

**TWO WATERS PRIMARY SCHOOL GOVERNING BODY  
MEETING ON 23 NOVEMBER 2015 AT 6.30 pm**

**MINUTES**

**Present:** Mahjabeen Ahmed (in the Chair)  
Andrew Charlwood  
Tim Gately  
Joy Larkin  
Joanne Summers  
Scott Isaacs from 7pm  
Jo Conway  
Nicola O'Connell  
Alban Barnes  
Brian Ayling

**In attendance:** Eileen Heylin (Clerk)

No		ACTION
1	<b>Apologies and consent</b> Apologies for absence were received Sam Hakener. This apology was approved.	
2	<b>Declaration of Conflict of Interest</b> There was no conflict of interest declared	
3	<b>Approval of minutes of 23 November 2015</b> Minutes approved and signed by the Chair.	
4	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>i. Skills Audit: AB reported on the skills audit that he had done. He circulated copies pointing out that the FGB have weaknesses in financial management and that some non-curriculum committee members are going on training to address this. He suggested that future recruitment of governors should concentrate on this area. SEND is also a weak area which will be addressed by training more generally. This audit to be discussed at the two committees and development to be addressed by those committees.</li> <li>ii. Web site Audit: AB reported that the Non-Curricular committee had agreed 5 February to audit the web site. To be done by BA, AC, AB, TG and office staff member. AB asked members to look at the web site and share any ideas that they may have. It was <b>agreed</b> to ask at Parent Forum for views on the web site and to ask people who visit the school about it. It was further <b>agreed</b> to seek the views of the Pupil Forum.</li> <li>iii. Girls' Progress in Maths: To be addressed in Headteacher's report.</li> </ul>	<p><b>Committee Agendas</b></p> <p><b>All by 5/2/16</b></p> <p><b>TG</b></p>
5	<b>Report of the meeting regarding Strategic Vision:</b> The meeting was cancelled owing to work commitments and MA is to re-schedule. MA said we may bring in an outside trainer for vision meeting if the need arises. Governors briefly discussed vision of the school and confirmed still relevant, fuller review to take place in September It was agreed to separate the discussion on vision from the one about OFSTED. TG explained how the vision was set with the staff in September and that	MA

	<p>the vision of Governors has to fit in with the rest of the school community. JS said that it is important to know what the vision is and to that end TG is to circulate the SDP and SEF. It was <b>agreed</b> that the Vision would be reviewed in September.</p>	<p>TG Agenda</p>
<p>6</p>	<p><b>Headteacher's Verbal Report:</b></p> <p>i. Girls Progress in Maths: Girls are making better progress in maths in all classes except Year 6. Current progress is in line with reading and writing again except in Year 6. Clear next steps have now been worked out for these children and this information has been shared with parents. Of these children only one is at risk of not converting to level 5. Of the 9 children at risk, 6 are girls and we have changed the way we do intervention to try to deal with this.</p> <p>We are currently auditing children's perceptions of their own competence and are focussing a lot of attention on Year 6. It seems that girls have now got more confidence.</p> <p>We are taking part in a new initiative 'Improving Progress in Maths'. We are linked with other schools who have issues around girls and maths. Parental workshops are being held on Maths and punctuation.</p> <p>ii. Progress in EYFS: There are 4 children who are at risk of not reaching ARE and intervention meetings have taken place.</p> <p>iii. Pupil Premium Progress: NO'C reported on the number of children on PP and explained what interventions were taking place. Case studies have been done and there is a provision map on the website. An audit is being undertaken and this is to be completed and circulated for discussion at the next meeting.</p> <p><b>Q: Is Pupil Premium the one that includes children whose parents are in the armed forces? Why are they pupil premium?</b></p> <p>JS: Yes, because they are vulnerable as they move around a lot and parents are sometimes abroad. We have no forces children in this school.</p> <p>iv. Sports Premium: Year 6 are having skiing lessons</p> <p>v. Safeguarding: TG has attended a child protection conference for a child who is no longer at this school.</p> <p>vi. Children Looked After: None</p> <p>vii. E-Safety: Staff INSET was held on 7 December and TG has written in the newsletter about e-safety. Some Year 6 children were using Instagram and their parents have been informed. Some Year 5 boys were using the internet inappropriately, they were reprimanded and their parents informed. A Safer Internet Day is to be held on 9 February in the morning for both parents and children.</p> <p>viii. Health &amp; Safety: No incidents since the last report</p> <p>ix. Building: The roof is to be repaired and TG will be vigilant over the behaviour of the contactors.</p> <p>x. Staffing: An update on staffing was given including the possible appointment of an NQT to cover maternity.</p> <p><b>Q: Will SMT be able to provide her with support?</b></p> <p>TG: Yes she will be the only one receiving support from September. She has done two placements with us and the quality of her work is good to outstanding. She is to be interviewed on Friday and one of her lessons observed. AB to attend if possible.</p>	<p>NO'C for next meeting</p> <p>TG/MA</p> <p>TG</p>

	<p>xi. Attendance: From 1 September to 22<sup>nd</sup> January 96.2%. last year the figure was 97.1%. TG to write to the parents concerned and mention that this has been discussed by the Governing Body.  <b>Q: What about those children with 100% attendance?</b>  TG: Yes I do need to do something about them.  <b>Q: Do parents have a plan of work?</b>  TG: Yes, we do give out a list of celebration days towards the end of term.</p> <p>xii. Exclusions: None</p> <p>xiii. Spaces: None</p> <p>xiv. JARV: Next week. MA to attend. We get a written report afterwards which will be circulated to Governors</p>	TG before next meeting
7	<p><b>Reports of Committees:</b></p> <p><u>1</u> <b>Curriculum Committee:</b> JS reported that the terms of reference of the committee had been revised and agreed. The following had been discussed: Maths, monitoring of progress, assessment, phonics, leadership and management, peer observation and sharing good practice. Using Sports premium for swimming lessons had also been discussed as had, reading, PP and staffing.</p> <p><u>2</u> <b>Non-Curricular Committee:</b> The minutes of this committee had been circulated. AB explained the financial management data and MA and SI will have this in place by the end of March. TG and NO'C to look at Finance management in school.  <b>Q: Have we heard anything about budget cuts?</b>  TG: There is an increase in NI contributions so we will need all of our carry forward. We have very few members of staff who need to have their wage increased to the national living wage.  <b>Q: What are the cost implications for school of colour photocopying?</b>  TG: We are trying to send letters home by email but people complain about this. It was agreed to look at this cost for discussion in non-curricular committee and with staff.</p>	<p>MA/SI  March  TG/NO'C  March</p> <p>TG for next committee meeting</p>
8	<p><b>Terms of Reference:</b>  The Committees have agreed their terms of reference. The TOR for the FGB had been circulated and was <b>agreed</b>. To now be printed out on headed paper and signed by Chair.  It was <b>agreed</b> that the first meeting in September should be Strategic meeting.</p>	<p>TG/MA  Agenda</p>
9	<p><b>Code of Conduct:</b>  The NGA Code of Conduct was <b>adopted</b>. To be properly printed out and circulated.</p>	MA
10	<p><b>Policy Allocation</b>  AC has agreed to take on this allocation which will be discussed at the meeting on 5<sup>th</sup> February. Policies will be discussed and agreed within committees and then come to the FGB for ratification.</p>	AC Committees
11	<p><b>'Keeping Children Safe in Education':</b>  The school Safeguarding Policy makes reference to this document and the new policy has been signed by the Chair.</p>	
12	<p><b>Governor Monitoring:</b>  No class visits have been done yet this term. The focus is to be on girls and maths. Please pay attention to what the girls are doing. TG to send out a crib sheet and to ask Governors to look at books and keep watch on the ratio of boys to girls answering questions.</p>	TG 31/1/16

13	<p><b>Governor Training:</b>  AB had done an analysis of training which he circulated. He highlighted the there is an issue over Safer Recruitment. TG and JC are to update their training which can be done on line. AB will email the list round for governors to consider.  AC is to book Safeguarding, Complaints and Head Teacher’s Performance training  BA reported on his training.  There was doubt as to whether any Governor had done Vision, Mission and Strategic Planning or Governing Body Self Evaluation but MA clarified that this had formed part of her Chairs’ training. After AB and AC have looked at this at their meeting on 5<sup>th</sup> February they will have a better over view. MA to look at it in connection with skills audit.  There is no DBS for Governors anymore as the Governors’ Pre-Appointment form already covers this.  In house training on Data will take place on 27<sup>th</sup> April at 7 pm  MA is looking at cluster training on class visits. Doodlepoll to work out the best date for everyone.</p>	<p>TG/JC  AB    AC      AB/AC/MA      ALL  SI</p>
14	<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>i. Re-schedule of OFSTED discussion – Doodlepoll</li> <li>ii. A Governors Shelf is to be created on which to keep the signing in book and any other items for Governors attention.</li> <li>iii. Staff have new badges and there are also some for Governors which were given out.</li> </ul>	<p>SI    TG</p>
15	<p><b>Date of the next meeting:</b> Monday 9 May at 6.30  Summer term’s committees Monday 20<sup>th</sup> June</p>	