

**TWO WATERS PRIMARY SCHOOL GOVERNING BODY
MEETING ON 17 OCTOBER 2016 AT 6.30 pm
MINUTES**

Present: Mahjabeen Ahmed (in the Chair)
Alban Barnes
Yvonne Brown
Tim Gately (Headteacher)
Joy Larkin
Jo Conway
Joanne Summers
Jonathan Ivelaw-Chapman
Gisele Waterman

In attendance: Eileen Heylin (Clerk)

No		ACTION
1	Apologies and consent Apologies were received from Andrew Charlewood, Helen Shay and Sam Hakner and these apologies were accepted	
2	Declaration of Conflict of Interest None.	
3	Minutes of the previous meeting The minutes of the meeting held on 13 September 2016 were approved and signed.	
4	<p>Matters Arising</p> <p><u>i. Staff survey results:</u> AB reported that the Non-Curricular Committee will look at the results in detail but there seem to be three themes coming through –</p> <p>i. Communication especially with the TAs although TG has already been addressing this and pointed out that Two Waters is one of the only primary schools in the area that has a TA meeting with the Head once a week.</p> <p>ii. TAs would like to go on more courses. There are financial constraints around this but it can be looked at through the appraisal system. It is more cost effective to get trainers into school or do more shadowing. Staff who go out on courses are expected to feed back. JS pointed out that the LEA is providing training on Autism for all schools</p> <p>iii. Governors need to make themselves better known to staff. AB suggested that there should be a Governors’ corner in the staff room. There was some discussion as to how Governors could remedy this problem including attending Deco Day; governors taking part in induction for new staff; that staff and governors should get together in the summer term to look at plans for the following year and attending Friday afternoon Golden Assembly. TG said that Governors are always welcome in school and AB is to write to staff to thank them for filling in the survey. It was agreed that Governors should get a copy of the school newsletter.</p> <p>iv. <u>Exit interview update:</u> MA reported that a member of staff</p>	<p>TG/AB</p> <p>AB</p> <p>TG</p>

	<p>recently filled in an exit interview form which was very positive. She read an excerpt from the form describing the school, its staff, pupils and parents in glowing terms. It was agreed to keep a database file of exit forms to identify any trends that may emerge.</p> <p>v. Governor Annual Programme of work: MA reported that the Governors had done a self audit and that there should be an annual work programme. A draft has been given to AB and it will be finalised and shared at the next meetings of the committees who will then report back to the full governing body.</p>	<p>AB</p> <p>Committee agenda</p>
5	<p>Vision confirmation: An email had been circulated and the current vision is on the web site for governors' consideration. It was agreed to visit this again in the summer term. There are six qualities of the school which the children know about and which are on the web site</p>	<p>Agenda</p>
6	<p>Headteacher's Report: The HT's written report had been circulated in advance of the meeting and the following points were discussed in more detail:</p> <p>i. EYFS levels and the disparity between boys and girls, which is a national trend. TG said that to address this was one of the school's priorities for the coming year. JC spoke about some of her research into the differences between boys' and girls' learning. JC is to share her findings with TG in the interests of furthering the school priority. This was followed by a discussion about learning styles and the curriculum and TG explained how 'talking for writing' worked.</p> <p>ii. An analysis of KS 2 papers can now be seen on line. <i>Q: Are we doing some more targeting with parents?</i> TG: We are trying to get to some of the harder-to-reach parents and so we ran a crèche this year and send policies out to parents who did not come <i>Q: Should there be more homework especially in year 6 so that the jump to secondary school is not such a shock?</i> TG: The new software has been very beneficial but it would be a good idea to send more home in year 6. Practice papers are sent out before SATs. More children worked 'at greater depth' than either nationally or in Hertfordshire</p> <p>iii. There were questions about the figures in the tables and it became apparent that some may be incorrect. TG is to check them and feedback next meeting although by then Raise on Line will be out and that is never wrong.</p> <p>iv. There was a discussion on standards and the capping in the SATs of how far a child can go to show achievement. <i>Q: Do the children who have had intervention since Year 1 show in the figures?</i> TG: The score may be lower but progress can be shown and we have case studies for children with real difficulties.</p>	<p>JC/TG</p> <p>TG</p>

	V The Attendance Officer had visited the school that day and attendance is above the national average.	
7	Headteacher's Appraisal: The Governors agreed the recommendation of the Non-Curricular Committee regarding TG's appraisal. The updated Pay Policy had been circulated and was ratified . The non-Curricular Committee is to consider staff turnover.	Non-Curricular Committee
8	Policies: MA reported that the policy review had been done by AC and AB is to allocate policies in draft which will then be discussed at committee meetings. Governors should look at their allocated policy before the meetings.	ALL
9	Safeguarding: Staff have read, and all have signed, the 'Keeping Children Safe in School' document. AB did a safeguarding audit and outstanding items have been followed up. <i>Q: What happens about visitors?</i> TG: We issue them with badges and anyone without a badge should be challenged. JC said that she had a leaflet which could be issued to visitors and she would send a copy to TG.	JC
10	OFSTED Q and As: MA reported that a document has been prepared which has the sort of questions that OFSTED would ask together with the answers relevant to this school. This will be updated by AB and distributed.	AB
11	Pupil Premium: TG reported that the latest information is on the web site together with a statement of what the expected spend is next year.	
12	Governor Monitoring Governors are encouraged to do their monitoring visits and some are already in hand. The focus for the visits is in the SDP and TG will email the specific focuses for this term. AB asked for male governors to do some reading with boys when they pay their visit as a way of encouraging boys to read.	TG Men
13	Governor Training: Items for training were agreed as 'Handling Complaints' and Safeguarding. It was provisionally agreed that the in-house training should be on 17 th May and the cluster group on 14 th June. AB to send out confirmation. AB is to send out the training schedule and members can see where there are gaps in their knowledge. It was agreed that individual subject leaders should give presentations to the Curriculum Committee.	AB AB JS
14	Composition of Governing Body: MA would resign as Chair at the end of the meeting. She was thanked most warmly for all her hard work and a presentation of flowers was made. MA distributed cake. It was agreed that AB should become a co-opted Governor leaving a	

	vacancy for a parent governor which TG will now put in motion. GW proposed and YB seconded the nomination of AB for Chair. This was unanimously agreed . AB proposed and JL seconded the nomination of AC as Vice Chair. Unanimously agreed	TG
15	Any Other Business: <ul style="list-style-type: none"> i. JIC sought clarification about the FTW funds and where they stood regarding the school finance. It was pointed out that the funds are entirely separate as the FTW is a registered charity. ii. JL spoke about the pop-up restaurant which happens at Victoria School as a possible fund-raiser. This to be passed on to the FTW for consideration. iii. JL has presented two mulberry saplings to the school. She was thanked. iv. TW is to send out a reminder to parents to label clothing and to come in and check the lost property box. 	TG
16	Date of the next meeting: 6 February 2017	

There being no further business the meeting closed at 9.15

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

Summary of action agreed

Agenda Item	Action	Responsibility
5ic	To make a Governors' corner in the staff room	Alban Barnes and Tim Gately
4ic	To write to staff thanking them for filling in the staff survey	Alban Barnes
4ic	Governors to get a copy of the newsletter	Tim Gately
4ii	Database of exit interviews	Alban Barnes
4iii	Annual Programme of work	Alban Barnes and Committees
5	Vision confirmation	Agenda, summer term
6i	Sharing findings of research into boys' learning styles	Jo Conway
6iii	To check figures in Head's report	Tim Gately
7	To consider staff turnover	Non-Curricular Committee
8	Look at allocated policies before committee meetings	All
9	JC to send a copy of the visitors' leaflet to Tim	Jo Conway
10	OFSTED Q & As to be updated	Alban Barnes
12	Focus of visits for this term	Tim Gately
12	Reading with boys	Male governors
13	Send out training information and book training	Alban Barnes
13	Subject leaders to give presentations to Curricular Committee	Jo Summers
14	Election of parent Governor	Tim Gately
15	Reminder to parents to label clothes	Tim Gately

