

MINUTES OF A MEETING OF PRESHUTE CHURCH OF ENGLAND PRIMARY SCHOOL GOVERNORS HELD ON THURSDAY 29 JUNE 2017, 7.15PM, AT THE SCHOOL

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

In attendance: Laurien Carter (Clerk)

Apologies received and accepted: Lucy Brenk; Murray Paul; Laura Leeming; Lorraine Perry

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 11 May 2017 were approved and signed accordingly; proposed by Rachelle Upton, seconded by Emma Barr.

3. Matters Arising, not covered in the agenda

a) Church Paper (3a)

This had been uploaded to the website. It would be shared with Staff at the TD day on 7 July.

b) Outside Chance Tree (3b)

The owners would be approached once the work to the pub site was completed

c) Meet Marketing/PR professionals (3c)

Claire Graham reported that she had made email contact earlier in the week.

d) Attend SDP Day 7.7.2017 (4)

Governors were reminded to attend if possible.

4. Head Teacher's Report

The Report, previously circulated, was noted.

In response to a question Claire Graham explained that Reception numbers for September were currently 27; with other enquiries ongoing. Those leaving the School amounted to one or two.

Confidential Item

Claire Graham reported on the recently completed Staff Survey. This had been returned by all Staff; noted as an achievement. A summary of the outcomes had been circulated. The key themes were noted and discussed briefly. The responses would be shared at the SDP day on 7 July.

Claire Graham explained about the revised PE provision, in response to issues raised in the Parent Survey. The work of Go Active would be subject to a scrutiny of planning and lesson observations. The staff would work with Mary Mundy and Toni Holness; current and future PE subject leader.

The timetable for Sports Week had been circulated earlier in the day; with a wide variety of sessions.

A confidential update to the staffing was given.

Joyce White reported that she had attended the Meet the Teachers session earlier in the day which had included the two newly appointed NQTs. This opportunity had been well received by parents.

In response to a question Claire Graham clarified the need for staff to understand the need to hold moderation sessions and the shared understanding of the standards and judgements, following the move from levels.

Governors questioned the changes to the changes to the music provision, in the light of earlier discussion. This led to an informed discussion about the proposed changes and the way in which it would be monitored and could be reviewed.

Claire Graham was thanked for her report.

5. Safeguarding

Jess Knowles had met with Joyce White to consider Safeguarding items.

The NSPCC would be talking to pupils and follow up lessons were planned.

The need to review the SRE (Sex and Relationships Education) Policy was considered. It was accepted that changes had been made which may not have been implemented. This would be further reviewed by Jess Knowles and then the Teaching and Learning Committee.

Joyce White had been at the NSPCC parents' session which had been attended by very few parents. She had found it very informative and gave further details to Governors. Leaflets had been made available to the School who would also inform parents of website links to support this information at home.

Other Safeguarding policies would be reviewed in September.

6. Parent Survey

A very good response had been made to the Parent Survey; recognised as a result of the ease of undertaking it online.

Andy Houchin had prepared a draft letter to go to parents highlighting the three areas of focus

1. Communication - how and when we do it
 - a. Teacher
 - b. Leadership
 - c. Governors
 - d. Digital
 - e. Health and Safety
2. Supporting our parents
 - a. Curriculum awareness
 - b. Homework and home reading
 - c. Raising awareness about how the school deals with bullying
 - d. Facilitating parents supporting the school
3. Child focussed
 - a. Curriculum enrichment
 - b. Praise and engagement for the whole child
 - c. Physical education

Miri Keen arrived

Other areas would be considered in due course.

The information would feed into the SDP day.

Responding to a question it was noted that the strongly disagree or disagree responses were from a number of people and not just one or two individuals.

It was agreed to further expand the items in the letter to parents to clarify the points and to send out the pie charts to support the information. Parents would also be reminded to contact Claire Graham should they have any concerns at any time.

8. Reports from Committees

a) Strategy and Finance Committee

The Minutes and Confidential Minutes of the Meeting held on 21 June 2017 were noted.

Governors noted the work of Rosanna Browning in relation to the School finances.

One item had been covered in detail as part of the Head Teacher's report – confidential minute.

b) Teaching and Learning

A meeting was planned once the data had been received.

c) Parent Forum

This was suspended and its future would be considered at the SDP day..

d) Staffing Working Party

A meeting was planned for 30 June. All contracts would be reviewed.

The training requirements for Governors involved in staffing matters would also be considered.

9. Governor Objectives

Training

Ali Mack explained about the new Policy and the requirements to fulfil the training brief.

It was agreed that Governors should complete the training needs assessments, appendices B and C by 14 July.

Other Objectives

Andy Houchin reported that less follow up had been made to the Objectives than had been hoped. Actions for 2017-18 would develop from the SDP day and would be updated every meeting and reviewed at the end of the academic year.

10. Monitoring and Visits

Zoe Garbutt had circulated the visiting schedule.

Ali Mack and Laura Leeming had undertaken a Maths visit; meeting with a number of pupils. A report would be prepared.

Lindsay Long had met with the SENco a number of times.

Joyce White had undertaken a visit and would be observing Interventions on 3 July. Julia Dowdeswell had met with the School Council as part of the Pupil Survey. She had also attended a House Assembly and gave details.

The Pupil Survey had only been completed on 28 June and was not yet available to consider.

11. Long Term Future of the School

Confidential Item

13. Policy Approval

The Anti Bullying Policy was approved; as agreed by Teaching and Learning Committee.

Claire Graham explained about the Learning Outside the Classroom Policy and its role in enhancing the curriculum. With a few minor clarifications, the Policy was approved.

14. Housekeeping Items, not covered in agenda

None

15. Dates of Meetings 2017/18

Meetings would be held:

Wednesday 4 October; Wednesday 29 November; Thursday 1 February;

Wednesday 28 March; Thursday 10 May; Thursday 28 June.

16. Any Other Business

The Parent Election would take place in early September.

It was agreed to prepare an Annual Statement reviewing the work of the Governing Body.

This would support the raising of Governing Body profile.

It was accepted that each Governor having a School based email address did not always work. A generic email for the FGB may be a possible way to engage with parents.

The meeting closed with prayer at 9pm