



Tutshill C of E School

G1 Governors Meeting 9th October 2017 at 4.30pm

Dr Evans, Ms Henderson, Rev'd Treharne, Mrs Watson, Mrs Cooper, Mrs Fryer, Miss Lane, Mr Riordan, Mrs Clarke, Mrs Dursley

Ms Linden - Clerk

1. Opening prayer – Rev'd Treharne

2. Apologies for absence

Apologies were received from Dr Rowe.

3. To agree items of Any Other Business previously notified

The following items were agreed

- Staff Survey
- Special Leave

4. Approve minutes of meeting

The minutes of the last meeting were approved subject to a change in wording for Item 6 which would be provided by the Headteacher.

Action – Headteacher to provide working for Item 6 amendment.

5. Matters arising from minutes (not covered by the agenda)

The following updates were reported on matters arising from the minutes,

Item 5, Training - the Headteacher had offered a date to the SEN lead governor and was awaiting confirmation from her for the date. The Clerk was still to liaise with other Clerks on bespoke training.

Action – Clerk to include Item in handover notes.

6. Agree priorities for the Academic year- share data set. Ofsted focus also.

The Headteacher circulated a report highlighting the priorities for the coming year.

The report was based on data provided from the Analysing School's Performance (ASP) package. This was replacing RAISE Online and contained much of the same data but in a clearer format. The report had also been reviewed by staff at the Inset Day and also in greater depth by the Teaching and Learning Committee. The data showed that whilst against national attainment our school is good, there is still room for improvement with areas such as gender, disadvantaged and SEN children being identified.

7. School development Plan

The Headteacher circulated a copy of the current School Development Plan (SDP).

The Plan detailed 5 specific priorities (2 of which were driven by the last Ofsted Inspection) and the relevant success criteria. The governors considered the plan and asked the following questions:

Who was the plan aimed at?

What specific interventions would be used?



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Are the priorities hierarchical?

Should abbreviations be expanded?

The Headteacher confirmed that the plan was aimed at parents. It was then agreed that one example should be detailed for each criteria and that the Ofsted points should be pre-fixed with “continue to” to acknowledge that progress had already been made and successes added.

Action – Headteacher to make amendments to the development for presentation to parents

8. Agree monitoring plan for the academic year

The Headteacher circulated a table showing the monitoring and assessment activities planned by the Headteacher. The plan detailed termly, weekly and daily activities scheduled and was colour coded to identify what subject was being monitored and how the monitoring will take place

9. Code of conduct

Governing Body Code of Conduct had been circulated at the last meeting. Governors were asked to read the Code and then sign an Acknowledgment agreeing to the code.

10. Communication Strategy

The Headteacher and Chair had recently reviewed the Strategy and confirmed that all actions were up to date. The second part of the Parent Survey was due to be carried out in Autumn Term 2. The governors had a brief discussion on the school's use of Social Media. The office already successfully communicated with parents through the school website, eSchools and Parent View. It was felt inappropriate for the school to have a Facebook page or Twitter account due to the potential for it to be used in an abusive or negative way out of the remit of the school's authority.

11. Safeguarding

The Headteacher had attended two child in care review meetings. She also reported that there had been a SEN / Safeguarding session at the recent Inset Day. The Safeguarding lead governor had also attended the day and gave positive feedback, reminding the Full Governing Body (FGB) that everyone was responsible for keeping themselves up to date.

12. Training for Governors

The Office had previously sent out the West Gloucester School's Partnership (WSPG) training brochure for information. The Headteacher signposted the following courses and asked governors to check their availability and attend

- Data Dashboard
- Monitoring
- Safeguarding
- Strategic Planning

Action – Headteacher to resend link. Governors to attend training as appropriate

13. Parents views/communication



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The Chair had no parent's views or communication to report back on. The Headteacher reported back from two very successful Open Mornings. There had been approximately 30 parents attending the afternoon session and the feedback had been very positive.

14. Chairs comments & correspondence

The Chair had no further comments or correspondence to report back on.

15. Committee reports

The following main points were reported back from the discussions from the relevant committee

Finance and Resources

- The budget remained stable
- The pupil census had been completed at 210
- The Sports Fund had been doubled, allowing for the provision of a holiday sports club to be offered for a total of 6 weeks in the schools' holidays.
- A strategy for upgrading the LearnPads was being considered
- The pencils in the playground were due to be removed due to the wood rotting

Teaching and Learning

- Analysis from the Data Pack from Gloucestershire County Council
- School Priorities for the coming year
- How new provisions would be monitored and recorded in greater detail

Personnel

The minutes from the Personnel Committee were circulated for information, in particular

- Several policies had been reviewed
- The school was looking to sign up to the Daily Mile along with 50 other schools across the county

16. Any Other Business

Staff Survey – the Headteacher reported that she will be conducting a staff survey. A questions template would be drafted in conjunction with the Personnel Committee. The survey would be completed on-line, anonymously and would ask staff for their opinion on matters as well as suggestions / recommendations. The survey would be completed and feedback provided to governors before Christmas.

Special Leave – the Headteacher requested clarification on granting Special Leave for staff to attend a funeral. The FGB clarified the definition of a “family member” where paid leave was granted automatically. Request for leave to attend a funeral for a non-family member should still be granted but would be taken as unpaid leave. The FGB felt that this was a compassionate response to requests while still taking into account the operational needs of the school community.

17. Date & Time of next meeting, Wednesday 13th December 2017 at 6pm.

Mrs Watson left at 5.50pm, Dr Evans left at 6pm

The meeting closed at 6.25pm.