

**Colston's Primary School Full Governing Body Meeting**  
**Thursday 7 December 2017, 6.00pm**

<b>Present:</b>			
Alex Bell (AB), Head Teacher	Jamey Wilkinson (JW)	Kate Swainson Price (KSP) , Chair	Niklas Serning (NS)
Emma Gledhill (EG)	Katy Dunscombe (KD)	Nick Woodroffe (NW)	Pauline Allen (PA)
Emily Young (EY)			
<b>In attendance:</b>		<b>Apologies:</b>	
Leanne Sowersby (LS) – Clerk		Emily Warren-Ballard (EWB)	Steve Purdie (SP)
		Sally Reardon (SR)	

Subject	Discussion	Action Needed	Responsibility
<b>1 Welcomes, apologies and declarations of interest.</b>	No declarations of interest.		
<b>2 Vacancies Update</b>	1 Co-opted Governor vacancy, 1 Community vacancy, 1 Schools Cooperative Society vacancy and 2 staff vacancies. All to put out feelers. KSP is involved in writing a newsletter that this can be included in. Community elections are due to be run next term. KSP knows an ex-pupil who might be interested. EY has been talking to staff but there has been no interest so far. To revisit in the new year.		
<b>3 Headteacher's Report</b>	AB talked through the key points. Pupil numbers are up to 521. There has been good attendance at new Reception parents' evenings so far. AB talked through the School Improvement Officer report <b>Q – Is the buddy system for reading still in use?</b> The two sites make that logistically more challenging. It is in use in some classes. The bigger issue is that the parents are not reading with them at home. Agreement that the value for money could be better reported to Governors <b>Query re recommendation on looking at how well Year 1 PP children are catching up</b> – there is a big difference between the expectations at the end of Reception and the beginning of Year 1. School are		

	<p>working hard to align those curricula. One way is that the performance management in Year 1 and Reception is being managed across the two years.</p> <p>The Learning Mentor should be involved in the meetings with the EWO - she is involved with the school meetings with the EWO, but hasn't been with the meeting with the Link Governor. This can happen moving forward.</p> <p>SI is working on the Pupil Premium report on the website to make this more precise and accurate. Are working towards a system where the two financial pots are separate so that funding can be matched to children.</p> <p><b>Q – Do we know how many children who could qualify for PP are not?</b> The numbers lower down the school are low at the moment – are reaching out to parents to encourage them to apply.</p>		
<b>4 Headteacher's Appraisal</b>	KSP gave a summary. This has been completed and new objectives have been set in line with the school development plan and Ofsted feedback.		
<b>6 NW24 &amp; Director's Strategic Briefing</b>	<p>KSP gave an update on NW24.</p> <p>Highlighted the inset day being run on 2 January. This has been flagged on GovernorHub. There is session on Analyse School Performance (ASP), which has replaced RaiseOnline.</p> <p>A survey was distributed for Governors to complete. KSP Conference planned for 13 April 2018.</p> <p>There will be another meeting for Governors – date TBC</p> <p>KSP updated on the strategic briefing – the presentation in on GovernorHub. There is a new Director, Sue Rogers.</p> <p>Promoting peer to peer support. Focus on learning &amp; outcomes.</p> <p>Feels absence in Bristol is too high and also that exclusions at primary level are also too high.</p>	Share NW24 survey with Governors	KSP
<b>5 MAT Update</b>	<p>AB gave a presentation.</p> <p><i>JW arrived</i></p> <p>Three options: join and existing MAT, create a MAT with other schools, or do nothing.</p> <p>AB discussed the merits of the possible options.</p> <p>Joining an existing MAT could let to making compromises that we do not wish to make.</p> <p>Doing nothing could leave the school vulnerable to being pushed into a MAT that we have not chosen. There is also a risk that the Local Authority could collapse and schools will be forced to join MATs in a short space of time.</p> <p><b>Q – If we do nothing and continue to do well, is there any likelihood of being forced into a MAT to</b></p>		

	<p><b>bring up another school?</b> It is a possibility, although not something AB has heard of. This could also happen if we set up a MAT that is successful.</p> <p>If we become more isolated as other schools join / create MATs, our choices become reduced – creating a MAT will become much more difficult.</p> <p>Concern expressed that responsibility when things go wrong will lie with smaller groups rather than the Local Authority. This responsibility already lies with the school as an Academy.</p> <p>Discussion around the possibility of making efficiencies in a MAT in terms of HR, payroll etc.</p> <p>This needs to be driven by outcomes in learning.</p> <p>The schools involved are; Henleaze Infants, Henleaze Juniors, Westbury Park, Hotwells Primary School.</p> <p>All of the schools have completed a comprehensive document describing the situation of the schools involved.</p> <p>Costs quoted include the management and business side of running schools, leaving local governing bodies to manage teaching &amp; learning.</p> <p><b>Q – Can we be sure we will be able to maintain the things we agree on going in?</b> The key things will be written into the Articles. Articles can be changed by a special resolution of Legal Members, but this does not happen often.</p> <p>Will need a Governor to work with the group to develop a potential structure.</p> <p>Discussion around the possible ways that staff could be moved between schools.</p> <p><b>Q – Is there evidence of shared resources etc. working in existing MATs?</b> The Cathedral School MAT has some examples of these things happening. There is not a similar model to compare to. There are not enough MATs in this area to assess the long term benefits.</p> <p>Setting up a MAT usually takes around 24 to 36 months.</p> <p>AB would like Governor approval to continue to explore this, with a view to putting a proposal together to take to the Regional Schools Commissioner – for approval in principle. He will need time to dedicate to this, KP will need to dedicate time to this and a Governor will be needed – potentially SP as he is Chair of the MAT working group.</p> <p>Concern expressed that we do not want to move so far that we cannot back out. We will still have to do due diligence on the other schools after approval in principle and would not commit to joining anything until that is complete.</p> <p>AB will report to Governors at all stages.</p> <p><b>Governors agree for AB to continue working on this, as per AB’s presentation, with the assistance of a volunteer Governor up until the communication and consultation stage.</b></p>	<p><b>Governor volunteer needed to work on MAT proposal</b></p>	<p>KSP</p>
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<b>7 Safeguarding Audit Summary</b>	This was uploaded to GovernorHub for Governors' information. Questions can be directed to AB		
<b>8 Name Strategy</b>	KSP to ask for volunteers to work on a plan for this.	Ask for volunteers	<b>KSP</b>
<b>9 Committee Updates</b>	Outcomes minutes have been uploaded to GovernorHub. Finance and Staffing minutes will follow as soon as possible.		
<b>10 Annual Report and Accounts</b>	Discussed at Finance & Staffing Committee – EG summarised the key points and thanked RD and HO for their work on the successful audit. Also congratulated KP on her first year I post Recommended for approval. <b>Annual Report and Accounts Approved</b>		
<b>11 Supporting Pupils with Medical Conditions Policy</b>	To be completed by Kate Patience on her return. Carried forward to next FGB		
<b>12 Complaints Policy</b>	Not yet ready for approval. To be carried forward to next meeting.		
<b>13 Home School Agreement</b>	<b>Home School Agreement approved</b>		
<b>14 Governor Objectives – add MAT</b>	KSP flagged the addition of an objective around MAT. <b>Q – Do Governors have an input into the curriculum?</b> In the case of the curriculum around Colston, due to the connection with the name consultation, it is appropriate for Governors to make recommendations.		
<b>15 Forum Working Group Guidelines</b>	These have been drawn up with the Forum. <b>Guidelines approved</b>		
<b>16 Fundraising Strategy</b>	KSP summarised the document uploaded to GovernorHub. Acknowledged that there is an operational level to her involvement in this. Governors thanked KSP for her work on this and are happy for it to continue.		
<b>17 Governor Training Provision and Resources</b>	Governors approved the recommendation to renew with Bristol Governor Development Service – recommend to KP.		
<b>18 Minutes of the last meeting</b>	<b>21 September 2017</b> - Minutes agreed as correct.		

<b>19 Matter Arising &amp; Actions Report</b>	See actions report.		
<b>20 Any Other Business</b>	Hospitality – Governors happy to pay 50p each for refreshments Staffing lead Governor is now JW, not NS		
<b>21 Review Effectiveness of meeting against Vision &amp; Objectives</b>	The majority of the meeting has worked towards the MAT objective.		

Meeting closed 20:10

**Signed**

**Date**

Initial: