

**TWO WATERS PRIMARY SCHOOL GOVERNING BODY
MEETING ON 29 JUNE 2015 AT 6.30 pm**

MINUTES

Present: Paul Larkin (in the Chair)
Joanne Summers
Nicola O'Connell
Valerie Askins
Tim Gately
Joy Larkin
Kathryn Lloyd
Alban Barnes
Jo Conway

In attendance: Eileen Heylin (Clerk)

No		Action
1	Apologies and consent Apologies for absence were received from Mahjabeen Ahmed, Michelle Woodmore and Scott Isaacs. Governors approved these absences but did not approve the absence of Steve Bradley	
2	Declaration of Conflict of Interest There was no conflict of interest declared	
3	Minutes of the Last Meeting The minutes of the meeting of 16 March 2015 were approved and signed	
4	Matters Arising: <u>i OFSTED Powerpoint:</u> PL reported that there had been a discussion at the Curriculum Committee and it was agreed that SI should come into school before the end of term to put this together. JS suggested that perhaps the children should do one <u>ii Capital Plan</u> AB is working on a capital plan to be presented to the Non-Curricular committee.	AB
5	Headteacher's Report The Headteacher's report had been previously circulated. NO'C gave a detailed report on SEND children saying that she had done case studies on all of them and that close monitoring was taking place. Q 'What kinds of things are being put in place to support these children?' NO'C 'It is very much tailored to the individual.' She then gave specific examples. Q 'Are their APS scores a lot lower?' TG 'We looked at all SEN children across the school. Last	

	<p>year in reading 60% of SEN pupils were on track and this year it's 90%; writing was 60% and is now 81.8% and maths was 76% and is now over 80. Clearly the interventions we have put in place are working. We have focussed on teachers as opposed to TAs making the interventions. The curriculum is much more targetted and this is giving results.'</p> <p>TG explained that teachers' assessments had been peer moderated. He also said that an audit had been made of Pupil Premium children to check their progress. Last term there were three fixed term exclusions and this term there had been none. This was progress.</p> <p>Q 'What is the definition of persistent absence?'</p> <p>TG '15% or more.'</p> <p>Q 'What is to happen next year regarding holidays at Easter?'</p> <p>TG 'The Primary heads in Herfordshire have agreed to stay with the published dates'.</p> <p>Q 'Do we have a music plan?'</p> <p>TG 'The music adviser suggested sticking with the recorder as the first instrument because that gives access to wind instruments. There will be a range of instruments and plenty of singing, including singing at the O2. We are going to improve the music room and have the instruments on display. The children loved the guitarist that played in assembly this morning. I will be leading on music next year and would be glad of any offers of help from Governors and parents.' JL offered to ask a bagpiper to come in.</p> <p>Q 'Will the current Year 2 become part of the new curriculum?'</p> <p>TG 'Yes. We try to minimise disruption in the new staffing plan'.</p> <p>Q 'What are class numbers next year?'</p> <p>TG 'We are over-subscribed and have 31 in reception owing to a mistake by the LEA. Nuserly is over-subscribed but some may not take up the space so the number at the moment is 24'.</p> <p>Q 'Have you noticed differences in applications now we have a new estate on our doorstep?'</p> <p>TG 'No not really, but not all the houses are occupied yet.'</p>	
6	<p>Reports of Committees: <u>Non-Curricular Committee</u> In the absence of SI, TG reported on the meeting of the Non-Curricular committee saying that they had discussed budget, premises and funding.</p> <p>Q 'What about the changes to the Early Years Unit?'</p> <p>TG 'We will do that ourselves and people are offering to help which means they have more ownership of the changes.'</p>	

	<p><u>Curricular Committee</u> PL said that the Committee had received an update on EYFS, Reading, Nursery, Staffing and succession planning and Sports Premium Funding. New Curriculum resources were reviewed and NO'C will send out a link to these in an email so that Governors can see them for themselves.</p>	NO'C
7	<p>Equality and Diversity Monitoring It was agreed that this would be looked at more closely when Raise-on-line comes out. TG reported that approx. 21% of pupils are from different backgrounds but that the EAL number is not rising.</p>	Agenda
8	<p>Reports from Link Governors</p> <ul style="list-style-type: none"> i. SEN see above. JS is to find out if there is a pro-forma for this report. ii. Safeguarding: The safeguarding report had been circulated and was approved by Governors. iii. Children Looked After. The school has no Children Looked After as the two that the school had previously have now been adopted. iv. Health and Safety: AB reported that the annual audit had been completed. Inspection was carried out on 14th November and repeated on 1st December. The issues raised are being dealt with but were mostly to do with documentation. The LEA now has a system that teachers can log in to and which he will look at next term and report back. There were 15 accidents mostly to do with play equipment but none were serious. The children should be educated in the use of play equipment. Q 'Could there be a more secure gate to the nursery playground?' TG 'It has been investigated and would cost around £15,000 so now, once the nursery parents have left the gate is locked and access is only through the main gate which has to be buzzed.' TG to follow up on locking of main gate. It is not convenient to lock the main car gate and people are coming and going all the time. Staff do challenge anyone they see. This item to be discussed at Non-Curricular Committee and AB is to approach the builders to see if funding is available for a more secure gate. 	<p>JS/Agenda</p> <p>AB</p> <p>TG</p> <p>Non-Curricular AB</p>
9	<p>Policies to be ratified</p> <ul style="list-style-type: none"> i. Environmental Education and Waste Management – Approved ii. Managing Medication – Approved iii. Visitors into School – Approved iv. Children Looked After – Approved v. Staff Code of Conduct – Approved vi. Safer Recruitment – Approved 	

	<p>vii. Whistleblowing – Approved</p> <p>viii. Charging and Remissions had not been dealt with so TG is to look into it and circulate a suggested policy.</p> <p>There was a discussion on the division of labour over policies which may mean that some of the dates will have to be adjusted. TG will ask the School Secretary to make a list of the policies which are out of date. AB will allocate them before the next meeting with the help of SI.</p>	<p>TG</p> <p>AB/SI</p>
10	<p>Governor Monitoring</p> <p>JS had met NO’C to monitor SEN</p> <p>AB had visited but had yet to do his report</p> <p>JL due in next week</p> <p>JC was in contact with the teacher re date</p> <p>VA coming in this term</p>	
11	<p>Governor Training:</p> <p>PL to send out training record</p> <p>TG to update his Safer Recruitment training</p> <p>AB said that the main gaps in skills were Financial oversight and links with local businesses and the community but most of the essentials are covered. He did say that Governors have little experience in procurement and facilities management. He felt that there was a need for succession planning. The governors thanked AB for his work on this.</p> <p>TG and NO’C to attend Prevention of Terrorism training</p>	<p>PL</p> <p>TG</p>
12	<p>Any Other Business</p> <p>i. TG reported that the school had been invited to attend a course for schools which are in the window for an OFSTED inspection and that a Governor could go. JS to attend.</p> <p>ii. The Funday raised £4,000. Two ladies have stepped up to share the Chairmanship of FTWS</p> <p>iii. PL reported that he had conducted an exit interview with the nursery teacher and some issues were raised with which he will deal. It was agreed that an exit interview policy/pro forma is needed. The discussion widened to the issue of contact with staff and children. This to go on the Agenda for the next meeting.</p> <p>Q ‘How will the information from an exit interview be used’?</p> <p>PL A record will be made and any issues emerging will be taken to the Non Curricular Committee who will decide if there is a pattern emerging which needs to be addressed. The Governor doing the interview should write to the member of staff and invite them for an exit interview which is no compulsory.</p> <p>iv Agreed that PL should write a letter of thanks to the staff</p>	<p>Agenda</p> <p>PL</p>

	v	Profiles and photographs to be emailed to the school secretary so that she can update the Governors' page on the web site.	ALL	
	vi	Agreed to put FGB minutes on web site	TG	
	vii	As the new Instrument of Government comes into effect on September 1 st it was agreed to discuss roles at the next meeting.	AGENDA	
13	Date of the Next Meeting: Monday 7 th September at 6.30			

The meeting closed at 8.45

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