

Colston's Primary School Full Governing Body Meeting
Friday 10 February, 9.30am

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| Present: | | | | |
| Alex Bell (AB), Head Teacher | Katy Dunscombe (KD) | Nick Woodroffe (NW) | | |
| Emily Warren-Ballard (EWB) | Kate Swainson Price (KSP) , Chair | Pauline Allen (PA) | | |
| In attendance: | | Absent: | | Apologies: |
| Kate Patience (KP), Business Manager | Peter Kay | Leanne Sowersby (LS), Clerk | Sam Martin (SM) | Bronwen Wright (BW) |
| | | Michael Harriott | Steve Purdie (SP) | Emily Young (EY) |

| Subject | Discussion | Action Needed | Responsibility |
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| 1 Welcomes, apologies and declarations of interest. | No declarations of interest. | | |
| | Discussion around governors coming in for celebration assemblies. | | KSP |
| | Discussion around development of this in terms of governor monitoring and involvement. | | |
| | KSP suggested monitoring could potentially follow on from governor in celebration assembly? | | |
| | Another suggestion was once or twice a year, governors invited to go round the school and see it in action | | |
| | KD suggested governors come in for lunch | | |
| | SP underlined need to separate governor meetings from monitoring activities, monitoring needs to be linked to the SDP | | KSP to discuss further with AB and report back to FGB |
| Proposal to move all meetings to the evenings | | | |
| AB suggested providing evidence to show whether current meeting set up is doing what is required – comfortable or not that we are confident what the school is doing | | KSP/SP/BW and AB to review | KSP/SP/BW |

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| <p>2 Approve New Governor</p> | <p>Governors approved Michael Harriott as a governor</p> | <p>LS to co-ordinate induction</p> | <p>LS</p> |
| <p>3 Headteacher Appraisal</p> | <p>SP reported that HT Appraisal had taken place. The panel were made up of SP (Chair), KSP and EWB supported by the SIO Trish Dodds</p> <p>Alex inherited plan from Maddie</p> <p>Did an informal review of Alex’s performance since he joined. Pleased with Alex’s performance to do date.</p> <p>Objectives agreed and set from Jan to September 2017. New objectives will be set from a calendar year to an academic year in September.</p> <p>AB shared objectives with governors as follows:</p> <p>1 - pupil achievement – to raise progress and achievement of whole school to bring into line with national standard as a minimum – success criteria within this</p> <p>2 – ensure 100% of teaching is consistently good or better – through regular reviews of teaching standards</p> <p>AB is currently at 100% now</p> <p>3 – leadership and management to maintain the budget and school staff to ensure the school remains in surplus and all staff remain committed and motivated</p> <p>SP doing interim review in May and then review again in September</p> <p>Q: Are these objectives achievable? Which is the most challenging?</p> <p>AB on top of first part of objective 3, but second part is a big challenge, changing people’s roles will affect people</p> <p>Q - Historically teaching has not always been 100% good or better, so what has changed?</p> <p>This is explained during later discussions - see question re objective 2 in item 4</p> <p>Governors agreed this is good progress and has worked well.</p> | | |

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| | <p>terms of teaching and learning going forward.</p> <p>Q – Can Governors meet Trish Dodds? Yes</p> <p>Q - Which priority will be the hardest? 5 & 8 will pose the biggest challenge. Software using now is standardised by PIRA and PUMA made by Hodder and be compared with other schools, which are also used locally and nationally too. Already showing positive results, especially in year 3</p> | meet Trish Dodds when he meets her? | SP |
| 5 Link Governors (inc. Appoint SEND Link) | <p>SP – link governors to be re-allocated in line with new SDP and priorities</p> <p>Comment that Governors with responsibility are different to Link Governors i.e. Statutory Named Governors.</p> <p>KSP reported we need a SEND Link Governor now HW has resigned. NW offered to take this on.</p> <p>Thanks to NW to take on SEND role</p> <p>Need to rethink what Link Governors we need and look at this with AB, most effective way of deploying Link Governors</p> <p>KP suggested just have statutory Link Governors, and the rest as a governing body should be concentrating on SDP and those priorities</p> <p>KSP suggested current Link Governors update their current Link teachers that new link governors being appointed in line with the new SDP</p> <p>AB noted that OFSTED would be interested in Governor knowledge of pupil outcomes, behaviour, safety and safeguarding, leadership and management and teaching and learning.</p> <p>Q - When is OFSTED likely to come? Likely to get a 1 day inspection anytime from the 3 year deadline – June this year</p> | <p>SP and KSP to liaise with LS</p> <p>NW to arrange a meeting with LW</p> <p>KSP to let Lucy know</p> <p>KSP to meet with AB over this</p> <p>All Link Governors to update their respective Link Teachers</p> | <p>SP/KSP/LS</p> <p>NW</p> <p>KSP</p> <p>KSP/AB</p> <p>Link Governors</p> |
| 6 MAT Working Group update | <p>MAT working group up and running, made up of AB, KP, KSP, NW and SP</p> <p>KSP, AB and KP had a meeting with an education lawyer about forming and un-forming MATs and what works from a legal point of view.</p> <p>NW24 held inset day for teachers – AB attended the Bishop Flemming session on MATs</p> | Present to staff, actively exploring options for further collaboration with other schools, showing the SWOT | AB/KSP/SP |

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| | <p>performance or poor financial situation.</p> <p>Q - When would staff be included? KSP we are informing everyone of what we are doing. Need to tell coop forum and include info in the next Governors’ newsletter. Staff could have a briefing, Governors talk to staff?</p> <p>Q - Are we actively pursuing it? KSP keeping a watching brief, keeping up to speed</p> <p>Q - Are we feeling the pressure is mounting? KSP we could design a consultation AB but not yet, we still just actively exploring SP we need to know why we are actively exploring KSP keeping the children at the heart of it - it is about the children’s future</p> | Staff | KSP/SP |
| <p>7 Fundraising Group update</p> | <p>KSP updated Governors on fundraising meeting with volunteer experts within our community.</p> <p>Proposals to continue developing current PTAF fundraising activities – new vice chair and chair now in place which is good</p> <p>Alongside this continue to establish a longer term strategy based on campaign strategy model used in other publicly funded bodies such as Colston’s Hall</p> <p>AB and SLT to define wish list and dates</p> <p>Steering Group meeting again 27 April</p> <p>PA - suggested talking to coop forum, and also presented an example of an enrichment fund in place at Westbury Park School, stressing also that donations can be gift aided</p> <p>KP – when would staff be involved? When the plan is in place</p> <p>KSP – hoping to launch plan in September</p> <p>Could update staff at the same as update on MATs</p> <p>Q - How much is SEND funding eating into non SEND funding? Want to keep providing the opportunities to SEND pupils</p> <p>Governors agreed to continue with fundraising plans and ideas</p> | Present fundraising situation to staff | AB/KSP/SP |

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| <p>8 Vision Update</p> | <p>KSP – now done with COOP forum, school council co-ordinating pupil voice via Sam Williams staff lead for this, AB liaising with staff, survey to be devised and sent to all parents</p> <p>Term 5 – final meeting, set a date with reps from each of the groups – aim to come up with final draft of new vision statement</p> | <p>AB to liaise with Staff</p> <p>AB and KSP to agree date for final meeting in Term 5</p> | <p>AB</p> <p>AB/KSP</p> |
| <p>9 Newsletter</p> | <p>The next newsletter will be a Co-op special</p> <p>MH as governor spotlight</p> <p>MAT working group</p> <p>School revision progress</p> <p>Fundraising feature</p> | <p>EWB to contact relevant individuals (MH and AJ) for newsletter features and set schedule for draft</p> <p>KSP to liaise with Co-op Forum over Co-op special ideas</p> | <p>EWB</p> <p>KSP</p> |
| <p>10 Committee reports</p> | <p>Outcomes</p> <p>Presentation by Emmeline Smith</p> <p>1 they are on top of things</p> <p>2 results are already looking better this year – and confident the predictions are based on a solid grounding</p> <p>Still issues around EAL and SEND but working on that</p> <p>Because phonics has become a big focus, need to be mindful of leaving other items behind.</p> <p>Resources</p> <p>Supply budget has gone up, but learning support staff has gone down due to 3 agency staff that were budgeted for in LSA line, but money was coming out of support line because they are agency staff, had taken 2 out but not third because keeping them for needs of SEND child</p> | | |

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| | SP knows parent who is interested | | |
| Any other business | <p>KSP – social after next FGB</p> <p>Query about recent complaint. KSP reported all procedures completed and thanked those involved in the panel hearing. No further issues have been raised since the case was closed.</p> <p>Date of the Next Meeting: Monday 3rd April at 6pm</p> | | |

Meeting closed

Signed

Date

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