

**TWO WATERS PRIMARY SCHOOL GOVERNING BODY
MEETING ON 3 SEPTEMBER 2013 AT 6.30 pm**

MINUTES

Present: Jennie Witter (in the Chair)
Joanne Summers
Steve Bradley
Nicola O'Connell
Scott Isaacs
Mahjabeen Ahmed
Valerie Askins
Tim Gately
Kathryn Lloyd
Barbara Speer

In attendance: Eileen Heylin (Clerk)

No		Action
1	Apologies and consent Apologies were received from Jo Conway and Julia Horne and approved.	
2	Declaration of Conflict of Interest There was no conflict of interest with the items on the agenda.	
3	Register of Pecuniary Interests Duly completed	
4	Confirm Governor Details Governor details were confirmed and the Chair welcomed the two new Governors Kathryn Lloyd as an associate member and Barbara Speer as teacher governor.	
5	Election of Chair and Vice Chair: The Clerk took the Chair and Mrs Witter was elected as Chair unopposed. Mrs Ahmed was elected Vice Chair, also unopposed. Mrs Ahmed was elected as Chair of the Curricular Committee and Mr Isaacs as Chair of the Non-Curricular Committee.	
6	Notice of Any Other Business: TG Office staff, training and developer's work	
7	Minutes of the meeting of 3 July 2013 were approved and signed.	
8	Matters Arising: i) Governors' Folder: This will be set up and BS is to check the log-ins for Governors. Maternity Cover: TG reported that an advertisement had been placed but that if the response was slow he would contact the agencies. He asked Governors to rest assured that the school will have someone in place by the necessary time. ii) Health & Safety Report: SI reported that he had checked the building with the Caretaker who took note of necessary actions. SI will check during the term that the actions have	BS

	<p>been completed. The Governors discussed the issue of parking outside the school and TG said that he would put an item in the newsletter. It was reported that the Caretaker had been trained in tree surveying. SI reported that he had audited the fund account and found it correct.</p> <p>iii) Allocation of Policies: JW issued copies of the allocation. There was a discussion on how this should be done and JW is to send out copies of the Policy Review Process document and relevant forms. If any Governor is uncertain please consult TG. If the loading is felt to be unfair please let JW know. Items in red to be dealt with at the next meeting.</p>	<p>SI</p> <p>EH/JW</p>
9	<p>Reports of Committees: There had been no Non-Curricular meeting since the last Governors Meeting and the minutes had been circulated. <u>Curricular Committee:</u> The Curricular Committee had agreed that the results of class visits should be shared with the whole Governing Body. TG outlined the focus of visits which this term is writing. Friday mornings is 'Big Writing' time which is a national initiative and if Governors will talk to the children about writing this will help staff ascertain how the initiative is going. (At Early Years it is called the 'Big Talk').</p>	
10	<p>Review of Committees Finance – SI,SB,JC,KL,BS Curricular – MA,VA,JS,JH,KL,BS plus the new community governor.</p>	
11	<p>Terms of Reference and Code of Conduct JS will circulate a code of conduct, and JW the terms of reference for discussion at the next meeting. Terms of reference for Committees will also be discussed.</p>	JW/JS/EH
12	<p>School Improvement Plan TG distributed the school improvement plan and explained the items to Governors. Q: As far as PE is concerned will a teacher be coming to 'up-skill' staff? A: We have bought into the Young Leaders Scheme and with the rest of the money we will enable staff to learn from the experts. Q: How do you measure attainment in PE? A: The subject leader will be putting together a scheme to do this. We are trying to work out level descriptors. Q: What about skiing? A: We are looking at that and other sports. Q: How can the Governors support Pupil Voice? A: Classroom visits when the children will be more open and honest with outsiders as they have nothing to lose. Q: Are we looking to involve the children more in recruitment? A: Yes the School Council will be involved. We would also like the Governors to attend School Council meetings. Q: Will you do all the appraisals? A: Yes so that I can get an overview of the staff. Q: What about Parent Forums?</p>	

	<p>A: This has not really worked and I would prefer that there be a couple of parents to represent each class who can meet with SLT as consulting partners.</p> <p>Q: How do parents currently contact you?</p> <p>A: I have an 'open door' policy.</p> <p>Q: Where is the writing, Maths and English on the curriculum plan?</p> <p>A: These have been done and I will email them to everyone.</p> <p>TG will be sending out the priorities for 2013-14 to parents.</p> <p>Head's appraisal to be arranged this term.</p> <p>The school has a new SIP who will visit on 9th September and JW will go in to introduce herself.</p>	
13	<p>Policies: See above</p>	
14	<p>Governor Monitoring: The following responsibilities were agreed; Foundation Stage – JS Year 1 – VA Year 2 – JC Year 3 – JW Year 4 – JH Year 5 – SI Year 6 – MA</p>	
15	<p>Governor Training: Safeguarding cluster 24th September 7-9 pm Next term an in-house session on Complaints will be arranged</p>	
16	<p>Schedule of Meetings for the Academic Year: Full Governing Body – 12 November 4 February 29 April 8 July Curricular 6-7pm; Non-Curricular 7-8pm – 15 October 3 December 21 January 25 March 17 June</p>	
17	<p>Any Other Business: TG reported that the school secretary has retired and that recruitment is in hand. TG said that as he cannot now continue with the MPQH he has enrolled in the Herts County Council induction scheme for new heads from which he will get a professional mentor as part of the programme. SB said that he would phone the highways agency regarding the road being closed for 5 weeks.</p>	

The meeting closed at 8.45

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