

**PUCKLECHURCH CEVC PRIMARY SCHOOL  
MINUTES OF GOVERNORS' MEETING 26 NOVEMBER 2009**

**PRESENT:** Pauline Alway                      Jon Bence                      Sharon Corney  
David Forrester                      James Gardner                      Rachel Goodchild  
Angela Hallett                      Debbie Jeffrey                      Chris Moore  
Rob Pizii                      David Pool                      Tim Small  
Caroline Sheppard                      Rebecca Toms                      Andy Woods  
Stuart Young                      Sheila Smart (Clerk)

**VISITOR:** Annie Smart (Deputy Head)

**1. WELCOME/APOLOGIES**

The Chair welcomed everyone to the meeting in particular the two new parent governors- Rob Pizii and Caroline Sheppard. Apologies were received and accepted from Phil Wheatley.

**Declaration of Interests** – None declared. Any outstanding pecuniary interest forms and Eligibility to Serve as a School Governor forms to be returned to the Clerk, via the School Office.

**Reminder of Confidentiality** – The Chair highlighted the importance of confidentiality at all times.

**2. MINUTES FROM PREVIOUS MEETING (circulated previously)**

The minutes from the previous meeting (24 September 09) were approved and signed as an accurate record by the Chair.

**3. HEADTEACHER'S REPORT – Q&A (circulated previously)**

**SIAS Report** – Mr Ricketts (inspector) happy to meet with foundation governors and any other governors plus the Head on 4 December from 1300 hrs onwards to discuss the report.

**Partial Rebuild of the School** – The very tight programme of works was discussed to provide minimal disruption to school life. In particular steps to be put in place to ensure the safety of the children and staff while the work is being undertaken. The plans for the rebuild to be available to school shortly.

**Parents Coffee Mornings** – It was agreed to continue to hold these on a regular basis to build on parental involvement. A more personal approach by inviting parents personally was put forward by a parent governor.

**4. SAFEGUARDING (circulated at meeting)**

The Head took the governors through the document and highlighted:

- Common assessment form.
- Panel assess information to decide which service will lead.

## Learning Together

- Governors able to monitor the procedures – important for Ofsted.
- 2-3 governors to be involved plus one staffing governor. Angela Hallett and Debbie Jeffrey volunteered to take on this role.
- School needs to look at a safeguarding policy process.

### 5. **SATS ANALYSIS (circulated previously)**

Annie Smart took the governors through the SATs analysis with the aid of a powerpoint presentation.

### 6. **EVERY CHILD A WRITER (ECAW)**

David Pool summarised ECAW following a recent Inset day covering this initiative He is currently working on this initiative as the Y3 teacher along with Nichola Addison in Y4

- A certain standard of writing has to be achieved.
- Focus on year 3/4 to encourage faster progress.
- Support provided to teachers in school involving teaching, next steps and planning.
- 1-1 support for children identified as working below average – 10 x 1 hour sessions.
- Work being carried out in non contact time.
- More work initially as new strategies shared.
- Encourage “tell me more”.

### 7. **CORE CURRICULUM TEAMS**

Andy Wood fed back on the sessions he had attended:

- Science – Theory – early days
- Numeracy – Functional – tracking
- Literacy – Tracking

### 8. **SCHOOL IMPROVEMENT FORUM (TORS Circulated at meeting)**

First meeting held on Tuesday 24 November 09 and minutes to be circulated shortly. Values and new style SEF discussed. It was not a decision making body but would make recommendations to the FGB. Tim Small co-opted to the forum. The Terms of Reference were proposed by Chris Moore, seconded by Rachel Goodchild and approved unanimously.

### 9. **NOMINATION AND APPOINTMENT OF NEW CHAIR & VICE CHAIR (FROM JAN 2010) – 2 year appointment**

Andy Woods left the room (Phil Wheatley not present) while the process took place.

**Chair** - Chris Moore proposed Andy Woods as Chair, seconded by Rachel Goodchild and approved unanimously.

**Vice Chair** – James Gardner proposed Phil Wheatley as Vice Chair, seconded by Angela Hallett and approved unanimously.

It was noted that Phil Wheatley, although happy to act as Vice Chair, would not take on the role of Chair in the future.

Andy Woods returned to the room and was thanked and congratulated by the governors. The Head added that he was looking forward to working with Andy Woods as Chair and Phil Wheatley as Vice-Chair.

## **10. ROLES AND REPOSIBILITIES**

The issue of governor workload was discussed, as various roles require a significant time commitment. This will be borne in mind when the SIF looks at possible alternative governing body/committee structures and ways of working. David Forrester emphasised the value of what the governors bring to Core Curriculum Teams but appreciated that these are currently structured towards teacher times considerations rather than governors. The SDP link roles will not be maintained this year.

**Committees** - Caroline Sheppard would be joining the Curriculum and Monitoring Committee and Rob Pizii the Premises Committee.

**Core Curriculum Teams** – Andy Woods would be joining the Literacy Team. Jon Bence would be joining the Numeracy Team.

**Attendance** - Andy Woods to take on this responsibility.

**PSA Link** - Andy Woods to take on this responsibility.

**Performance Management/Pay Panel** - Andy Woods to replace Chris Moore. Proposed by Chris Moore, seconded by James Gardner, approved unanimously.

**Out of School Club** – Jon Bence will become a director of the Out of School Club. (James Gardner will also remain a director).

## **11. CONSTITUTION OF GOVERNING BODY**

Chris Moore reported that currently our governing body comprised 17 governors which is a large governing body compared to others within South Gloucestershire. Chris put forward the proposal to reduce the governing body from 17 to 15. This would involve reducing one foundation and one parent governor. Chris felt it would provide a better forum to have more meaningful discussions at the FGB. This would not entail any existing governor being asked to step down, but the 2 positions would not be filled when they next become vacant.

A discussion took place culminating in a decision for the School Improvement Forum to look at the proposal and report back to a later FGB meeting. It was agreed not to advertise the vacant foundation governor position (Chris Moore) until a decision had been reached.

**ACTION: School Improvement Forum**

## **12. REPORTS FROM COMMITTEES**

**Pay Panel** – The Pay Panel met on 23 November 2009. All Performance Management and pay reviews have now been done and will be implemented effective September 2009.

### **Finance and Staffing (minutes previously circulated)**

Nothing further to report.

**Curriculum and Monitoring** - Meeting due to take place on 7 December 09. The committee had been meeting on a regular basis. A curriculum and remodelling survey had been undertaken but the data was yet to be analysed. A report would be provided at the next FGB meeting in February 2010.

**Health and Safety** - A Health and Safety check had been undertaken.

## **13. TRAINING**

Caroline Sheppard and Debbie Jeffrey had both attended the Induction course and found it to be interesting and informative.

Tim Small, Chris Moore and Phil Wheatley had all attended the School Improvement and Monitoring Course.

Rob Pizii had attended a Governor Roles and Responsibilities course at Staple Hill Primary.

## **14. PSA**

Angela Hallett had attended the PSA AGM where the election of officers for the coming year had taken place. The Firework event had made approximately £1400 profit and the Auction £1100. It was agreed that a rota of governors would attend the PSA meetings.

## **15. DATE OF NEXT MEETING**

The next meeting would be held on 4 February 2010.

The Head thanked Chris Moore who had been of tremendous support to him and the governing body. He presented Chris with a token of appreciation from the governors.

The meeting finished at 21:10.