

TETHERDOWN PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING

26th June 2013– 6.30pm at the School

Representative Governors (3)	Staff Governor (2)	Parent Governors (5)
*Philippa Connor 14.04.17	*Richard Evans 13.05.17	*Keren Darmon 15.06.14 (Vice Chair)
*Jill Boswell 08.09.16	*Marie Barber 4.10.15	+Luke Collier 04.02.14
*Joseph Ejiofor 31.05.14 (Chair)	Head Teacher Governor (1)	*Jane Garrard 04.02.14
Community Governors (3)	*Evelyn Pittman	+Daniel Lewis 04.10.16
*Rupert Lancaster 17.01.15	Also Present	+Matthew Robb 15.06.14
*Nick Cooke 23.11.15	Mike Woods (clerk)	Associate Member
Vacant		*Annie Ashraf 23.11.15
<i>*denotes governor present</i>	<i>+denotes apologies accepted</i>	

Part 1

1 Apologies for absence and consent for apologies

1.1 Apologies were received from Matt, Luke & Daniel.

2 Declarations of interest in agenda items

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

3 Appointment of Chair and confirmation of Vice Chair

3.1 Joseph Ejiofor was elected unopposed as Chair.

3.2 Governors agreed that this is for a temporary period. At the first meeting next term, appointments to Chair and Vice Chair will be made for a year.

3.3 Keren was willing to remain as Vice Chair until September.

4 Membership – action to fill Community governor vacancies

4.1 Shortlist of nominations for Community Governor – this has not been progressed. As Jane's term as a parent ends in February, in order to maintain some continuity, it was **agreed** she then be appointed to this position releasing a Parent Governor vacancy.

4.2 The school confirmed that Richard was appointed as staff governor from 14/05/13.

5 Minutes of the meeting held on 2nd May 2013 for agreement

5.1 The minutes were agreed as accurate with a revision to the surname of Philippa to Connor.

6 Matters arising from the minutes - 2nd May 2013 – Part 2

7 Headteacher's report

7.1 Evelyn spoke about the data dashboard. The school is in the top quintile for reading and writing but is in the second quintile for Maths.

7.2 The Development Plan has been discussed at Curriculum Committee and it is recommended to governors who approved it. All subject Leads will prepare action plans.

7.3 The Headteacher has circulated the last Self Evaluation Plan.

7.4 There is a good stable staff for next year.

7.5 There is an issue with the roof – water penetrating a year 6 class due to a sapling growing through the masonry. It is not a major repair issue but scaffolding is expensive.

7.6 The Summer Fayre took place and the atmosphere was excellent and it was a lot more child friendly. £11-12,000 was collected. There remain issues with guns/ water pistols and swords.

8 Chair's items

8.1 Joseph noted that Ofsted take on board parent view surveys. There were 157 responses on the website which is extremely good. Governors discussed some of the findings.

- 8.1.1 Views re “appropriate homework”. Ofsted feel that this is not an uncommon response.
- 8.1.2 13% of parents would not recommend the school to other parents. However, 87% is a strong figure in favour. It was considered that inevitably, those parents with strong negative views are more inclined to respond.
- 8.1.3 The response re bullying is unclear with 18% not knowing, however, the assumption was that there was not an issue in these cases.
- 8.1.4 Governors noted that questionnaires are very crude and the choice of words can skew the outcome.
- 8.1.5 Governors felt that it was an interesting snapshot in time and, over time, it will show trends.
- 8.1.6 The survey points to the need for effective communication arrangements. The school undertakes regular surveys and this will be considered again in September with an analysis to come back to the second GB meeting of the year. On 11th there will be the training session (previously cancelled) for staff, governors are invited, on communicating with parents. There will be a booklet for each year group which will be given to parents at the beginning of each year.
- 8.2 Future Clerking arrangements (docs attached)
- 8.3 Governors noted a vote of thanks to our Clerk, Mike Woods, for his work and professional support.
- 8.4 The School has bought in to the LA Clerking arrangements. Governors **agreed** that decisions on extending this next year will be decided by the Personnel Committee.

9 Committees - Reports if appropriate

- 9.1 *Education*: Keren (Chair), Richard/ Annie, Nick, Jill (minutes) – noted they met yesterday, minutes to follow.
- 9.2 *Personnel*: Keren (Chair), Luke, Rupert (minutes) – the Committee has not met.
- 9.3 *Finance*: Jane (Chair), Luke, Joseph (minutes – just this year), Marie, Nick – the Committee has not met. Need to try to get the meeting dates in line with the governor’s meeting. Jane has a list which she will send to the Clerk.

Action: Jane

- 9.4 *Premises*: Matt (Chair), Rupert (minutes), Luke – main issues covered by the Head earlier. It was noted that immediate neighbours to the school are rebuilding their house – abutting the playground fencing; this may eventually need replacing.
- 9.5 *Curriculum Working Party* feedback – nothing to report.

10 Link Governors Review of responsibilities and reports if appropriate

- 10.1 *Health and Safety* – Luke – not present to report.
- 10.2 *Senco* – Jill Boswell - met with Ms McMeakin. She was impressed by the work being done and not surprised about the positive Ofsted response. There was a meeting with parents who signed the letter and subsequently each of them has been invited to one to ones with individual staff. There has been helpful sharing of issues and expectations. Kirstie Watkins hopes to come back before the end of term to meet with parents. It was noted that the Education Committee feel that the SEN policy should be rewritten, but only once the new legislation is clear.
- 10.3 *Child Protection* – Daniel – not present to report. (He has met with Ms Pittman and they have made minor amendments to the CP Policy.)
- 10.4 *Training*– Joseph – is undertaking Training for new Chairs on 6th July.
- 10.5 *Planning*– Rupert – St Luke’s Development is going through consultation – dwellings have been marginally reduced – around 150 with underground parking for 100 vehicles. This could have an impact on new admissions. 85 Woodside Avenue – progressing but not yet agreed the rules for the builders and the Architect has not been appointed.

- 10.6 *Sport* – Jane – had nothing to add but is positive about the sport and local background of a new teacher.
- 11 Any other business**
- 11.1 There was no other business.
- 12 Future meeting dates**
26th September 2013
Further dates for the year to be agreed.
- 13** Governors noted their gratitude for the hard work, dedication, leadership and achievement of the Headteacher.

Headteacher farewell opportunities:

- Tea Party - Thursday 18th July - 5.00- 7.30pm
- Tuesday 23rd – Parents picnic – 12.00pm

Parts 1 and 2 of the meeting ended at 9.30pm

Signed: Chair _____ **Dated:** 26th September 2013