

Governing Body of Bowhill Primary School

Full Governing Body Meeting held on

Tuesday 25th November 2014 at 6.00 pm
at Bowhill Primary School

Present: Caren Brooks, Natalie Bracher, Mark Burnard, Karen Cronin, Claire Quick, Rebecca Rankin, Emma Walker-Brown, Debra Ward and Karen Webb

Apology: Reg Edwardson, Rod Ruffle, Stephen Cousley, Darren Wallis, Ruth O'Neale

Absent:

In attendance: Karin Gordon - Mrs Havard, Dr Littlejohn and Mrs Harris (New Governors)

*Fire exit procedures detailed by KW *

Declaration of Business Interests

None Declared

MB talked to the FGB about Maths as per attached notes.

1. To receive apologies for absence

Received as above.

2. To consider minutes from the Governing Body's meeting on Tuesday 1st July 2014

Minutes approved as an accurate record of the meeting.

3. To discuss matters arising from the minutes

No further matters arising.

4. To Approve Committee Minutes

The Chairs of P&C and B&F talked through the Minutes of this terms Meetings and these were approved by the FGB.

5. To Appoint Governors with Responsibilities, eg SEN, Nutritional Standards

NB and EWB are SEN Governors

KW is Governor involved with Safeguarding

KC is Governor for Sex Education, Religious Worship

KC and GL are Governors for Maths

CQ and RRe are Pupil Premium Governors

SC is Nutritional Standards Governor

SC and JH Governors for Reading and Writing

SC when speaking to KG on the telephone put forward the suggestion that it may be practical as well as having two Governors for Maths, there should be two Governors for Reading and two for Writing. RR said that these subjects were closely linked, therefore, it was decided that Reading and Writing should stay as one (Governors as above). SC also asked if there would be another teacher in the role of Literacy Co-Ordinator in KS1 to work with RR in KS2. CB said that as Claire Bates is on Maternity Leave, Katherine Richards (1/2) will be the KS1 Co-Ordinator.

6. To Consider Change of School Hours

FGB not considering any change to school hours.

7. To receive Headteacher's Report

Headteacher's Report circularised to Governors prior to Meeting.

Governance Review took place on the 17th November and Helen Crossfield and met with CB, RE, KG, KC and CQ and recommendations will be received within two weeks of this date.

8. SMIP/SEF/Safeguarding

SMIP forwarded to Governors prior to Meeting. SEF to be updated at the end of this term.

Safeguarding as per P&C and B&F Committee Minutes, as follows:

CB advised that Kate Williams is working with one child on the Child Protection Register, seven who are listed as Child in Need (6 families), fourteen children have a DAF (Devon Assessment Framework) (13 families), one has a CAF (Common Assessment Framework). There are two targeted families and one other family on the list. There are no Children in Care at present. She is informally supporting seven sets of parents. KW is very proactive at the drop in Café, meeting with families.

9. TISP/ Progress and Attainment in Maths

TISP forwarded to Governors prior to FGB Meeting. CB requested the Governors approval of the TISP as a working plan in order that it may be forwarded to DCC, to which they were agreeable. APMC - CQ volunteered to be Governor for budgeting. KC has requested that SC come on as Governor for reading and writing.

Pupil progress data maths now tracked half-termly and reading and writing will be also tracked half-termly in the Spring Term.

10. To review RAISEonline

CB advised that this shows the expectations, progress and attainment of children at the end of KS1 to end of KS2. The annotated RAISEonline booklet is available to be viewed by Governors in the School Office.

The current floor target has now risen to 85%.

End of Previous Year:

Current	Maths	Reading	Writing
Year 1	71.4%	75%	80.6%
Year 2	59.7%	77.5%	76.1%
Year 3	55.4%	64.3%	80.4%
Year 4	71.7%	49.1%	73.6%
Year 5	50.9%		
Year 6	67.4%		

11. To Agree Targets for Performance at KS2 (Current Year 5)

Current targets 85% in Maths, Writing and Reading in current Year 5. Currently 69.1% in Maths 61% in Writing 78.2% in Reading on track to meet current Year 5 age related expectations. FGB agreed on these figures, as per 21st November 2014 for maths with reading and writing based on July 2014. Current Year 6 has 85% target in all three areas. Governors have requested more detailed progress and attainment data for future meetings. MB and KW to generate relevant data.

12. To agree Pupil Premium Policy

KG circulated Policy to Governors prior to the Meeting and agreed by FGB.

13. To Agree Timing of Discretionary Days

Discretionary Days were agreed at FGB Meeting on the 26th November 2013 as follows.

2014-2015 Academic Year

Occasional Days 3rd September 2014 and 24th July 2015

Non Pupil Days 4th & 5th September 2014

3rd November 2014, 5th January 2015 and 13th April 2015

2015-2016 Academic Year

Occasional Days 1st and 2nd September 2015

Non-Pupil Days 3rd and 4th September 2015

4th January 2016, 11th April 2016 and 22nd July 2016

14. Governors Reports

SC and RO'N met with IB as per minutes 'any other matters'

KC is meeting with Mr Tatchell-White in relation to

RE and with RR with regard to Sex Education on Thursday, 27th November.

15. To consider any other matters brought forward by the Chair

IB requests the Governors to give authority to CB to raise a credit note for £247.50 incorrectly sent to school from child care voucher company – current limit authorised at £200. The Governors were in agreement.

SC and RO'N met with IB to go through the Pay Policy and it was agreed that they would report back to FGB Meeting, when the Policy could be adopted. (Item 5.3 decision to be made on time scale regarding assessment to move to upper pay range) SC spoke to KG on the telephone and RO'N stated that they were happy for the Pay Policy to be adopted.

They also met with IB to go through the following:

Contract and Policies and would report recommendations to the FGB.

New Contract of Employment (SoP – Statement of Particulars) and Guidance Notes.

Employee Code of Ethical Conduct

Social Media Policy

New Data Protection Policy

Personal Information Security Policy

SC and RO'N have reviewed the above policies and are happy for these to be adopted by the FGB.

In response to review by SC and RO'N the FGB agreed to adopt these policies.

16. To confirm the dates of next meetings

FGB 9th December (provisionally booked re: Governance Review) 6.00

P&C 13th January 2015

B&F 20th January 2015

P&C 24th February 2015

B&F 3rd March 2015

FGB 17th March 2015

There being no further items to discuss, the meeting closed at 20.21 p.m

Signed _____ Dated _____