

THE MINUTES OF THE GOVERNORS MEETING OF GREAT DUNHAM PRIMARY SCHOOL HELD ON TUESDAY 3RD NOVEMBER 2015 HELD IN SCHOOL AT 5.30PM.

1. **PRESENT:** Gordon Phillips, Cherie Wild, Kim Whitlock, Brenda Upton, Mark Codman, Steve Treavett, Sue Davis, Sharon Nour.
2. **APOLOGIES:** Chris Ridout, Jan Emmerson, Clare Gill
3. **QUARATE 50% Of 12 = 6, 8 attending**

In the absence of the Chair, Vice Chair Mark Codman opened the meeting. He welcomed Cherie back onto the Governing Body as a re elected Parent Governor. He also welcomed Clare as Staff Governor in her absence and looked forward to meeting her at the next meeting.

4. **DOES ANYONE NEED TO DECLARE CONFLICTS OR CHANGES TO BUSINESS INTEREST?** Cherie reported that she had been into school in her role as School Health Support Worker. The Clerk requested that the new format Business interest forms need to be completed to do the annual update of the Business Interest declaration register. Chris Ridout/Clare Gill/Jan Emmerson still outstanding - these forms can be printed off the GovernorHub for completion to bring to the next meeting please.
5. **ELLEN WATSON'S REPORT - ENGLISH ACROSS THE SCHOOL**

Ellen went through her report helped with print outs that were circulated.

Points of note included:

- Increase opportunities for writing in Early Years to progress forward.
- A push on 'Talk for Writing' across the school.
- Early Years to be encouraged to learn through talking to each other.
- Professional story teller to come into school to tell stories rather than read stories.
- Decline in Year 2 attainment in reading, writing & speaking & listening, These results were as a result of a change of teacher mid way through the year & teacher assessments being undertaken by a supply teacher.
- Year 6 showing improvement from 2014.

- A bid has been submitted for a revamp of the library ~ furniture and book stock.
- We also need to replace and replenish stock across each class in school.
- Introduction of new guided reading scheme to support teachers deliver quality sessions.
- Good spread of literature across the years.
- Volunteers do come into Reception for reading.
- Picture books across the school.

The Governors questioned Ellen on how to improve writing skills. Suggestions were made to encourage more writing, moderation with other schools to be carried out, Target 2 as mentioned before with author visits and older children sharing books and writing with younger children. New dictionaries and Thesauruses for every class were purchased by FoDs

The governors questioned Ellen's overview of teaching English across the school. She agreed she has a lot to learn in this role and has only done 2 terms as subject leader so far. She has had training as a subject leader and is part of Norfolk's English Network. After discussions a suggestion was put forward from the Governors for a specific writing book starting in Reception to go with the child through school, to monitor development, and for the children themselves to see how they progress. Other suggestions included: writing competitions, Class book to be published, write stories to share with local toddler group, write for a larger audience i.e. school newspaper run by school council.

The governors thanked Ellen for her first very good report and she left the meeting.

6. MINUTES FROM THE LAST MEETING

The minutes from the meeting on 15th September 2015, previously circulated on the GovernorHub, were agreed and signed by the Vice Chair. Minutes from a sub committee meeting held on 22nd October 2015 were also agreed and signed. This meeting had been called to address the completion of The Annual Small Schools Review (which had to be submitted by 9.11.15), The Delegation Planner and the GovernorHub Healthcheck. One point that came out of the Healthcheck questionnaire was whether the governors agreed to the Minutes from the meetings to go on the school website. After a discussion this was agreed - the Draft

minutes would be entered, headed DRAFT, changing to AGREED, once they are signed off at the meeting.

7 MATTERS ARISING

- a. **Cluster Governance/LL Community update:** The SEND panel meeting had been cancelled again. Nothing further to report. Next meeting for Cluster Heads & Cluster Governance is 2nd December.
- b. **Federation Issues update:** Continued interest in partnership work with Beeston around assessment without levels .Waiting to hear from Head teacher, Chris Perry , about dates for joint staff meetings.
- c. **Governing body update;** A parent election had been carried out resulting with Cherie Wild being voted back on. Clare Gill is the new staff governor. Three names had been put forward for consideration for the co-opted governor vacancy. Information will be requested from each person to be sent to the Chair, for consideration at the January meeting. Mark Codman informed the Governors that he was considering becoming a governor at another school, but would probably finish his term here (October 2016).
- d. **Governor visits and reports:** Kim and Cherie had carried out a visit on 21st September to examine the Early Years environment and review learning journeys of the children in Reception class. Points were raised and discussed fully. Curriculum Committee meeting - Thursday 26th November at 1pm.

AGENDA ITEMS: Stewart Spooner Maths report, outstanding Business interest forms, Cluster Governance/LL Community update, Federation issues update, Co-opted governor vacancy, Governor visits and report.

8. HEADTEACHER'S REPORT

This had been circulated on the GovernorHub. Sharon went through her report. Attendance was discussed which had improved. Attainment and Progress Data showed more positive results than last year. Read Write Inc has had a positive impact on reading. Steve Treavett will be issued with FFT password as part of the SIDP role. Sharon had attended training - Governor Dashboard, which is shared on the GovernorHub. Sharon is participating in the Headteacher Support Programme (HSP) . Growth Mindset INSET day attended by all staff ~ it was very good. Follow up twilight session on 9th November 3.30-6pm. Governors invited to attend. Any available EYFS Governors were requested to meet Ben Axon

re EYFS development plan on 13th November. The governors commended Sharon, once again, on a very comprehensive report.

9 SCHOOL DEVELOPMENT PLAN

It was requested that the next governor visit should include observations around Growth Mindset.

10. RESOURCES REPORT

The minutes from the resources meeting held on 20th October 2015 had been put on the GovernorHub. In the absence of the chair of Resources, Jan Emmerson, Kim went through the minutes briefly. SIMS contract discussed.

11. POLICIES

As requested by Sharon, comments on policies had been received via the GovernorHub. Policies had been amended where required. Policies agreed and signed were Teacher's Pay Policy, Charging and Remissions Policy, Health and Safety Policy, Staff Code of Conduct Policy, Data Protection Policy, Educational Visits Policy and Administration of Medicines Policy. More policies would be added to the GovernorHub for review before the next meeting.

12. ANY OTHER BUSINESS

- a. ***Election of officers*** - Agenda item deferred to the January meeting. The clerk reported that Chris Ridout has agreed to be considered for the position of Chair again, but only for one year.
- b. ***Request to fund MEd course*** - This was discussed and it was agreed that Sharon should seek advice on drawing up a policy on this for the future.
- c. ***Committee terms of reference*** - Committees should all have terms of reference, which should be reviewed annually. Most Governing bodies will have a Resources Committee, which also will include premises, and staffing, a curriculum committee and we have other separate ones. The Clerk has sourced examples of model terms of reference, which can now be found on the governorHub. It would be advisable to look at this document, as this will be an item on the agenda in January.

AGENDA ITEMS - Election of officers, Committee terms of reference.

NEXT MEETINGS: RESOURCES 15TH DECEMBER 2015

FULL GOVERNORS 5TH JANUARY 2015-11-04

Signed **Dated.....**