

**TETHERDOWN PRIMARY SCHOOL**  
**MINUTES OF THE GOVERNING BODY MEETING**  
**22<sup>nd</sup> November 2012– 7.30pm at the School**

<b>Representative Governors (3)</b>	<b>Staff Governor (2)</b>	<b>Parent Governors (5)</b>
*Sandeep Mehat 11.03.13	*Richard Evans 31.01.13	*Keren Darmon 15.06.14 ( <b>Vice Chair</b> )
*Jill Boswell 08.09.16	*Marie Barber 4.10.15	*Luke Collier 04.02.14 ( <b>Chair</b> )
*Joseph Ejiofor 31.05.14		*Jane Garrard 04.02.14
	<b>Head Teacher Governor (1)</b>	+Daniel Lewis 04.10.16
<b>Community Governors (3)</b>	*Evelyn Pittman	*Matthew Robb 15.06.14
*Rupert Lancaster 17.01.15		
*Nick Cooke 23.11.15	<b>Also Present</b>	<b>Associate Member</b>
Vacant	Mike Woods (clerk)	*Annie Ashraf 23.11.15
	<i>+denotes apologies accepted</i>	<i>*denotes governor present</i>

**Part 1**

**1 Apologies for absence and consent for apologies received**

1.1 Apologies accepted from Joseph Ejiofor, Annie Ashraf, Daniel Lewis, and Sandeep Mehat.

**2 Membership – action to fill Community, LA and Parent vacancies**

2.1 Governors welcomed Jill Boswell (LA Governor) – a trained psychoanalyst. She has been a trustee of a care home, has some administrative experience and is interested in sustainability.

2.2 Governors noted the appointment of Daniel Lewis (Parent Governor).

2.3 Governors discussed the appointment of a Community Governor and what expertise would help in the future? HR or employment law would be helpful. Governors were invited to seek interest via personal contacts outside the school then bring suggestions to the Chair who will meet them.

**3 Declarations of interest in agenda items**

3.1 No specific interests were declared.

**4 Minutes of the meeting held on 12th September 2012 for agreement**

4.1 The minutes were agreed as an accurate record, signed by the Chair and returned to the Headteacher for filing.

**5 Matters arising from the minutes, not on the agenda**

5.1 Item 9.12 – The Audit was moved to December.

5.2 Item 9.13 – this was a great success as was the week leading up to it when the children had access to a number of workshops.

5.3 Item 13.1 – governors asked whether tree pruning has been done, it should happen shortly.

5.4 Item 13.2 – governors asked whether any progress had been made with Treehouse re use of their pitch? Rupert approached Treehouse and they were not positive. Richard is meeting with them this week and he thinks there may be an opportunity to move forward.

5.5 Item 13.5 –the planned development will not be considered until January (with a meeting of residents on 1<sup>st</sup> December).

**6 Headteacher's report**

6.1 Governors received the report in advance. The Headteacher noted:

6.2 Progress from KS1 to KS2 was not as good due to a small number of slippages e.g.two children missed maths level 4

6.3 KS1 was better than in the past with careful moderation the school got a fairer reflection of abilities.

- 6.4 Early years foundation was strong as was the phonic test compared to national.
- 6.5 There are a preponderance of boys in all years except Reception and year 6.
- 6.6 There are a lot of summer birth children in year 5 and this will have an impact on the results next year.
- 6.7 Nine pupils left during Y5, most of them very able. Three of the left at the end of the year after completing '10 plus' tests for an independent school in a less competitive arena than at the end of Y6. If this becomes a pattern it could disadvantage the school.
- 6.8 Evelyn has set some aspirational targets based on the FFT data and staff understanding of the pupils' ability. Knowledge of the position and awareness of levels of progress/ attainment and use of attainment maps enables teachers to target resources and support for the children. She observed that there is an expectation that Tetherdown students will achieve targets half a year earlier than expected national.
- 6.9 Noted that schools will offer Maths and English level 6 papers to their brightest students at KS2 and this would now add to the school's points score. Governors noted that a level 6 should be achieved at age 15 year and achieving this at Primary school this does not easily transfer across to Secondary schools.

6.10 Targets Agreed:

Key Stage 2	2014 target
% English and Maths L4+	95%
% of pupils progressing 2 levels in English	97%
% of pupils progressing 2 levels in Maths	93%
% English L4+	94%
% Maths L4+	94%
% Science L4+	100%
% English L5	43%
% Maths L5	50%
% Science L5	60%

- 6.11 Governors asked whether levels are communicated to parents at parents evening? Parents are advised of performance in comparison to national levels and that the child is at, below or above standards. The approach taken will vary within this. There is a greater expectation of similarity in the end of year report. Evelyn explained the processes involved when a pupil is not making the progress required or expected. There is less of a focus on stretching the "gifted and talented" as the proportion is higher at Tetherdown and therefore expectations are higher of all and peers bring each other along.
- 6.12 EP could arrange Avi to attend a meeting to talk about data if governors would be interested.
- 6.13 The HT report contains the Pupil Premium statement which is on the website.
- 6.14 School funding formula will be an issue for Tetherdown. Although the LA has obtained £5.5m from the area cost adjustments the school will be £10,000 down. The LA has requested to the DfE that a change is made to the way the formula is applied; this is being considered. **The Chair will liaise with EP to prepare a letter to Councillors and/ or the Secretary of State.**

**Chair/ Headteacher**

## **7 Committees - Reports if appropriate**

- 7.1 Terms of Reference were **approved** for each committee.
- 7.2 *Education:* Keren (Chair), Richard/ Annie, Nick, Jill (minutes) – report received and noted.
- 7.3 *Personnel:* Keren (Chair), Sandy (minutes), Luke, Rupert – report received and noted.
- 7.3.1 The Committee recommended Capability and Performance Management Polices – **agreed**.
- 7.4 *Finance:* Jane (Chair), Luke, Joe (minutes – just this year), Marie, Nick – report received and noted.

- 7.4.1 The SFVS questionnaire (23 questions) is being considered by the Committee; this once compiled will be reported to the Committee for discussion. It will need to be agreed.
- 7.4.2 Last term the Q2 budget was approved and the prediction is that the budget is on track.
- 7.4.3 Governors explored the risks of staff entering into contracts that may have financial impact. This will be considered further at the next Finance Committee.
- 7.5 *Premises*: Matt (Chair), Rupert (minutes), Luke – report received and noted.
- 7.6 Curriculum Working Party feedback – there was no report.

**8 Link Governors Review of responsibilities and reports if appropriate**

- 8.1 Health and Safety - Luke
- 8.2 Senco (Vacant) – Ms McMeakin to report to the Education Committee once a term.
- 8.3 Child Protection - Sandeep
- 8.4 Training Link – Luke
- 8.4.1 Noted need for a Governor to have Safer Recruitment Training; Keren volunteered.

**9 Any other business**

- 9.1 Numbers have increased for Breakfast Club. After School Club attendance reduces through the week and it may be necessary to review demand and the value of running it on a Friday.
- 9.2 37 out of 60 Reception children are taking school meals.
- 9.3 There was no other business.

**10 Future meetings**

Meeting		Agenda despatch		Papers received by Clerk	
Tuesday	15/01/2013	Tuesday	08/01/2013	Friday	04/01/2013
Tuesday	19/03/2013	Tuesday	12/03/2013	Friday	08/03/2013
Thursday	02/05/2013	Thursday	25/04/2013	Friday	19/04/2013
Wednesday	26/06/2013	Wednesday	19/06/2013	Friday	14/06/2013

**11 AOB**

- 11.1 Governors discussed the recent HGA meeting attended by some. (AET did not turn up). Matt advised that Harris (Downhills and Coleraine) do an audit of teaching and use a central team Advanced Skills Teachers to raise the standard of teaching with individuals.. They expect progress in a term and if there is no improvement the teacher moves to capability. They consider performance data is important. They also provide classes for parents.

**Meeting ended 9.55pm**

**Signed:** Chair \_\_\_\_\_ **Dated:** 15<sup>th</sup> January 2013

