



Governing Body of *Coldean Primary School*

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Meeting of the Full Board of Governors (FBG) – Minutes

Friday 8 February 2019 at 13.15 hours

Present: Dawn Lorec (DL), Steve Horne (SH), Rebecca Ouassa (RO), Sharon Terrill (ST), Tom Humphries (TH) and Sarah Ali (SA).

In attendance Nigel Watson (NW – staff member) and David Harvey (DH – clerk).

- 1. Apologies for absence** – were accepted from Manish Suchak (MS), Karis Cooper (KC), Cassie Palmer (CP), Stuart McConnachie (SM – Headteacher) and Samantha Fearn (SF). The Clerk noted that six out of eleven governors were present and confirmed that the meeting was quorate.
The Chair took this opportunity to introduce members of the FBG to SA, explaining that she had been elected unopposed as a parent governor on 17 November 2018, for a four year term of office.
- 2. Declarations of interest** – None.
- 3. Minutes of the previous meeting**

The minutes of the (housekeeping) meeting held on 18 September 2018 were approved by the FBG and signed by the Chair.

- 4. Actions from the last meeting:-**
 - Recognition of contribution presentation to KS – done (DL confirmed having sent KS flowers)
 - Taking forward recruitment of co-opted governor candidate ST reported that action had been taken forward in this regard, but that this issue would be left for now.
 - Updating of governors' monitoring timetable with planned visits – DL undertook to carry out this action, directly after this meeting.
 - Health & Safety walk of the school – to be done.
- 5. Matters arising** – None.
- 6. Committees**

Resources and Finance

RO noted that the R&FC had met on 13 November 2018 and drew attention to the financial update given by Jo Smart (JS – school bursar) prior to this meeting – covering areas such as the outturn forecast, the budget, staffing and pupil numbers.

Education and Learning

DL drew attention to the E&LC meeting of 29 January 2019, highlighting the data information provided by NW on pupil progress, the Raising Attainment Plan (RAP), projected attainment.



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DL also discussed the successful impact of the recent visit of the Shanghai teachers. Governors expressed appreciation for NW's report and recommended its wider circulation to all.

7. Recruitment and Retention

Renewal of co-opted governors' terms of office (16 March 2019 - RO, CP & MS and 8 June 2019 - KC)

The Chair noted the agreement of RO and the unanimous approval of the FBG to renewal of her term of office as a co-opted governor; with effect from 17 March 2019 to 16 March 2023. The Chair noted that CP had stated her intention at the E&LC meeting of 29 January to step down from her role as co-opted governor, with effect from 17 March.

The Chair asked DH to contact MS to verify his intentions, with regard to whether he intended to serve another four year term as co-opted governor.

The Chair asked DH to contact KC to verify her intentions, with regard to whether she intended to serve another four year term as a staff governor.

The Chair undertook to consult with SM over the two vacant co-opted positions and noted governors' concerns that the health & safety role needed covering.

8. Governor monitoring

Raising Attainment Plan (RAP) & Monitoring Timetable

The Chair noted that this action would be undertaken as part of the Governors' Day event.

Governor visit reports

RO drew attention to her two visit reports already circulated (reading journal review & maths mastery in December 2018 and January 2019 respectively), which were due to be reviewed and approved by SM.

DL reported having carried out a Key Stage 2 reading learning walk and her intention to consult with RO before sending to SM for review.

The Chair noted her intention to produce a KS1 reading visit report; also her attendance at the Shanghai teachers assembly – a wonderful demonstration of what the school was good at, including dancing, singing and poetry reading by the children.

9. Headteacher report

In SM's absence, NW highlighted the following issues from his report:-

Personnel

NW reported that SM had accepted an offer to become executive head teacher at Peacehaven Heights (PH) and Telscombe Cliffs (TC), with CP to be head of school at PH for the summer term; to provide support as a result of poor progress data. NW believed that these schools had good staff in place and there was only a question of addressing an issue of leadership.



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Governors asked about the impact on Coldean of SM providing this support to PH and TC. NW confirmed that, in terms of cover, he would become acting head of school; in any case this provision would be in place only for the summer term.

Interventions

NW provided details of intervention support being provided by the school, particularly on phonics and the taking of teaching assistants (TAs) to help. NW also highlighted the school's use of the 'PiXL' company to help with mathematics – in essence, the children did tests which PiXL analysed and identified further action for the school to take.

Staffing

NW provided information about the return of staff, absence on sick leave and those undertaking training. NW discussed in detail the cover planned for Planning, Preparation and Assessment (PPA), which would involve arrangements to be made for whole year group maths lessons and specific specialist lessons for music, French and computing.

Swimming

NW drew attention to a difficulty being addressed with the local authority, with regard to a dispute over the provision of swimming teaching at the school. NW reported that, as a result of conceding a mistake (over appropriate qualifications) had been made, the LA had refunded £4K to the school.

Premises

NW highlighted references in SM's report to work on the playground, the KS2 toilets, emergency lighting, solar panels, ladder training and the cleaning provision.

10. Any other business – Governors asked if policies oversight on the School Bus was up to date. NW confirmed that this was the case.

11. Agreements / recommendations made at the meeting

Renewal of RO term of office as co-opted governor for four years.

ACTIONS	BY WHOM
Circulation of NW data report of January 2019 to all	DH
Contact with MS to verify intentions to serve as co-opted governor for another term of office	DH
Contact with KC to verify intentions to serve as staff governor for another term of office	DH



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I confirm this to be a true representation of the Governing Body meeting on this day

..... ChairDate

Next meeting – Tuesday 30 April 2019 - 17.00 hours