

Fearless Education

PUCKLECHURCH CEVC PRIMARY SCHOOL MINUTES OF GOVERNORS' MEETING 8 July 2010

PRESENT: Sharon Corney David Forrester James Gardner
Rachel Goodchild Rob Pizii Caroline Sheppard
Tim Small Phil Wheatley Stuart Young
Sheila Smart (Clerk)

VISITORS: Annie Smart
Helean Hughes (SIP)

1. WELCOME/APOLOGIES

The Vice Chair (Phil Wheatley) welcomed everyone to the meeting. Apologies were received and accepted from Debbie Jeffrey, Jon Bence, Andy Woods and Matthew Perkins. The Training brochures for the next academic year were circulated to governors. All governors requested to select courses to attend and inform the Clerk. Thank you cards were circulated for signature for Sharon Corney and Debbie Jeffrey who were both resigning as governors.

Action: All Governors

Declaration of Interests – None declared.

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

2. SIP ANNUAL REPORT TO GOVERNORS (circulated at meeting)

Helean went through the report:

- Four visits had been made to the school over the past year covering target setting, Headteacher's performance management, teaching and learning and finally leadership and management.
- The school was judged on:
 1. Outcomes (based on the 2009) results
 2. School self evaluation – Judged as good
 3. The school's capacity to improve – Judged as good.
 4. What the school is particularly good at – Judged as good.
 5. Additional comments.- Challenges with the building work over the next year.

Helean summarised and reported that the school had worked hard this year and the capacity to improve was good. Systems were now in place to ensure that progress would be made. Staff have a good understanding of its strengths and data was transparent throughout the school. The school would remain in Band 3 until Christmas when an exit strategy would be put in place,

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The Chair asked for his thanks to be recorded on behalf of the governing body to David Forrester and to convey thanks to all the staff for the excellent progress made this year. He also thanked Helean for her work over the year.

Helean left the meeting at 19:30

3. MINUTES FROM PREVIOUS MEETING (20 May 10)

The minutes of the previous meeting were accepted as a true and accurate record and signed by the Chair.

4. HEAD TEACHER'S REPORT – INCLUDING BAND 3 REVIEW OUTCOMES (circulated previously)

Admissions - The issue of admissions was discussed and the potential arrival of more children. The impact this would cause to ensure that the number of adults available to support the learning was explained.

TA Restructuring – Meeting will be held on 9 July to discuss staffing structures for the next academic year.

Draft Band 3 End of Year Review – There was strong evidence of good work achieved by the school over the past year. Lessons and observations were good but more consistency needed and would be achieved by ensuring support and setting up a model of consistency by working internally. Pupil discussion was good, demonstrating a high level of understanding. Leadership structure to be looked at to address imbalance caused by staff changes. The data would be looked at during the autumn term. Feedback from support observations indicate stronger teaching and learning strategies across the school.

Confidential item discussed – (Confidential Minutes)

Discussion took place on the role of the governing body and how it could be proactive and strategic. It was agreed for proposals to be drawn up.

Action: James Gardner

5. END OF YEAR DATA ANALYSIS (circulated previously)

Annie Smart went through the data and reported that staff were engaged with the data. Each year group was looked at including the high achievers and those requiring extra support. Boys learning was scrutinised.

She reported that the introduction of APP in Writing this year had supported teachers in identifying effective targets for children which had impacted on progress. APP was seen by teachers as a very positive process and would be introduced for Maths in the coming year. The previous government had, however, already decided that it would no longer be funding the development of it by removing the National Strategies.

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6. FINANCE AND STAFFING (minutes circulated previously)

Nothing further to report.

Clerk to resend committee minutes.

Action: Clerk to resend committee minutes.

7. PREMISES (minutes and Terms of Reference circulated previously)

The Terms of Reference were discussed and it was agreed not to change the name of the committee but the whole structure of the committee would be looked at. The Terms of Reference were accepted.

The contract has been signed for the two additional classrooms and the Headteacher has had a pre construction meeting regarding the school rebuild overspend. The building work will definitely be going ahead and dates for site meetings etc will be advised soon.

8. CURRICULUM AND MONITORING

The minutes would be circulated shortly. The Curriculum Remodelling Survey would be conducted again in September.

Action: Rachel Goodchild

Item 9. Governor roles & responsibilities, Item 10 Governor Training would not be covered at this meeting.

9. POLICIES REVIEW

Performance Management (circulated previously) – Phil Wheatley proposed acceptance of the policy, seconded by James Gardner, accepted unanimously.

Job share (circulated previously)

It was agreed to delegate to the Finance and Staffing Committee to bring back to the next FGB for approval.

Action: Finance & Staffing Committee

10. PSA

It was reported that the PSA had worked very hard during the year and had raised £2,500. Phil Wheatley agreed to put a card in the school office for governors to sign, in thanks for the tremendous work undertaken by the PSA.

It was requested that a governor should if possible, attend each PSA meeting and report back to the FGB.

Action: Phil Wheatley

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11. AOB

Rob Pizii had raised an item concerning a recent item in the news – “Schools ‘break law’ on teaching assistants, NUT claims” The Headteacher responded that the school has TAs who cover classes within the remit of their role. TAs used for PPA provide activities for the children. It is undertaken on a voluntary basis.

The Chair thanked Sharon for her work over the past 7 years as a staff governor and presented her with a card and a gift in recognition of her contribution to the governing body.

It was also reported that Debbie Jeffrey would be standing down as community governor.

12. DATE OF NEXT MEETING

Date of the next meeting and for the rest of the next academic year would be circulated shortly.

Action: Clerk

The meeting closed at 21:15

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