

Stanbridge Primary School
Meeting of the Full Governing body Committee
Monday 17th September 2012, 6.30pm, at the school

Minutes

Present: F Millard (clerk), F Bertham (HT), J Isaac (PHT), J Lott, D Flower, H Wilcox, A Riches, R Self, C Cottis, M Williams, K Sheeley, J Weatherall-King, I Horswell, P Webb, A Taylor,

No	Item	Action
1.	<p>Apologies and Declaration of pecuniary interests Phil Poole was unable to join the meeting as he was looking at senior schools for his daughter, Pauline was on holiday and Sue Humphreys has resigned. There have been no pecuniary interests since the last meeting on the 9th July 2012.</p>	
2.	<p>Election of Chair. No other names can be put forward at the meeting. Diane has been nominated for chair by Jim and Pauline. There were no other nominations. The decision was seconded by Isobel and a vote was taken, all present agreed. Clerk will notify governor services of the change.</p>	
3.	<p>Election of Vice Chair. No other names can be put forward at the meeting. Jim was nominated to be vice chair by Pauline. There were no other nominations. The decision was seconded by Heather and a vote was taken, all present agreed. Clerk will notify governor services of the change.</p>	
4.	<p>Minutes of the previous meeting 9th July 2012 to approve as an accurate record The minutes were signed off as an accurate record.</p>	
5.	<p>Matters arising. To check progress against actions Action Plan Sex and Relationship Education Policy Policies now need procedures to go with them, Faye and Jim to look into this. A new front sheet needs to be put on the</p>	

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	<p>sex and relationship policy as there is a typo, PSHE needs to be defined and a parents leaflet to be produced explaining what will be taught in sex and relationship lesson, outlining what is statutory teaching and what is not. This will be brought to the curriculum committee for a decision.</p>	
6.	<p>Correspondence Diane was handed letters from the governors' tray for her to go through.</p>	
7.	<p>Report from Head Teacher (verbal),SDP and Term 1 RAP It has been another busy start to the term with some movement of pupils. We have 397 on roll (5/09/12) We have 23 places available across the school</p> <p>The following staff took up post in September: Head teacher- Faye Bertham Deputy Head teacher- Mark Williams 4 TLRS- Michelle Walker, Elinor Lazenby, James Baker and Polly Hale. Andy McGovern is a temporary TLR and will cover Polly Hale's maternity leave 2 HLTAs- Sharon Curtis and Louise Winterson EYFS teacher- Emily Owen Y2 teacher- Emily Phipps -Morgan Y4 teacher – temporary until Christmas- Helen John Y4 temporary teacher – Louise Ing Y3 temporary teacher Helen McAvoy</p> <p><u>Achievement of pupils</u> The School Profile has been published by South Glos LA and this has been attached for your reference. It is good to view it in colour but if you would like a hard copy we can copy it off in black and white. Please let us know.</p> <p><u>Points to note:</u></p> <p><u>We have achieved DfE floor standards in Eng & Maths combined and in English but we are below in maths. This should take us out of the vulnerable group category.</u></p>	

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1. EYFS data is low and more work needs to be done this year to raise attainment at EYFS
2. KS1 results- Improvement for reading and writing year on year from 2010. Improvement in maths in 2011 from 2010 to 2011 and a slight dip this year. We need to continue to raise standards at KS1 and close the gap further.
3. KS2 results -Significant improvement in attainment in all areas (English, maths , science and English and maths combined) at L4+ and L5+
4. Although our results are below South Glos for L4+ we have better attainment for our higher attaining pupils at L5+ especially in writing.

Attainment

5. Average point score in writing is in line with South Glos.
6. Average point score in all subjects has improved since last year significantly

Progress

Pupils' behaviour and safety

All classes have reviewed and written their behaviour agreement for 2012-2013. These have been published and circulated to parents.

A detailed analysis (2011-2012) of behaviour and those children who consistently misbehave has been carried out. HTs have met with all pupils who did not take at least 4 good behaviour letters home last year to discuss a way forward and a positive approach to 2012-2013. Those who took 3 or less good behaviour letters home last year were given a letter to take home to their parents to inform them that we have met and requesting that we support the children in partnership.

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Attendance

We continue to monitor attendance closely
 The school target for attendance last year was 96% and attendance from 1/9/2011 – 31/08/2012 was 95.6%.
 This is a year on year improvement (2009-2010-94.4%, 2010-2011- 94.7%, 2011-2012 – 95.6%)
 We need to set a target for 2012-2013 and we would recommend this being set at 96% again.

The effectiveness of leadership and management

Curriculum teams are reflecting on last year and planning for 2012-2013.
 The SDP has been written
 Successful In-service day on 3/9/12

Developing parent / school partnerships and community cohesion

PIP is now established and working well. Our parent link workers have made a good start and have been visible on the playground every day.

We have been impressed with the commitment and determination of all staff to move the school forward. We look forward to the year ahead in working with children, staff, parents and governors to ensure the school builds capacity to ensure better outcomes for all children.

Q, There was a booster teacher in year 6 last year, is this being repeated?

A, There might be, plans need to be discussed with the deputy head.

8. Staff Structure, SDP overview, SDP Targets

The following staff took up post in September:
 Head teacher- Faye Bertham
 Deputy Head teacher- Mark Williams

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4 TLRs- Michelle Walker, Elinor Lazenby, James Baker and Polly Hale. Andy McGovern is a temporary TLR and will cover Polly Hale's maternity leave
 2 HLTAs- Sharon Curtis and Louise Winterson
 EYFS teacher- Emily Owen
 Y2 teacher- Emily Phipps -Morgan
 Y4 teacher – temporary until Christmas- Helen John
 Y4 temporary teacher – Louise Ing
 Y3 temporary teacher Helen McAvoy

There is a new SDP it is a working document. Core teams met on Monday 17th September 2012. Link governors and not included yet as they haven't been elected yet
 KS1 targets not included as the meeting hasn't taken place yet.

LA review date Tuesday 9th October 2012. Teacher's performance management booked in for before the end of term 1 to review last year's targets and set new ones for this year.

9. Link Governors, Decide Committee structures
 The curriculum teams were decided and they are.

Curriculum committee	Resources committee
Chris Cottis	Phil Poole
Kate Sheeley	Jackie Weatherall-King
Andrew Riches	Jim Lott
Maggie Todd	Heather Wilcox
Pauline Dixon	Diane Flower
Peter Webb	Robin Self
Isobel Horswell	Faye Bertham
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Heather Wilcox	Anne Taylor
Diane Flower	Mark Williams
Mark Williams	

Link governors will be

Phil – Health and safety

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	<p>Jim – Science and technology Pauline – maths Diane – science, creative development Maggie – literacy Andrew – humanities Peter – humanities Isobel – PEPD Jim – data assistance, attendance Heather – safe guarding, SEN/Inclusion, out of school club Jim – EYFS Maggie – Eco schools Jackie – TAG (talented able and gifted), parents in partnership, school council Jim and Faye – pre school</p>	
10.	<p>Appoint Governors to carry out Head teacher Performance management Pauline and Jim will carry out the head teachers performance, Diane will be back up. Head teacher to liaise with Jim and Pauline regarding dates. Head teacher’s performance meeting needs to be done before December 2012. Governors are welcome to attend; it all goes towards succession planning.</p>	
11.	<p>Ratification of Policies (if there are any) Agree Instrument of Governance Keep current structure, no amendments. Agree Terms of Reference for FGB Add curriculum TOR to FGB TOR and ratify at next FGB in November. Agree Terms of Reference for Curriculum Committee To be agreed at curriculum meeting and then amalgamated with the FGB TOR. To be ratified at the next FGB in November Agree Terms of Reference for Resources Committee To be agreed at next resources meeting.</p>	

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	<p>Agree terms of reference for financial responsibilities Agreed by all, no amendments.</p>	
12.	<p>Governor Training Pauline has an up to date list of governor training. Diane asked for governors to think about whether they would like to undertake “Safer recruitment training” and/or “Head teachers performance management training” to ensure succession planning in these areas</p>	
13.	<p>Agree meeting dates for the year All governors have received a copy of the yearly meeting planner and dates and all agreed.</p>	
14.	<p>Date of next meeting Monday 26th November 2012 Jan Isaac won't be able to attend the next meeting and the clerk is unable to attend the next meeting as it is her daughter's birthday, Chris Cottis has offered to take the minutes.</p>	
15.	<p>Actions for next FGB and Any other business Agenda item, safeguarding governor training, terms of reference to be signed off at next FGB Monday 26th November 2012.</p> <p>Jackie has been approached by some parent's concern at how many children seem to be left in the playground in the morning before school. Faye said to contact her by phone or face to face to discuss any concerns.</p>	

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Attachments	Circulation
Minutes of previous FGB meeting 9 th July 2012 Yearly planner and meeting dates Instrument of government Terms of reference FGB Terms of reference Curriculum Terms of reference Resources	Faye Bertham Jan Isaac Jim Lott Pauline Dixon Diane Flower Jackie Weatherall-King Isobel Horswell Anne Taylor Robin Self Andrew Riches Peter Webb Phil Poole Heater Wilcox Chris Cottis Kate Sheeley Mark Williams