

# APPROVED MINUTES



## ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 9 JANUARY 2017 AT 17.00

### OPENING PRAYER

### PRESENT

Mrs L McDonald (Head Teacher), Mr A Colaço (Chair), Mrs E Bailey Jones, Mr G Carnie, Mr R Cozens, Rev P Down, Mrs M Touch, Mrs J Wallace, Miss J Young, Mr T Pople and Mr A Bradshaw (Clerk).

### 1. INTRODUCTION

**Apologies for Absence** – Mrs K Buckhurst.

**Pecuniary Interests** – None

**Notice of AOB** – None

### 2. MINUTES OF LAST MEETING (previously circulated)

It was agreed that the minutes of the meetings held on 15 December 2016 were a true and accurate record and were signed by the Chair. The matters arising were discussed as follows;

- 2 E-mail links – Action not Completed
- 2 Updated SEF- to be discussed at February FGB (**Action: Headteacher/Clerk**)
- 2 Governors to complete self-evaluation form – Action Complete (See Item 6 below).
- 6 Pupil's Vision Statement poster – Action Complete
- 10 Governor amendment re Missing Child Policy - Action Not Completed

### 3. HEADTEACHERS AUTUMN TERM REPORT (Previously Circulated)

The comprehensive report was circulated prior to the meeting. Points of note arising out of discussions included:

- NOR 102 (Plus 24 FSU)
- KEY Issue 1 – Raising achievement and drive up standards
- Key Issue 2 – Effective use of Pupil Premium to close the gap
- INSET Day - programmes of study in pupil books
- Planning being supported by "Hamilton Trust" and "White Rose". The Headteacher explained to Governors the merits of using the software packages
- Key Issue 4 – Developing a stronger ethos based around Christian Values
- Impact of the role of ELSA due to 4 out of 5 Pupils joining at Y5 came with SEN, CP medical and behavioural issues.
- Additional staffing arrangements
- Budget analysis:- income v expenditure

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Signed.....

Dated.....

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- PTA/Governors Fundraising

There were no questions raised by Governors.

## **4. SEN UPDATE / EXCLUSIONS**

The Headteacher reported that SEN update would not be ready until the next meeting as the SENCO was currently working on two applications for additional funding to meet the LA deadline. The Headteacher also confirmed that there had been no exclusions.

***A Foundation Governor asked how the new year 5 pupil who had been given a place at the School on appeal was settling in. The Headteacher confirmed that this was one of the funding applications currently being processed by SENCO. The pupil in question had only been in school for short periods leading up to the end of last term but would be starting whole days in the forthcoming week. The Headteacher confirmed that 6 hours of Ed Psych work allotted to the school had been used up on new Y5 pupils (as mentioned in Item 3) and any further additional hours would have to come out of the school budget.***

## **5. HEALTH & SAFETY UPDATE/ACCIDENTS**

The Health and Safety Governors confirmed that there had been no incidents and that an update would be available for February Meeting. **(Action RC/TP)**

## **6. SFVS REVIEW**

The Headteacher confirmed that all Governors had completed the Pro-forma relating to the SFVS and a Governor would shortly be meeting with the School Finance Officer to go through the on-line SFVS document for approval by the FGB.

## **7. SCHOOL DEVELOPMENT PLAN & CURRICULUM PRIORITIES**

The Headteacher reported on the recent INSET day, which included SDP and curriculum priorities.

- Time was allocated for teaching staff to review the actions and priorities in the SDP.
- A session was held on teaching of maths throughout the school. This had been taught in context and was not working particularly well given the new curriculum. The Numeracy Advisor had come into School to talk to Mrs King – (Numeracy Co-ordinator) and recommended that pupils undertook three items per numeracy lesson known as “Try it, Prove it and Twist it”. This concept covered the range of pupil abilities and has been well received by staff. The concept can be used in conjunction with “White Rose” and “Hamilton” software planning.
- The Numeracy Governor confirmed that he would be shortly meeting with Mrs King for an update on this concept.
- A discussion took place regarding numeracy homework. Staff spend a lot of time planning, preparing and marking homework and whether this was a good use of teacher’s time given that some children failed to complete their homework. It was agreed to use Mad Maths Minute Sheets. These contain a number skills appropriate to a child’s level of learning. Each week a pupil would need to practice a set of work, beginning with set A. This would then be followed up in school where the child would compete against the computer. Once the child was confident with the calculations at their level they would be awarded a Certificate of Achievement and could then move on to the next level. The key is to be able to rapidly recall number facts. The Headteacher confirmed that she had written a letter to all parents reminding them that homework is set each week and is a very important part of their child’s education for which they have an agreed responsibility.

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***A Foundation Governor asked the Headteacher if homework focused on number skills and how a pupil was detected if they failed to complete their homework? In answer to the question, the Headteacher confirmed that homework is focused on number skills and that pupils who have not completed their homework are given an opportunity to do so with the teacher at lunchtime. The letter to parents was quite succinct that homework a shared responsibility with their child and the School.***

## **8. GOVERNOR TRAINING**

The Clerk had previously circulated a list of governor training programmes for 2017 offered by the Diocese of Bath and Wells. The Rev P Down recommended “Church School Distinctiveness” training programme to fellow governors.

## **9. GOVERNOR OF THE MONTH - FEEDBACK**

A Governor reported that he was unable to undertake a planned visit to the School in December due to work commitments but would do so at the earliest opportunity. The following visits were agreed for the Spring Term 2017:

January	- Mrs J Wallace
February	- Mr T Pople
March	- Miss J Young
April	- Mr G Carnie

## **10. POLICY REVIEWS**

Documents were sent out prior to meeting and were reviewed by Governors, with only minor amendments to the Homework Policy. The following policies were approved:

- Curriculum Policy
- Homework Policy

## **11. AOB**

No Items.

## **13. DATE OF NEXT MEETING**

Date of Next Meeting – Tuesday 7 February 2017 at 3.30 pm

***The meeting closed at 6.00 pm***