



## Bowhill Primary School

### Personnel and Curriculum Meeting

Date of meeting	23 <sup>rd</sup> February 2016	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category	
			Time of meeting	6:00 p.m.	Caren Brooks				CB
Karen Cronin	KC				Foundation	Matthew Giles	MG	PAR	
Room	Year 6/2		Caroline Havard	CH	PAR	Stephen Cousely	SC	Co-Op	
		Apologies	Ruth O'Neale	RO	PAR	George Littlejohn	GL	Co-Op	
			Debra Ward	DW	STAFF				
		In Attendance	Li Wang	LW	Clerk				

	Minutes	Actions
	<p><b>Fire Alarm</b> There is no fire test today. Fire Exits were outlined by SC. If the alarm sounds then make your way quickly and safely to the playground.</p> <p><b>Business interests</b> None Declared</p>	
1	<p><b>To receive apologies for absence</b> Apologies received as above.</p>	
2	<p><b>To consider the minutes from the Personnel and Curriculum Committee meeting held on Tuesday 19th January 2016</b> Minutes approved as accurate record of meeting and signed by CH.</p>	
3	<p><b>To discuss matters arising from the last meeting (held on 19th January 2016)</b> Governors would like GL to write a brief description about his visit to Exwick Heights Primary School's Teaching and Learning Committee on Thursday 12<sup>th</sup> November 2015. <b>GL will email his concise report to the Clerk who is responsible to circulate it to all Governors before the next FGB meeting (15 March 2016).</b></p>	<p><b>GL/Clerk</b> <b>08/03/16</b></p>
4	<p><b>Questions to the Headteacher</b></p>	

There were three questions to the Headteacher raised from SC.

**I. How has recent staff absences impacted on the individual classes?**

CB answered: Based on the historical staff attendance records of previous years, the absence happens to every school especially in the summer term. Therefore, there were three main actions taken as solutions, particularly to long-term absence to minimize its impact on classes. Teachers are working positively without doubt to maintain consistency.

- The flexibility of part-time teachers provided some coverage;
- The long-term supply of teachers would likely help with the cover based on a very good cooperative relationship between teachers and the school;
- The establishment of individual groups across KS1 also proved to be a proper way to meet the requirements for pupils.

**Governors asked about the insurance for hiring extra teaching support.**

CB replied that the insurance would go some way to cover the cost. She was also looking for other sources of insurance for the next year.

**II. What extra support do you feel the school is in need of?**

CB said that she would expect the unattached advisers to be challenging yet supportive as well. Meanwhile there should be more time given for staff to carry on what they are doing in a proven way. The consistency areas are moving forward so staff have gained a clearer picture to improve their progress.

**III. With a change in our budget for next year, what impact do you see it having on our teaching ability?**

CB explained the spending in some areas such as £10,000 for Foundation Stage for improvements. She suggested that a letter should be written to the Local Authority about the Growth Fund since the criteria keep changing. There was some concern at the possible in-year deficit of £45 k next year which is similar to the position this year with a carryforward remaining at year end.

CB confirmed that the school will receive growth funding of £13,500 from the County Council.

**KC asked how much was the carryforward.**

CB said that it was about £ 100,000.

**SC asked that if the carryforward is going to be used to tighten things up.**

CB advised to look at the staff structure at the next P&C meeting based on SC's enquiry.

The Clerk was requested to add Review Staff Structure to the next P&C meeting agenda.

CB added that the school's canopy was blown by the wind into the air and fell and broke into four pieces. They will wait before getting the right item to replace the broken one.

**Governors highly appreciated the seating area which is not only quite functional but has**

	<p><b>improved the school environment in a nice way as well.</b></p> <p>CB confirmed that the cost for building up the seating area was from the Health and Safety budget.</p>	
5	<p><b>Community Values</b></p> <p><b>MG advised to change Item ‘Community values’ into ‘British Values’, which was agreed by all Governors.</b></p> <p>MG also suggested 5 key principles to symbolize school’s ethos British Values.</p> <p>CB advised to narrow them down to 3 key uncontroversial words to cover high expectations such as Aspiration, Excellence and Community.</p> <p><b>It was agreed by all Governors that MG will conduct the gaps analysis through SMSC tool. He will meet with CB on 14<sup>th</sup> March to have a further discussion.</b></p>	<p><b>MG/CB</b> <b>14/03/16</b></p>
6	<p><b>Well-being – exploring how to look after everyone in our school community</b></p> <p><b>Governors agreed to explore and set up one small task at a time to look after 83 staff rather than writing down relevant policies.</b></p> <p><b>The following action will be taken to take care of everyone at Bowhill.</b></p> <ul style="list-style-type: none"> <li>➤ <b>To put a ‘Notice from Governors’ board in the lobby to establish another way to communicate with staff;</b></li> <li>➤ <b>To set up the first task: ‘One day a week go home on time’.</b></li> </ul>	
7	<p><b>Safeguarding</b></p> <p><b>All Governors agreed to adopt Safeguarding Policy with minor amendments. Clerk was requested to complete revising this policy based on RE and CB’s amendments on the hard copy. The updated policy will be circulated to all Governors afterwards.</b></p> <p>CB advised Governors who is interested in Safer Recruitment could take the online training session and she will circulate the related information to Governors.</p> <p><b>SC asked that if there were any safeguarding issues or concerns raised recently.</b></p> <p><b>CB replied:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Key priorities were including Purchase of CPOMS</b> computer based reporting system so as to enable the school to improve the management of child protection and similar incidents and actions, whilst reducing staff time, paperwork and administration. The chronology around a student is built automatically and trends are much easier to spot than they would be on bits of paper. Members of staff from across school can add information to CPOMS allowing Senior Leaders to take appropriate follow up action thereafter. CPOMS can be accessed from wherever staff have an internet. Teachers can do it there and then and have key members of staff alerted. CB has asked teachers to use this new system.</li> <li>➤ <b>The deputy safeguarding lead Kate Williams and the Headteacher</b> have ensured that they have up to the minutes data and feedback on all students and more importantly, they have a complete overview of those vulnerable students and individual need can be met with this new personalized programme.</li> </ul>	<p><b>Clerk</b> <b>25/02/16</b></p> <p><b>CB 03/16</b></p>

	<p>➤ <b>Besides, teachers paid more attention to the relevant areas</b> based on their key roles and responsibilities. E.g. Mark Burnard who is in charge of Behaviour and Discipline focused more on safeguarding concerns from this perspective.</p> <p><b>Carolyn has offered the help to collect the information by typing it up.</b></p>	
8	<p><b>SEF</b></p> <p>CB confirmed that some amendments were made by Joanne Carter, Foundation Leader, to the latest SEF. She advised that the short version SEF is still in need although Governors are happy about the new form.</p>	
9	<p><b>Begin to prepare new SMIP</b></p> <p><b>KC asked if SMIP forms had been updated by setting up the date for Column 'Frequency'.</b></p> <p>CB has confirmed that SMIP has been newly updated and will be circulated to all Governors after the meeting.</p>	<p>CB/Clerk 24/02/16</p>
10	<p><b>Review Contracts</b></p> <p><b>Governors asked about the number of permanent and temporary contracts.</b></p> <p>CB answered: There is one temporary contract and 116 permanent contracts.</p> <p><b>Governors agreeable to the number of contracts and changing Item 'Review Contracts' into 'The number of temporary and permanent contracts held by school' for next year's meeting agenda.</b></p>	
11	<p><b>Maternity Policy</b></p> <p>The latest version updated in April 2015 was circulated to all Governors prior to the meeting. The changes are those listed at the end of the document under Policy History.</p> <p><b>The Clerk was requested to add adopted and review dates at the bottom of this policy.</b></p> <p><b>Governors were agreeable to adopting this policy.</b></p> <p><b>SC asked the Clerk to find 'Shared Parental Policy' which will go alongside Maternity Policy but will be reviewed separately. Clerk was requested to circulate this new policy to all Governors prior to the next meeting.</b></p>	<p>Clerk 25/02/16</p> <p>Clerk 04/16</p>
12	<p><b>Review Sex Education Policy</b></p> <p><b>Sex Education Policy was circulated prior to the meeting and was adopted by all Governors. The review cycle is 2years and this policy will be review in February 2018.</b></p> <p>The PSHE co-ordinator, in conjunction with the named governor, Mr Mark Burnard instead of Mrs Karen Cronin, will be responsible for the monitoring and evaluation of this policy.</p> <p><b>The Clerk was requested to update the adopted and review date.</b></p>	<p>Clerk 25/02/16</p>
13	<p><b>Review R.E. &amp; Collective Worship Policy</b></p> <p><b>Religious Education Policy was last review in June 2015. MG will combine R.E. and Collective Worship Policy together and will bring the combined policy to the next meeting.</b></p>	<p>MG 04/16</p>
14	<p><b>Review Food and Nutrition Policy</b></p> <p>Food and Nutrition Policy and The School Food Standards were circulated prior to the meeting</p>	

	<p>with some highlights to inform Governors of changes and amendments.</p> <p>CH briefly introduced the rewritten Food and Nutrition Policy and advised to put some posters about food standards on the walls of the school canteen.</p> <p><b>It was agreed by all Governors that Food and Nutrition Policy was adopted. CH will amend this policy and recirculate it to all Governors so as to bring the final version to next FGB meeting for approval.</b></p>	<p>CH 15/03/16</p>
15	<p><b>Review DCC Equality policy and guidance</b></p> <p>Governors agreed that CB will be responsible for reviewing DCC Equality policy and guidance which is going to replace Equal Opportunities and Race Equality Policy as DW is in the sick leave.</p> <p>Clerk was requested to email DCC Equality policy and guidance to CB.</p>	<p>CB 03/16</p> <p>Clerk 24/02/16</p>
16	<p><b>Supporting Students with Medical Conditions policy(Medical Needs Policy)</b></p> <p>RO is working on reviewing this policy and will bring it to the next P&amp;C meeting.</p>	<p>RO 04/16</p>
17	<p><b>Anti-radicalisation policy</b></p> <p>Anti-radicalisation policy was circulated prior to the meeting and Governors agreed to adopt this policy and that the review cycle should be 2 years. It will be reviewed in February 2018.</p>	
18	<p><b>Governors' Visit Reports</b></p> <p>KC advised to change Item 'Governor Report' into 'Governors' Visit Reports'.</p> <p><b>KC visited Mark Burnard (Dep Head, Maths Lead) and his team's progress meeting and was impressed by the progress they have made:</b></p> <ul style="list-style-type: none"> <li>➤ Staff have a clear knowledge of whether each child is at ARE and that appropriate interventions are being utilised.</li> <li>➤ Marking and pupil response to it is being sampled and clear feedback given to staff. Pupil Tracker is being used to record the detailed learning of all children and supports teacher planning.</li> <li>➤ Progress meetings are checking the progress of all children below ARE, with particular emphasis on PP children</li> <li>➤ Each teacher has targets to eliminate or reduce the gap with their PP children. For Reading, Writing and Maths the percentage of PP pupils at ARE at the end of the year is expected to be higher than at the start of the year.</li> <li>➤ Teachers are working in a new way with positive working attitude sharing good ideas and practice.</li> </ul> <p>CB advised to relocate the assessment policy.</p> <p><b>Governors agreed to add 'To relocate the assessment policy' to the next FGB's meeting agenda.</b></p> <p><b><u>Please note that we are looking for an assessment policy lead. All Governrors are welcome to volunteer to take this role. The relevant training will be available shortly.</u></b></p>	<p>Clerk 08/03/16</p>

