

**TWO WATERS PRIMARY SCHOOL GOVERNING BODY
MEETING ON 7 SEPTEMBER 2015 AT 6.30 pm**

MINUTES

Present: Paul Larkin (in the Chair)
Joanne Summers
Nicola O'Connell
Tim Gately
Joy Larkin
Alban Barnes
Scott Isaacs
Mahjabeen Ahmed
Brian Ayling

In attendance: Eileen Heylin (Clerk)

No		ACTION
1	<p>Apologies and consent Apologies for absence were received from Steve Bradley, Joanna Conway and Michelle Woodmore. These apologies were approved. The Chair introduced Brian Ayling, joining the Governing Body as a Co-opted Member. BA gave some background details about himself and other members were introduced.</p>	
2	<p>Declaration of Conflict of Interest There was no conflict of interest declared</p>	
3	<p>Register of Pecuniary Interest The forms for the register of pecuniary interest were collected. Members who had not yet completed one were asked to bring it into school as soon as possible.</p>	
4	<p>Election of Chair and Vice Chair: PL nominated and JL seconded the election of MA as chair and this was unanimously accepted. JS nominated and MA seconded the election of AB as Vice Chair. Unanimous.</p>	
5	<p>Review of Committees and Link responsibilities: There was a discussion about members who could not come to meetings on Mondays. It was agreed that MA should contact Steve Bradley, TG should speak to Michelle Woodmore. The resignation of Valerie Askins was accepted and TG is to organise a parent governor election. PL also resigned and thanks were given to him for all the work that he had done as Chair. Link governors were allocated as follows: Early Years – JS Year 1 Year 2 – MA Year 3 – BA Year 4 – JC</p>	MA TG

	<p>Year 5 – JL Year 6 – AB</p> <p>Committee Membership was agreed as follows: Non-Curricular – TG, SI,MA,AB (Chair)JC, NO’C, BA Curricular - JL, TG, JS(Chair)NO’C, MW plus elected parent</p> <p>Special Responsibilities: JS – SEND, Safeguarding MA – Training AB – Health & Safety JC – Pupil Premium</p>	
6	<p>Minutes of the Last Meeting: The minutes of the meeting of 29th June were agreed and signed.</p>	
7	<p>Matters Arising:</p> <ul style="list-style-type: none"> i. The Capital Plan would be put on the Agenda of the Non-Curricular Committee. ii. NO’C to circulate notes of the new curriculum resources. iii. TG reported that every gate is locked during school time except the car entrance which is just closed. ‘The school is as secure as it can be without having a buzzer system’. iv. The Charging and Remissions Policy as ratified v. Exit interviews are on the agenda for the Non-Curricular Committee. vi. Governors are requested to check their profile on the web-site and email any changes to the school office. 	<p>AB NO’C</p> <p>AB</p> <p>ALL</p>
8	<p>Headteacher’s Verbal Report TG reported that assessment results showed that Maths needs to be the focus for the coming year. The Maths Subject Leader will be doing a specialist course which will be funded by the school. Whilst attainment is good progress also needs to be a focus especially for the middle ability children. He reported that during the INSET session with staff it had been agreed that adult support should be rotated so that middle ability children get more support. 100% of Pupil Premium Children made two levels of progress in reading and writing and 67% made two levels in Maths. The SDP was circulated and discussed and is attached to these minutes. A copy is to be sent to parents. Q: In what form is it presented to the children? TG: I do an assembly on Maths and Reading and things they can do at home. Q: Is technology learning in any of the focus plans? TG: We do use technology as it is very engaging for children. If there are ways in Literature and Maths that we can use technology we will do so. The Maths Co-ordinator, on his course, may get some good ideas around this. If there are programmes that we can use we will . TG gave out the focus for Governor Visits which also contained some suggested questions to ask the children. TG to email out teachers’ email addresses so that visits can be arranged.</p>	

	<p>Q: What is the mechanism? TG Have a conversation with the teacher. Email a copy of the report to the teacher and to TG and it will then be presented to the Curriculum Committee for discussion so visits should take place each half term before the Curriculum Committee. The EYFS unit was improved by the staff over the summer and a sensory room has been created. The music room has been improved and playground exercise equipment provided by FTWS and has been very popular. Many teachers and staff have spent a lot of time in school over the summer and it is good to know that the staff are such a good team. Staff changes were explained. Headteacher's appraisal fixed for 20th October with the new HIP. There have been no H & S incidents and no racist incidents. Behaviour is good although there are issues with one child. This was discussed</p>	
9	<p>SEN Report: JS reported that 7% of the school population had SEN 2 with full EHC plan and one with non-statutory plan. The new provisions have been included in the SEN Policy. The school has done a lot to identify special needs early and they monitor continually. All staff have been trained on STEPS which is now being embedded. There are various outside agencies to address special needs and these are used. The report is to be circulated.</p>	JS
10	<p>Equality & Diversity Monitoring Will be addressed after Raise on Line as been received.</p>	
11	<p>Governor Training: AB suggested that Finance should be the subject of the next in-house training. Clerk to send MA an up to date list of training done. BA will receive training from the LA and will be 'buddied' with AB</p>	
12	<p>Any Other Business: BA is to liaise with the builders over the building of the new bridge.</p>	
13	<p>Meeting Dates for Academic Year: The following dates were agreed: FGB – 23rd November, 25 January, 9 May, 4 July Committees – 9 November, 11 January, 18 April summer one to be agreed</p>	

The meeting closed at 8.50