

**MINUTES OF A MEETING OF PRESUTE CHURCH OF ENGLAND PRIMARY
SCHOOL GOVERNORS HELD ON WEDNESDAY 4 OCTOBER 2017, 7.15PM,
AT THE SCHOOL**

Present: Andy Houchin (Chairman); Emma Barr; Lucy Brenk, arrived late;
Julia Dowdeswell; Zoe Garbutt; Claire Graham; Miri Keen; Laura Leeming; Lindsay Long;
Lorraine Perry; Judy Pitts; Rachelle Upton;

In attendance: Laurien Carter (Clerk); Toni Holness for item 1

Apologies received and accepted: Ali Mack; Murray Paul; Jess Wells; Joyce White

It was noted that, due to work commitments, Murray Paul would be standing down as a Governor.

The meeting started with a prayer

1. SDP (School Development Plan) - PE

Toni Holness was welcomed to the meeting. She spoke to Governors about the PE Action Plan, previously circulated, highlighting items and taking questions:

Information would be sent to parents to keep them informed of events; future plans and achievements.

The Achievement Board was now being used; Year 2 had joined other local schools in a flash mob as part of Marlborough Lit Fest.

Ways were being sought to ensure interschool competition; particularly through GRAP (Great Bedwyn, Ramsbury, Aldborne, Preshute) schools.

Lunchtime sports provision had been increased, provided by Go Active.

The trialling of wearing PE kit had been introduced; initial responses had been mainly positive. It was accepted that pupils should learn to change quickly in preparation for secondary school but that the lack of changing rooms and ensuring a maximum PE hour needed to be balanced in the decision making process. It would be trialled for a year.

Parents had been informed of the options for new PE kit. Consideration would be given to the opinions of parents and staff, as well as pupils.

The College had been secured for Sports Day 2018.

Lucy Brenk arrived

There was a wide ranging discussion considering: the way in which pupils were engaged at lunchtime and whether some pupils needed persuading to participate/should be positively encouraged to join in; the attitudes of pupils if the activities/outcomes were not suiting them and ways in which they are dealt with; the review and evaluation of after school provision either by the School or another provider.

Toni Holness would consider the issues raised and ways in which they could be addressed.

She was thanked for attending the meeting.

**2. Confirmation of Eligibility; Acceptance of Code of Conduct; Update to Register of Interests
or Other Interest with Regard to Items on the Agenda**

Governors confirmed that they were still eligible to be Governors, had no changes to their Business Interests and adhered to the Code of Conduct.

Those not present would be asked to complete the necessary paperwork.

There were no interests declared in any agenda item; but Laura Leeming withdrew for item 19.

3. Election of Chair and Vice Chair

The Clerk asked for nominations for the role of Chair. Laura Leeming proposed that Andy Houchin serve as Chair, seconded by Rachelle Upton. There being no further nominations, Andy Houchin was elected Chair for the next year.

Andy Houchin proposed that Julia Dowdeswell serve as Vice Chair, seconded by Zoe Garbutt. There being no further nominations, Julia Dowdeswell was elected Vice Chair for the next year.

4. Minutes of the Last Meeting

The Minutes and Confidential Minutes of the meeting held on 29 June 2017 were approved and signed accordingly.

5. Matters Arising, not covered in the agenda

a) Outside Chance Trees (3b)

It was agreed that this needs to be addressed regularly when the trees are growing.

This then led to a robust discussion about parking issues. Lindsay Long reported that residents were also concerned.

It was agreed to contact the police to undertake regular visits at drop off and pick up times and share information with parents to remind them of the parking regulations. A reminder would also be put in the Newsletter.

b) Meet Marketing/PR professionals (3c)

The School Business Manager had yet to make the necessary contact due to other priorities. Andy Houchin and Claire Graham would speak with her to see how this work might pan out.

c) SRE (Sex and Relationships) Policy (5)

This had been reviewed.

d) Survey Outcomes (6)

The initial information had been shared with parents. See also item 10a.

e) Report of Maths Visit (10)

This was still outstanding.

f) Annual Statement (16)

Andy Houchin had completed a draft which would be shared with Julia Dowdeswell.

6. Head Teacher's Report including SDP

Claire Graham reported that the SDP was now operational. She welcomed the work done so that it was ready for September.

The Report, previously circulated, was noted.

Claire Graham drew attention to the training for the new HLTAs (Higher Level Teaching Assistants). The training for Continuous Provision had proved particularly worthwhile and work would be trialled with Year 1; with a possibility of further training for other year groups in due course.

Governors were thanked for undertaking the safer recruitment training to support the School.

The Fischer Family Trust Aspire Data information had been circulated. Claire Graham highlighted Key Stage 2 where attainment was significantly above the national average; progress was in line. She then gave further confidential details about the cohort and individuals and how certain categories of pupils affect the data.

It was noted that pupils who are high attainers at Key Stage 1 and Key Stage 2 cannot make additional progress. The pupils do have their learning extended but it is not measured.

The SDP had been shared with parents. Governors were reminded of the need to keep up the momentum and support the School in this important work.

Responding to a question Claire Graham explained that she would be undertaking cpd (continual professional development) as advised by the SIA (School Improvement Adviser); having had a mentor Head Teacher the previous year.

Claire Graham was thanked for her report.

7. Safeguarding

Claire Graham reported that Jess Wells and Joyce White were working on the Accessibility Plan; other Governors would be involved in due course.

They will also be meeting to undertake the Safeguarding Audit.

Safeguarding training was planned for staff volunteers and governors on 8 November.

8. Approval of Scheme of Delegation 2017-18

Julia Dowdeswell will review the Scheme of Delegation but it was unlikely there would be any major changes as a comprehensive review had taken place earlier in the year.

It would then be approved by email.

9. Committee Allocation/Governors Roles

Andy Houchin tabled information about current committee allocation and roles.

Emma Barr would take over as chair of Strategy and Finance. Ali Mack would join the Strategy and Finance Committee.

It was agreed to include Christian Ethos as a responsibility; not just by Foundation Governors. It was also agreed that there should be a communications/marketing role.

Governors were asked to give thought to which responsibilities they could undertake and to enable succession planning, shadowing of key roles would also be agreed.

10. Reports from Committees

a) Teaching and Learning

The Minutes of the meeting on 29 September were noted.

Julia Dowdeswell highlighted:

The data information was positive.

The work on curriculum enrichment was an exciting initiative.

Changes to intervention work so that less classroom time was missed and the focus was sharper. This change would be monitored but so far had been positive.

There was a discussion about what information should be shared with parents who did not attend the Back to School sessions.

It was agreed that a handout be available for Parents Evenings and put on the website. It was also noted that the website was not as current as it should be.

Those attending the back to school sessions had been very positive about them.

It was reported that most parents attend Parents Evening and are usually chased if they do not.

b) Strategy and Finance Committee

The Minutes and Confidential Minutes of the Meeting held on 16 September 2017 were noted.

It had been agreed that Governors should have a better understanding of School finance and future implications of funding changes.

Confidential Item

c) Parent Forum

There was a discussion as to whether this should be revived or replaced.

It was agreed that it had reached its limit of effectiveness and should be replaced by other forms of information giving/collecting. The survey was one way but, as with the Parent Forum, some parents chose not to participate.

It was further agreed to offer a coffee drop in sessions for parents and the local community. Subject matter would vary to allow items to cover the SDP; village issues etc. Governors were encouraged to participate.

d) Staffing Working Party

Deferred until later in the meeting.

11. Governor Objectives

2016-17 To develop and implement a training programme which ensures all governors are equipped to fulfil their responsibilities.

To develop engagement with parents and promote Preshute to the local community

To support and monitor the new teaching team and their associated standards.

To identify and develop all feasible options to preserve the longer term future of the school.

It was recognised that some progress was being made but that further work needed to be undertaken to address the items; partially discussed earlier – see items 5b, 9, 10a, 10c. It was therefore agreed to continue with the same objectives for 2017-18.

12. Training

Training would evolve from the allocation of roles and responsibilities. The Clerk had circulated the latest training programme from Wiltshire Council.

13. Monitoring and Visits

Lindsay Long had attended various meetings as SEND Governor to support the School with a confidential matter.

A book scrutiny was planned – date to be agreed.

The Health and Safety audit would be undertaken.

Emma Barr had attended a number of assemblies.

14. Long Term Future of the School

Confidential Item

15. Policy Approval

Governors would review and approve the policies by email: Assessment; Code of Conduct; Health and Safety; Marking; Child Protection; HR Code of Conduct for Teachers; Secure Data Handling.

16. Housekeeping Items, not covered in agenda

The Clerk drew Governors' attention to the Safeguard overview document which was a useful reference paper.

17. Dates of Meetings 2017/18

Meetings would be held:

Wednesday 29 November; Thursday 1 February; Wednesday 28 March; Thursday 10 May; Thursday 28 June.

Committees were encouraged to set an annual calendar of meetings.

18. Any Other Business

None

19. Staffing Working Party/Staffing Issues

Laura Leeming left the meeting

Confidential Item

The meeting closed with prayer at 9.35pm