

College Road Primary School

Minutes of the Full Governors' Meeting held on Thursday 16th November 2017

The meeting commenced at 3.45pm – Art Room

Present: Mr J Warwick (Chair), Mr J Wallace (Headteacher), Mrs A Blom, Mrs H Massey, Mrs L Clements, Mrs D Mitrache, Miss L Corbett, Mrs V Eccles, Mrs J Wain, Mrs S Brown (Clerk) and Mrs C Francis-McLeod (Deputy).

A G E N D A

1. Apologies/sanctions for absence

Mrs Lees and Mr Head.

2. Elect Chair/Vice Chair

Expressions of interest were requested by the Clerk.

Mr Warwick has expressed interest to stand as Chair proposed and seconded by Mrs Eccles and Miss Corbett. Mr Warwick duly elected.

Mrs Lees was proposed to stand as Vice Chair by Mrs Wain which was seconded by Mrs Clements. Mrs Lees duly elected.

3. Minutes of previous meeting/matters arising

Grammatical corrections were made to item 6 and item 13.

Minutes were approved and signed.

4. School Improvement

Review and adopt committee structure/agree memberships – The areas requiring filling are First committee/Inclusion/project learning/assessment and standards.

Mrs Eccles agreed to carry out first committee and Inclusion.

Mrs Massey agreed to assessment and standards

Mrs Blom agreed to project learning.

5. Receive Governors annual report

Governors were impressed with the huge amount that has been achieved in the last year. The report summarises the last year of College Road very well.

Governors would like to commission Mr Crispin again for future work.

Governor visits

Visit report was provided from Mr Warwick from a visit in September. Mr

Warwick also visited the school to meet a team from VBE, a positive relationship is being built.

6. Progress though the School Improvement Plan

No items for review however Mr Wallace welcomed any comments or questions.

7. Headteacher's Report

Mr Wallace drew attention to special needs, the school are becoming more required to meet additional special education needs within the school without additional resources or support. This is partly due to children arriving from nursery with additional more extreme needs that have not been identified at nursery age.

Mr Wallace informed Governors that Admission arrangements have been received. Governors agreed that Plymouth City Councils admissions department will handle the 2018/2019 and 2019/2020 consultation arrangements.

Absence – the school work really hard to promote good attendance however

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sickness is high and unauthorised holidays are still being taken.

Exclusions – Mr Crispin said we should be proud of our exclusion rate however last week the school had to exclude a KSI child.

Staff - Mrs Jewell and Ms Stone have made an excellent start in their fulltime teaching roles. Mrs Rolfe has successfully completed her NPQSL. Mrs Hendrick has now left, she was thanked for her contributions. Mrs Harvey has been supported through completing her MA. Miss O'Connor completed her NVQ level 3 and has now started her fulltime contract at the school in the office.

Curriculum - ASP is a new government tool which replaces raise online. Mrs Massey will spend some time with Mrs Francis looking at assessment. School Council have chosen Plymouth and Cornwall Cancer fund as the 2017/2018 school charity.

Afterschool club is still running – looking at figures in a week, looking at a reduction in hours and other cost saving ideas.

Finance – Audit took place, we look forward to receiving the report.

SWPET – there is an AGM on 6th December, Mountwise have verbally confirmed they are intending to join the learning academy's trust. Awaiting a final decision.

8. Committee reports

Finance and Personnel – 5th Oct 17

Agreed

Learning and Environment – 19th Oct 17

Agreed

9. Policy reviews:

Code of Conduct Governors

Approved and signed

Completed code of conducts were signed by governors and passed to clerk.

Terms of Reference

Approved and signed

Attendance Policy

Approved and signed

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

Reports were provided in advance.

Mrs Harvey attends a large amount of CAFS and CAMs. Mr Wallace and Mrs Harvey have recently attended refresher CP training.

A summary was reported to explain the legal status of the school. Mr Wallace explained in full to governors.

Mr Wallace informed governors of the 2 options available to the school and his recommendation.

11. Correspondence

None

12. Business brought forward by the Chair

Miss Corbetts term of office is due to end in December 2017 Miss Corbett was thanked for her dedicated contribution as a governor. Staff governor nomination forms have been sent out to all the staff at College Road.

Date and time of next meeting – 15th March 2018 meeting finished at 5.25pm.