

College Road Primary School

Minutes of the Full Governors' Meeting held on Thursday 20th November. The meeting commenced at 3.45pm – Art Room

Present: Mr J Warwick (Chair), Mr K Finch, Mr J Wallace (Head), Mrs L Cvetanovic, Mrs A Blom, Mrs L Clements, Mrs L Sculpher, Miss L Corbett, Mrs J Wain and Miss S Bigmore (Clerk).

	Action
<p>1. Apologies received and approved by Governors Apologies were received from Mrs Lees. None from Mrs U Cicilia.</p> <p>2. Elect Chair/Vice Chair Mr Warwick and Mr Finch expressed their interest ahead of the meeting to remain Chair and Vice chair. The Governors present at the meeting confirmed their approval of both appointments.</p> <p>3. Minutes of previous meeting Item 3 - Results are now public and available to view on RAISE online and the DFE website. Item 6 – membership forms to be sent to the College Road Governors. Children and parents have received applications.</p> <p>Minutes were approved and signed by the Chair.</p> <p>4. School improvement Structure and committees - E-Safety is a new area which Mrs Wain has agreed to assume. All Governors approved the structure.</p> <p>Annual report – Mr Warwick drew attention to the Foundation assessments and other test results. KS2 results for FSM were also highlighted. The report was compiled by Mr Crispin with the Headteachers assistance. Governors gave all the staff their congratulations. Mr Wallace questioned if Governors were happy with the format of the report and if they found it useful and needed to decide if we continue with the report. Governors confirmed the report was vital and wanted to continue with receiving report from an independent expert.</p> <p>Governor training – Mrs Lees has completed the Headteacher appraisal training. No Governor update was attended by Clerk or Chair due to OFSTED, but due to attend one in January 2015.</p> <p>Governor visits – Mr Wallace thanked Governors for completing the visit forms and encouraged them to continue as the staff find it very useful.</p>	Clerk

5. School improvement plan

Blue areas – This stage of year there is little to look at.

Leadership and management – monitoring is in place by the SLT. Marking in maths is being looked at this week.

Widen Governor profile was brought to Governors attention, Mr Wallace has recommended Governors take the time to come in and look at their structure/committee areas.

Mr Wallace has been approached to be trained to help support other schools via becoming an LLE (school to school support). This will be investigated and Governors approval will be asked. Governors requested more information ahead of the Headteachers Performance Management committee in December. The other Governors gave their support and approved for the Head to join the school to school support scheme when required.

Mr Wallace asked Governors to write a page about themselves and why they are Governors to go towards a book for the children.

6. OFSTED report

The school was graded as 'Good' by OFSTED and the report has been published, Governors conveyed their congratulations to all the staff and children.

Areas in the report which have been flagged are within the school improvement plan. The parents of the school have been very supportive and OFSTED recognised the strength of the Governing body.

7. Headteachers report

Governors received the report ahead of the meeting which Mr Wallace talked through. There has been a growth in statemented children, there are new SEN guidelines and a brief will be provided by the SENCO to Governors. These implications have affected the funding for special needs which is causing financial problems, this is an ongoing problem across the city. Good attendance has made a very positive growth.

Staffing – 2 staff are due to go on Maternity leave. A new fulltime teacher has been recruited and another member of staff is due to go full time to cover maternity.

Curriculum – New primary curriculum is in place and published on the school website. The art and other curriculum areas have changed. Maths and writing expectations are a lot higher than before. Year 2 and Year 6 SATs are going to be standardised this year. The changes are detailed in the report. Standards may look as though they have dropped as the expectations have changed

so much.

Mr Wallace has explained how much the school has achieved in the last 10 weeks and how busy the school has been. There is a new Chinese teacher in place, the school has now gained Artsmark and Sainsbury's active mark, the Centenary was a huge success, a good audit was completed and the school received a positive OFSTED inspection.

Due to the various things happening this term we are slightly behind on the school improvement plan, but Governors were understanding and supportive of how busy the school has been.

8. Committee reports

Finance – All cheques to charities have now been presented from the school fund and some positive press coverage was received.

Minutes were signed by Mr Warwick.

Learning and Environment – signed by Mr Finch.

9. Policy reviews

Code of conducts – signed by all Governors present.

Governing Body committee terms of reference – signed by Chair on behalf of Governing body but Chair recommended removing the area regarding the Clerks absence.

Attendance policy and procedures – same policy, the discretion of authorised time off was discussed by Governors. Headteacher should refer to national list for guidance and the policy will be altered and signed by Chair at a later date.

Safeguarding policy – Same policy updated the names of trained safeguarding officers. Approved and signed.

10. Governing body vacancies

Mrs Wood has resigned as a Governor and flowers have been sent on behalf of the Governing body.

The Clerk explained the SGOSS recruitment company to Governors and meetings between possible new Governors have been arranged for the Chair and Headteacher.

11. Safeguarding report

Governors received a report prior to the meeting Mr Wallace explained there are less looked after children from before, the responsibilities are growing for child protection, additional staff are now trained.

Report requires sending off to LA after the Governors meeting.
Encompass scheme is no longer working; school is no longer receiving the appropriate information regarding child protection.

12. SWPET update

Mr Warwick handed Governors an update which will be sent to all trust Governors as the recent meeting was not well attended. Mr Wallace updated Governors on the trust Heads meetings, the strategic plan has been updated and membership is going to be a focus. Work with Early year's providers will be looked into. A business manager will be employed to work to manage the trust. Children from all the trust schools are being brought together for events, there is a dance event happening and a school swap day is planned. Inter school support is also very positive. Heads meet monthly and the board meet termly.

13. Correspondence

Thank you letters were sent to all the VIPs that attended the Centenary by Mr Warwick and thank you letters were received to the school.

Judith Harwood from Families support has written a letter of congratulations re OFSTED and thanked the school.

14. Business brought forward

Admissions – LA have asked Governors to decide if the school are content for the LA to manage admissions. Headteacher has recommended the school remain using the LA admissions service which Governors approved.

No other business was brought forward.

Date of next meeting 12th March 2015.

Meeting finished at 5.15pm