



Bowhill Primary School

Personnel and Curriculum Meeting

Date of meeting	19 th January 2016	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Time of meeting	6:00 p.m.	Caren Brooks			
Debra Ward	DW				STAFF	George Littlejohn	GL	Co-Op
Karen Cronin	KC				Foundation	Ruth O'Neale	RO	PAR
Caroline Havard	CH				PAR			
Room	Year 6/2	Apologies	Stephen Cousely	SC	Co-Op	Matthew Giles	MG	PAR
			Karen Webb	KW	PAR			
In Attendance	Li Wang	LW	Clerk					

	Minutes	Actions
	<p>Fire Alarm There is no fire test today. If the alarm sounds then make your way quickly and safely to the playground</p> <p>Business interests None Declared</p>	
1	<p>To receive apologies for absence Apologies received as above.</p>	
2	<p>To consider the minutes from the Personnel and Curriculum Committee meeting held on Tuesday 10 November 2015 Part I and Part II Minutes approved as accurate record of meeting and signed by CH.</p>	
3	<p>To discuss matters arising from the last meeting (held on 10th November 2015) Item 3: GL visited Exwick Heights Primary School's Teaching and Learning Committee on Thursday 12th November 2015. He gave some informal feedback on how the governors meeting was conducted at this school. GL will report back officially to the next meeting about his visit. Item 6: CH and other Governors noted the new format of SEF and updated SMIP produced by</p>	GL

<p>CB at the meeting. These two documents will be circulated to all Governors and Governors are requested to submit written feedback or questions in advance of the next meeting.</p>	<p>CB/Clerk</p>
<p>All Governors agreed that PREVENT training (to be presented by Kate Williams, Parent Support Adviser) will be added to the next FGB meeting agenda as the first item. This will be a 10-minute presentation and 5-minute Q&A. The Clerk was requested to send the date of the next FGB meeting to CB and Kate Williams.</p>	<p>CB</p>
<p>CB announced that the school policy website page has been redesigned to distinguish statutory policies and school information. Curriculum information will be removed from the policy page and will now be linked to Curriculum Overviews. Staff Policies will be moved to the Intranet. Governors Attendance will be shown under Governing Body information.</p>	<p>Clerk</p>
<p>The Clerk is responsible for sending updated and reviewed website policies regularly to Adam who is in charge of uploading the latest version.</p>	<p>Clerk</p>
<p>Item 12: The Governors Calendar is being revised by CH & KC and the latest version will be discussed at the next APMC meeting.</p>	<p>CH/KC</p>
<p>Item 13: CH confirmed that she and SC are still working on the Whole School Food and Nutritional Policy and that this will be circulated for approval at the next meeting.</p>	<p>CH/SC</p>
<p>Item 14: The Behaviour and Discipline Policy was readopted by all Governors and it will be annually reviewed.</p>	<p></p>
<p>Item 16: CH confirmed that she and SC had attended Chair Training on Wednesday 18 November 2015 and handed back her Record of Impact for the Clerk to file.</p>	<p></p>
<p>Item 17: It was agreed by all Governors that RO will take responsibility to review the Supporting Students with Medical Conditions Policy (Medical Needs Policy). The Clerk was requested to send the policy to RO and circulate the revised version for approval at the next meeting.</p>	<p>RO/Clerk</p>
<p>With regard to Governor Responsibilities and Policy Links 2015/16, RO would like to be responsible for Pupil Premium working together with RR; George Littlejohn will take responsibility together with RO for High Attainers.</p>	<p></p>
<p>As for the other Governor vacancies, it was agreed that new governors, and in particular non-parent governors, are needed by the Governing Body and the following actions will be taken to recruit governors:</p>	<p></p>
<p>The Clerk supported by other Governors will contact Babcock Governor Support, SGOSS and so on to look for candidates for Governors.</p>	<p>Clerk</p>
<p>The Impact of Governance:</p>	<p></p>
<p>It was agreed by all Governors that Policies for every P&C meeting should be reviewed, and any amendments proposed, prior to the meeting so that more time can be spent focusing on raising challenges, questions, reviewing the impact of Governance, as well as monitoring and evaluating progress towards the achievement of the school's aims and objectives:</p>	<p></p>
<p>What do we want for our school? → What are we now? → What do we need to put in place?</p>	<p></p>
<p>→ How are we getting on? How well have we done? → What still needs to be done? →</p>	<p></p>

	back to What do we want for our school?	
4	<p>Questions to the Headteacher</p> <p>It was agreed by the Governors that on future agendas, the Clerk add 'Additional Questions to the Headteacher' at the end of the main section of the meeting (for example in this meeting after item 8 Safeguarding) and before the policy review section at the close of the meeting.</p> <p>Governors were reminded that any questions for CB should be submitted to her IN ADVANCE of any meeting.</p> <p>SC submitted two questions in writing:</p> <p>1. Since we have started using Literacy and Maths books throughout the school for some time now across the Key Stages, (a) what are the major impacts for improvement that this has brought and (b) what difficulties have come from doing so?</p> <p>CB answered: The essential improvement is that it is much easier to track the progress and learning of each individual child.</p> <p>DW added: The staff are able to more effectively monitor progress, for example in Key Stage 1 teachers are able to look across each child's development and achievements over a two year period. Pupils can also look back easily to see what they have learned.</p> <p>CH confirmed that from a parent's perspective the child's progress is also much clearer as both of these books are presented each term at the morning 'sharing' sessions. She can see the markings and corrections made by the teacher, the response from the child to that comment and then the practical application of that learning point going forward by the child.</p> <p>CB confirmed that there had been no real difficulties experienced in having the separate books.</p> <p>DW replied: Maintaining continuity with marking/comments can sometimes be a challenge but books are regularly shared between teachers to address this.</p> <p>CB reported that she and MB pick up good ideas on how to make the best use of books before weekly staff meetings and have been sharing good practice. CB added that staff meetings have also been held in different classrooms as well to share ideas and best practice amongst staff.</p> <p>2. According to our RAG system, what are the priorities that need your most urgent attention?</p> <p>CB replied that if this question relates to the Governance Review RAG, the most urgent points are those still marked as red. The Governor's Action Plan was circulated to all Governors prior to the meeting attached to the Minutes.</p>	<p>Clerk</p> <p>Clerk/DW</p>
5	<p>Community Values</p> <p>A general discussion was held by Governors as to what Community Values encompasses at Bowhill. CB confirmed that it is more widely referred to as British Values and that the school</p>	

	<p>has been working hard to ensure that these values are visibly promoted at school. She referred the governors to the noticeboards and school website, and gave examples of how these values are put into practice such as the running of the School Council.</p> <p>KC asked for some examples of community cohesion projects.</p> <p>CB spoke about the school running club which has been established on Tuesdays and run by Kate Williams. This is now attended by staff, governors and parents alike.</p> <p>CB will send a file with key statements and the relevant document will go to the website as well.</p> <p>It was agreed that Community Values be a standing item on every P&C agenda.</p>	<p>CB</p> <p>Clerk</p>
6	<p>Well-being – exploring how to look after everyone in our school community</p> <p>SC has suggested an open discussion about how to look after everyone in our school community.</p> <p>All Governors agreed that the wellbeing of our Headteacher and all staff was an absolute priority and that this will be regularly revisited. It was agreed that wellbeing be a standing item on every P&C agenda.</p> <p>CH has carried out some research into how other schools look after staff and presented a short 'staff wellbeing' policy from another school as one possible option to explore. She has also looked at more immediate and tangible efforts the governing body could offer and shared examples of what other maintained schools and academies are doing to help staff.</p> <p>CB confirmed that she is already looking into offering free after school yoga classes for staff . This idea was welcomed by Governors and it was agreed that wellbeing measures should be diverse so that all staff are able to benefit in some manner .</p> <p>CH will forward the relevant documents she has found to SC and that SC will lead this discussion at the next meeting.</p>	<p>Clerk</p> <p>CH</p>
7	<p>SEF /SMIP</p> <p>It was agreed by Governors that these two items should appear as separate agenda items on future agendas.</p> <p>SEF</p> <p>The new format SEF will be circulated to all Governors shortly and will be put on the next meeting's agenda for further discussion. Governors are requested to read this thoroughly and submit any questions to CB ahead of the next meeting.</p> <p>SMIP</p> <p>Governors will receive the revised SMIP shortly and this will be put on the next meeting's agenda for further discussion. Governors are requested to read this thoroughly and submit any questions to CB ahead of the next meeting. CB has highlighted actions or resources required across the four objectives with Green, Amber and Red.</p> <p>CB gave an example of an Amber area and the actions they were going to keep taking.</p> <p>Teachers are to develop an understanding of Mastery and how to apply it within lessons and reflect it accurately in tracking. Teachers add (or subtract) from the Tracking Point to show how</p>	<p>Clerk</p> <p>All governors</p> <p>All governors</p>

	<p>much the child is performing above or below expectation at that assessment. This helps them see how the child is performing.</p> <p>MB has provided training on Mastery at this evening's staff meeting.</p> <p>GL asked: What is the main impact of Mastery for pupils? DW replied: Mastery is about encouraging pupils to deepen their knowledge rather than push them forward at a faster rate. Teachers have now had training on Mastery but it remains difficult in practice to know exactly what Mastery looks like. It is useful in identifying high attainers but relies on the teacher's judgement. At this stage the challenge is calibrating that judgment/assessment.</p> <p>KC flagged that she will be attending the forthcoming training on 'Performance Data in Primary Schools- Introductory' at Great Moor House on Tuesday 8th March.</p> <p>CH to forward details to GL who will also try to attend this session.</p> <p>GL asked if there were limitations to training courses with charges because of the budget. CB confirmed that there is not a separate budget for governor training and that the overall budget can cover these training sessions as (a)they are inexpensive and (b) very important for governors training and development.</p> <p>Governors were reminded of the following:</p> <ol style="list-style-type: none"> 1) Governors should take at least one training course per year which should be linked with their responsibilities and roles in the Governing Body and their skills and capability. New Governors must in addition attend the New Governor training; 2) Governors should book their own training courses (CH has emailed details of how to register with Babcock to all governors); 3) Governors must fill in the relevant Record of Impact forms AND download the course certificate and send these to the Clerk who maintains the record of training. 	CH
8	<p>Safeguarding</p> <p>RE flagged that the Safeguarding Policy needs completing with the school's details.</p> <p>It was agreed by all Governors that CB will be in charge of reviewing the policy this Friday together with Kate Williams when the Safeguarding Audit will be carried out.</p> <p>Review Safeguarding Policy will be an item for the next meeting's agenda to finalize the version.</p>	CB Clerk
9	<p>Review Food and Nutrition Policy</p> <p>CH and SC to meet with CB and finalise Whole School and Nutritional Policy and circulate final draft for approval at the next P&C meeting.</p> <p>Clerk to add to the next agenda.</p>	CH/SC/CB Clerk
10	<p>Review Equal Opportunities and Race Equality Policy</p>	

