



## Bowhill Primary School

### Personnel and Curriculum Meeting

Date of meeting	7 <sup>th</sup> June 2016	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Caren Brooks	CB	STH			
Time of meeting	6:00 p.m.	Apologies	Karen Cronin	KC	Foundation	Debra Ward	DW	STAFF
			Caroline Havard	CH	PAR	Ruth O'Neale	RO	PAR
Room	Year 6/2	In Attendance	Stephen Cousley	SC	Co-Op	Reg Edwardson	RE	Co-Op
			George Littlejohn	GL	Co-Op			
			Li Wang	LW	Clerk			

	Minutes	Actions
	<p><b>Fire Alarm</b></p> <p>There is no fire test today. Fire Exits were outlined by CH. If the alarm sounds then make your way quickly and safely to the playground.</p> <p><b>Business Interests Register</b></p> <p>Governors were reminded that they must declare any conflict of interest which becomes apparent during the meeting. None Declared.</p>	
<b>1</b>	<p><b>To receive apologies for absence</b></p> <p>Apologies received as above and sanctioned.</p>	
<b>2</b>	<p><b>To consider the minutes from the Personnel and Curriculum Committee meeting held on Tuesday 19<sup>th</sup> April 2016</b></p> <p>Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the Clerk no later than 24 hours before the meeting.</p> <p>Minutes were approved as accurate record of the meeting with minor amendments to Item 8. The revised version will be signed by CH in due course.</p>	
<b>3</b>	<p><b>To discuss matters arising from the last meeting (held on 19<sup>th</sup> April 2016)</b></p> <p><b>CH proposed and Governors agreed that any outstanding policies will be reviewed/approved by email before the end of term.</b></p> <p>3.1 Review a new policy 'Shared Parental Leave Policy'. The new policy will go alongside 'Maternity Policy' which was adopted at the previous meeting.</p> <p>3.2 Review Appraisal Policy and Procedures</p> <p><b>KC proposed to delegate both of these policies to CH and this was seconded by RO. CH will review the policies thoroughly and circulate both policies, together with any proposed</b></p>	<p>CH 28/06</p>

	<p><b>amendments, for approval before 28<sup>th</sup> June.</b></p> <p>3.3 Further information about assessment policy lead</p> <p>CB with teaching staff will review the draft Assessment Policy and it is for the next FGB to appoint Assessment Policy Lead.</p> <p>3.4 Review Anti-Bullying Policy</p> <p><b>Governors agreed to delegate the review of the Anti-Bullying Policy to the Safeguarding Governors – RE &amp; JR – who will review it and circulate it, together with any proposed amendments, for approval before 28<sup>th</sup> June.</b></p> <p>3.5 Approval of Behaviour and Discipline Policy</p> <p><b>Governors agreed to send this policy to MB, who updated it in November 2015, and ask for his confirmation that this version can be now circulated for approval.</b></p> <p>3.6 Approval of R.E. and Collective Worship Policy</p> <p><b>It was agreed by Governors to adopt R.E. and Collective Worship Policy which will be reviewed every 3 years.</b></p> <p>3.7 Review DCC Equality policy and guidance</p> <p><b>Governors agreed to delegate the policy to MG for a thorough review and MG will circulate the policy, together with any proposed amendments, for approval before 28<sup>th</sup> June.</b></p> <p><b>The Clerk is responsible for updating the review dates for all updated policies accordingly.</b></p>	<p>CB 28/06</p> <p>RE/JR 28/06</p> <p>MB 28/06</p> <p>MG 28/06 Clerk</p>
<p>4</p>	<p><b>Questions to the Headteacher</b></p> <p>Governors were reminded to send questions out related to the SMIP (especially teaching and learning) to the Headteacher or the Clerk before the meeting.</p> <p><b>Following CH and SC's questions about SEF &amp; SMIP sent out in advance, CB replied accordingly before the meeting. CH discussed those questions and answers at the meeting.</b></p> <p><b>1. SEF - aims and values (vision) - could we have a quick update on where the SLT are in developing this and discuss what contribution is required of the Governing Board to help finalise this. P&amp;C minutes from 23/2 suggest MG was looking at three key words to symbolize the school's ethos/British values.</b></p> <p>CB said that she had not heard from MG re this - this does need to be done by year end, preferably the end of this month.</p> <p><b>2. SEF - This is a really strong document. I have no queries other than can we know which other local schools are being supported by Bowhill with early years writing development?</b></p> <p>CB appreciated this question and believed that SEF reflects where we were. This is one area where all 4 schools in the proposed MAT are likely to be working together so they have both SEF and SMIP in the same format.</p> <p>Re the support from F/S, St Thomas - writing, St Nicholas - reading + lowering difference in attainment between boys and girls, Newtown - writing, Ladysmith - reading and writing.</p> <p><b>3. SMIP - 3.4 safeguarding training - is it possible to have an update on progress in staff training (FGM/Prevent/Pips)?</b></p>	

CB said, "All teaching staff have been trained in PREVENT and they are still awaiting some of Reception to do online training for the certificate. TA's have not had training. All teaching staff had FGM last year by Claire Kelley, Jackie Nicolle did FGM training for TA's September inset day (any new starters receive information sheet in their safeguarding pack). All staff have also received an information sheet on CSE."

PIPS - all staff received initial training last year. Full training undertaken this year by staff most likely to be involved in manual handling, (3 attended teachers and TAs)

**Queries from the previous minutes 19/4/16:**

**4. Could we have some feedback from the meeting last month between Rebecca Cosgrave and KS2 teachers on writing?**

CB circulated Rebecca Cosgrave's Literacy Report. The purpose of the visit was:

- To consider: Safeguarding Issues/Best Practice/Supporting Improvement
- To support KS2 teachers with developing planning for literacy

**5. Parentview has 46 responses, all very positive but there is one family (identified as 2%) who is clearly unhappy and disagreed/strongly disagreed with several statements and does not recommend the school. Are you aware of which family this might relate to and do you know whether steps have been taken to address their dissatisfaction?**

CB said, "Unfortunately, there is no way of knowing but I hope it has been the experience of parents that any concerns, regardless of the area, had been investigated and addressed if it was felt that there was a genuine complaint. "

**6. Do you know if the Year 5 & 6 staff are happy to have their letter to the Governing Board included almost verbatim in these draft minutes (item 8), which will be published on the school website?**

Governors agreed to publish the minutes outlining the issues raised and discussed but not including the letter itself, which had been addressed to the Governing Board.

**7. It would be good to have some general feedback from the meeting with CB about the issue of merging year groups.**

CB replied, "One day (June 15th) has been booked out for current year 5 and 6 teachers to enable planning in more detail also arranging the timetable to allow for single year group teaching in Maths and English which was the area for concern."

**8. SC suggested CB should advise the governing body of any changes to staff structure for next year. If there are changes, what benefits do we see; and if no changes, are there benefits to this as well?**

CB: "We looked at changes to staff structure at a Governing Body meeting recently with Governors agreeing to a separate lead for lower KS2. This role will be undertaken by Stella Knapman. In terms of which staff will be teaching in which year group, this will be decided when we know our full teaching staff - (Sue Cashmore is still away, due to meeting with me on Wed of this week)."

**Governors were in agreement that staff structure and senior leading team will be reconsidered at September's P&C and FGB meetings.**

5	<p><b>British Values</b></p> <p>Following a considerable discussion, Governors agreed to choose 4 key words to symbolize the school's ethos/British values.</p> <p>Community, Aspiration, Responsibility and Expectation (CARE) best illustrate what the school stands for.</p> <p>CB confirmed that MG's SMSC report had been shared with and well-received by staff.</p>	
6	<p><b>Well-being – exploring how to look after everyone in our school community</b></p> <p>Governors expressed their opinions about what they could do as a Governing Body to help with well-being to benefit all in the school community. They discussed several options and possible dates for meeting with staff.</p> <p>CB suggested that she would organise a big lunch for all staff at the very beginning of September 2016 and this was agreed by Governors. The Governing Body is aiming to create more opportunities and channels for better communication between Governors and teachers.</p>	
7	<p><b>Approval of SMIP</b></p> <p>Governors have kept monitoring and evaluating the progress of SMIP and considering items for the next phase of SMIP. After assessing the progress made in Amber areas, Governors and CB updated the SMIP during the meeting with almost all of the Amber items being changed into Green based on evidence of improvements presented. There are no Red items left in SMIP.</p>	
8	<p><b>Approval of SEF</b></p> <p>Governors have carried on monitoring and evaluating progress of SEF which was newly updated by CB in May 2016.</p> <p><b>In relation to attendance, CH asked that when reviewing the Attendance Policy in the Autumn term, P&amp;C governors look beyond the statistics and averages and consider how we communicate expectations to parents and how we, as a school, support individuals who are persistent absentees or late arrivals from the more vulnerable groups of pupils (SEN/EAL/young carers etc).</b></p> <p>CB confirmed there is a series of processes involved to improve attendance and family engagement. It starts with a meeting between parents and Carolyn and Kate. Jackie also provides help with different groups of children. They carefully consider the circumstances under which students' attendance is below 90%. An official letter about their attendance issue will not be delivered unless it is necessary.</p> <p><b>Governors were agreeable to approving the revised SEF without further questions.</b></p>	
9	<p><b>Approval of Safeguarding</b></p> <p>CB circulated Safeguarding Action Plan 2015-16 to Governors at the meeting and confirmed the priorities.</p> <ul style="list-style-type: none"> <li>➤ Staff are making the best use of the chronology recording tool – C Poms – to keep monitoring and reporting accordingly.</li> </ul>	

	<p>➤ Additional internal and external training:</p> <p>Teaching staff had training about the Use of Threshold tool by the end of February and completed Prevent training by April.</p> <p>KW &amp; C Br attended D V training in Autumn term.</p> <p>External training which has been booked will allow some of the teachers to participate.</p> <p>➤ An additional Safeguarding governor was appointed.</p> <p>External Safeguarding Audit will form an evaluation in the Autumn term and Internal annual evaluation at year end.</p>										
10	<p><b>Set annual salaries</b></p> <p>Governors agreed to delete this item from the current annual agenda cycle because all staff are on agreed pay scales within bands.</p>										
11	<p><b>Check curriculum aims &amp; statement</b></p> <p>Aim and Curriculum Statement was updated during the meeting and adopted by Governors. The revised version will be circulated to all Governors.</p> <p><u>MG left the meeting at 7.00 p.m.</u></p>	<p><b>Clerk 14/06</b></p>									
12	<p><b>Set attendance targets</b></p> <p><b>Governors agreed to delete this item from the agenda because attendance targets are set in September.</b></p>										
13	<p><b>Review Home-school Agreement</b></p> <p>Home-school Agreement was accepted by Governors.</p>										
14	<p><b>Homework Policy</b></p> <p>Homework Policy together with Reception/Key Stage 1/draft Year 3/4 Homework Guidance were adopted by Governors without amendments.</p>										
15	<p><b>Review Prospectus</b></p> <p>It was confirmed that the current prospectus was circulated to Governors in June 2015 and has already been approved.</p>										
16	<p><b>Review DBS Check</b></p> <p>Central review of recruitment and vetting checks are up to date. Safeguarding Governors –RE &amp; JR – can check the detailed information on their next visit.</p>	<p><b>RE/JR tbc</b></p>									
17	<p><b>Governors Report</b></p> <table border="1"> <thead> <tr> <th><b>Ruth O’Neale</b></th> <th><b>Visit Date</b></th> <th><b>Purpose of Visit</b></th> </tr> </thead> <tbody> <tr> <td></td> <td>4th May 2016</td> <td>Looked at some high attainers’ books in year 6</td> </tr> <tr> <td></td> <td>4th May 2016</td> <td>PP focused</td> </tr> </tbody> </table>	<b>Ruth O’Neale</b>	<b>Visit Date</b>	<b>Purpose of Visit</b>		4th May 2016	Looked at some high attainers’ books in year 6		4th May 2016	PP focused	
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	<p>5th May 2016 Discuss progress against SMIP objectives English/Maths</p> <p><b>Caroline Havard</b> 15 April 2016 Para 2.2 SMIP to discuss how the whole school food policy is currently impacting on curriculum opportunities</p> <p>15 April 2016 School Nutrition Action Group Meeting with School Council</p> <p><b>Karen Cronin</b> 20 May 2016 TISP Evaluation of Progress Visit Follow Up</p> <p>23 May 2016 Maths update Assessment</p> <p><b>Stephen Cousley</b></p> <p><b>&amp; Karen Cronin</b> 12 May 2016 Meeting with year 5&amp;6 staff group</p> <p>RO and GL discussed the extra curricular/external school activity going on to support high attainers and provided the draft updated policy for high attainers for CB and SLT to finalise.</p> <p><b><u>RO left the meeting at 7.30 p.m.</u></b></p> <p><b><u>KC suggested all governors try to attend the next FGB meeting which will take place on 28th June 2016, as there will be important decisions for governors to make about progressing MAT.</u></b></p>	
18	<p><b>Dates &amp; Time of next P&amp;C Committee meetings</b></p> <p><b>6.00 p.m. Tuesdays</b></p> <p>B&amp;F 14 June</p> <p><b>10.00 a.m. Mondays</b> APMC 13<sup>th</sup> June, 4<sup>th</sup> July</p>	

**All related policies and documents to the meeting were circulated prior to the meeting.**

There being no further items to discuss the meeting closed at 7.50 p.m.

**Attachments:**

1. SEF
2. SMIP
3. Safeguarding
4. Curriculum Aims & Statement
5. Home- School Agreement
6. Homework Policy
7. R.E. and Collective Worship Policy
8. DCC Equality policy and guidance
9. Shared Parental Leave Policy
10. Anti-Bullying Policy.
11. Behaviour and Discipline Policy
12. Appraisal Policy and Procedures

Signed ..... Dated.....