models of excellence' and said that the aim was to enhance the curriculum to make it outstanding for pupils. Master classes would be held for one afternoon, once a week for small groups of around 15 pupils. Specialists in computer programming, photography, dancing and art will be employed to provide an exciting and memorable learning experience. Pupils would take part in the same master class every week for one term. £10,000 has been invested in the project and there will be no cost to parents. A governor asked if the school ever tapped into grants. The HT replied that the school had recently received a lottery grant for the rest of the playground development and that some governor activities had been match funded. Attendance was 96% and a governor asked if that was considered a problem as the target was 96.5%. The HT said that anything above 95% is considered good. The only issue at the moment is with some families taking term time holidays. A governor asked if there had been an increase in the number of children off sick. The HT said that this had not been a major issue and that steps are being taken to tackle attendance positively in partnership with parents. A governor asked if there were records held that showed whether pupils were off sick or on holiday. The HT said that sporadic sickness does get flagged up and explained the process for recording lateness. A governor asked what would happen if a pattern was noticed with some pupils being absent on particular days. The HT replied that meetings would be held with the Education Welfare Officer and parents to address any issues. The HT then explained about the process for First Point and First Response following a question from a governor. No further questions were raised.</p>	
7	<p>Committee Reports Curriculum meeting held 22-6-15. Minutes circulated prior to meeting No questions were raised. Finance meeting held 22-6-15. Minutes circulated prior to meeting together with quote summaries.</p> <ul style="list-style-type: none"> • Learning Zones – the Finance committee had gone through the plans and 3 quotes in detail at their meeting and recommended that the FGB agree to the funding. The favoured contractor is R W Projects who have worked at the school previously and their work was considered to be of a high standard. Their quote was for £17,554 and funding would come from the Property Services and Building Improvements budgets. A governor asked if air conditioning would be installed and the HT 	

	<p>advised that this was not necessary as there are windows along the back wall.</p> <p>A governor asked whether safeguarding issues had been considered and the HT confirmed that they had and said that the zones would be half glazed so very open. They would also have smoke detectors installed.</p> <p>The work will be carried out in Term 1 as contractors cannot be on site during the re-wiring over the summer break, and governors asked how this would impact on teaching. The HT said that the contractors will probably work at weekends and during the October half-term.</p> <p>The Chair proposed that the GB agree to the project and funding, this was seconded by AT and agreed by all.</p> <ul style="list-style-type: none"> IT Suite refurbishment Again the Finance committee had carefully considered the plans and 3 quotes at their meeting. They recommended that Task Space are awarded the contract to provide the items needed for the refurbishment of the suite at a cost of £16,962.34, as they had presented the most suitable design. They have also worked at several other local schools and the HT and SBM had been able to see samples of their products at the Academy Show. Governors asked if the local schools where they had carried out work could be contacted for references. The Chair proposed that the GB agrees to the project and funding subject to satisfactory references. This was seconded by EL and agreed by all. Quotes from South Glos IT services for 31 new computers had been circulated prior to the meeting. No decision had yet been made as to the models required so it was agreed that the GB should consider agreeing the maximum expenditure of £19,685. A governor asked if the new pcs would be suitable for visually impaired pupils and the DH said that they would as they'd have windows software installed. A governor asked if they came with a guarantee and the HT said that there was a 3 year guarantee from Dell. The GB was told that as the existing pcs in the suite had approximately 1 year's life still in them that they would be split between the classrooms. The Chair proposed that the GB agree to the maximum expenditure, this was seconded by AT and agreed by all. The IT suite will be decommissioned next week in preparation or the re-wire. 	<p>FB</p> <p>To update in Term 1 2015/16</p>
8	<p>New Assessment Levels</p> <p>The DH presented some slides to the FGB and explained the new assessment system. <i>Slides and notes circulated to governors following the meeting.</i></p> <p>Pupils will be assessed against new Age Related Expectation (ARE) objectives and will be levelled as Emerging, Developing and Secure within that year group for Maths, Reading and Writing. By breaking it down in this way, it will be possible for teachers to track both attainment and progress of pupils and groups.</p> <p>There will be a 3 stage approach to assessment: Pre-unit – to get an idea of what is already known.</p>	

	<p>Post-unit – carried out straight afterwards. Distance – carried out sometime afterwards to see what has been retained. Pupils will have a list of ARE's at the back of their subject books so that they are able to tick off what they have achieved so far. Staff will be using new Classroom Monitor software to track and analyse progress. This is web based and much more accessible than SIMs. Governors asked if staff approved of the new software. The DH said that staff are finding it very useful especially as they are able to work on data for a whole group of pupils at once. The software links with SIMs for data collection. A governor said that the LA Review flagged up the need for subject leaders to be more involved. The DH replied that all staff are able to set up their own groups with this software. The data will continue to form part of performance management, ensuring accountability and helping to give a clear picture about the quality of teaching and learning. In addition Years 1 to 6 will be tested using Rising Stars resources and KS2 will continue to take optional tests. A governor asked if there was a significant change in the amount of time testing pupils. The DH replied that this wasn't the case; shorter more regular tests will be carried out throughout the year with one big test at the end. Governors will receive regular updates about pupil performance from both internal and external sources and this will enable the GB to ask focused questions about the school's work and its impact. The leadership team will be able to provide clear, accurate evidence to respond to these questions. The DH was thanked for his presentation.</p>	
9	<p>Governor Business</p> <ul style="list-style-type: none"> • Governor Vacancies – The Chair confirmed that following the two new appointments and the resignation of Heather Wilcox, there were now 3 Co-opted vacancies and 1 LEA vacancy. She advised that she had approached several organisations to advertise the vacancies, these included: local secondary schools, Downend Round Table, SGOSS and Downend Voice. • Link Governor Roles <ul style="list-style-type: none"> ○ Pupil Premium Link Governor – it was agreed that Zara Slaney and Anne Taylor would take on this monitoring role. They will meet with Sharon Bishop from Callicroft School who is analysing pupil premium data to provide an external Pupil Premium Review report as part of her NPQH. ○ Data Link Governor – Mandy Tucker and Frances Lindsey-Clark offered to take on this new role. They will meet with the DH 3 times per year and report back to the GB. ○ Expectations and Governor Handbook – a copy of Charfield School's handbook was circulated prior to the meeting and governors considered it to be very useful with good ideas for lines of questioning. The GB discussed the current set up with team meetings and agreed it would be better if governors attended less meetings but have conversations with the team leader in order to have an opportunity to ask questions. It was agreed that Stanbridge would benefit from a handbook and Graham Coombes and Mandy Tucker offered to help the Chair put one together. This will be sent to the HT and team 	GC, MT and Chair

	<p>leaders for comment.</p> <ul style="list-style-type: none"> • Governor Self Evaluation – 15-7-15 – 4-6pm The Chair requested that as many governors as possible attend this session. • New Ofsted Inspection framework – details circulated prior to meeting. There is now a focus on progress rather than just attainment and shorter inspections will take place for ‘good’ schools. The HT is attending 3 days of training in connection to her Ofsted inspector role and she will report back in Term 1. 	<p>All governors</p> <p>Term 1 agenda 2015/16</p>
10	<p>LA Review – Task group meeting <i>Task group report circulated prior to meeting.</i> The Chair said that the LA had been very happy with the progress made and explained the actions agreed. A further meeting is being held in Term 1.</p>	
11	<p>Re-wiring of school <i>Quotation circulated prior to meeting.</i> The GB discussed the quotation from South Glos for the over and above cost for LED lighting as part of the summer re-wire works and were able to see that savings to electricity would mean that the project would be cost neutral over time. EL proposed that the GB agree the £27,434 cost payable over 6 years. This was seconded by the Chair and agreed by all.</p>	
12	<p>Nexus <i>Latest minutes circulated prior to meeting.</i> The HT explained the set up to the new governors and said that it had been a fantastic partnership so far. Bromley Heath Infants will be joining next year. Some governors said that they had experienced difficulties and the HT said that she will ask the minute taker to use less acronyms and abbreviations. A governor asked what the governors’ role was in monitoring the Nexus partnership. The HT suggested that the impact on the school could be monitored.</p>	
13	<p>Academy Status Working Party The Chair said that she had met with other chairs and heads of the Nexus partnership and explained each school’s opinion regarding academisation so far. All schools had said that they would wish to keep their individual vision and agreed that each school should put together their visions, strategic priorities and non-negotiables. These would then be discussed at the next Nexus meeting in Term 1. The FGB agreed that a new working party should be established in order to do this and the Chair asked that anyone interested should email her.</p>	<p>Update in term 1 2015/16 Governors to email the Chair to express interest</p>
14	<p>Policies – all policies had been reviewed prior to the meeting.</p> <ul style="list-style-type: none"> • Sex and Relationship education – agreed and signed. • Whistle Blowing – agreed and signed. • Pay – agreed and signed. 	
15	<p>Governor Training and Visits Governors were referred to the online training details available on the Governor services website and Thursday emails. Bookings should be made via the clerk.</p>	<p>Governors to consider training courses for next year</p>

	CM and MT asked to be booked on the Head teacher's Performance Management training.	SF
16	Correspondence none	
17	AOB As this would be Heather Wilcox's last meeting the GB thanked her for her hard work and commitment over the last 12 years and presented her with flowers and a card. HW thanked the GB and wished them continued success. The Agenda planner with dates for next year's meetings was circulated and governors asked to consider which committee they would like to sit on next year.	SF to advise LA All governors
18	Date of next meeting Monday 28th September 2015 – 6.00pm Meeting ended at 8.20pm	