

	<p>specific governor objective relating to improving the performance of the governing body).</p> <ul style="list-style-type: none"> • <u>22 May Agenda Item 6 – Skills audit proformas</u> – The clerk thanked governors for the good response in returning the skills proformas. Paper copies were circulated to those governors who were having difficulty with the interactive National Governor Association (nga) proforma. ACTION – Governors to return any outstanding completed proformas to the clerk asap. • <u>22 May Agenda Item 8 – GB Minutes to be put on website (one year of minutes)</u> ACTION – GM to meet with PA before the end of term. • <u>22 May Agenda Item 9 – SEF links to previous OFSTED</u> – The Headteacher confirmed that these were in the School Self Evaluation Form (SEF). • <u>22 May Agenda Item 9 – Governor Subject Leads</u> - To undertake assessment reviews, produce reports and feedback to the full GB – This would be discussed at the future meeting of the new Performance & Standards Committee. 	<p>All</p> <p>GM/PA</p> <p>P&S Com. Agenda</p>
<p>5.0</p>	<p>STRATEGIC PLANNING - HEADTEACHER’S UPDATE / SCHOOL DEVELOPMENT PLAN</p> <p>The Headteacher’s report had been circulated ahead of the meeting. The HT introduced the report indicating that it was in a new format. She reported that this was developmental and would change again to become a more summarised, high level document. At this stage the document remained fuller than was planned for the future, but was aimed at ensuring that governors were well briefed and had a good understanding of key issues both in general and in preparation for future Ofsted inspection. The HT welcomed feedback on the evolving report style.</p> <p>The HT updated governors on the School Development Plan (SDP) developments. All staff met the previous Wednesday for the day. The morning session was used to review where all children were. The afternoon session concentrated on the direction of the new curriculum and the impact on the children, and improving certain areas that were identified. A sheet was created to collect items to feed into the SDP. From these key ideas the SDP will be built up so that it is developed for September. Data provided key issues which will be updated in the SDP over the summer. The HT indicated that all governors have passwords for the SDP so would be able to go in and look at the developments.</p> <p>A governor questioned the HT on phonics screening outcomes. The HT commented that children read in different ways and that some try to make sense of the nonsense words in the screening which would affect their score. The HT indicated that the children’s reading abilities are known and teacher assessment can be used. As an example, one child who did not pass the phonics test was a Level 3 reader. A member (with extensive teaching experience) commented that if a child reads early it may impact negatively on phonics. A further point was made that because of the very small cohort numbers, this has a very heavy effect on percentages. As an example there are two year 6 children so 1 child represents 50%. A comment was made that children use different methodologies to read but the phonics testing is only screening for one thing. The HT concluded that there had been no surprises as individual children are known in depth. Some children were trying to make sense of the nonsense words. The HT noted that a moderator had been present which may have impacted on the performance of one child. The HT reported that the moderator was happy with what had been done.</p> <p>A governor questioned the HT on whether there was anything to benchmark against. A comment was made by another member that the phonics screening was more an internal indicator, but staff already know where the children are. The HT commented on two weaker cohorts, and that intervention was being put in. Another governor asked about comparisons with national averages. The HT distributed Key Stage 1 and Key Stage 2 benchmarking tables to all governors. As the results had only just be received these were not directly incorporated into the previously circulated HT report. The Vice Chair commented that the GB should be looking at the strategic level rather than the fine detail. Comment was made about the cohort number impact on percentages for Key Stage 1 (5 children) and Key Stage 2 (2 children). A governor commented that this was one element but that the teaching staff know the children exceedingly well. The HT commented that there were case studies on every child. In addition the HT indicated that the children had come out with the level</p>	

<p>where staff had thought they would be. (The HT also circulated an Ofsted readiness set of questions for governors to review outside of the meeting).</p> <p>A governor questioned the HT on what actions were being taken with regard to the weaker cohorts. The HT outlined how the timetable had been restructured. This had allowed rotation so that a Teaching Assistant would work with English and Maths – working with groups rather than single children, as individual children had made very good progress.</p> <p>The HT outlined a further proposed strategic development, in changing the ICT Suite into a more working classroom. This would provide a classroom specific to an individual teaching member of staff. This would allow Years 2 and 3 to come directly to this classroom in the morning to be registered. This would increase the pace of the day as it would reduce the need for movement of children after registration. In addition everything would be kept in the correct classroom so there would be less need to move equipment around and it would provide a permanent base for the teacher. In order to facilitate this arrangement the timetabling of other activities such as Music, Swimming and French would be moved to the afternoon – to allow English, Maths plus one other subject (e.g. Project) to be taught in the morning. The Teaching Assistant would then move with the groups that needed the interventions.</p> <p>The teaching staff governor and computing lead commented that this made every sense. The world had moved on in terms of computing as computers were used more widely and integrated into lessons. The mornings would be the same each week and it would be helpful to have a simple structure for planning, giving great clarity.</p> <p>The HT commented on the practicalities to deliver this strategic objective. It was commented that these resource issues would normally be discussed at Committee level, but due to the opportunity to implement sooner, the Finance Committee Chair and Full Governing Body were asked directly to review the resource issues. A key cost was the moving of the laptop cupboard to keep the laptops in the correct classroom rather than there being disturbance to another lesson to obtain them. There would also be improved access to Ipads (there were currently 2 and one planned). The proposal was to have Ipads for all of the new Year 6 (i.e. 5 Ipads). The computing staff lead commented that the school had previously been android focused but the Ipads had benefits and the laptops would be cascaded down to other year groups. The HT commented that the Year 6 children would have access to the Ipads at all times. Other key points were to ensure an updated alarm system was in place for the new location of the computer equipment. In order to transform the computer room into a classroom, a smart board, shelving and speakers (to facilitate hearing impaired requirements) would be needed, along with the labour involved. The total cost of this (including the extra ipads and laptops) was £6,500. The Chair of the Finance Committee commented that this addressed two key strategic objectives of addressing performance and maintaining the vision of Bishopstone School as a computing leader. The Chair of the Finance Committee confirmed that there were adequate funds and that IT equipment was purchased together funding could be a drawn down from Capital Reserves. The Chair called for a decision and the governing body voted unanimously in favour.</p> <p>A governor commented that these developments, including maintaining Bishopstone as a computing lead, would attract more pupils. The HT indicated that there had been a number of requests for places but, where cohorts were full, these could not be accommodated. Another governor questioned the Headteacher as to whether these cases were being recorded. The Headteacher confirmed that they were.</p> <p>The HT also confirmed that the SEF would be reviewed and updated over the summer holidays to reflect the new data from the SATS results.</p> <p>ACTION – Work to be put to tender and implemented ACTION – SDP and SEF to be updated</p>	<p>EL/MC/PA EL</p>
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6.0

STRATEGIC PLANNING - STRUCTURE OF THE GOVERNING BODY / COMMITTEE STRUCTURE / GOVERNOR ROLES / TERMS OF REFERENCE / CHAIR

The Vice Chair introduced the item and indicated that item 9 on the agenda, Re-constitution, would be brought forward and taken along side this item as they were interrelated.

A structure document had been circulated ahead of the meeting with a brief report, diagram of the agreed committee structure and roles. The committee structure was confirmed as the 2 structure, **Model 1**, as discussed at the March meeting, consisting of **2 key Committees – Accounting for Resources** (including Finance, Deployment of specific funds, Staffing, Premises, Staff appraisal) and **Performance & Standards** (including Pupil achievement data, Closing the gap (SEN, Pupil Premium), Pupil development, Parent satisfaction, Community involvement and School Development Plan).

Draft Terms of Reference for the two committees were also circulated ahead of the meeting. Comment was made that the overarching purpose of the committees, linked to the strategic objectives outlined in the Governors Handbook, would enhance the documents. Wording was discussed and noted and the clerk charged with updating the documents. Subject to these amendments the Terms of Reference were agreed by the Full Governing Body.

The Vice Chair then introduced a discussion regarding governor roles. At this stage Lucy Barratt formalised her decision to resign as the LA governor and Chair. The Vice Chair led governors in their thanks to Lucy for her outstanding contribution to both the governing body and the school over a long period of time. Presentations were made in recognition of this. LB thanked the governors and commented that she wished to still contribute to the school. Alessandra Greenwood also served her resignation as a Parent Governor after serving two years and now having other commitments. Governors thanked Alessandra for her contribution.

The structure document previously circulated was discussed in terms of governor roles. The Committee membership and working group membership were agreed (with adjustment for resignation). Part of the document linked individual governors to specific School Development Objectives and specific leads. Governors questioned whether this was over complicated, and concluded that the two Committees would incorporate many of these roles. A member indicated the need to not overly distract the Headteacher from focusing on the key issues and putting too great a demand on her time. There was a risk of getting to a level of detail that was operational rather than governance. By lessening this, concentration could be made on key areas at an appropriate level of scrutiny. Governors agreed to simplify the approach of individual roles. This would be discussed at Committee level, noting that some key roles such as Safeguarding were appropriate. The Vice Chair / Clerk would reissue the document with the agreed committee and working group structures and membership, structure diagram of the committees and narrative report, whilst omitting the schedules with roles linking to the SDP and individual lead roles.

The role of Chair had been identified for discussion at the July meeting and was on the agenda. The clerk ran the election of Chair. Governors first agreed the term of office as one year and the method of voting as by show of hands. Nominations were confirmed. There was one nominee, Gill May, and she was elected unanimously as Chair with immediate effect. The new Chair then ran the election for Vice Chair. Governors agreed the term of office as one year and the method of voting as by show of hands. Nominations were confirmed. There was one nominee, Mark Clitherow, and he was elected unanimously as Vice Chair with immediate effect.

Governors discussed the LA Governor vacancy. The clerk outlined the process from Governor Support documentation. Once the resignation was notified to Governor Support, they would write to the appropriate councillor informing them that there was a vacancy and asking them to nominate a suitable individual. If the GB knew of an individual who would be a suitable LA governor their details could be submitted to Governor Support who would pass them on to the nominating councillor. Nominating councillors do not have to nominate the suggested individual, although in the majority of cases they do. Governors unanimously agreed to ask Governor Support to pass Mike Welsh's name to the nominating councillor. The recent skills audit exercise demonstrated the strength of Mike's skill set for this role, and this would allow him to move from his Associate Member role to a full governor role. Governors requested that the clerk forward his details to Governor Support.

The Chair and the clerk updated governors on the new statutory guidance from the Department for

<p>Education regarding the <u>constitution</u> of governing bodies (May 2014). Under the new guidance all LA maintained schools are required to be constituted under the 2012 regulations no later than 1 September 2015. The guidance emphasises the need to appoint on the basis of skills; to undertake regular governing body skills audits; to secure a governing body which is no bigger than necessary and to ensure it is cohesive and dynamic. Governor Support at Swindon Borough Council wished to encourage GBs to re-constitute sooner rather than later. Governors reviewed the current Instrument of Government against the requirements in the statutory guidance and reviewed the overall size of the governing body.</p> <p>Some categories in the new template remained unchanged such as one HT, one LA Governor and two foundation governors (requirement was for at least two including the ex-officio role). The new regulations required one staff governor. As there were currently two staff governors it was agreed to reclassify one of these as a co-opted governor, which was within the regulations with regard to the overall number of staff (PA agreed to be the Co-opted governor). The two current Community governors were reclassified as Co-opted governors, giving a total of three Co-opted governors (no minimum or maximum requirement). Following the earlier parent governor resignation it was agreed to reduce the number of parent governors from four to three. The overall number of governors was therefore reduced from twelve to eleven.</p> <p>There was currently also one Associate Member. Should the nominating councillor agree the request from the school for the LA governor to be Mike Welsh, it was agreed that there would no longer be an Associate Member (although this does not need to be referred to on the template). The proposed new constitution was unanimously agreed by all governors and the clerk was requested to send off the constitution template to the Diocese (Kelly Rutter) to be taken to a meeting on 15 September for Diocese approval. If the constitution was agreed on 15 September, the effective date was suggested by Governor Support to be 1 October 2014. (Another minor amendment was agreed to the constitution at the last full governing body meeting. This related to the term of office for the staff governor having been agreed as four years rather than one year).</p> <p>The Chair raised the issue of the <u>frequency of meetings</u> for the next academic year. Governors agreed to plan for 5 Full Governor Body meetings and 6 committee meetings (for each of the two committees) in the academic year. At 3 times in the year there would be data points. The Planning Working Group would bring the work plan to the first Full Governing Body meeting. At the first committee meetings any specific governor roles would be agreed and Maths, Reading, Writing and Early Years roles clarified.</p> <p>The Chair thanked the governing body for the work undertaken in the year and commented on the amount of ground the governing body had covered in the last year. There had been lots of changes, including the appointment of the new Headteacher and the planning of the structural changes to the governing body and its committees. The Chair commented that the governing Body was in a position to progress further with business in the next academic year. Governors unanimously congratulated the Headteacher on the excellent work undertaken over the year, within the context of an extensive government agenda, including Universal Free Infant School Meals, major changes to SEN etc. The Vice Chair on behalf of governors thanked Gill May for the work she had undertaken over the last year. The Vice Chair commented on the positive contribution of the clerk, which went well beyond minute taking. The Teaching Staff governor recognised the skills and dedication of governors and staff in the pursuit of excellence. The Headteacher responded by thanking all staff and governors and made specific reference to Phil Anley for his outstanding contribution to the school in relation to leading the whole scheme of work for computing, leading the way in this field in the LA, including being a lead in this area in other schools.</p> <p>The Headteacher confirmed the appointment of the new Key Stage 1 Teacher (who met all governors ahead of the meeting). There was a rigorous interview process in which she ably demonstrated her passion for teaching children.</p> <p>ACTION – Clerk to update committee Terms of Reference as discussed. ACTION – Vice Chair / Clerk to edit and recirculate structure documents. ACTION – Clerk to contact SBC Governor Support regarding the LA Governor resignation / vacancy and to request details of MW to be put forward to the nominating councillor. (Clerk to also notify SBC Governor Support re parent governor resignation and change of Chair and Vice Chair). ACTION – Clerk to submit finalised constitution template to the Diocese on behalf of the GB.</p>	<p>Clerk Clerk/GM Clerk Clerk</p>
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7.0	<p>LOCAL OFFER</p> <p>As reported at the previous meeting the Local Offer for all children needed to be published on the public website by September 2014. This is a very significant issue, particularly with regard to SEN, indicating what is offered and provided, and the financial implications of the offer need to be clearly understood. The Headteacher indicated that she would be working further on this over the summer. Support had been offered from Swindon Borough Council. The HT confirmed that there was a plan to employ a part-time SENCO. The HT also commented on the excellent work of the Teaching Assistant (LW) in this area. It was agreed that MW would support the appointment process of the SENCO as he had the appropriate training to do so.</p>	
8.0	<p>COMMITTEES/WORKING GROUPS (Feedback by exception)</p> <p><u>School Meals Working Group</u></p> <p>The working group representative reported that the final contract had been received. The HT reported that all items required had been ordered and information had been sent out to parents. A tasting session had also been arranged and two members of staff had health hygiene certificates. Local waste arrangements had been arranged. The staffing elements were continuing to be worked on.</p> <p><i>ACTION – Tasting session to take place.</i></p> <p><i>ACTION – Staffing elements to be clarified.</i></p> <p><u>Village Hall Working Group / Community Partnership</u></p> <p>MW reported that there hadn't been a Village Hall Committee meeting since the last Full Governing Body meeting. However, governors (MW, CM and RevB) met with David Wray from the Village Hall Committee. MW and PA were scheduled to meet in late August and would then report back more fully to governors. In general terms there was a lot of interest, and potential for grants. The use of the Village Hall in terms of extending the capacity of the school had been discussed previously, but a lot more detailed work was necessary. Although there had been positive responses this had not been tested by a vote, as specific proposals were needed first. RevB commented on the opportunity for using the church as an alternative venue for other village activities.</p> <p><i>ACTION – Village Hall Working Group to work towards developing specific proposals for the use of the Village Hall that could be presented to the Full Governing Body and subsequently to the Village Hall Committee. Initial meeting of MW and PA planned for late August.</i></p>	<p>KE/EL EL</p> <p>MW/PA/ MC/CM</p>
9.0	<p>AOB / CELEBRATING SUCCESS</p> <ul style="list-style-type: none"> • <u>Road Crossing</u> – The HT reported that Swindon Borough Council was reviewing this area in conjunction with the school. The Chair commented that any change would need to be risk assessed. The HT would report back at a future meeting when the position was clearer. • <u>Celebrating Success</u> – This item, previously proposed by RevB, had been absorbed within the agenda items. • <u>Exceptional (unpaid) leave</u> – granted. • <u>Boundary wall</u> – The Support Staff Governor commented on the issue of the Buddleia in the village hall grounds encroaching on the school boundary wall. This would be followed up through the Village Hall Committee. <i>ACTION – PA / MW to follow up with Village Hall Committee.</i> • <u>Messy Church</u> – RevB reported that a family arts activity was running on Fridays after school at Hinton Parva Village Hall. A governor asked if the Bishopstone Toddler Group had been informed. <i>ACTION – RevB to contact Toddler Group representative.</i> 	<p>PA/MW</p> <p>RevB</p>

10.0	DATES OF FUTURE MEETINGS	
	<p>Frequency of meetings was discussed earlier in the agenda (Item 6). Governors discussed the day of the week most suitable for meetings and there was a consensus for Tuesdays. Two weeks between committee meetings and full governing body meetings was discussed in order that minutes could be circulated ahead of the FGB meeting and actions progressed. The Chair would look at the scheduling with the Planning working group, focusing on the second week every other month.</p> <p><i>ACTION – Chair and Planning Working Group to determine proposed dates and forward to clerk for circulation to governors as soon as possible.</i></p> <p>Apologies should be sent to the Clerk, at least 5 days before the meeting.</p>	<p>MC/EL/G M/JR Clerk</p>

Signed:.....Date:.....
Chair of Governors