



Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held
On Monday 23rd November 2015 in the School at 6.00 pm

No	Item	Action
	<p>Present: Maggie Todd (Chair), Faye Bertham, Mark Williams, Anne Taylor, Zara Slaney, Claire McKinstry, Frances Lindsey-Clark, Andrew Pick</p> <p>In attendance: Sarah Fletcher (clerk)</p>	
1	<p>Apologies were received and accepted from: Mandy Tucker (child was unwell), Jacqui Taylor (unwell), Graham Coombes (away from Bristol and didn't get back in time), Elinor Lazenby (work)</p>	
2	<p>Declarations of Interest: No governor had any pecuniary interests to declare in relation to agenda items.</p>	
3	<p>Minutes from meeting held 28-9-15 – confirmed as an accurate record, proposed by MT, seconded by CM, agreed by all and signed by the Chair</p>	
4	<p>Matters Arising None</p>	
5	<p>Head teacher's report – circulated prior to meeting. The HT said that the School Improvement Advisor (SIA) had visited and had been extremely positive about the recent improvements, such as the new learning zones which allowed for flexible group work and the refurbished ICT Suite. She had also commented on the calm and purposeful atmosphere within the school and had found the head teacher's performance management meeting to be both supportive and challenging. A full report will be sent to governors. FLC added that at a recent School Council meeting the children had also made positive comments about the learning zones. The following questions were raised about the report: A governor said that school numbers are very good, is there a reason for this improvement? The HT replied that there are 419 currently on role with 5 children on the waiting list. The school has a very good reputation now and 71 parents had attended a recent tour for next year's intake. The DH added that the school has a reputation for offering a curriculum that goes beyond core learning with its master classes and ICT Suite facilities for example. A governor asked if the school could end up doing too many tours. The HT said that dates for tours are agreed across the cluster so that they</p>	FB

	<p>do not clash. There are 5 tours at Stanbridge, arranged at different times of the day.</p> <p>A governor asked about the Justice Council. The HT said that this will be an agenda item for a future meeting as it is currently still at the research stage. The DH said that the aim will be for children to support other children to resolve issues by using the restorative justice process.</p> <p>A governor asked if this will cross over with P4C (Philosophy for Children)? The HT confirmed that this will cross over in some respects and also with British Values.</p> <p>A governor asked if the HT was aware of some parental issues on social media. The HT said that it had been brought to her attention and the matter is being dealt with.</p> <p>Pupil Premium Review by Sharon Bishop (Callicroft School) Copies of the review and book scrutiny report were circulated prior to the meeting along with a Pupil Premium overview of actions. Sharon Bishop was not able to attend the meeting to present her report. The HT explained how SB had met with the Pupil Premium Champion (Sharon Curtis), Zara Slaney and Anne Taylor (Pupil Premium Link governors) and pupils at the school. An Action Plan is yet to be finalised as SB has now been seconded as head teacher to another school so has had difficulty finding the time to visit again. Once it is finished it will be shared with the Pupil Premium Link governors. There were no surprises in the report and the overview shows that progress is good or better. The pupil premium link governors said that they had found the meeting very helpful as they had only recently taken over the responsibility for monitoring pupil premium. The HT confirmed that attendance, punctuality and behaviour of pupil premium children will now be tracked separately for data analysis.</p> <p>A governor asked whether the remarks such as 'good' and 'very good' in the book scrutiny report are measured against any set criteria. The HT said that there is no set qualitative difference within the remarks.</p> <p>A governor asked if ofsted would be asking lots of questions regarding the pupil premium data. The HT explained that ofsted were likely to be at the school for a 1 day inspection so a meeting with governors may be brief. The important focus for governors when answering questions is to consider actions and their impact on outcomes for pupils. The HT advised that there is now a secure Ofsted area on the school website where many of the documents that an inspector would need have been uploaded. Governors will be given a username and passport to access this confidential area. No more questions were raised and the HT was thanked for her report.</p>	<p>Term 3 agenda</p> <p>FB</p>
6	<p>Committee Reports</p> <p>Curriculum meeting held 11-11-15. Minutes circulated prior to meeting. No questions were raised. The committee chair said that the school is progressing well and this is reflected in the data, she outlined the challenges faced this year. Andrew Pick advised that he had recently met with the Maths lead and that his report would follow. The GB discussed the issues with new Age Related Expectations (AREs), and the new initiatives put in place.</p>	

	<p>Finance meetings held 11-11-15. Minutes circulated prior to meeting. No questions were raised.</p> <p>Personnel Meeting held 17-11-15. Minutes circulated prior to meeting. No questions were raised</p>	
7	<p>Child Protection update</p> <p>The GB were first shown a video presentation created by a pupil via Stanbridge TV that showed how many pupils have access to the internet and mobile phones with no restrictions.</p> <p>The HT described a recent E Safety assembly that had been held at the school and then showed a powerpoint presentation regarding safeguarding children. Governors were given a copy of the slides and reminded of their statutory duties.</p> <p>An updated Safeguarding policy was circulated to the GB at the meeting. The governors looked at the changes and a couple of typos were corrected. Policy agreed and will be put on website.</p>	<p>SF to update training records</p> <p>PV</p>
8	<p>Governor Business</p> <p>Governor Action Plan – circulated prior to meeting with suggested names against actions.</p> <p>The GB discussed the plan and it was agreed who would take each action on.</p> <p>The clerk was asked to contact the LA with regard to setting up an online portal for governor document storage.</p> <p>The GB discussed how questions are submitted before meetings and it was agreed that where possible these should tie in with agenda items.</p> <p>Governor Vacancies:</p> <p>The HT proposed that Emily Owen (EYFS lead teacher at Stanbridge) is co-opted to the GB. She has 5 years teaching experience and would like to broaden her leadership skills. The proposal was seconded by the Chair and agreed by all present.</p> <p>Adam Boyes had applied via the SGOSS site to become a governor at Stanbridge and his application had been circulated prior to the meeting. The Chair and FLC had met with him and had written to the GB outlining his skills and suitability for the role. A favourable reference had also been received.</p> <p>Adam Boyes was proposed as a co-opted governor by the Chair, seconded by FLC and agreed by all present.</p> <p>The Chair will write to both new governors confirming their appointment and the clerk was asked to send them induction packs and inform the LA.</p> <p>Governor Responsibilities:</p> <p>The following was agreed:</p> <p>Claire McKinstry to become EYFS link governor, replacing Andrew Pick.</p> <p>Adam Boyes to be Creative Development link governor, replacing Claire McKinstry.</p> <p>Adam Boyes to replace Frances Lindsey-Clark on the Personnel committee with effect from January 2016.</p> <p>Head teacher's Performance Review Group for 2015-16 – Frances Lindsey-Clark, Maggie Todd, Claire McKinstry.</p> <p>The clerk was asked to amend the FGB Terms of Reference and update the school website.</p>	<p>All governors</p> <p>SF</p> <p>All governors</p> <p>MT and SF</p> <p>SF</p>
9	<p>3 year Strategic Plan</p> <p>Circulated prior to meeting.</p>	

	<p>The HT outlined the plan and explained that it had been established by staff and governors at the September Inset day. It had been shared with the SIA and parent group at the school, and governors were asked to read it and let the HT know if they felt that anything was missing. The HT had also worked with groups of pupils to gather their ideas.</p> <p>Governors felt that the plan was ambitious, exciting and creative and showed that the school had achieved a lot but was not standing still.</p>	
10	<p>SDP</p> <p>Governors were reminded to pick up their hard copies of the SDP from the school office if they haven't already done so.</p>	All governors
11	<p>Nexus partnership</p> <p>Copies of an external evaluation report, minutes from the September meeting and a data analysis report had been circulated prior to the meeting. The HT said that Simon Botten from Blackhorse Primary and Tina Long from Bromley Heath Infants had carried out an evaluation on 4th November 2015. They had visited all classes with the HT and DH to observe pitch and expectations within lessons, the use of AREs, and use of additional adults to support learning. All judgements had been at least good and clear recommendations were made. <i>Further details are in the Curriculum committee minutes of 11-11-15.</i></p> <p>The HT will be carrying out evaluations at Bromley Heath Juniors and Mangotsfield Primary.</p> <p>A governor asked that a list of acronyms is included with the next set of Nexus minutes as they are very hard to understand. The HT agreed to feed this back.</p>	FB
12	<p>Academy Status Working Party</p> <p>A powerpoint presentation was shown to the GB and the Chair explained that after several meetings and lots of research, the working party felt that there would be no real advantage to conversion in the current circumstances. The Chair proposed that the investigation is brought to a close for the time being but it will be kept in mind should circumstances change. All governors present agreed.</p>	
13	<p>Policies</p> <ul style="list-style-type: none"> • Pay – a governor had noticed some errors and it was proposed that this policy is carried forward to Term 3 once a review has taken place by the Personnel committee. Agreed. • Performance Management – this policy is still being reviewed by the Personnel committee and therefore was carried forward to Term 3 also. 	<p>Term 3 FLC, CM, FB, AT</p> <p>Term 3 FLC, FB, CM, AT</p>
14	<p>Governor Training and Visits</p> <p>The HT and FLC had attended the traded services presentation. FB and PV will share their thoughts regarding traded services with the Finance committee in Term 3. Decisions regarding all service contracts will need to be made by the end of the financial year.</p>	Term 3 Finance agenda
15	<p>Correspondence</p> <p>None</p>	

16	<p>AOB</p> <p>Christmas Celebration dates:</p> <p>KS2 Nativity: 10th December 6pm, 11th December 2pm, 14th December 2pm.</p> <p>KS1 Nativity: 14th December 6pm, 15th December 2pm, 17th December 2pm.</p> <p>Carol Concert: 16th December at 9.30am, Christchurch Downend.</p> <p>Christmas Dinner: 16th December 12.30pm</p>	All governors – please let the office know if you are attending.
17	<p>Date of next meeting Monday 1st February 2016 – 6.00pm</p> <p>Meeting ended at 8.00pm</p>	