

Colston's Primary School Full Governing Body Meeting
Friday 14 October, 9.30am

Present:			
Alex Bell (AB), Head Teacher	Helen Wood (HW)	Kate Swainson Price (KSP) , Chair	Pauline Allen (PA)
Emily Warren-Ballard (EWB)	Katy Dunscombe (KD)	Nick Woodroffe (NW)	Steve Purdie (SP)
In attendance:		Apologies:	
Leanne Sowersby (LS) – Clerk	Emily Young, prospective Staff Governor	Bronwen Wright (BW)	Sam Martin (SM)
Kate Patience (KP), Business Manager		Peter Kay (PK)	

Subject	Discussion	Action Needed	Who
1 Welcomes & apologies	KSP welcomed Emily Young as the prospective Staff Governor. Apologies were accepted		
2 Declarations of interest.	A form needs to be signed so that the register can be completed and published on the website. KP gave some examples of the things that should be included.	Send forms and explanation electronically and get signed later	LS
3 Governor Activity Feedback	KD & KSP have uploaded reports Discussion about the uses of the feedback form and filling it in when there are shorter meetings. Not all of the boxes will always be applicable. Could complete a form for a whole activity rather than individual components (e.g. School Improvement Officer recruitment). Suggestion of having Governors attached to year groups. Useful for the school community to know who Governors are. Could have a Governor of the month, coming in for a celebration assembly etc. (am at Cotham Grove and pm at Elmgrove) Agreed to do this Want to tie activity directly to the improvement objectives. The Coop is holding a 'Coop café' event next Thursday, 7pm at Elmgrove. KSP is attending.	Put dates / rota on GovernorHub for Governors to sign up to a month	AB
4 Catering Update	KP gave an update. Last year school produced 47,000 meals at a cost of £110,000. Free school meals, inc. universal free school meals, accounted for about £75,000. Parents on the food group have visited seven schools, five with their own catering manager and two with		

	<p>contractors. Two of these schools are independent schools, where children have to have the school lunch. One is a large secondary school with a large catering operation and another is a private school.</p> <p>The remaining three schools have said that having their own catering manager has been successful due to the people employed as catering manager.</p> <p>Q – Has there been an increase in the quality and an increase in the uptake of school meals? Do not have that data but they believe there has been an increase.</p> <p>One of the schools in their first year has shown a slight fall in income compared to expenditure, but are confident that will improve.</p> <p>Another has support from City Academy with staff absence etc.</p> <p>A school in Devon were making money in their first year.</p> <p>Two schools with contract caterers – both school business managers were very happy with the contractors and with the tendering process.</p> <p>KP has met someone from Bristol City Council (BCC) who can support the school to follow the independent route or through a contractor. There is a charge of £3000 for the independent route, plus additional charges for additional services. BCC have experience working with Eden and TUPE arrangements.</p> <p>There may be the option to go into a tendering process with 7 other schools in NW24. That would cost £11,000 for all schools. This would be reduced if agreed for BCC to manage the contract.</p> <p>NW24 are also meeting with a private tendering firm. The cost to the school via NW24 would be £750 and £450 per annum for managing the contract.</p> <p>Currently pay £850 to BCC to manage the contract.</p> <p>The same firm would charge £4000 to support the school in employing an independent catering manager. They worked for the Olympus Academy Trust and Colston’s Girls School.</p> <p>He is currently working with three schools that have independent catering managers who are going back to contractors.</p> <p>Some of the food group parents want an independent chef.</p> <p>Eden’s contract ends in October next year so we need to decide how to move forward as soon as possible.</p> <p>There are lessons to learn from the food group process. Clearer expectations could have been set and a more balanced research could have been done.</p> <p>There is one contract for both sites.</p> <p>Need to consider how best to deliver the food policy in a way that is secure for the school long term.</p> <p>From a financial perspective, KP does not feel there would be a lot of difference. For an independent catering manager there would be start-up costs involved.</p>		
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	<p>From a management and security perspective a contractor is easier.</p> <p>There is a perception that the quality of meals would be higher with an independent manager but this is more work.</p> <p>Discussion around the pros and cons of each route.</p> <p>The Food Policy will form a clear basis for the contract.</p> <p>Q – Is it possible to pursue both options concurrently? No. NW 24 will decide as a group. Once the tender goes out, we are committed to that process. All the other schools have agreed to go down the contract route.</p> <p>Cannot really work together to have an independent manager.</p> <p>There would be economies of scale for working together which might allow improved quality.</p> <p>Contractors in one tender process are increasing the number of kitchen staff and, in some cases, offering to upgrade kitchen equipment.</p> <p>Q – Are there better contractors out there? Parents’ perception is that there will not be. KP believes that it will be quite possible to achieve better quality.</p> <p>Discussion around the current financial situation of the school and more widely, as well as the risks of having an independent catering manager.</p> <p>This needs to be something that KP, as the Business Manager, is comfortable managing.</p> <p>It will be important to be clear about the parents’ input and their role in the future. Also need to be very clear about the reasons for the decision and communicate that well.</p> <p>This would be a good way to support and test NW24 as a working relationship.</p> <p>Q – Will Eden allowed to tender again? Yes, they have to be allowed to.</p> <p>Will need to share the Food Policy with the other schools so that it can form the basis of the tender.</p> <p>Governors agreed to work with NW24 to tender for a contract supplier.</p> <p>The reasons for this are:</p> <p>We have a very clear remit to put out to tender, as devised by the food group in the Food Policy, which will form the basis of the tender.</p> <p>The financial risk of employing a catering manager; increasing costs of food and the types of food required, the recruitment and management overheads</p> <p>School staff are not experts in managing a catering business.</p> <p>It is a good way to support the relationship with NW24</p> <p>Believe we can get better quality and value for money, than currently, by following this process</p>		
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	<p>The risks in managing staffing issues, such as absence.</p> <p>The future role for the Food Group is:</p> <p>Involvement in the tender process – details dependent on the exact details of the process.</p> <p>Monitoring the delivery of the contract.</p> <p>Look at working with staff to deliver the Food Policy; working on appropriate, healthy snacks, working directly with children to support cookery type lessons, involvement in Healthy Eating Week etc.</p> <p>Governors thanked KP for her work on this.</p> <p>Need to respond to the letter from parents.</p> <p>Since the food group has begun working, the food being provided has already improved.</p> <p>This has been a good example of working cooperatively.</p> <p>KSP thanked everyone for a productive discussion</p>	Write to parents with Governors' decision	KSP
5 Head Teacher's Summary Report	<p>The report was circulated before the meeting. AB talked through the key points.</p> <p>Safeguarding – KD summarised - the Early Help Social Worker comes in to discuss any issues that have been raised. KD is present for this meeting.</p> <p>Pupil numbers – have had four new children join since the report, there are now 11 spaces across the whole school.</p> <p>The census was in early October, when there were 16 places. This will be the basis for the funding.</p> <p>Discussions around the replacement of an EAL support LSA who is leaving.</p> <p>Q – What is the budget impact of the recruitment of new LSAs? This was budgeted for last year and is relatively low impact.</p> <p>R and Year 1 to 3 have an LSA in each class, each day. In Years 5 and 6, LSAs are shared but have at least half a day of LSA time.</p> <p>Q – Will this impact on teachers to manage LSAs? This is a plus for teachers to have additional support.</p> <p>Q - Will the LSAs have phonics training? Yes, candidates were selected on the basis of their ability to teach phonics and there is training happening to ensure consistent phonics teaching.</p> <p>EYFS leadership will be an existing member of staff rather than the maternity cover for Emily Marsh.</p> <p>Discussion around how to acknowledge and reward staff who are leaving.</p> <p>EY gave some feedback on the staff sharing their own good practice. This has been very positive. There is</p>		

	<p>now a page on the website called, 'Amazing Teaching and Learning' that parents could be directed to.</p> <p>Learning walks – there has been individual feedback for teachers where children were not as engaged as they could be.</p> <p>Governors were happy to hear the items in the Teaching and Learning section of the report. Governors thanked AB for the report.</p> <p>Query about the phonics data from Outcomes. The drop in Year 1 results – the lack of staffing which was not addressed early enough (February), so there were not enough phonic groups. A number of children were very close to the pass mark. The other issue was a lack of consistency in teaching and learning.</p> <p>Every member of staff have now been trained in the same phonics teaching methods and using the same resources. The tracking system has been tightened up and Emmeline Smith has responsibility for ensuring data is input twice per term, so that interventions and communication with parents can happen promptly.</p> <p>Q – Is the number of EAL students an issue? Yes, but it does not explain the dip.</p> <p>This will be monitored closely by the Outcomes committee.</p> <p>There is concern among parents about the change in timing for teaching phonics in Year 3. They would normally have an hour of SPAG but this is not appropriate for children who have not mastered phonics yet. Those children who did not pass phonics are spending an hour on phonics.</p> <p>A key issue is with children who are not being read to at home and are looking at how reading records work to identify those children. Discussion around ways to improve this.</p> <p>Discussion around school's reputation, especially for supporting SEN children and some of the challenges this raises.</p> <p>The LA has notified the school that the behaviour improvement and learning support team have now gone. The school has previously relied on these departments for support so will need to find alternatives.</p>			
6	Vision Update	LS will do a written update on GovernorHub	Report on GovernorHub	LS
7	SIO & Headteacher appraisal	<p>KSP gave an update. Are getting close to recruiting an SIO, have two people to see (via NW24) to see on Monday.</p> <p>The HT appraisal panel will be SP, BW and EWB. This will be in January against the current SDP.</p>		
8	MAT Update	<p>Discussion around what a MAT is.</p> <p>Discussion around Cotham School's MAT consultation.</p> <p>What would Governors want from a MAT they were considering joining?</p> <p>What structures would you like to see in place to ensure your voice is heard and you continue to have a part in setting strategic direction?</p> <p>How outstanding and good governance would be preserved in a MAT and how individual schools governing</p>		

	<p>bodies hold trustees and members to account?</p> <ul style="list-style-type: none"> • Assurance that we can retain our individual identity as a cooperative school • Representation on the Board of Trustees • Specific evidence on how joining the MAT will improve outcomes for children as Colston's • Retain ability to have relationships with other schools • Control over staff movement • Support with areas outside core activities – HR, finance support etc. • Additional support with issues within the school / CPD etc. • Ability to continue to use BCC admissions policy and processes • An equal footing for all schools within the MAT <p>Need to make sure that the MAT working group is meeting regularly. Draft something to include in the Governors' newsletter.</p>		
9	Newsletter		
	Governor Vacancies	<p>Governors approved Emily Young as a Staff Governor</p> <p>KSP has been in touch with the Schools Cooperative Society about the SCS Governor.</p> <p>The Coop Café event and the coffee morning could potentially be opportunities to gather interest.</p> <p>The two areas where skills are needed are HR / legal knowledge and representative of the BME community. Possibly also buildings and premises knowledge.</p> <p>Need to be clear what is expected and the time commitment involved.</p>	

Meeting closed

Signed

Date

Initial: