

# SHIRLEY INFANT AND JUNIOR SCHOOLS

## MINUTES OF MEETING OF FULL GOVERNING BODY

Date: Tuesday 11<sup>th</sup> October 2016

Time: 6.30pm

<b>Governors Attending:</b>	Peter Gould [PG] Chair of Governors	Carolyn Fayle [CF] Vice Chair
	Annette Hixon [AH]	Donna Dunford [DD]
	Cate Gregory [CG]	Sarah Horsfall [SH]
	Andy Powell [AP]	Elliot Prescott [EP]
		Matt Rumble [MR]
		Claudia Tanuggi [CT]
<b>Apologies</b>	Liam Peters [LP], Hannah Prior [HP], Jenni Connelly [JC], Carl Brooks [CB], Alex Woodgate-Jones [AWJ], Matthew Fox [MF], Richard Little [RL], Stuart Curtis [SC]	
<b>Absent</b>		
<b>In Attendance:</b>	Ryan O’Hearn [RO], Lucy Coupal (clerk).	

Item		Action
<b>1</b>	<b>Apologies and declaration of interests</b>	
001/16-17	Apologies from governors absent were all received.	
<b>2</b>	<b>Election of officers</b>	
002/16-17	<p>Pete Gould would like to stand for Chair of Governors, all governors agreed.</p> <p>Carolyn Fayle agreed to stand as Vice Chair of governors, all governors agreed.</p> <p>Matt Rumble agreed to be chair of the SF&amp;P committee – with the appointment of a vice chair – SH agreed to take on the role of vice chair.</p> <p>Matt Fox has indicated via email that he will continue to chair the T&amp;L committee, CF seconded.</p> <p>Elliot Prescott was appointed as a co-opted governor, all governors agreed.</p>	

Signed .....

Date:

SHIRLEY INFANT AND JUNIOR SCHOOL

	<p>Governor’s responsibilities were agreed as follows;                  SH - safeguarding                  CT and CB for H&amp;S - shared role                  CF - SEN                  AP - finance for the infant and juniors                  RL - finance scrutiny support with AP and long term finance planning                  AWJ – Pupil Premium                  SC - school trips governor                  PG - training governor.</p> <p>PG joined the meeting at 18.46pm.</p> <p>Executive Head Teacher pay panel/committee - PG, SH and CT will form this committee (panel A).</p> <p>Panel B – will consist of MR, CF and AP.</p> <p>JET directors - PG will remain on the board representing Shirley Infants, CF will remain on the board representing Shirley Junior School.</p> <p>Two members of Hamwic - MR and CB agreed to continue to be members of Hamwic trust.</p>	
<b>3</b>	<b>Minutes of previous meeting</b>	
003/16-17	The minutes from FGB meeting 6 <sup>th</sup> July 2016 were approved as a true and accurate record of the meeting.	
<b>4</b>	<b>Matters arising from last meeting</b>	
004/16-17	<p>Manju Tank will not be taking up the role of governor due to time commitments.</p> <p>PG - discussion on the field/astro turf - Rob Davies has sent the original contract to MR. <b>Action - MR to address problems with astro turf in the SF&amp;P committee and report back to the FGB meeting.</b></p>	MR
<b>5</b>	<b>Correspondence</b>	
005/16-17	Results from the parent questionnaire and highlights from Nigel Ash’s most recent report will be circulated.	
<b>6</b>	<b>Teaching and Learning Update</b>	
006/16-17	<p>AH talked through the document ‘Shirley Schools School improvement focus 2016/17 based on end of year outcomes’.</p> <p>PP information now needs to be split down further into high, middle and lower ability ranges to compare to national figures.</p> <p>CF – because you have such an impressive depth of data analysis; this is a</p>	

Signed .....

Date

SHIRLEY INFANT AND JUNIOR SCHOOL

	<p>relatively easy task for you.                  AH – yes, we already have divided the data to analyse in this way.</p> <p>CG – we find this will allow us to focus in and challenge higher ability appropriately.</p> <p>PG – how are you benchmarking now levels have gone?                  RO – year 2 who are now year 3 have a score and assessment which will see them through until year 6. We are trying to predict what the measures and focus will be from the government.</p> <p>AP – is Improvement Focus 2 related to Improvement Focus 4?                  RO – yes but we need to break down ‘greater depth’ for each subject and each year group.                  AH – when you look at data it was the middle ability PP children who didn’t achieve in maths; so they are linked but separate emphases.</p> <p>MR – why is there now one joined plan between the two schools, should we not continue to have two separate plans?                  RO – we were finding lots of similarities and repeats in staff meetings, and we aim to work more closely together and therefore it made sense to have one vision.</p> <p>RO issued staff plan for the schools which details year groups and year leaders. Learning walks have taken place; heads of standards have made great progress so far. Staff have settled very well, topics are going very well and have had children buzzing with excitement.</p>	
<b>7</b>	<b>Financial update</b>	
007/16-17	<p>AP updated the FGB on finance position for both schools.                  Shirley Infant School budget ended with a surplus.                  Shirley Junior School has spent more than predicted on supply so surplus was not as good as we budgeted for but the year ended in surplus not deficit.</p>	
<b>8</b>	<b>Safeguarding and premises update</b>	
008/16-17	<p>MR talked on behalf of the committee – some work done over the summer holidays.                  Classroom teachers moving in the infant school, all smart boards have been done replaced now in the Infant School.</p> <p>Junior School ICT will be discussed for replacement this year.</p> <p>Parts to repair staircase on the library staircase have been received but not fitted yet (staircase is still fit for use and safe while awaiting these parts).</p> <p>A team of staff/governors has been set up to work on the five year budget.</p> <p>Elliot Prescott will be putting the school forward again for the national award on reduction in car usage as part of the work the Infant School did on their travel plan.</p>	

Signed .....

Date

SHIRLEY INFANT AND JUNIOR SCHOOL

	The 'Toilet working party' will meet in November.	
<b>9</b>	<b>New Governors and Succession Planning</b>	
009/16-17	<p>PG reported on the constitution of the FGB. We still meet the ratio for 2/3 non staff to staff members since there is a staff governor vacancy in the Junior School.</p> <p>CG to contact the new owner of 'Barn Owls' preschool to determine if she will be interested in becoming a governor.</p> <p>CT suggested other potential governors in the community that she will contact.</p>	
<b>10</b>	<b>Training</b>	
010/16-17	<p>EP attended the new governor training at Wordsworth Primary school on Monday 7<sup>th</sup> October 2016 delivered by Chris Bulmer from Hamwic.</p> <p>Hamwic have put together a training schedule; governors who express an interest in training will contact the provider themselves. All training is free for governors of JET schools.</p>	
<b>11</b>	<b>Policy Review</b>	
011/16-17	<p>Policies will be sent to specific governors. Emma Fay and Hayley Colligan have put together a comprehensive system on Google Drive which will log which members of staff have accessed the documents.</p> <p>PG will go through the list and allocate appropriate governors to them; whenever they are due the school will send them out.</p>	
<b>12</b>	<b>AOB</b>	
012/16-17	<p>None.</p> <p>Feedback from junior parents disappointed for not having the open day – AH confirmed that this was explained at the time and it will be rearranged because it clashed with USH open morning. Next FGB meeting is March 27<sup>th</sup> 2017.</p>	
<b>13</b>	<b>Items to be marked confidential</b>	
013/16-17	None.	

The meeting closed at 8.00pm.

Action points from this meeting:

ITEM	ACTION	WHOM
004/16-17	MR to address problems with astro turf in the SF&P committee and report back to the FGB meeting.	MR

Signed .....

Date