

**TWO WATERS PRIMARY SCHOOL GOVERNING BODY
MEETING ON 12 NOVEMBER 2013 AT 6.30 pm**

MINUTES

Present: Jennie Witter (in the Chair)
Joanne Summers
Nicola O'Connell
Mahjabeen Ahmed
Valerie Askins
Tim Gately
Barbara Speer
Jo Conway
Joy Larkin

In attendance: Eileen Heylin (Clerk)

No		Action
1	Apologies and consent Apologies were received from Julia Horne, Scott Isaacs and Steve Bradley . These absences were approved.	
2	Declaration of Conflict of Interest There was no conflict of interest with the items on the agenda.	
3	Welcome to New Governor The Chair welcomed Mrs Joy Larkin to the Governing Body AS A Community Governor.	
4	Approval of Minutes: Approval was given to the Minutes of the meeting of 3 September which were duly signed.	
5	Matters Arising i Details of Governors log-in and folder on the school system were duly distributed. ii Maternity Cover – The Headteacher reported that maternity cover had been appointed and that Mr Hakner had been appointed to the SLT and as KS2 co-ordinator but not as Assistant Head. Concern was expressed about adequate support for the Headteacher who commented that there are three members of the SLT. iii Parking – The Headteacher reported that parking is still a problem and that he had mentioned it in a recent newsletter. TG to discuss the problem with the local PCSO and to ask the site manager to put a sign outside. He will also put the item in the next newsletter. It was agreed to keep the situation under review.	TG
6	Reports of Committees: <u>Curricular Committee</u> The Chair gave a detailed report of the Curricular Committee meeting. It was agreed that there should be a staff evaluation by the Governing Body and management and also a self evaluation of the Governing Body. To be discussed at next FGB <u>Non-Curricular</u>	EH

	<p>The Chair gave a full report of the Non-Curricular Committee meeting. Pupil premium figures are being put together as to how much is spent on each child and this is to be reported to the FGB in February. TG and JC to discuss this after JC has been on a training course. TG will circulate the Terms of Reference and the Pay Policy when done.</p> <p>It was agreed that Committee minutes are to be circulated by email prior to each FGB meeting</p>	<p>EH JC/TG</p> <p>SI/MA</p>
7	<p>Headteacher's Report</p> <p>The Headteacher's report had been previously circulated and the following matters arose:</p> <p>Q How did the Times writing competition go? A 55 entries although more were hoped for. It was extra work for pupils so next time it will be incorporated into the childrens' general work. There was also a problem with getting back parental slips. It was not clear whether it was about the writing or the quality of the story, (ie parents could scribe).</p> <p>Q How will you ensure that the quality of Maths does not slip now that there is to be emphasis on writing? A Many of the things put in place to support Maths will stay and the special breakfast club before SATS will run again this year as will the Parent workshops. We will not let the Maths slip. TG also said that attainment may not be as high this year as last but it is really about progress and good progress is being made. Any Governor that wishes to access Raise on Line can get the password from TG.</p> <p>Q Why were the House names changed? A The School Council asked for rivers in view of the name of the school .They also reviewed the school rules at the same time and gave them their approval.</p> <p>Q Is training budget bigger this year? A Yes, every subject leader got extra budget for CPD.</p> <p>Q Why has reception got 31 children. A A child looked after has the extra place and we will get pupil premium plus for that child.</p> <p>Q Exclusions are very high for a half term. We have never had that many before? A The number of exclusions are in line with the number we have issued over the last two years. They relate to one child with exceptional needs. The school is working with several external agencies to continue to manage his behaviour. TG to discuss exclusions with the HIP as to how they would be judged under the behavior heading.</p> <p>It was reported that TG and JW had been on a course for new headteachers and Chairs of Governors and that, although self-evaluation and a few other small things need improving the school is</p>	<p>JW/ALL</p>

	on track. JW is to circulate 20 key questions for Governing Body to Self Audit. Replies should anonymous and be put in the office in an envelope.	
8	Terms of Reference and Code of Conduct: These had been circulated and it was agreed to discuss them at the next meeting.	EH
9	Policies to be Ratified: i Thanks to MA for Leave of Absence Policy which was ratified . ii Behaviour and Discipline to be discussed at the next meeting. Governors asked if this had been discussed with the staff and TG said that it had been created with the staff about two years ago but would be discussed with them again. Although staff may adopt their own reward systems the whole staff is consistent with sanctions. JW to send reminder to those who need to review policies for next meeting. TG reminded Governors to send ratified copies of policies to school secretary. (ie once the policy has been agreed at Full GB meeting)	EH JW/EH
10	Governor Monitoring Governors are on track to do all their visits before the end of term and JW to circulate template for Governor Visits	JW
11	Training 26 November 7-9 pm Cluster course on Safeguarding. JL to go on Governor Induction course. It was agreed to have Complaints Training next term on either 25 February or 4 March.	JL JW
12	Any Other Business TG mentioned the Christmas Fair on Saturday 7 December 12-3pm. JL and JS to form a literacy link group and feedback to TG. Discussion as to other Link Governors but agreed to see how it goes with literacy. Agreed to invite Mr Hakner to the next Curricular Committee meeting on 3 December. TG to speak to a person who could represent non-teaching staff on Governing Body. Year Groups need updating on the website. JW to update welcome letter to parents Governors to update profiles on website. TG to discuss the feasibility of a Friday after-school club with staff.	JL/JS TG TG TG JW ALL TG
13	Date of Next Meeting 4 th February 2014	

The meeting closed at 8.45

Signed..... Date.....