

## College Road Primary School

### Minutes of the Full Governors' Meeting held on Thursday 9<sup>th</sup> July 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 U Korzeniowska, Mrs L Clements, Miss L Corbett, Mrs V Eccles, Mr N Head and Miss S Bigmore (Clerk).

	<b>Action</b>
<p><b>1. Apologies/sanctions for absence</b></p> <p>Apologies from Mrs Wain, Mrs Korzeniowska. Chair welcomed our 2 new Governors to the meeting and asked all Governors to introduce themselves. Mr Warwick explained how the meetings are run and confirmed the procedures.</p>	
<p><b>2. Minutes of previous full Governors meeting</b></p> <p>Miss Bigmore reminded the Governors of the deadline for their contributions to the governor's handbook. Website has now gone live and is a positive uplift for the schools image. Governor's day has been postponed, although a new one will hopefully take place in November. An amendment was made to item 6 detailing the course Mrs Copp was enrolled onto. Mr Warwick will sign the minutes once the alteration has been made.</p>	Clerk
<p><b>3. Review unvalidated SATS data – KS1 - KS2 (to be tabled)</b></p> <p>KS1 and KS2 reports were handed to Governors.</p> <p>KS2 The results were above the targets and above the Governments future targets. 93% of children were level 4+ in writing, 97% of children were level 4+ in reading, 97% in maths in level 4+. Percentages at level 5 were: 43% level 5 in reading, 17% level 5 in writing and 26% level 5 in maths. Teacher assessments hold equal weighting with the actual results. 93% of the children have made at least 2 levels of progress in reading, writing and maths.</p> <p>The results will be looked at in more detail at the Learning and Environment meeting.</p> <p>KS1 – we have achieved comparative results with last year, the higher level 3s were down slightly on last year. We are either above or in line with the national levels overall. The levels in Foundation when they arrive are particularly low which shows that children made good progress.</p>	
<p><b>4. Set dates for Governor meetings for 2015/2016</b></p> <p>New committee dates were given to Governors and agreed.</p>	

<p><b>5. Reconstitution of Governing Body (agree current structure)</b></p> <p>Mr Warwick talked Governors through the current structure and the following was agreed by Governors:  Co-opted Governors x 4 (Nick Head, Keith Finch, Jacquie Wain and Lindsey Clements)  Foundation Trust Governor x 2 (Sarah Lees and Alex Blom)  Parent Governor x 3 (Victoria Eccles, Liane Cvetanovic and Urzula Korzeniowska)  Staff Governor x 1 (Leah Corbett or Lindsey Clements)  Headteacher x 1 (Jim Wallace)  LEA Governor x 1 (Either Jacquie Wain or Jim Warwick)</p> <p><b>6. Headteacher's Report</b></p> <p>Mr Wallace drew attention to the special needs report and the 5 children on EHC plans, the LA have refused a child for an EHC plan which is ongoing issue. Mrs Lees has volunteered to support the school with EHC assessments.</p> <p>The absence figure is incorrect it is actually 96.3%. Free school meal numbers have gone down this is due to KS1 receiving universal free school meals and parents refusing to complete the paperwork. It is also because it is harder for parents to qualify for free school meals. Pupil premium numbers have stayed stable.</p> <p>Exclusions – one child was excluded for 10 days and behaviour management programme is in place. Our Trust partners assisted with educating the child for the final 5 days of the exclusion.</p> <p>There is a new Deputy Head appointed, Mrs Francis and she will be the permanent Deputy Headteacher from September 2015. Governors have approved her to be an associate Governor. Due to maternity leave, the standard of teaching has fallen; Mr Wallace and SLT are working on improvements.</p> <p>Staff are more confident in assessment and the children are extremely positive about the new curriculum. The new assessment system is not yet nationally recognised, there is no benchmark so Mr Wallace is unable to compare and report to Governors.</p> <p>The Chinese language assistant has been an excellent contribution to the school; she will be returning next term, there are only 2 schools in Plymouth teaching Mandarin.</p> <p><b>7. Report from SWPET</b></p> <p>Highstreet have applied to join the trust which is currently in process.</p> <p>At present a trust action plan is being put together by the Headteachers and Governors. The support from staff and Governors has been great. A successful trust swap day also took place today and ongoing work is taking place.</p> <p><b>8. 2015/2016 Prospectus</b></p>	<p>Mrs Lees/ Mr Wallace</p>
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Governors were happy with the new prospectus.

**9. Progress through the School Improvement Plan 14/15**

This is the final time the 2014/2015 improvement plan will be looked at.

Developing middle leader skills – monitoring and evaluation has been positive and worked well, NPQSL is ongoing for a member of the SLT. Mrs Copp will take on Standards from September 2015.

Learning and Teaching: Enjoyment - from the children's surveys this is very high and is a real strength within the school and will be maintained.

Safeguarding – Assemblies on E-Safety currently take place, the E-Safety incidents that have taken place have happened outside of school. The school has achieved the 360 degree safe award, 2 members of SLT have been training in Child Protection and safeguarding.

Over 90% of the school improvement plan has been achieved this year.

**10. Headteacher Performance Management**

This is due to take place the Autumn term and happens yearly, Mr Crispin is the external advisor the school use, Governors agreed for Mr Crispin to continue supporting Governors in the Headteachers Performance Management this year.

**11. Policies**

- Appraising Teacher performance

Changes were explained to Governors and the Policy was signed and approved by Chair and Headteacher.

- Child Protection

There is likely to be another update but the current policy was signed and approved by Governors.

**12. Adopt new:**

- School Improvement Plan 15/16
- Self-Evaluation 15/16

The Governing body, children and staff have worked together and all had input to both documents.

Governors adopted and agreed both of the above documents.

Coloured copies will be printed and sent to Governors.

**13. Children and Parents survey reports**

42% of parents returned the survey which was positive.

The children's and parents behaviour questions received a more

negative response. Overall the figures are very good.  
Governors felt the reports were very positive.

#### **14. Committee Reports**

- Finance and Personnel – 4<sup>th</sup> June 15

Mr Warwick brought the financial benchmarking item to the attention of Full Governors and that Pupil Premium children were performing at the same level as the other children.

- Learning and Environment – 18<sup>th</sup> June 15

Attention was drawn to Radon Monitoring.

#### **15. Governor Visits**

There have been a few individual Governor visits that have taken place with further visits planned next term.

#### **16. New Governor update (assign Governors to Committee)**

The 2 new Governors Mr Head and Mrs Eccles required allocating to a committee. It was decided that Mrs Eccles would be assigned to the Learning and Environment committee and Mr Head to the Personnel and Finance committee.

This decision was made taking their various skills into consideration.

#### **17. Correspondence**

Finance and Personnel Governors were reminded about the PLP HR session taking place at the school on 21<sup>st</sup> September and encouraged to attend. This has also been opened up to the Trust Governors.

Mr Warwick received a letter from Sir Michael Wilshaw relating to OFSTED issues.

NASUWT letter was received about the teachers' pay award.

#### **18. Business brought forward by Chair**

No business brought forward by Chair.

Date of next meeting 19<sup>th</sup> November 2015.

Meeting finished at 5.30pm