

**PUCKLECHURCH CEVC PRIMARY SCHOOL
MINUTES OF GOVERNORS' MEETING 10 JULY 2008**

Present:	Pauline Alway Alex Clark Angela Hallett Jane Strudwick Phil Wheatley Clerk	Jon Bence Sharon Corney Chris Moore Linda Tanner Andy Woods	Gail Boyle David Forrester David Pool Rebecca Toms Stuart Young
Visitors:	Annie Smart Joy Mounter	Elaine Stone Angela Cooper	Heather MacLeod

1. APOLOGIES/WELCOME TO NEW GOVERNOR AND VISITORS

The Chair (Chris Moore) welcomed everyone to the meeting in particular the SIP Advisor Angela Cooper and the Senior Leadership Team (SLT). Tim Small the new LA governor was not present at the meeting. Apologies were received from Rachel Goodchild.

2. SIP REVIEW

Angela Cooper the School Improvement Partner outlined her role as working in partnership with the school. The first meeting during the Autumn term the priority was agreed to focus on maths. When Angela visited during the Spring term, standards and achievements was the main centre of attention and teaching and learning was looked at. In the Summer Term, leadership and management and tracking data were all monitored. Angela's main role was to look at the evidence and see if the school was on the right lines.

Angela went through the Report:

Self Evaluation – All the school's procedures and structures were developing well and processes in place the next stage was the embedding of these.

Quality of Teaching and Learning – This was developing. The children were making the expected progress in maths (the focus for this year).

Personal Development - Good and was a true judgement. Lots of good evidence seen on visits by Angela to the school.

Capacity to Improve - Good SLT which is gelling well. Quality time is set aside. The School Development Plan which was at early stage was developing well.

The school's capacity to improve was perceived as good and a cause for celebration. The TAs were moving forward which was a positive move.

Vision – Does focus on the whole child. Achievements of the school with the Healthy Schools Award etc.

Angela invited questions from the Governing Body:

Areas for Development was raised. The school may continue with its focus on maths or may require another focus.

Teacher Assessments – how do we ensure it is carried out consistently? Moderations take place and where there are issues, support is given.

Was there any good practice that could be passed on from observing other schools? In the main where schools have huge issues, structures are in place. Regular meetings are held with the SLT/governors. The School Development Plan is looked at and progress and actions discussed. A report is circulated following each meeting. This monitoring is considered enabling for governors and is a key feature for schools with problems.

The different waves were explained:

Wave 1 – Good teaching

Wave 2 – Child underachieving (spring board and catch up programmes put in place)

Wave 3 – School action statement.

Angela explained that the Report was a different format from previous ones, in an attempt to get away from the style of the Ofsted Report. It now provided room for celebration.

Angela was thanked for reporting back on the school and left the meeting at 7.20.

3. HEALTHY SCHOOLS PRESENTATION

Annie Smart had taken 10 pupils to receive the Healthy Schools Award at the BAWA Club. Six of the pupils had come along this evening to share with the Governing Body what happened. The pupils' parents were also present to watch them.

The pupils showed the certificates which had been presented and was followed by a slide show containing the pupils healthy food and drink activities. The pupils presented a lively Rap dedicated to Molly the Cook. The pupils and their parents left the meeting.

4. SDP/SCHOOL CENTRE

Three days had been set aside for the SLT to meet at Wick Court. The purpose of which was to look at where we are at. Day one was spent asking basic questions, such as are we doing it well and also looking at our beliefs.

Learning Together

Heather MacLeod explained about the principles agreed upon which were displayed in the Hall on lilly pads. The governors were invited to take time to have a look at the 8 principles:

- Have a Positive Attitude.
- Treat others as we would wish to be treated.
- Promote a Christian Ethos.
- Communicate Clearly.
- Give Praise and Recognition
- Take Responsibility for the 'Big Picture'
- Helpful Talk – Actions.
- Be open to change.

David Forrester asked the governors to listen to a song entitled 'Flowers are Red' to remind us about the basic principles of education. This had been used with the Senior Leadership Team in order to prompt a debate as to what should underpin practice in the school.

The governors were asked if they had any questions:

Clarification was sought on the principle 'Take Responsibility for the 'Big Picture'. – This was to ensure that everybody recognises that they have a part to play. We have these principles in place and everyone is to commit to the big picture.

The principles have been shared with the governors first, the staff would be next followed by the children.

The SLT looked at the school's achievements and what needed to be done next. It was important that everyone saw what the school had achieved.

The SDP had been reviewed and a set of key principles arrived at. What the principles meant and significant things that need to happen this year. This would form the basis for next year's SDP. The SDP needed to be more explicit in a visual way and the School Centre would help towards this.

Elaine Stone explained the concept in more detail in the form of a powerpoint presentation. The visual representation of cogs which was something that staff can have an overview of. Looking at the layers beneath:

Leadership and Management

- - **Aims not looked at for 5 years and to revisit in 08/09.**

Learning Together

- **School Centre** - Curriculum Committee have looked at this online system.
- **CPD For TAs** - First time observations have taken place which has helped to construct CPD opportunities for the following year.
- **Governor Monitoring Feedback Sheets** - These have been developed and now require to be trialed.
- **Early Years Foundation Structure** - Changes from September 08 to include 0-5 age range.

Views of Stakeholders -

- Ensure TAs CPD working.
- Seek pupil voice – working on.
- Audit of extra curricular clubs for next year – asking parents as well.
- All stakeholders to be involved in vision and aims – subject for inset day next year.
- Coffee morning meetings with parents this year – something similar to be investigated for next year.
- Curriculum evenings – Numeracy evening held in November had a good take up.
- Come and Play Sessions – Already happening in Reception.
- Meet the Teacher Sessions.

Achievement and Standards - This year in light of curriculum remodelling, staff have stated what works etc. Data shared more with staff and ensure strategies in place for wave 2 and 3. Invitations have gone out for Numeracy and Phonics evenings for September plus workshops planned.

Personal Development and Wellbeing -

- SEAL from September – this year will ensure that all units in the school are working from the same umbrella.
- Establish the Racial and Behavioural procedures.
- SIMS – trace behavioural problems.
- Wake and Shake implemented.
- Integrated Working Team – benefit children who need more than one agency. This has been set up in such a way to ensure contact with external agencies.
- Travel Plan – Team to be established.

Quality of Provision:

- Renovation – improvements to the school. Canopy to enable children to go from the classroom to outside undercover.
- Review how curriculum has gone.
- Develop extra curricular activities.
- Open classroom sessions – in term 3 invite parents in small groups to look at all the areas.

- ICT Equipment – availability and trolleys to enable more children to get the opportunity to use the equipment.

There is a copy of the SDP overview attached.

Joy Mounter gave a presentation on the School Centre, an online system available everywhere which contains the SEF, detailed actions within the School Development Plan, a blog area, a module for staff Performance Management, set up and help. The SEF can be uploaded to Ofsted and there are different levels of access. Passwords to be issued at the next FGB meeting. David Forrester and Annie Smart would have admin rights, governors would have viewing rights. Teachers will be trained in it's use and will eventually have updating rights on their actions to enable them to take more control of their involvement in the progress of the SDP. Joy demonstrated how actions can be sorted in different ways and how the timeline worked. When an action was placed the recipient would receive an e-mail notification. It was a very good planning tool. The governor action sheet can be sent to David who would be able to pin it to the appropriate section of the SEF.

Elaine, Joy and Heather left the meeting at 8.20.

5. HEAD'S REPORT (Circulated previously)

Following a discussion on the 'Garden of Reflection', David Forrester confirmed that he would discuss some form of wording with Stuart Young for an opening ceremony for the Garden.

Linda Tanner left the meeting at 8.30

6. FOUNDATION GOVERNORS' TOOL KIT (Summary circulated at meeting)

Chris Moore reported that the Foundation Governors had met together on four occasions with Jen Edwards, David Forrester and Rosaline Trueman to go through the tool kit. Chris summarised, emphasising the need to consider within the school's aims and values what it means to be a Church School. The tool kit will be revisited to keep the process ongoing.

7. COMMITTEE REPORTS

Finance and Staffing Committee (minutes circulated at meeting) – FGB approval for expenditure up to £25,000 for the canopy for the early years classrooms was proposed by Chris Moore and seconded by Phil Wheatley.

Curriculum and Monitoring Committee (minutes circulated at meeting)

Nothing further was discussed

Buildings Committee – Discussion took place on the playgroup provision in the Acorn Building proposal. It was agreed that Gail Boyle and Chris Moore would produce a letter containing criteria to be met by both playgroups. This would be run past David Forrester before being sent to the playgroups.

ACTION: Chris Moore/Gail Boyle

8. MINUTES FROM PREVIOUS MEETING AND MATTERS ARISING

The minutes from the previous meeting were accepted and signed as a true and accurate record.

Chris Moore highlighted the outstanding actions:

School Profile – David Forrester, Phil Wheatley and Jon Bence agreed to complete the Profile.

**ACTION: David Forrester, Phil Wheatley
Jon Bence**

Equality Policy – This item will be carried forward to the next meeting.

ACTION: Clerk

9. CHAIR/VICE CHAIR POSITION

Chris Moore announced that Gail Boyle would be stepping down as Chair and also from the Governing Body. Gail's letter of resignation was read out. Chris would remain as Chair for one further year. The decision on the Vice Chair position was deferred until the next meeting.

ACTION: Clerk

David Forrester thanked both Chairs for all their hard work over the past two years and presented them with flowers.

10. COMMITTEES/PANELS MEMBERSHIP

Deferred to next meeting.

ACTION: Clerk

11. DATE OF NEXT MEETING

To be agreed.

The meeting finished at 9.40 pm.