

**MINUTES OF A MEETING OF PRESHUTE CHURCH OF ENGLAND PRIMARY
SCHOOL GOVERNORS HELD ON WEDNESDAY 2 FEBRUARY 2017, 7.15PM,
AT THE SCHOOL**

Present: Andy Houchin (Chairman); Emma Barr; Lucy Brenk; Julia Dowdeswell;
Zoe Garbutt; Claire Graham; Miri Keen; Jess Knowles; Lindsey Long; Ali Mack;
Lorraine Perry; Judy Pitts; Rachelle Upton; Joyce White

In attendance: Laurien Carter (Clerk)

Apologies received and accepted: Laura Leeming; Murray Paul, sabbatical

The meeting opened with a prayer

Andy Houchin welcomed everyone to the meeting, and thanked Zoe Garbutt for continuing as a Governor and for her help in the hand over as Chair.

**1. Update to Register of Interests Or Other Interest with Regard to
Items on the Agenda**

There were no updates to the Register of Business Interests and there were no interests declared in any agenda item.

2. Minutes of the Last Meeting

The Minutes and Confidential Minutes of the meeting held on 30 November 2016 were approved and signed accordingly.

3. Matters Arising, not covered in the agenda

a) Scheme of Delegation (6)

Final revisions would be made by Teaching and Learning on 3 February. The financial limits needed to be added. Andy Houchin would then circulate the final version for approval.

b) Visits Information (7)

Julia Dowdeswell would circulate the support information to all Governors.

c) Equalities Governor (14)

Emma Barr agreed to take on the role of Equalities Governor.

d) Parking Issues (16)

Jess Knowles reported that she had discussed parking with the School Council and each class had then put forward suggestions to improve the parking concerns, including: encouraging families to walk; speed bumps; a lollipop person on the bend; a mirror; an official one way system; parking 'police'; high visibility jackets for all pupils; drop off points.

It was accepted that some of the suggestions had been tried before and others were beyond the control of the School. Governors suggested the positioning of items on the Jubilee Field fence to alert drivers that there was a school.

Jess Knowles would continue to work with the School Council.

Andy Houchin and Miri Keen would speak to the landlord and owner of the pub, respectively, about pruning the trees to improve the line of sight.

4. Consideration of Strategic Objectives

Andy Houchin split Governors into groups to consider the Objectives:

To develop and implement a training programme which ensures all governors are equipped to fulfil their responsibilities – Julia Dowdeswell; Joyce White; Rachelle Upton; Lorraine Perry

To develop engagement with parents and promote Preshute to the local community – Lucy Brenk; Zoe Garbutt; Miri Keen; Mindsay Long.

to support and monitor the new teaching team and their associated standards, would be considered later in the meeting – Emma Barr; Claire Graham; Jess Knowles; Judy Pitts; Ali Mack.

The final Objective - To identify and develop all feasible options to preserve the longer term future of the school, would be considered later in the meeting.

Each group was given time to consider ways in which their Objective could be met. They then reported back to all Governors who gave input and responses. The groups then refined their plans.

This led to discussions about ways in which the Objectives could be fulfilled. Each Group would submit a written plan to all Governors and Andy Houchin and Claire Graham would meet to consider the results.

It was recognised that work would continue to fulfil the objectives ie attend training; communicate information etc.

5. Head Teacher's Report

The Report, previously circulated, was noted.

Claire Graham highlighted items and questions were taken:

The new team was coming together well and were proving hardworking and dedicated. They also showed that they had the growth mindset.

Liz Hopkins, a Primary Maths Specialist, had spent a day in School, working with all teachers. This had proved particularly worthwhile. Julia Dowdeswell had also included this in her visit report with Shelley Irvine, recently appointed Maths lead.

The SIA (School Improvement Adviser) had visited and reported that the School was still outstanding. The full report had been shared with the Chair. It was sometimes possible to share the report with all Governors.

Responding to a question, Claire Graham reported the way in which interventions were settling down. This followed parental concerns; but they were now informed of this work, following the pupil progress meetings where Claire Graham and teaching staff considered the data. A provision map was produced to address concerns

In response to a question about unauthorised absence following recent media coverage of the Supreme Court action, Claire Graham explained that for every application she would speak with the parents. There had been a couple of applications in the past few weeks.

Teachers differentiated work for Gifted and Talented pupils, who were also considered as part of the provision map if the teachers felt they would not meet their expected Gifted and Talented targets. This was responding to a question.

6. Safeguarding

Joyce White reported that she and Jess Knowles had started the mid-year audit. Together with Rosanna Browning Joyce White had reviewed the Single Central Record. It was up to date and a new monitoring system was in place.

Joyce White and Jess Knowles had also spoken with a group of Year 5 pupils about internet safety. They understood this and a good discussion had taken place although it was recognised that some pupils were more naive than others.

7. Reports from Committees

a) Strategy and Finance Committee

The Minutes of the Meeting held on 17 January were noted.

Andy Houchin explained that a policy was being developed for the use of the School Fund, when finalised it would be circulated. These funds should be able to support the implementation of the ideas under item 4.

The After School Provision was being reviewed and would involve consulting the parents.

Claire Graham and Rosanna Browning were ensuring that the premises were safe and secure.

The IER (Income and Revenue) report and SFMIS (School Financial Management Information) report were approved.

b) Teaching and Learning

A meeting was planned for 3 February.

c) Parent Forum

This was suspended until further developments had been considered. It was however noted that parents would be consulted on after school provision.

d) Staffing Working Party

A meeting was planned for March.

8. Monitoring and Visits

A number of visits had been made:

Zoe Garbutt had undertaken a book scrutiny in Key Stage 1 with Jess Knowles and this had shown good presentation and a range of work. Items had been fed back to Staff. They had also looked at Year 6 books.

Lindsay Long had liaised with the SENCo and a learning walk was planned after the February break.

Julia Dowdeswell had undertaken a Maths visit with Shelley Irvine, report to be circulated.

Zoe Garbutt and Emma Barr had a visit planned on 3 February.

Laura Leeming and Ali Mack had visits planned after the February break.

Rachelle Upton would meet with Claire Graham to plan visits.

9. Long Term Future of the School

Andy Houchin informed Governors that an Extraordinary Meeting would be held on 22 February to update Governors about recent developments and consider the way forward. These discussions continued to be confidential.

10. Policy Approval

The County HR Sickness absence management policy and "Some Other Substantial Reason" termination policy were adopted. The Teachers Redundancy Policy would be circulated for approval as an option needs to be decided upon.

11. Housekeeping Items, not covered in agenda

None

12. Dates of Meetings 2016/17

Wednesday 29 March; Thursday 11 May – note change of date; Thursday 29 June.

13. Any Other Business

Concerns about cars not stopping at the Crossing on the A4 should be addressed to Wiltshire Council Highways. This information would be included in the Newsletter.

The meeting closed at 9.10pm