



Bowhill Primary School

Personnel and Curriculum Meeting

Date of meeting	15 th September 2015	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Caren Brooks	CB	STH		Matthew Giles	MG
Time of meeting	6:00 p.m.		Stephen Cousely	SC	Co-Op	Debra Ward	DWd	STAFF
			Karen Cronin	KC	Foundation	George Littlejohn	GL	Co-Op
			Caroline Havard	CH	PAR	Ruth O'Neale	RO	PAR
Room	Year 6/2							
		Apologies	Reg Edwardson	RE	Co-Op	Rebecca Rankin	RRn	Co-Op
			Karen Webb	KW	PAR			
Absent	Darren Wallis	DWs	Co-Op					

	Minute	Actions
1	Fire Alarm There is no fire test today. If the alarm sounds then make your way quickly and safely to the playground	
2	Business interests None Declared Register of Business Interest for School Governors was signed by all Governors at AGM held on 8 th September 2015.	
3	To receive apologies for absence Apologies received as above.	
4	To consider the minutes from the Personnel and Curriculum Committee meeting held on Tuesday 9th June 2015 Minutes approved as accurate record of meeting	
5	To discuss matters arising from minutes No matters arising	
6	To review TISP/Maths Progress 6.1 CB generalised the aim of replacing TISP with Excellence for All Programme (EAP) by partially	

	<p>listing the aims of EAP, i.e. EAP is a new school improvement initiative for schools to have a better way of working for having sustainable support and specialist advice and guidance. Meanwhile it also can be a self-evaluation form for schools & governing bodies. The replacement presentation will be further discussed at the next meeting.</p> <p>CH asked: Does this replacement require any support from Governors?</p> <p>CB explained: Four main areas covered by the EAP, in which School Capacity will consider leadership and management, alerts may be triggered where schools identify weak or ineffective governance. Governors will be fully involved in EAP.</p> <p>6.2 MB demonstrated 'Brief Progress Report from Maths Lead' at the AMPC meeting held on the 13th July 2015 with specific and contrasting figures to show the improvement in Maths. For example: 96% level 4 (last year 73%) is great. 40% level 5 (last year 25%). Progress 96% 2 levels, (73% last year, national ave 89%). PP 24 children in year group, Level 4 96%, Level 5 33%. Other planning actions for Maths Progress were discussed at the meeting as well.</p>	CB
7	<p>To review SMIP/SEF and Safeguarding</p> <p>7.1 CB attended the new Ofsted Framework training session, which took place on the 21st June. Self-evaluation Form (SEF) from EAP was circulated to all Governors at the meeting for their consideration and governance section completed alongside new RAG rating sheet. There are four sections in the EAP checking list which consists of a number of statements against which each of you are asked to rate your current performance on the Ofsted scale of 1-4 where 1=outstanding 2= good 3= requires improvement 4=inadequate. The majority of governance were a 'good' column. RAG sheet will form the basis of the next governors' action plan.</p> <p>Safeguarding CB added: Parent support advisor now is working 3 days a week showing a high efficiency and a good relationship with parents.</p> <p>7.2 KC proposed: The Governing Body needs a training Governor who is in charge of monitoring attendance at courses for Governors. CB added: The Named Governor for Safeguarding will also be involved in keeping a good and positive relationship with parents, volunteers and staff by constant communications. KC requested: If a member of staff could take this role. GL asked: Are all teachers free to come to Governors 'meetings'?</p> <p>It is agreed by all Governors that meetings should be open to the public.</p> <p>KC added: If teachers join the meetings, Governors should pay more attention to the procedures and agendas of meetings for higher efficiency.</p> <p>SC explained: It is recognised that our safeguarding arrangements are reported at every Governors meeting and our Safeguarding policy is reviewed annually, in order to keep it updated in line with local and national guidance/legislation. SC asked KC: Can you review the Review of Safeguarding Policy? KC would like to take this responsibility.</p>	KC
8	<p>To check Curriculum Aims & Statement</p> <p>Aims of Statement we looked at.</p> <p>CB emphasized: The current aim statement is not aspirational enough and needs addressing. We</p>	

	<p>have looked at ethos of school but need to look again at how are aims are summed up with a tighter focus on learning.</p> <p>SC proposed: Governors could have a brainstorming session on the paper.</p> <p>KC advised: Since it has a lot to do with professional areas, we could have this brainstorming done during Staff/Governors Tea.</p> <p>CB seconded KC's proposal: Staff/Governors Tea will take place on 24th Nov and it is followed by FGB Meeting.</p> <p>GM suggested: Some short talks like TED might be worth watching at FGB Meetings. It includes many aspects, for example marketing, and how you present yourself to the audience.</p> <p>CB agreed and added: Those activities could also facilitate the Governors team.</p> <p>GL added: Another activity about defining personality could be the option for Governors' team building.</p>	
9	<p>To set Attendance Targets</p> <p>Current attendance at the year end 14/15 was 96.3%, It was agreed that Attendance for the year 15/16 be set at 96.5%.</p> <p>CB advised: If parents take their holidays with their children in turn, it should be better for us to hit the targets. .</p> <p>DWd suggested: Four terms with equal lengths will be a lot better.</p>	
10	<p>To review Home School Agreement, Homework and Uniform</p> <p>Homework policy has been discussed by staff and will be forwarded for approval. There is no change to Uniform. It is agreed by all Governors that our uniform is good.</p>	
11	<p>To review Prospectus</p> <p>New, updated Prospectus received from printer and circulated among Governors at Meeting.</p>	
12	<p>To review Data Protection Policy</p> <p>The Clerk was requested to send an updated edition to all governors of P&C Committee.</p>	The Clerk
13	<p>To review DBS Check</p> <p>CB: Many parents and other volunteers help regularly in the classroom and some will require a DBS Disclosure. This should be determined by the frequency and nature of contact with children.</p> <p>'Volunteers who only accompany staff and children on one off outings or trips or who help at one off specific events such as sports days, school fetes etc. do not need to be DBS checked. If however an overnight stay is involved then an enhanced DBS must be obtained.'(from Disclosure and Barring Service Policy 2014)</p> <p>SC asked: Are we agreeable to the frequency rule?</p> <p>All Governors agreed to it.</p>	
14	<p>To update Model Terms of Reference for P&C Committee</p>	KC

	SC recommended: A new and updated format of Model Terms of Reference for P&C Committee set up to Governors will be done. KC will provide the Clerk with two formats which need reforming and transferring into a new one.	The Clerk																																																									
15	<p>To review Pay Policy</p> <p>IB compared Two versions of Pay Policy and marked the highlights prior to the meeting for Governors to discuss.</p> <p>IB suggested: The red is suggested wording; the yellow highlight is where the Governors need to make a decision; the blue highlight is what can be deleted.</p> <p>It is agreed by all Governors after the discussion that The blue area will be deleted, the red area will be changed into black and the yellow area will be further discussed by Governors after the meeting with IB with the same selection of options last year.</p>																																																										
16	<p>To formulate Terms of Reference for Pay Committee</p> <p>Two examples of Terms of Reference for Pay Committee will be sent to JH, NB, CH and KC for their consideration. The revised version will be formulated before the 29th Sep.</p>	JH, NB,CH																																																									
17	<p>To review Governors Year Links</p> <table border="1"> <thead> <tr> <th>YEAR</th> <th>GOVERNOR</th> <th>GOVERNOR</th> </tr> </thead> <tbody> <tr> <td></td> <td>Darren Wallis</td> <td></td> </tr> <tr> <td>Rec</td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Stephen Cousley</td> <td>Julie Harris</td> </tr> <tr> <td>2</td> <td>Reg Edwardson</td> <td>George Littlejohn</td> </tr> <tr> <td>3</td> <td>Emma Walker-Brown</td> <td></td> </tr> <tr> <td>4</td> <td>Karen Cronin</td> <td></td> </tr> <tr> <td>5</td> <td>Claire Quick</td> <td>Rod Ruffle</td> </tr> <tr> <td>6</td> <td>Ruth O’Neale</td> <td>Caroline Havard</td> </tr> <tr> <td>Pupil Premium</td> <td>Claire Quick</td> <td>Rod Ruffle</td> </tr> <tr> <td>Safeguarding</td> <td>Karen Webb</td> <td></td> </tr> <tr> <td>Behaviour & Safety SEAL</td> <td>Natalie Bracher</td> <td></td> </tr> <tr> <td>School Lunches (SNAG)</td> <td>Stephen Cousley</td> <td>Caroline Havard</td> </tr> <tr> <td>SEN</td> <td>Natalie Bracher</td> <td>Emma Walker-Brown</td> </tr> <tr> <td>Maths</td> <td>Karen Cronin</td> <td>George Littlejohn</td> </tr> <tr> <td>Reading and Writing</td> <td>Stephen Cousley</td> <td>Julie Harris</td> </tr> <tr> <td>Sex Education</td> <td>Karen Cronin</td> <td></td> </tr> <tr> <td>RE</td> <td>Karen Cronin</td> <td></td> </tr> <tr> <td>Whistleblowing</td> <td>Rod Ruffle</td> <td></td> </tr> </tbody> </table>	YEAR	GOVERNOR	GOVERNOR		Darren Wallis		Rec			1	Stephen Cousley	Julie Harris	2	Reg Edwardson	George Littlejohn	3	Emma Walker-Brown		4	Karen Cronin		5	Claire Quick	Rod Ruffle	6	Ruth O’Neale	Caroline Havard	Pupil Premium	Claire Quick	Rod Ruffle	Safeguarding	Karen Webb		Behaviour & Safety SEAL	Natalie Bracher		School Lunches (SNAG)	Stephen Cousley	Caroline Havard	SEN	Natalie Bracher	Emma Walker-Brown	Maths	Karen Cronin	George Littlejohn	Reading and Writing	Stephen Cousley	Julie Harris	Sex Education	Karen Cronin		RE	Karen Cronin		Whistleblowing	Rod Ruffle		
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Science		
Gifted and Talented		
Governors Training		

SC suggested: Science and Gifted and Talented should be added to this Year Links List.

KC suggested: the Year Links List could be dropped as Governors should have obtained the relevant skills and knowledge to the linking areas rather than simply take this role. Although most teachers welcome Governors’ support, the monitoring visits need to take teachers’ feelings into consideration.

DWd added: On the ground of being familiar with Governors’ relevant knowledge, they could tell what is going on in the class.

SC advised: Teachers do have immense pressure and other issues to deal with like parental concerns, so we should keep Year Links as Governors should change working relationship with teachers to see each other enough and care for them as friends while still challenging.

RO advised: All Governors should be repositioned and remodelled. It has to be a wider conversation. Governors could be linked to Key Stages in order to get to know teachers very well.

SC added: Our vision for this school is to have good educators rather than simply good education.

KC expressed concern: Governors might get too involved in day-to-day issues.

GL suggested: One Governor is in charge of one Stage

KC advised: It could be a mix of different Stages and groups.

CH insisted: Constant visits should be paid to keep positive relationship with teachers.

CB added: The stage linking model could help teachers and Governors see our school’s development in a better way.

SC summarised: **AMPC will take the responsibility to restructure the Year Links.**

AMPC

18 Governors Reports

No Governors Reports were presented.

19 RAG sheets for Committees to consider

19.1 Governors RAG sheet was completed at the meeting after all Governors’ step-by step discussion which was led by SC.

GL asked: How do we complete the RAG sheet?

SC explained: We enter the information in columns of Green & Amber and Red as a judgement of items in those areas.

CB added: We put those things down in short term.

Governors RAG sheet Led by: SC Sep 15

Green: Things in my area which are currently in the Green zone:

Consideration of longevity Chair /Vice Chair. Governors propose their questions to Head before meetings. Keen to build more Governor links with other schools.

Steps we can take to build on these areas are:

Agreed 2-year Chair & Vice Chair to transparency succession planning places. Governors should email questions in advance to Clerk.

AMBER: Things in my area which are currently in the Amber zone:

Review of governance carried out last year-action plan put together and this has been particularly implemented and work is still ongoing.

Steps we can take to build on these areas are:

Review the review

APMC is monitoring the Governors' action plan. Finance potentially to be considered good, skill audit to be considered when training future Governors.

19.2 According to the criteria of being Outstanding, Good and Improvement, Governors analysed standards one by one. **We are good at the following aspects:**

- Review of Governance confirms all statutory requirements met or in development
- Low governor vacancies

CH advised: Governors roles should be rotated.

SC insisted: we need to pay more attention to skill set of Governors.

SC said: Every Governor should take his responsibility in one area. That is also the recommendation of training.

CB asked: How do governors feel about the size of FGB?

SC asked: Are we happy with the size of P&C?

RO wondered: what is the minimum number of the Governing Body? If the number is small, more attention has to be paid on special roles.

GL wondered: Is there a set number for Governing Body?

CB said: There is a set number in line with formats. It is possible to alter the structure and change the number of seats.

SC summarised: The size of P&C Committee will stay the same.

It is agreed by all other Governors.

- **Evidence of recent skills audit**
- **High expectations of Governors and Code of Conduct adopted**

CB advised: High expectations should be Amber because all steps have been taken.

- **Developing challenge to head teacher**

SC suggested: Add 'Questions to the Head' item to every agenda of P&C meeting.

KC added: we ought to work on routine. Clerk sends all relevant documents to Governors prior to meetings. So questions should be linked to those items.

- **Evidence of drawing on external validation. Governing Body can demonstrate good/developing understanding of schools strengths and weaknesses.**

GL suggested: We should start collecting evidence.

CH asked: Did the governors not see the questionnaires?

CB explained: Parents did the questionnaires two years ago. Parents interpreted them in a way it is hard to be fully contented. Governors share the questionnaires at the Governors Tea. Last year we used the parent view website.

It is suggested that Governors could attend Parent& Teacher Evenings and then work with parents on the computer for the evaluation.

GL asked: if Governors had other experience of governance at schools

CB also said: We could exchange experience with other schools and ask them their expectations. CB talked contacted Saint Thomas or Exwick Heights for support.

SC pointed out: There is also the risk of selecting one school in this Cooperative. Who would like to take this job to communicate with or visit other schools?

GL would like to take this responsibility.

- **Evidence of Governors visits**

KC advised: we should improve the evidence of challenges.

It is agreed by all Governors that all Minutes should be taken in the same style as APMC's. All questions should be marked in bold.

- **Good relationships built on trust and transparency**

RO suggested: Governors should write articles in Newsletters as well. KC and RE have done this previously.

SC seconded: we ought to set big visual of Governors to parents, teachers and children. We could attend more assemblies.

CB presented: Governors could go to Parents Evenings, Curriculum Evenings, Foundation Stage Evenings, Stage 1 or 2 Maths Evenings.

RO suggested: A list of dates could be made for the term or a year and sent at the beginning of the year so that Governors could put those dates in their calendars in advance.

- **Regular engagement in training opportunities**

It is agreed by all Governors that training opportunities are getting better.

- **Good parental relationships**

It is agreed by all Governors that we have kept good parental relationships.

We need to improve:

- **Inexperienced clerk**

CB pointed out: The new Clerk is inexperienced and it will take time for her towards 'Good'.

But she has already attended training and more training booked for Autumn term.

- **Weak Chair, or Chair in post overly long**

CB advised: Chair training has been done. But cannot put 'good' before time frame has been attended to.

SC said: The frame should be set about what we want such as the terms of office for Chair.

GL suggested: Vice Chair could work for (for example eighteen months) and then has the chance to become Chair.

GL pointed out: Two people will be available for one position of Chair.

SC said: If you have all experience served in that role, you could propose the Governing Body for this position.

KC advised: There shouldn't be anything that deters people from finding the opportunities to be

GL

	<p>Chair.</p> <p>SC concluded: The longevity Chair /Vice Chair is two years.</p> <p>GL suggested: The present Chair would be consulted by all Governors.</p> <p>CB said: RE has been supporting to CB.</p> <p>SC recommended: RE should stay in the FGB.</p> <p>GL pointed out: We should be careful with the circumstance under which new Chair and new Clerk work together.</p> <p>KC suggested: Every Governor should have Chair training having the equal opportunity to be Chair.</p> <p>CB added: If you have the Chair training, you will have the whole picture of this role and the FGB. We also need to complete job description for Chair and Vice Chair for each Committee.</p> <p>RO recommended: We need more people to do Headteacher Appraisal. There are at least two people who are in charge of it. Governors proposed MG to take this role.</p> <p>MG will take the training of 'Headteacher Appraisal' either on Thursday 19th November or Thursday 3rd December. MG will send the fixed date to the clerk for information.</p> <p>GL suggested: RE could do the job too.</p>	MG																		
20	<p>To consider any other matters</p> <p>No other matters arising</p>																			
21	<p>To agree dates of next meetings</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">B&F 22 Sept</td> <td style="width: 50%;">P&C 10 Nov</td> </tr> <tr> <td colspan="2">Oct date to be agreed CB Performance Management RE & RO</td> </tr> <tr> <td>B&F 17 Nov</td> <td>P&C 12 Jan</td> </tr> <tr> <td>B&F 19 Jan</td> <td>P&C 23 Feb</td> </tr> <tr> <td>B&F 1 Mar</td> <td>P&C 19 April</td> </tr> <tr> <td>B&F 26 April</td> <td>P&C 7 June</td> </tr> <tr> <td colspan="2">B&F 14 June</td> </tr> <tr> <td colspan="2">Pay Committee 29th September</td> </tr> <tr> <td colspan="2">APMC 21 September, 19 October and 23 November</td> </tr> </table>	B&F 22 Sept	P&C 10 Nov	Oct date to be agreed CB Performance Management RE & RO		B&F 17 Nov	P&C 12 Jan	B&F 19 Jan	P&C 23 Feb	B&F 1 Mar	P&C 19 April	B&F 26 April	P&C 7 June	B&F 14 June		Pay Committee 29 th September		APMC 21 September, 19 October and 23 November		
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There being no further items to discuss the meeting closed at 8:10 p.m.

Signed Dated.....