



## Bow Community Primary School 7<sup>th</sup> February, 2017 – 6.00pm Full Governing Body Meeting

<b>Meeting 3</b>							
<b>Attendees</b>	<b>Initials</b>			<b>Attendees</b>	<b>Initials</b>		
Sarah Downs	SD	Chair		Gary Quick	GQ	LEA Governor	
Lesley Hodgson	LH	Headteacher		Tina Baskerville	TB	Parent Governor	
Sarah Barker	SB	Co-Opted Governor		Anita Jellings	AJ	Community Governor	
Tony Neal	TN	Community Governor		Anna Fay	AF	Staff Governor	
Tamsin Kilner	TK	Parent Governor					

<b>Apologies</b>	<b>Initials</b>	

<b>Absent without Apology</b>	<b>Initials</b>

<b>In Attendance</b>	<b>Initials</b>	
Susan Vile	SV	PA to the Governors

<b>Minutes to</b>
Attendees
Apologies
School Website

	<b>Agenda</b>	<b>Led By</b>
<b>PROCEDURAL ITEMS</b>		
1	Apologies & Correspondence	Chair
2	Minutes & Matters Arising	Chair
3	Matters Arising From Minutes	Chair
<b>STRATEGIC ITEMS</b>		
4	School Improvement	LH
	Collaboration update	LH/SD
<b>Monitoring &amp; Accountability</b>		
5	Reports - SFVS	TN
	Teaching & Learning	SD
	BSPMC Minutes	
	FOBs Minutes	All
<b>Governing Body</b>		
6	Training Needs	Chair
	GEL Training Update	Chair
	GEL Safeguarding Training	LH
7	Date of Next Meeting	Clerk

Ref.	Action or Decision	Owner	Date Raised	Date Due
3.1.1	There were no apologies. Welcome to a new governor Tamsin Kilner.			
3.1.2	There were no Declaration of Business Interests.			
3.2.1	The minutes from 15/11/16 were signed and agreed as a true record. Part 2 minutes signed as a true and correct record of the meeting.			
3.3.1	Matters Arising – 2.4.1. SB - Children with challenging behaviour could go on Bis-net course £20 for 2 days instead of Solihull. 2.4.1. – GQ has obtained the names of 3 loft insulation suppliers. 2.5.1 – LH has amended the vision and ethos on the website. 2.6.3 – SD arranged thank you cards to FOBs and the swimming pool committee. The agenda has been rearranged to make it more efficient.			
3.4.1	School Improvement – Gill Winston - School Improvement partner came into school in preparation for Ofsted. She worked her way through all the classes in the school and looked at progress throughout the school. It was found that more evidence was needed in books. Literacy no longer needs to be a priority on the SDP but in KS1 the objectives need to be clearer in the books. Computing also no longer needs to be a priority. However in 2 year groups a large proportion of the pupils are special needs, but they are not making as much progress as we would like, as evidenced in their books. Gill suggested that , we need to keep their books from earlier in the year as evidence to demonstrate progress high quality teaching, marking and feedback to demonstrate that as the pupils are working at their maximum capacity. CJ is working on a 3,2,1 project about progress and has enlisted other teachers on this, which is helping to focus on those pupils who with extra focus, should make better progress and close the gap. GQ – how many of these SEN pupils are pupil premium pupils?– LH a large majority. SD – Was it good value for money employing Gill Winston?– LH Yes it was, as it was very helpful. AJ did she look at other attainment levels i.e. gender – LH no as we are such a small school, we cannot publicise gender data anonymously that shows significant			

	<p>difference and in other areas, it would not be anonymous</p> <p>TK – with regard to points system how does this work? – LH explained the points system. Tand that there is an expected level and exceeded level and the teachers can work out how many points behind ie roughly 1 point equals a term</p> <p>GQ this data is predominantly discussed at T &amp; L meetings does but do the Resources governors need to know this in more detail ?– SD no not really because T &amp; L understand it in great detail but perhaps it should be taken to the Resources to provide an overview.</p>			
3.4.2	Collaboration update – Part 2			
3.5.1	Resources – SFVS - December meeting – Deputy Safeguarding officer is AJ. Pay Committee minutes. Budget Monitor, Ground Maintenance contract. Pupil premium report approved. TN and SV have looked at the SFVS document and the document was proposed by TN seconded by TB and approved by all governors – SV will send it to DCC.			
3.5.2	Teaching & Learning – The following were looked at - re-organise the agendas, data, website monitoring – TK works in IT and will help with the website.			
3.5.2	BSPMC Minutes – No meeting had taken place, it is on the 1 <sup>st</sup> March and TB will attend.			
3.5.4	FOBS Minutes – held a meeting on the 23 <sup>rd</sup> January – minutes attached.			
3.6.2	Training Needs – No training needs at the moment.			
3.6.3	GEL Training Update – No GEL training has been undertaken.			
3.6.4	<p>GEL Safeguarding Training – All governors need to complete GEL safeguarding training before the next meeting.</p> <p>TB has completed Safeguarding GEL training.</p> <p>SD has completed Safeguarding, Academies, Governors Role in School Improvement and Planning for Succession in the Governing Board GEL training.</p> <p>SD who will monitor the single central record?- TB/AJ will monitor the single central record half termly and report to the governors.</p> <p>SD do we have a staff behaviour code of conduct in place? – LH it needs amending and adding ed to the volunteer handbook and the staff handbook.</p>			

	SD – 2 or 3 governors need to do Safer Recruitment training - AJ, LH &, SD, TN have done it.			
3.7.1	Next meeting 28 <sup>th</sup> March 2017			