

STOKE PARK JUNIOR SCHOOL: NOTES OF MEETING

Location of Meeting: Discovery Suite	Sheet 1 of 4	Ref: FGB102
Date of Meeting: Wednesday 13 th July 2016	Written by: Judith Young	

Purpose of Meeting (AGENDA)

FULL GOVERNING BODY

Present:	Peter Brown Louise Fleming Amanda Johnson (Chair) Matt Johnson Celine Roué	Maureen Sansom Donna Smart Rob Vernon
Apologies:	Fritz Penn-Barwell	Steve Wood
In attendance:	Judith Young (Clerk)	Sonia Mathias

ITEM	DESCRIPTION OF DISCUSSION	Action
1	<p><u>Welcome, Apologies for Absence, Pecuniary Interests</u></p> <p>Welcome to all.</p> <p>No pecuniary interests declared.</p> <p>Apologies for absence – detailed above.</p>	
2	<p><u>Minutes of the Meeting held on 16th May 2016</u></p> <p>Agreed</p>	
3	<p><u>Matters Arising</u></p> <p>GP to advise governors on how many parents do not engage with the induction process – to be discussed at the Autumn Term meeting.</p> <p>Reports submitted from Louise – distributed to all governors prior to the meeting.</p> <p>Sonia to provide end of year report for SEN – report distributed to all governors prior to the meeting. Sonia attended the meeting and talked to governors about her report. Governors very pleased with the progress being made with SEN and thanked Sonia.</p> <p>Amanda emailed performance management training dates to all governors – no take up.</p>	Graham Parsons
4	<p><u>Training</u></p> <p>Options for Whole Governing Body Training were given to all governors and it was agreed to book Governors Role in School Improvement. Celine to book in January after the Full Governing Body Meeting. Governors to discuss beforehand what they would like to get out of the training.</p>	CR
5	<p><u>Headteacher's Report</u></p> <ul style="list-style-type: none"> • Staff absence is high due to two long-term absences following operations. • Paid absence is high but includes maternity leave. • Quality of Teaching – all good or outstanding. • Inset Days – previously agreed by Governors. • Exclusions – 3 children, 2 now at the Keppel Centre. • Have holiday requests increased? <i>Yes, they have increased this term. Do we look at previous requests from the same parents? We look at their attendance</i> 	

	<p><i>for the current year to ensure that it is over 90%.</i></p> <ul style="list-style-type: none"> • Work on the Admin office has been delayed until October due to high costs if the work was carried out during the summer. • Have we received any money from the Bishopstoke housing development? <i>Matt to attend a meeting in September to find out.</i> • Data – reading results were disappointing – if pupils scored below 20 they failed and many of our children got 19 or 20 points. Writing was moderated by County and found to be accurate. Spelling is poor – a new scheme has been purchased to address the issues. Next year our focus will be on reading and spelling. • Data graphs – need to take Spring 2 as average. What does it mean for us that Year 3 are not at expected levels? <i>A lot of hard work with Year 3 to make progress and catch up.</i> Governors noted that scores from the infant school are above what we assess children at the start of Year 3. There is very little that we can do other than have conversations with the infant school staff and Year 3 teachers, including moderation, but we only see final pieces. We saw no developmental marking. As governors do we accept this situation? Should we formalise this with Hampshire? <i>Yes – if the same occurs next year, but we cannot do anything this year.</i> Would it be in the governors remit to make representation to Hampshire about the infant school results? <i>Yes – we did this a couple of years ago. The best way to go about this would be through our LLP who oversees both schools.</i> Matt to get this documented in September. Matt to provide Governors with number of discrepancies in September. • School Improvement Plan – summary provided. To help governors monitor the improvement plan from September they will receive the SEF, summary and evaluation sheet. All agreed. 	
6	<p><u>School Council</u></p> <p>Reports submitted from Louise – this year they have organised the construction of an outdoor classroom which is now complete. They have submitted a bid for a new climbing frame to go between the classroom and the timber trail.</p>	MJ MJ
7	<p><u>Speech and Language Centre</u></p> <p>No meeting since last FGB.</p>	
8	<p><u>SEN</u></p> <p>Covered under item 3.</p>	
9	<p><u>Visits to School</u></p> <p>Rob has been in to listen to readers – reports to be emailed from Judy. He noticed significantly better reading than at his last visit. He also attended the staff meeting on moderation which was very good. Rob to repeat this again next year. Amanda has been into school on the following dates: 25th May – general paperwork 8th June – meeting with Matt re infant school 15th June – staff questionnaire 22nd June – meeting with Matt re infant school, collated a report and spoke to Julia Campbell re transition. 24th June – Transition meeting with Matt 29th June – Transition meeting with Matt 1st July – collect questionnaires 4th July – staff meeting – maths moderation 5th July – meeting Matt re infant school, collating questionnaires 12th July – cream tea 13th July – meeting with Matt re survey and transition. Letter to staff re survey. Staff wellbeing.</p>	JY
10	<p><u>Policies</u></p>	

		<p>Child Protection Following communication from Hampshire this requires a major re-write and will be re-scheduled for the Autumn Term.</p> <p>Behaviour Agreed.</p> <p>Marking Have the staff seen this policy? <i>Yes all staff are aware of this policy. Marking will be checked during the curriculum walk-arounds next year.</i> Agreed.</p> <p>Designated Teacher Report Distributed at the meeting.</p>	MJ
11		<p><u>Complaints</u></p> <p>No complaints received.</p>	
12		<p><u>Election of Governor Duties</u></p> <p>Chair – Amanda (nominated by Maureen, seconded by Peter). An application has been sent to Councillor Lyon for Amanda to re-new her LA Governor role for a further four years. Vice Chair – Steve (nominated by Maureen, seconded by Peter). Resources Chair – Rob (nominated by Amanda, seconded by Louise). Curriculum Chair – Fritz (nominated by Rob, seconded by Amanda). Inclusion Governor – Louise Wellbeing Governor – Maureen Health and Safety Governor – Donna Training Governor – Celine Speech and Language Governor – Maureen School Council Governor – Louise IT Governor – Steve SEF Governor – Steve</p> <p>Resources Committee: Rob, Amanda, Matt, Donna, Steve, Peter + vacancy Curriculum Committee: Fritz, Amanda, Matt, Maureen, Louise, Celine + vacancy Performance Management Committee: Maureen, Amanda + vacancy Pay Panel: Maureen, Amanda, Rob Appeals Panel: As required</p>	LF/SM
13		<p><u>Timetable of Meetings</u></p> <p>Updated timetable distributed at meeting.</p>	
14		<p><u>Any Other Business</u></p> <p>Training – all governors to book at least one course.</p> <p>Staff Wellbeing Survey sent to all staff – 60% response with three items to follow up: communication, appreciation of staff, working as a whole team. Matt to work on these areas next year. The response was generally very positive.</p> <p>Governors asked Matt to thank all staff for their hard work this year.</p> <p>Governors Awards Assembly – Donna, Peter, Louise and Amanda.</p> <p>Amanda thanked all governors and wished them a lovely summer. Governors thanked Amanda.</p> <p>Meeting closed at 6.30pm.</p>	

NOTES OF MEETING –continuation sheet	Sheet 4 of 4	FGB 102
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Signed: Date:

Emailed to sam.irvine@hants.gov.uk Date:

Date uploaded to school website: