

College Road Primary School

Minutes of the Full Governors' Meeting held on Thursday 19th November The meeting commenced at 3.45pm – Art Room

Present: Mr J Warwick (Chair), Mr K Finch (Vice), Mr J Wallace (Headteacher), Mrs L Cvetanovic, Mrs A Blom, Mrs S Lees, Mrs L Clements, Miss L Corbett, Mrs J Wain, Mr N Head and Mrs S Brown (Clerk).

Also present: Mrs C Francis-McLeod (Deputy)

Action

1. Apologies/sanctions for absence

Apologies were received from Mrs Korzeniowska and Mrs Eccles.

2. Elect Chair/Vice Chair

Mr Warwick expressed his interest for the position of Chair. Mrs Lees and Mrs Wain agreed.

Mr Finch expressed his interest for the position of Vice Chair. This was agreed by Mrs Clements and Mrs Cvetanovic.

3. Minutes of previous meeting/matters arising

The school have now Reconstituted, there were some problems after item 5. Both committees confirmed the reconstitution and it was minuted in the previous meetings.

Minutes were approved and signed.

4. School Improvement

- Review and adopt committee structure and agree membership

Mr Head agreed to responsibility of attendance and staff dismissal.

All other Governors agreed on the memberships and there were no changes.

- Receive Governors annual report

Points brought to attention were:

Pupil mobility was high, attendance results are above national average, number of accreditations that the school has gained is impressive, early years are out performing, girls especially in KS1 are performing above national average. Progress is good which includes special education needs. The work done by Governors is very positive.

Mrs Lees raised her concerns about the high pupil mobility numbers which Mr Wallace explained.

Mr Crispin and all the staff were thanked by Mr Warwick on behalf of the governing body.

- **Governor training**

Numerous Governors attended the SWPET HR training in September which was very useful for those Finance and Personnel Governors. This training session was offered to all Trust Governors.

Safeguarding Training is due to take place at one of the Trust schools, dates will be sent out and Governors have been encouraged to attend.

- **Governor visits**

Governors received a visit report from Mrs Cvetanovic from her visit at the Junior Life skills event.

5. Progress though the School Improvement Plan

Progress update on the Governors book, a draft has been produced.

6. Headteacher's Report

Points of interest Mr Wallace discussed:

Attendance – this is an improvement largely from the efforts of the Headteacher and Office staff chasing absence. The system in place is working. Government have changed targets from 85% to 90%.

Attendance at College Road is one of the best in Plymouth; huge changes to the EWO level of service will affect the schools budget.

Staffing issues – staff have now returned from maternity leave.

Standard of teaching across the school is now over 87% either good or outstanding.

Curriculum issues – Copy of the new RAISE online and data dashboard is now available. New primary leadership advisor Heather Ogburn is due to visit the school.

School Council is now being led by Mrs Visick and it still has a very positive impact on the school, trips and visitors have been arranged for later on in the term. International schools award has now been received. More school trips will be organised.

National poetry day was a success and the whole school attended the remembrance service at Alexandra park, a huge amount of parents also attended to support the school.

Birmingham Royal Ballet and Theatre Alibi have visited. Art is a huge curriculum subject at College Road.

Finance - Consultation paper has been put out to schools which will reduce the schools pupil premium budget, this has now been put on hold.

DFE 12%-14% cuts which are due will also have an impact on the school due to rising costs. Ongoing work to save money takes place.

EHC assessments have improved.

7. Committee reports

- **Finance and Personnel – 8th October 2015**

The various finance terms used by Plymouth City Council were explained to Governors.

Reconstitution was agreed.

- Learning and Environment – 22nd October 2015

Mr Wallace wrote to Mr Lendon and thanked him for all of his Radon work with the school.

Reconstitution was agreed.

8. Policy reviews

- Code of Conduct Governors

No changes. All Governors signed and returned code of conducts.

- Terms of Reference

Only changes were to put in line with reconstitution.

Signed and approved by Governors.

- Attendance Policy

No changes. Signed and approved by Governors.

- Safeguarding – Policy and Guidance

This is a brand new policy adopted across the Trust. It is much more comprehensive than previous policy's.

A slight amend will be made, signed and approved.

- Equal Opportunities Policy

No updates except logo. Signed and approved by Governors.

9. Governing Body Vacancies update

There are currently no vacancies.

All Governors agreed for Mrs Francis-McLeod to become an Associate member in her permanent role as Deputy.

10. Governors Handbook update

The majority of the Governors personal statements have been returned, currently waiting on some photographs but a draft book was presented to Governors. After some more work a draft will be sent to Governors in the new year for approval.

11. Receive Safeguarding Children – Annual Report & Looked after children report

Governors received a report which Mr Wallace explained. The numbers regularly change.

12. SWPET update

Plymouth Domestic abuse services attended the recent Trust board meeting, ongoing work is taking place on the land transfer, trust improvement plans have been produced, website is due to go online before Christmas. Maths work is ongoing led by Mr West, Mr Wallace will be producing comparative reports across the trust, support for Heads is in place, and overall strategy reports will be ready next term led by Mr Roberts.

Formally the trust is now 7 schools, there is a new Headteacher at Morice Town due to start in April, there will be 4 new Headteachers within the trust, Headteacher meetings are now ever 2 weeks. The

cooperative college are due to talk to the Trust about schools changing to a multi academy trust. Mr Wallace has been supporting other trust schools with improvements.

13. Correspondence

Emotional Health and wellbeing service information was received.

Mrs Lees declared her interests at the Thrive Plymouth (Life, Health and wellbeing) event; she attended the launch on 18th November. Mrs Lees will ensure more information is sent to the school.

Details from the Governor development team were received about the staffing changes due to the staffing reductions within Plymouth City Council. 2 members of the Governor development team have now departed.

Admission arrangements have been received. Governors agreed that Plymouth City Councils admissions department will handle the 2015/2016 and 2016/2017 consultation arrangements.

New Instrument of Government has been received which is now on the school website.

14. Business brought forward by the Chair

None

Date and time of next meeting – 17th March 2016

Meeting finished at 5.10pm