

TETHERDOWN PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING
2nd May 2013– 7.30pm at the School

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

[Keren Darmon took the Chair]

Part 1

1 Apologies for absence and consent for apologies received

1.1 Apologies were received from Luke Collier, Jill Boswell and Nick Cooke.

2 Membership

2.1 The school has advertised the staff governor vacancy.

2.2 Action to fill Community governor vacancies - Governors discussed the required skills set a legal background would be beneficial. Governors agreed to consider possible candidates and advise the Chair.

3 Declarations of interest in agenda items

3.1 There were no declarations of interest in items on the agenda.

4 Minutes of the meeting held on 19th March 2013 for agreement

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

5 Matters arising from the minutes

5.1 It was noted that at the last GB meeting it was agreed that the Chair of the Education Committee should act as the SEN link governor for the time being (see item 9.3).

6 Assessment for Learning- presentation

6.1 Annie gave a presentation relating to the approach taken at Tetherdown to Assessment for Learning. (Slides to be circulated)

6.2 She advised that whilst the school has always been strong in developing its practices on independent thinking, Guy Claxton's model gives new staff a structured model to help develop their practice.

6.3 Noted that elements of pedagogy can be applied at every age however, the balance tends to differ.

6.4 Through observation of teaching, book scrutinies and learning walks it is possible to make an assessment of how comfortable staff are using all styles (approximately 70% currently).

6.5 A balance of knowledge and skills is essential.

6.6 With AFL the learning is carefully managed/ structured.

6.7 National strategies started off prescriptive but loosened up, studies are now more cross curricular.

6.8 The new National Curriculum is less prescriptive in some areas but tighter in some subjects e.g. History and Computer Science – however, it is still under consultation.

6.9 Asked whether the school should formally respond to the consultation, there was little enthusiasm amongst governors.

- 6.10 AA was originally asked to put together an explanation of how learning is assessed; to help governors understand the school approach if asked questions regarding marking etc. AA advised that AFL takes place **throughout** every lesson and learning needs to be embedded; it can't simply be achieved through comments in books/ on homework. However, there is an expectation that teachers will provide formative feedback in a number of ways, including marking and will "mark the marking" where children peer mark according to set criteria. Every half term the pupils' writing is assessed in detail. Governors considered that it may be helpful to explain this approach to parents.

7 Headteacher's report

- 7.1 EP talked through her report.
- 7.2 A year 6 teacher picked up a bug in Costa Rica, her work is being covered.
- 7.3 The SDP is almost completed. Key areas will be Maths, Sports Legacy & Maintaining High Standards.
- 7.4 A School review has been conducted against Ofsted Framework.
- 7.5 The school is looking at the structure/ use of TAs; Numicon expertise would be helpful. They plan to monitor the intervention strategies used.
- 7.6 S2S group are interested in schools having "collaborative working" – Tetherdown will be meeting with Rokesley and S Haringey. It may be that Governors would be interested in developing their own "learning 3s". The Teaching and Learning Forum recently looked at independent learning and AA has been asked to talk to some schools.
- 7.7 The SEN meeting was on Monday night – Kirstie and Phil attended.
- 7.7.1 It was noted that Jill Boswell has agreed to be the SEN Governor, replacing the Chair of Education.
- 7.7.2 The atmosphere at the SEN meeting was quite confrontational.
- 7.7.3 There was a proposal at the meeting to set up a Working Party to address and resolve issues raised; the group would meet once a term with the Head, Jill and Theresa. After discussion, Governors did not consider this was the best approach. They **agreed** that the best approach would be through one to one meetings with Richard/ Annie and Ms McMeakin.
- 7.7.4 Children may be released for external support for specific issues during the day but only if the Headteacher assesses it would be of benefit when balanced against the regular attendance at the school.
- 7.7.5 Some issues will be deferred for discussion with the new Headteacher.
- 7.7.6 Governors wanted to record their support and thanks to staff and the Headteacher for their excellent work with **all** the children in the school at all levels of ability and need.

8 Chair's items

- 8.1 There were no items for discussion.
- 8.2 It was **agreed** there be an item under membership to discuss succession planning for governors at the next meeting.

Action: Clerk

8.3 Sports

- 8.4 Jane met the PE teacher at Fortismere – she suggests advertising the new TA role for 5 days a week, even if they cover other work during the extra time. The job description is being developed. The DfE is making ring fenced money available to primary schools for this purpose.

9 Committees - Reports if appropriate

- 9.1 Education: Keren (Chair), Richard/ Annie, Nick, Jill (minutes) – the committee had the AFL presentation and a walking tour to see it in action; governors were very satisfied.
- 9.2 Personnel: Keren (Chair), Rupert (minutes), Luke, – there are no formal minutes yet.
- 9.3 Finance: Jane (Chair), Luke, Joe (minutes), Marie, Nick; there are still minutes to be provided by Joe.

- 9.3.1 Jane talked through the budget and explained the basis. 2013/14 budget from LA has unexpectedly increased compared to last year. The carry forward has been discussed and is committed.
- 9.3.2 The Committee still need to look at the cost of the breakfast club and after school club to ensure it is viable. This should be discussed at the next GB meeting.

Action: Clerk

- 9.3.3 Governors **approved** the budget
- 9.4 Premises: Matt (Chair), Rupert (minutes), Luke – nothing significant to report.
- 9.5 Curriculum Working Party feedback - there was none
- 11 Link Governors Review of responsibilities and reports if appropriate**
- 9.6 Training Link – Luke – Luke was not present
- 9.7 Health and Safety - Luke - Luke was not present
- 9.8 Senco – Jill Boswell – Jill was not present
- 9.9 Child Protection – Daniel – nothing to report
- 9.10 Training Link – Luke – Luke was not present
- 9.11 Planning Link – Rupert – development is going ahead and Rupert has developed a list of requirements for the planners. St Luke’s is still not clear.

10 Any other business

- 10.1 The School is now full.
- 10.2 School meals will be discussed at the next meeting. In the meantime, in response to consultation the GB would like the current service to be extended for a further year.

Action: Clerk

13 Future meetings

Meeting	Agenda despatch	Papers received by Clerk
Wednesday 26/06/2013 @ 6.30pm	Wednesday 19/06/2013	Friday 14/06/2013

Parts 1 and 2 of the meeting ended at 10.05pm

Signed: Chair_____ **Dated:** 26th June 2013