

College Road Primary School

**Minutes of the Full Governors' Meeting held on Thursday 12th March
The meeting commenced at 3.45pm – Art Room**

Present: Mr J Warwick (Chair), Mr K Finch (Vice), Mrs C Francis-McLeod (Acting Head), Mrs L Cvetanovic, Mrs A Blom, Mrs S Lees, Mrs U Korzeniowska, Mrs L Clements, Miss L Corbett, Mrs J Wain and Miss S Bigmore (Clerk).

	Action
<p>1. Apologies/sanctions for absence None received.</p> <p>2. Minutes of previous meeting/matters arising* Membership forms for the SWPET were sent to all Governors. Mr Wallace has been accepted by LLE officially. Item 5 – Governors book, this is still ongoing and Governors were encouraged to write a page about themselves. Clerk will send an example to Governors as guidance.</p> <p>Minutes were approved and signed by Chair.</p> <p>3. Headteachers report* Mrs Francis-McLeod was welcomed as the acting Headteacher whilst Mr Wallace is absent. Attendance has improved since last year and the school is amongst the best in the city. KS1 are still being encouraged to have the universal free school meals. 2 teachers are now on maternity leave, one temporary contract for support staff has come to an end and the school Apprentice is no longer in place. 360 safety award has been achieved and the inspection was really positive the inspector was very impressed with the schools E-safety work. Multi-cultural day was a huge success, very well attended by the public and there was excellent press coverage for the event in the local papers. New website is about to go live. Governors day was not as well attended as hoped, another one will be arranged possibly in the summer. SWPET dance festival for anti-bullying day was a big success, another trust swap day will be arranged for the summer term, a performance poetry event is also being arranged for next year.</p> <p>4. Central record of recruitment and vetting checks All staff and Governors are up to date.</p> <p>5. Keeping Children Safe in Education There are new requirements that schools need to follow. All Governors have signed the declarations due to Governor days and any time in class with the children.</p>	Clerk

<p>6. Progress through the School Improvement Plan Governor involvement is ongoing – the non pupil day on 13th April will be open to Governors to attend. Simon White the safeguarding officer for Plymouth City Council will also be giving a talk. Formal invites will follow. Mr Wallace has been approved for LLE and will start school reviews when he returns. His performance management has also taken place. Mrs Copp has begun her NPQSL leadership course. Enjoyment is ongoing – an example of this is the diversity day. Safeguarding – assemblies include a section on E-Safety which keeps parents updated and the school council engage with parents about E-Safety and ways to improve it. The school are focusing on computer games and their suitability for children under 18 years old. Children’s use of skype is also a focus.</p>	<p>Clerk</p>
<p>7. Committee reports Finance and Personnel – 5th February 2015* Mr Warwick drew attention to the Governors support package which the school pay in to. Alternative services are being investigated. Clerk to send Governors Karen Powells package. Learning and Environment – 5th March 2015* No comments from Governors. 8. Term dates for 2015/2016* Approved by Governors. 9. Admissions update Paperwork was handed to Governors the only changes are the wording has slightly changed and admission code has changed. Governors approved admissions criteria 2016/2017 which was signed by the Chair. Current number of children at the school on roll is 207.</p>	<p>Clerk/Chair</p>
<p>10. Governor training and visits No recent visit reports. Mrs Clements has completed safer recruitment, Mrs Wain E-Safety training, she will look to come to a future E-Safety assembly. 11. Governing body vacancies update Mrs Sculpher resigned, Mrs Blom is now a SWPET Governor, the Community Governor vacancy has been filled by Mr Head who will start next term. Parent vacancy is vacant and Mrs Clements has volunteered to be the mentor Governor for next parent Governor. Clerk to look into publicising the vacancy.</p>	<p>Clerk</p>

Clerk will Invite Mr Head to visit the school and meet with Chair and Headteacher.

12. Review Governors Committee and Link areas structure*

This is ongoing due to new Governor.

13. Update on the living wage

Governors agreed to adopt the new living wage from £7.65 – £7.85. Governors support the living wage top up.

14. Pupil Premium*

Governors were given a report which they were happy with.

15. SWPET update

Update was covered in Headteachers report no other update was given although the trust is still working with RIO.

16. Correspondence

Letter was received of thanks and congratulations for disadvantaged children from The Rt Hon David Laws.

17. Business brought forward by Chair

Mrs Francis-McLeod was asked to leave the room whilst the Deputy Headteacher vacancy was discussed. Shortlisting is due to take place 19th March. Governors were handed a timetable for the interview day and Mr Warwick talked through the intentions for the day.

Date of next meeting 9th July 2015.

Meeting finished at 5.05pm