

**Colston's Primary School Full Governing Body Meeting**  
**Monday 5 December 2016, 6.00pm**

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

Subject	Discussion	Action Needed	Responsibility
<b>1 Welcomes, apologies and declarations of interest.</b>	No declarations of interest. KSP welcomed Michael Harriott who is observing with a view to potentially becoming the Schools Cooperative Society Governor. Everyone introduced themselves.	<b>Follow up with MH</b>	<b>KSP</b>
<b>2 Annual Report &amp; Accounts Sign-off</b>	BW talked through the audit. There were some points raised by the audit. KP is working with the auditors to address some of these. KP has been doing a lot of work to review the budget and we will need to consider making some cost savings, as well as improving the financial and cost information. There have been some minor changes to the report since Resources, to correct some committee information as well as to add a line about accessing funding in future. BW will come in to work with KP on this. <b>Governor approved the report for sign-off</b>		
<b>3 Child Protection Report</b>	KD uploaded a report to GovernorHub and gave a brief summary of activity on this. KD praised the school for their work on this. <b>Q – How many cared for children are there at school?</b> Two. AB and KD have had the training to manage Children in Care. There is an overarching virtual school with responsibility for Children in care across Bristol. Query whether it is the best use of AB's time to be the teacher in charge on this. It is usually a high		

	<p>level role.</p> <p>Some schools have a welfare committee. Could consider this. Discussion around this, and the number of sub-committees. Possibly a welfare Link Governor would be useful.</p>		
<p><b>4 Headteacher's Report</b></p>	<p>The report was circulated before the meeting. AB talked through the key points.</p> <p>Discussion around the newly appointed EAL specialist and making the best use of their skills.</p> <p><b>Q – Is there a financial impact of maternity cover?</b> There will be some impact, KP looking into this.</p> <p>There was a detailed report of data at Outcomes. AB summarised the situation and priorities.</p> <p>Are anticipating an improvement in the results for phonics.</p> <p>Are using more tests with children in order to be able to benchmark with data across the country. These are low key and not called tests when they are done.</p> <p><b>Q – Who does the assessments of teaching and learning?</b> Individual team leaders, all members of SLT. Targets change every year.</p> <p>Trish Dodds is the new School Improvement Officer and will be looking at the evaluation of outcomes. Next term she will work on teaching and learning. She will produce an official report for Governors and will also be assisting with the Head's appraisal.</p> <p>The financial situation is more difficult than anticipated and there will be a need to increase income and make some cuts to expenditure. The picture is quite worrying. The reserve is decreasing.</p> <p>Last year the PTAF raised £14,500.</p> <p>SP posted an article about future school funding. Bristol schools particularly will lose out in the new funding scheme. AB has been working with other Heads and also SENCOs as the funding for special needs support has been slashed.</p> <p>Discussion around the trust fund and possible ways of fundraising. It is often easier to get people to fund particular projects. Some schools ask for donations to a general enrichment fund. There is a need for an overarching strategy. KSP talked through a suggested approach. There are experts in fundraising in the school community who are willing to work, without cost, as a working party to look at producing a strategy.</p> <p>Need to consider the message politically, as well as ensuring the PTAF is an integral part of this. Also to be aware of the impact / effect on parents of disadvantaged children.</p> <p>SLT and staff need to consider what areas fundraising could support. Also need to ensure that we know what the budget situation is.</p> <p>Discussion around the membership of a working group, and the need to represent the school community. Could be proactive in approaching parents etc.</p>	<p><b>SLT to develop list of priorities</b></p>	<p><b>AB</b></p>

	Agreed that key criteria for the working group is professional fundraising experience. The purpose and time frame for the working group to be set up with specific Terms of Reference drawn up.	<b>Meet re fundraising working party terms of reference</b>	<b>KSP/AB</b>
<b>5 Monitoring Reports</b> - <b>Coop</b> - <b>Communication</b> - <b>Food/Catering</b>	<p>Reports were uploaded to GovernorHub before the meeting.</p> <p><b>Coop</b> - KSP talked through the report. Discussion around parent reps communicating with parent members. Discussion around where this sits in the School Development Plan.</p> <p>MH talked about his experience with Coops. One of the principles of Coops is self-help. Need to translate the principles into action.</p> <p>Feeling that the cooperative values also attract staff.</p> <p><b>Communication</b> – PK still unwell. KSP has updated the Governor page on the website. Would be good for Governors to write some information about themselves. Would be good to include the newsletter on the website too.</p> <p><b>Food &amp; Catering</b> – There were originally 9 schools going out to tender with NW24 but are now five. This means the cost of the tender process will go up, but the cost of managing the tender will still save us money. Have chosen consultants and are meeting to confirm what will be in the tender. KP has shared our policy and key requirements.</p>		
<b>6 MAT Update</b>	<p>Following a consultation, Cotham have now decided to pursue a MAT based on the Model 6, Cooperative Articles. They have approached Colston’s to potentially work with them on developing a model.</p> <p>Redland Green School are also looking for MAT partners. The Chair has written to the school, KSP read out the letter.</p> <p>Discussion around the reasons</p> <p>The working group members were AB, KP, NW, KSP, HW, BW and SP.</p>	<b>MAT Working group to meet and report back to the next FGB</b>	<b>LS</b>
<b>7 NW24 Update</b>	<p>KSP gave an update. KSP is now a Governor representative on the steering group, which meets three times per year. KP has been working with the Business Managers, KSP has been working with other Chairs and it has been very useful. Colston’s has gained significantly educationally from the group.</p> <p>There is an Inset Day on 3<sup>rd</sup> January, including a Governor session around MATs delivered by Bishop Flemming.</p> <p>Are investigating formalising the working together and possible structures. It is possible that NW24 will offer a MAT.</p>	<b>Research MAT information for meeting</b>	<b>MAT working group</b>

<b>8 Vision Statement Refresh</b>	<p>Discussion around the Vision and the key points.</p> <p>One of the key issues is that the Coop values are not embedded / well represented.</p> <p>Could have a drop-in session for parents once the Forum, staff and children views have been gathered. Could time a Coop café with the next parents evening (28 &amp; 30 March) and use this to consult parents.</p> <p>Sam Williams is gathering information from the School Council. AB</p>	<p><b>Facilitate Forum workshop on vision / check 19 Jan ok for this</b></p> <p><b>Vision workshop with staff before March</b></p> <p><b>Liaise with SW re pupil input before March</b></p> <p><b>Set up Coop café for March parents evening</b></p>	<p><b>LS/KSP</b></p> <p><b>AB</b></p> <p><b>KSP</b></p> <p><b>AJ/LS</b></p>
<b>9 Newsletter Update</b>	<p>EWB had uploaded a draft. All to have a look at and send any comments to EWB by Thursday.</p>	<p><b>Send any comments to EWB by Thurs 8/12</b></p>	<p><b>All</b></p>
<b>10 Matters arising &amp; action log</b>	<p>Minutes of the last meeting - Agreed as correct</p> <p>See actions report.</p> <p>Discussion around the number of Headteacher's reports per year. Could do three more detailed reports and three less detailed. Chairs and AB to plan what to include at various times.</p>	<p><b>Add pupil numbers and starters and leavers to HT report.</b></p> <p><b>Meet re HT report cycle</b></p>	<p><b>AB</b></p> <p><b>AB/KSP</b></p>
<b>11 Any other business</b>	<p>AB – the members of the Food group are keen to be involved in developing the playground. Plan to set up a survey and work on it in a similar way. The group are also keen to fundraise for the project. May need staff representation.</p> <p>AB – wants to buy staff a table tennis table. RD may have bought one previously.</p> <p>HW – will resign as a Governor from January. Will meet with LW to complete the SEN report.</p> <p>Governors thanked HW for her work.</p>	<p><b>Check if have table tennis table</b></p>	<p><b>AB</b></p>

Meeting closed 8.05pm

**Signed**

**Date**

Initial: