

**HORFIELD CEVC PRIMARY SCHOOL**  
**FULL GOVERNORS MEETING MINUTES 146/16**  
**Thursday 6<sup>th</sup> July 2017**

	<b>Actions</b>
<p><b>1. Presentation by Ian Harvey on the role of Deputy Head</b>  The meeting started at 7.06pm with a presentation by Ian Harvey after JT announced that LL is retiring as Deputy Head and we have permission for her 'Leader in Waiting' to take over the role. LL is thanked for her kindness. She has been a brilliant hardworking Deputy Head. IH said he feels he and Head have a good relationship and he's confident to challenge and support JT. He's been a teacher here over 18 years in both KS1 &amp; 2. Will keep some roles he's already doing such as SEND and Inclusion. Is accessible, listens, honest, open, calm. Like to develop coaching and mentoring with staff, training &amp; creative team thinking, review marking, build strong teams and a strong community. When asked on his views of Academisation he said he's not a strong supporter – we've proved we are a strong school standing alone. IH then left while the Governors approved unanimously on his new role.</p> <p><b>2. Welcome, Apologies and Prayer</b>  <i>Present:</i> Jenny Taylor, Karen Dunmall, Oliver Gross, Yvette Kydd, Kate Loveridge, Jo Marsh, Susan Merelie, Peter Smith, Marc Tite, Paul Welch, Jo Willis and Nikki Herberson.</p> <p><i>Apologies received and accepted</i> from Paul Welch, James Volkk, Sue Lloyd and Liz Lewis.</p> <p>No changes to pecuniary declarations.  Prayer from Kate.</p> <p><b>3. Staffing.</b>  LL resignation from school and Governors. IH to be new Deputy Head. There is an internal advert currently for the Assistant Deputy Head's role to end next week. If only 1 apply they will be automatically appointed. If more than 1 apply, then interviews will be conducted in September. (Peter S left the room). The new person will present to the Governors in September FGB.</p> <p>No surplus positions now and all maternity leave staff are back and slotted in. (Peter Smith re-entered the room). The current Deputy room will be used as a staff base as IH will remain in his current room.</p> <p>Safeguarding role to be discussed between JT and Lesley O'Hogan.</p> <p><b>4. Future Committee Structure and re-election of Chair and Vice-chair</b>  Both re-elected and no changes to committees.</p> <p>As LL retiring there is a Co-opted space on the Governors. Governors unanimously agreed for Ian Harvey to become the new Co-opted Governor which IH accepted.</p>	<p><b>Science Inset Day is on 4<sup>th</sup> September</b> which is being shared with WOT School.  <b>Governors are invited.</b></p> <p>New Assistant Head to present to Governors at Sept FGB.</p>

## 5. Head's Report

JT spoke about the fantastic UKLA reception received in Glasgow. They attended seminars and got a lot out of it. Governors said this was very well deserved. Colston Hall school concerts were mainly conducted by our teachers, Kirsten and Laurel, which is very impressive. YK has managed her last ever Year 6 end of year school performance as it is too much! Governors vote of thanks to YK. Our school also won Reading Gladiators.

Third Space Learning Workshop could get us reduced fees if other schools commit to it. Congratulations to George for running the scheme.

We had a Moderator visit us and it was a very robust process. They agreed that 7/9 children had a greater depth of writing standard. We've been well supported by the school association, volunteers doing reading, running clubs and the prayer space and also an ex-parent helping with maths. Thank you for these volunteers from all of the Governors and to JT as it's been a hard year.

Other help could include Esme's mum coming in to help with speech and language, KL's son to chat to Ian about Bristol Uni coming in to do science and KD's stem partner may provide funding next academic year?

## 6. Academisation / Developing CPD opportunities

There was a show of hands to agree that we continue as we are.

I read JV's Mini Marketing Committee report. He is writing the action plan to distribute in September. Hopes to book the first courses before Christmas with a view to running them in Terms 3 & 4.

JT meeting with Bristol Plays Music next week and courses will be running very, very soon and will create income.

## 7. Committee Reports

**Finance** – all good. Decided to reduce meetings to just 4 times a year, namely Dec, Feb, May and July.

**Standards** – JT handed out KS1 & 2 results. KS1: 91% are at expected standards with science and maths being very good. KS1 Phonics: 95% passed the check with 8/9 disadvantaged children passing. KS2 SATs – 85% got expected in maths and 42% got higher (which is incredibly high). 10% above the national average (NA). Reading: 82% got expected with 35% getting higher – 11% above (NA). All SATs were above the national average although the spellings were slightly disappointing. Writing: 88% at expected – 12% above the (NA). Governors asked if they can assist Year 6 at this time of year in future, especially as Year 6 teachers go through the SATs results overnight to see if there are any cases to be made and challenged.

**Pastoral** – The Staff Wellbeing policy is with YK for all the staff to comment on. Prefer to have the results from staff asap – maybe look at it on the second inset day? A list of all the policies are now on Gov Hub. Each committee to look at them and feedback to JM.

Governors are welcome to pop in and see Third Space Learning after school any day.

Staff Wellbeing Policy – 2<sup>nd</sup> Inset Day?

All to Look at policies on Gov Hub.

<p><b>8. Pupil Safety Survey</b> Adding extra questions and changing the format to work better. KD agreed to re-design and add a question on e-safety. Needs carrying out this term so decided KD, with JM and KL helping, to organise and the teachers to choose 5 random children to complete one each on Friday 14<sup>th</sup> July.</p> <p>Concerns raised by JT over a possible Lock-Down in light of the recent terror events we may upset children. Decided we'd do a controlled lock-down, explaining the procedure to children in advance and that it's just a practice.</p> <p><b>9. Terms of Reference for Committees and Governing Body Essentials</b> All fine.</p> <p><b>10. Policies</b> None to ratify. The Policy list has been uploaded by Jo Marsh to Governor Hub, along with the Process Chart.</p> <p><b>11. Minutes of Last Meeting 145/16 – Actions and Matters Arising</b> Actions have all been completed or are currently being carried out. Minutes then signed by KD.</p> <p><b>12. AOB</b></p> <p><b>Governor Healthcheck</b> – MT reminded all how to do this on Governor Hub. Could all Governors do this before the next FGB, along with the effectiveness of the Chair of Governors Audit.</p> <p><b>The Calendar</b> for governor meetings for the next academic year has been set based on last year's dates and is uploaded onto Gov Hub. It has been checked to the school diary and there were no clashes, no parent meetings yet on the school diary. All Gov dates are also on the school diary. Term &amp; Inset Dates handed out to Governors.</p> <p><b>Pond-</b> a reminder to use Pondpals.</p> <p><b>Parent requests for form completion</b>, such as passports. JT explained the recent problems with completing passport and other official documentation for parents and asked what do the Governors advise. Staff are uncomfortable at having to give their personal details on these forms. Agreed a blanket policy of NOT to do these forms in future. Also parents to be mindful of the school procedures for complaints, not on Facebook. (Peter S left the meeting). Do a Parent Expectation Letter? Put in the newsletter.</p> <p>KD then thanked everyone for a wonderful year.</p> <p><b>13. Date of Next FGB Meeting – Thursday 28<sup>th</sup> September 2017</b></p> <p>The meeting concluded at 9.05pm. +</p>	<p>KD to carry out the Pupil Safety Survey on Friday 14<sup>th</sup> July.</p> <p>JT to carry out a controlled Lock-Down.</p> <p>All to complete the Governor Healthcheck and Chair of Gov Audit</p> <p>NH to alter the 6 Finance meetings to the 4 newly agreed ones. Any other dates that clash please let NH know ASAP.</p> <p>Let parents know we are no longer obliged to complete these forms. Remind parents of the school procedure for complaints – Newsletter &amp; Parent Expectation Letter – JT?</p>
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