

THE GOVERNING BODY OF ST CUTHBERT WITH ST MATTHIAS C.E. PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting
held on Tuesday, 11th February 2014 at 5.00pm (Cycle 3 of 6)**

GOVERNORS PRESENT

Mr Tom Brown (TB) Chair	Fr Paul Baggott (PB)	Ms Debbie Potts (Clerk)
Mrs Carla Muñoz Slaughter (CS)	Ms Estella Gomez (EG)	
Mr Steve Boatright – Headteacher (SB)	Mrs Sheraza Khan (SK)	
Miss Nina Brennand (NB)	Professor Sue Malcolm (observer)	
Lady Smith-Gordon (SSG)	Mr Zac Barratt (observer)	
Ms Melanie Panzone (MP) late		

		ACTION
1.	Welcome and Opening Prayer Tom welcomed everyone to the meeting and Fr Paul led the opening prayers.	
2.	Apologies for Absence (with reasons) Carol Pryce – transport difficulty Francesca Bogalski – no reason given Nina Brennand – leaving meeting at 6.00pm (medical appointment)	
3.	Declaration of Interests No interests were declared.	
4.	Minutes of Meeting: 3rd December 2013 Governors agreed that these were a true record of the meeting held on 3rd December 2013 and were signed by Tom Brown as Chair accordingly.	
5.	Matters Arising <ul style="list-style-type: none"> • Further to a query by Sandra, Steve informed governors that the DBS check for one of the volunteers was now in process. 	
6.	Executive Summary/Overview of School Improvement Plan 2013/15 This was circulated together with the Teaching and Learning Committee minutes and Tom invited governors present to raise any comments/questions. Governors noted the updated School Improvement Plan (SIP) as circulated, highlighting to all governors present the three clear priorities of the school, which are: <ul style="list-style-type: none"> • Improving teaching to be outstanding • Improving reading • Accelerating high attainers <p>It was agreed that Steve would circulate the latest version of the School Evaluation Form (SEF) so that governors can match this against the circulated SIP.</p>	SB
7.	Mission Statement update (CS/PB) Carla agreed to circulate examples of mission statements to all governors in preparation to have a day set aside to consider the school’s mission statement.	

	<p>Governors felt that the mission statement should reflect the vision and ethos of the school and that the Head Teacher should be at the heart of this process, informing what the school is about. Governors agreed that the new mission statement should replace the current ethos statement.</p> <p>Governors agreed the next step should be to forward all researched mission statements to Steve to formulate a first draft before widening ideas for the mission statement to the staff, parents and pupils. This draft will then be circulated for discussion at the next governing body meeting.</p>	CS/SB
8.	<p>PTA Update and Communication with Parents (EG/SB/TB)</p> <p>Tom thanked Estella and Sheraza for their commitment and work with the PTA and emphasised that parents' concerns are welcome for discussion at governors' meetings.</p> <p>Estella therefore informed governors present of the following concerns from parents and the steps taken to address these concerns:</p> <ul style="list-style-type: none"> • Lunchtime food portions too small. This has been addressed by the introduction of a fruit bowl and smoothies. • Homework club insufficiently supervised. Concern for the safety of children. Steve and Deputy Head are addressing this. • Incidents of excessively blunt language by some staff. This has been addressed to all staff during a staff meeting. • More respect expected of staff with regard to the comments of some of the children. The Deputy Head is addressing this. • Insufficient physical activities for children. The school will be opened during the afternoon and extra PE equipment will be purchased. • Standard of teaching is not meeting some parents' expectation for their children. Parents have requested feedback on how the school is dealing with this. Governors agreed that this would be dealt with at the annual meeting for parents. <p>Estella drew to governors' attention and governors present noted two letters of complaint from parents regarding toilets and inedible food/insufficient quantity.</p> <p>Governors were also informed that the PTA has received a letter of complaint signed by several children. Steve informed governors that this has dealt with this by speaking to the children, giving them feedback regarding their complaint and explaining the expectation of their current teacher.</p> <p>Steve commented as follows:</p> <ul style="list-style-type: none"> • The food concerns raised in November have been addressed. Steve informed governors that the quality of the food has improved and is far from inedible. Steve is confident that very good food options are available for the children and governors noted that it is difficult to please everyone. • Homework club – Steve responded that the school is continuing to work on the balance of the homework club and they are ensuring that the children's safety is paramount. This is being closely monitored. • Inappropriate language – Steve reported that both he and the Deputy Head have spoken with the member of staff concerned. Governors expressed concern about the use of inappropriate language occurring by <u>any</u> member of staff and therefore governors requested that the member of staff concerned should be closely monitored. • Standard of teaching – Steve informed the governors the correct procedure is for 	

	<p>parents' complaints to be addressed directly to the Head Teacher. However, Steve was confident in informing governors that every class is making progress. Tom pointed out that parents would be invited to the Governors' evening where the progress of the school will be presented. In addition, the Deputy Head will be running a course for parents on 27th February explaining the progress levels of the children.</p> <ul style="list-style-type: none"> Physical activities - Steve informed governors that children in KS2 have 2 hours of PE per week as well as lunchtime sports. <p>Carla informed governors that a new protocol was now in place to help parents with cultural and/or language barriers, enabling them to have support from a member of the PTA in order for them to articulate their complaints to the Head Teacher.</p> <p>Governors noted the presence of staff in the playground at the beginning and the end of each school day, making themselves available to speak with parents and children. The Head Teacher is present on most days.</p> <p>Estella reported that coffee mornings were going from strength to strength and there will be a valentine's day cake sale on Friday, 14th after school.</p>	
9.	<p>New Parent and Teacher Surveys and Parents' AGM (TB/SB)</p> <p>Governors considered annual surveys to be sent out to parents, pupils and staff. Tom explained that the school has brought the circulation of these forward to next half term and invited suggestions for additions/changes. Governors noted that a draft has already been translated into Arabic.</p> <p>It was agreed that to encourage the highest level of participation, parents would have the chance to win a £50 Amazon voucher. Governors present agreed that this would be funded from the Governors' Fund account. It was agreed that these would be circulated after the half term break and parents will be asked to complete one questionnaire for each child.</p> <p>Concern was expressed about the early years questionnaire and it was agreed that the school would not proceed with this questionnaire until further consultation with the Local Authority.</p> <p>Governors approved the staff, parent and KS2 questionnaires.</p> <p>Governors noted the date for the parents' Annual General Meeting - 27th February at 3.30pm. This will be circulated in the school's newsletter. The presence of as many governors as possible would be greatly appreciated.</p>	<p>SB</p> <p>All governors</p>
10.	<p>DfE Consultation on Constitution of Governing Bodies (TB)</p> <p>Tom circulated a note regarding the proposed changes to the constitution of governing bodies. Governors noted that one of the elements of the consultation was the obligation to review the skills of all governors. A skills audit for completion by all governors was circulated which should be returned as soon as possible.</p> <p>All schools would be required to re-constitute and therefore governors agreed appointing a working group to review the proposals on re-constitution, reporting back on the repercussions this may have on the school's governing body along with their recommendations. It was agreed that advice should be sought from the LDBS.</p> <p>It was agreed that the re-constitution working group members would be: Fr Paul, Zac</p>	<p>All governors</p> <p>TB, PB, ZB,</p>

	<p>reduction in persistent absentees.</p> <ul style="list-style-type: none"> • Quality of teaching being challenged by the borough – Carla asked if this could be substantiated in the statement that the quality of teaching is becoming more consistent. Steve and the Deputy Head are constantly addressing inconsistencies and are working very hard to gain even greater consistency. Teaching observations also include the area of marking. All marking is ‘response marking’, which involves the child’s response to what is being marked. All homework should be marked in a timely fashion and Steve confirmed that this is being marked in the majority of classes. Governors requested this to be done in <u>all</u> classes. • Zac queried the teaching and learning of Year 5. Steve informed governors that the class has transformed in attitude, however there are still some concerns which are being addressed. • Steve informed governors that they are always looking at opportunities to extend the highest attaining children. Zac informed governors that he is working with a school where an opportunity may arise enabling a block of children to extend their learning at an independent school. He will keep governors updated. • Percentage progress towards end of year targets – Steve confirmed that 100% of the children expected to achieve level 5+ are already at level 5+. • No significant gap is anticipated with regard to Pupil Premium Grant children. The key target is to close the gap from 20% to 10%. <p>Tom thanked Steve for his detailed report.</p>	
13.	<p>Head Teacher’s Performance Management (TB)</p> <p>Tom reported that the Appraisal Panel (CS, MP, TB and an advisor from the LDBS) met to consider the Head Teacher’s performance. The appraisal has now been completed and signed. Last year’s targets were assessed to be only partially met. The targets for the current year are assessment of targets in KS1 and KS2, improvement in communication with staff, management of the administrative staff and financial management of the school. Governors agreed to follow LDBS procedures, which state that the document is available for the Appraisal Panel to review only on the school premises.</p> <p>It was noted that the Panel felt that a pay award was not merited in respect of the last year’s performance.</p>	
14.	<p>School Garden Project</p> <p>Tom circulated an email from the Deputy Head requesting £455 from Governors’ Funds to enlist the help of a gardener for the school’s garden project. Tom proposed that £455 should be made available for this project and all governors present agreed.</p>	
15.	<p>Governor School Visits (SB/TB)</p> <p>Tom encouraged all governors to contact Steve to arrange a visit to the school. In addition to governor visits, Tom proposed a date for a group learning walk on Thursday, 13th March at 9.00am. Sandra, Melanie, Zac, Estella, Sheraza and Fr Paul all agreed to attend this learning walk.</p>	SSG, MP, ZB, EG, SK, PB
16.	<p>Future School Events</p> <ul style="list-style-type: none"> • Shrove Tuesday - 4th March 	

	<ul style="list-style-type: none"> • Book Week – 3rd to 7th March • St Cuthbert's Day – 20th March – Eisteddfod competition to celebrate the children's heritage. <p>Further details will be sent out in due course.</p>	
16.	<p>Dates of Future Meetings 2013-2014</p> <p><i>Tuesday, 18th March 2014 at 5.00pm</i></p> <p><i>Tuesday, 13th May 2014 at 5.00pm</i></p> <p><i>Thursday, 10th July 2014 at 5.00pm</i></p>	
17.	<p>Future Agenda Items:</p> <ul style="list-style-type: none"> • SEF • Confirmation of governors with linked responsibilities 	
18.	<p>A.O.B.</p> <p>Tom emphasised to all governors the importance of attending committee meetings. Tom will be circulating a table of attendance in due course.</p>	TB/clerk
	The meeting closed at 7.20pm	

Dated: 18th March 2014

Signed:.....

Chair of Governors

THE GOVERNING BODY OF ST CUTHBERT WITH ST MATTHIAS C.E. PRIMARY SCHOOL

GOVERNORS' COMMITTEES 2013-2014

Finance & Premises Committee

Tom Brown (Chair)

Zac Barratt

Nina Brennand

Estella Gomez

Steve Boatright

Personnel Committee

Carla Muñoz Slaughter (Chair)

Fr Paul Bagott

Sandra Smith-Gordon

Carol Pryce

Steve Boatright

Teaching & Learning Committee

Tom Brown (Chair)

Sandra Smith-Gordon

Carol Pryce

Estella Gomez

Steve Boatright

Student Welfare and Christian Ethos Committee

Fr Paul Bagott (Chair)

Estella Gomez

Francesca Bogalski

Steve Boatright

Fundraising Committee

Carla Muñoz Slaughter (Chair)

Sandra Smith-Gordon

Sheraza Khan

Tom Brown

Chair's Advisory Committee

Tom Brown (Chair)

Fr Paul Bagott

Melanie Panzone

Carla Muñoz Slaughter

Appeals Committee*

Tom Brown (Chair)

Redundancy Committee*

Tom Brown (Chair)

Head Teacher's Appraisal

Tom Brown (Chair)

Carla Muñoz Slaughter

Melanie Panzone

**All governors (except staff governors) in a rota system, alphabetically available*

Governors with Linked Responsibilities: To be confirmed at next meeting

Safeguarding children

(including Looked After Pupils and Anti-Bullying): Fr Paul Bagott

Link Governor to Children's Centre: Head Teacher

SEN Governor: Vacant (previously ST)

Finance Audit Governor: Tom Brown

New Governor Induction: Carol Pryce

RE Governor: Carol Pryce

Gifted and Talented Link Governor: Nina Brennand

Link Governor to the classrooms: Vacant (previously Osman Ahmed)

Link Governor to the Borough: Tom Brown

Curriculum Link Governors: Melanie Panzone

ICT Link Governor: Vacant (previously AM)

Health and Safety Governor: Carla Muñoz Slaughter

NB: The Chair is welcome to attend any committee meetings