

GOVERNING BODY APPROVED MINUTES

Stukeley Meadows Primary School

Full Governors Meeting

Monday 14th July 2014 at 7.30pm

Governors Present: Mark Bingley (Chair)
Richard Bakker, Nicola Bengel, Mara Bogdanovic
(Associate Member), Ian Campbell, Matt Casey, David
Cushman, Clare Greaney, Robin Herbert, Rachel Paffett,
Karen Page (Associate Member), Phil Pearce, Geoff
Price, Adele Sabey, James Singleterry (Head Teacher),
Yvonne Warham

In attendance: Karen Kay (Clerk)

ACTION

1. Apologies

There were none. Emma Smith's (Deputy Head (DH)) secondment continued.

2. Declaration of interests relating to items on the agenda

There were none.

3. Minutes of the meeting held on 6th May 2014

It was noted that Geoff Price had sent his apologies to the meeting and should be removed from the Governors Present list. The remaining Minutes were approved and signed.

Clerk
By 310714

4. Matters and action points arising from the minutes of the previous meeting

i) Induction pack sent to Mara Bogdanovic

The Clerk had sent an induction pack to Mara Bogdanovic. Mara confirmed that she had attended the full day 'Induction for New Governors Course' and had found it very informative.

ii) Code of Practice and Standing Orders

The Clerk had stored the updated, signed documents at the school.

iii) Audit of Governing Body Effectiveness

The Clerk had forwarded the completed document to the Local Authority.

5. Leadership report including Pupil Premium report

The Head Teacher (HT) had circulated the report prior to the meeting and it was discussed.

ACTION

The HT confirmed that the staff were keeping up the pace of teaching and learning right to the end of term, whilst also looking ahead and preparing for the autumn term.

The Senior Leadership (SLT), Teacher and Support Staff structures had been finalised and confirmed. All cohorts and areas of teaching and learning had been covered within the new structure.

The governors questioned whether all subjects were evenly covered to ensure that targeted learning in certain subjects did not override others. The HT confirmed that he was confident that all teaching practices would be in line with expectations and needs for all subjects and he discussed the support for staff both within the school and externally.

Question: The governors asked which language would be taught to KS2 from September. The HT confirmed it would be French, following consultation with the main feeder school.

Question: The governors explained that they had been very impressed with the evidence that had been presented for 'Talk for Writing' and they wanted more information on whether all teaching staff were on board with the scheme. The staff present at the meeting confirmed that they were comfortable with using the new style of teaching and had already seen a strengthening in the imagination skills as well as writing style of the children. They felt this was true across all teaching staff.

Question: The governors questioned whether there was any group of children that the 'Talk for Writing' didn't suit. The HT confirmed that it was interactive on a number of levels which included all cohorts, and it impacted on practice across the school, far beyond the culture for Literacy, ie concentration, imagination, collaboration, etc.

The HT tabled a letter and report that would be sent to parents following the recent HMI inspection. **The governors agreed that** there was a positive message to convey which was that the school was making progress following the Ofsted Inspection in December. The HT confirmed that the Inspector had given feedback on how the school could continue to progress and all of the suggestions would be implemented.

The HT reported that the funded provision for Pupil Premium and Sports

Funding was detailed on the website and would be updated on a regular basis. A Pupil Premium Policy was being updated to further target the

ACTION

Financial provision.

The permanent intervention groups had been established and, although they had not been running for very long, the feedback had been positive so far. **The governors asked** how well attended the groups were and the HT confirmed that the attendance was at a good level to ensure a noticeable impact.

The governors agreed that the effect of the pupil premium funding and the intervention groups should be closely monitored to ensure they were fulfilling their purpose, but recognised the results would take time to filter through into the data.

The governors reviewed the attainment and achievement data tables for the school against the local authority and national levels. The finalised data for all the floor standards was not available at the time of the meeting.

The governors discussed with the HT whether he felt that the introduction of the single year groups in September 2013 had been successful. He confirmed that the consensus amongst staff, children and parents was that it had been successful. There was no actual data to specifically confirm the single year groups improved the learning environment, but the levels of progress in KS2 were improved compared to recent years.

The feedback forms from the last parent teacher evenings confirmed that parents were feeling a lot more positive about the school overall. The new format for monitoring and discussing the child's individual progress throughout the year had been very well received.

The HT recognised that some year groups had not made sufficient progress in the past, but now that the data was regularly updated and monitored, the staff would be able to quickly react and put in place interventions and support where needed, and this would be in consultation with the parents.

The SLT's report was discussed in detail for 1 hour

6. Governor verbal reports

i) Curriculum

The Chair of the Committee confirmed that the Governor of the Month for September and October had been agreed. The governors would be asked to forward their report via email to the HT so that he could distribute it to all staff soon after each visit. It was important for the teaching staff to hear the views and observations of the governors to maintain a collaborative relationship. A guest speaker for the Early Years Foundation Stage (EYFS) had attended the last meeting and the Committee had found it very

interesting to hear the new initiatives and progress made in Reception since September 2013.

ACTION

ii) Finance and Personnel

The Chair of the Committee noted that the budget had been approved.

iii) Community and Premises

The partitions in Year 2 had been put up and Year 1 would have a partition in place for the new autumn term. The grounds evening would take place on Monday 21st July and all governors were welcome. The pedestrian crossing outside the school would be built over the summer break and the yellow lines would be painted at the same time.

iv) Chairs

The last meeting had been cancelled due to the HMI Inspection, but it would be rescheduled before the end of term.

7. Governor elections

There had not been enough time to process the Parent Governor Elections before the end of term due to the changeover in the School Business Manager therefore they would be completed early in the autumn term.

HT
By 30.09.14

The HT had been approached by a potential Local Authority governor. The Clerk had forwarded the paperwork which would go to County for approval and processing prior to nomination.

8. Committee effectiveness monitoring

Each Committee had been requested to consider the effectiveness of their monitoring. The Finance Committee had agreed that their monitoring methods were appropriate and provided the right level of challenge for the school. The Curriculum Committee had agreed to discuss the effectiveness at the next Chairs meeting. The Community and Premises Committee would discuss effectiveness and monitoring at their next meeting in the autumn term.

Chairs
by next FGM
C&P
by next FGM

9. Timetable of meetings for 2014/15

The Chairs would discuss the timetable at their next meeting and it would be uploaded to the Dropbox.

10. Any other business

The governors agreed that if a relation to a governor started to work at the school then there would not be a conflict of interest as long as the governor was not involved in specific personnel or pay discussions. This occurred extremely rarely, but if it did, they would be asked to leave the meeting during the discussion.

11. Date of the next meeting – To be confirmed

The meeting ended at 9.40pm

ACTION

Amendments made and noted: Yes..... or No..... (please tick)

Minutes are approved subject to changes (if any):

Signed:.....

Dated:.....