

## COPNOR PRIMARY SCHOOL

Minutes of a meeting of the **Governing Board** held at Copnor Primary School on **Thursday 22 November 2018** commencing at **5.00pm**

### **Present:**

Peter Stokes – Co-opted Governor (In the chair)

Toby Simmonds – Co-opted Governors

Mo Williams

Pam Paice

Angela Wall

Rachel Key – Parent Governors

Wayne Frampton

Mandy Wood - Staff Governor

Douglas Brawley – Headteacher

Sara Petipher – Associate Members

Darran Cowell

Lizzie Shackelford

Allyson Roberts

The Headteacher introduced the boys and girls. Our Head Boy (Aryan Ahmed), Head Girl (Grace Marsden), Deputy Head Boy (Bobby Ellis) and Deputy Head Girl (Mahdiya Dato) then enjoyed answering a variety of question put to them by the governors.

### **ACTION**

**68. Apologies for Absence** accepted from Lauren Findlay (Co-opted Governor), Lynne Stagg (LA Governor), John Stock (Clerk) and Tracey Pinkney (Associate Member). Elaine Cowley (Co-opted Governor was not in attendance.

**69. Declarations of Interest** - none

**70. Governing Body Membership**

**AGREED** (1) that Mandy Wood, having been elected by the school staff, be appointed Staff Governor on the Governing Board for the period ending November 2022

(2) that Darran Cowell be appointed as an Associate Member

**71. Minutes – 20 September 2018**

**AGREED** that the minutes of the meeting held on 20 September 2018 be confirmed and signed by the Chair as a correct record.

## 72. Committee Reports

The minutes of the following Committee meetings were noted:

- Teaching & Standards Committee – 9 October 2018
- Resources Committee – 18 October 2018

## 73. Matters arising from the Committee Reports

- **Teaching & Standards Committee Minute No.7/18 – Governor Visit Policy**

**AGREED** that the Governor Visit Policy as recommended by the Teaching & Standards Committee be approved and adopted.

- **Resources Committee Minute No. 7/18 – Budget Review 2018/19**

**AGREED** that the revised budget for 2018/19 as recommended by the Resources Committee be approved.

- **Resources Committee Minute No. 8/18 – School Buildings**

The Headteacher shared some very welcome news connected to the budget review. That day he had received news from PCC that they were going to update the complete heating system for the whole school., to be financed from the Council's Education Capital programme. It was likely to be in the order of £662,000 and be undertaken in two phases over February half-term then the summer vacation. The school would be expected to contribute £43,729 towards this over a three year period.

**AGREED** that the thanks of the Governing Board and the Headteacher be passed to the City Council for their assistance with this important project.

## 74. Headteacher Report

The Headteacher Report had been circulated in advance of the meeting and the following were among the matters raised by Governors;

### ➤ **Pupil Absences**

Persistent absences were an ongoing problem which was being considered by the Absence Officer in conjunction with the teaching staff. Term time holiday requests caused the main problems.

### ➤ **Exceeding pupils** – KS1 compared to KS2

The reason might be due to a particular cohort or more likely with regard to teacher assessment and expectation.

The Headteacher Report was noted with satisfaction.

## 75. DHT and AHT's Update Reports

**DHT (Sara Petipher)** reported on a Curriculum update and the work done since the previous meeting including:

- Learning Values added to Topic Overviews
- Staff meeting to look at consistency of topic planning
- Years 4 and 6 have been trialling using Bloom's Taxonomy to plan their topic
- Monitoring of guided reading lessons and books and Quick Maths
- Year groups now have an afternoon each half-term to focus on Learning to Lead

The impact had been good across the school as a result of the above actions.

The next steps included the following:

- Pupil conferencing for pupils about topics
- Ensure P4C is completed at least once in every topic
- Staff meeting in the new year to look at effective differentiation in topic and planning more open tasks
- INSET day arranged to focus on long and medium term English planning

**AHT (Darran Cowell)** reported on his roles as Pupil Premium, Professional Mentor and Educational Visits Co-ordinator.

- Pupil Premium School Improvement Plan and Budgeting complete
- Ongoing discussions with teaching staff on needs of Pupil Premium children, including visits and interventions
- Parents' evening and review of targets organised

Darran listed all the interventions and action plans, which had all had a good impact across the school.

The next steps were explained and fully supported by the Governing Board.

**AHT (Lizzie Shackelford)** reported on the work being carried out with regard to the more able child particularly with key Year Groups and the identification of appropriate pupils across the school.

The impact was being measured through mentoring – making pupils independent learners – developing relationships with older pupils – the use of new equipment in science and art.

Targets had been raised for all groups and Lizzie reported on the percentage for each subject likely to reach greater depth.

The next steps to support the various strategies were supported by the Governing Board.

**AHT (Allyson Roberts)** shared the most recent SEND Overview which showed percentage of children at SEN support and EHCP.

- Copnor was above the national average in all three groups
- Main areas of SEN were cognition and learning
- There were 83 pupils with English as an Additional Language
- The ‘Shining Stars’ provision was shown to be a success and was being used by other schools
- There had been no exclusions so far this term.

The DHT and AHT’s were thanked for their comprehensive reports

#### **76. Staff Absence Policy**

The Headteacher reported on changes to the staff absence policy within the section entitled ‘ Expectations of employees when absent’.

During full consideration of this Section, Governors were of the opinion that employees should be required to telephone in and not use the text.

**AGREED** that the Staff Absence Policy as amended be approved and adopted.

#### **77. Link Governor Report – English and Able Child**

The report submitted by Mo Williams was noted

#### **79. Governor Visits**

The list of Governor visits since the previous meeting was noted.

#### **80. Events & Celebrations**

- Governors commented on the excellent poppy display with special thanks to Sara and Richard
- Money raised by Pyjama day for Children in Need
- 30 November – Decoration Day
- 6 December- Year 4 Xmas Production (2.15pm and 6.00pm)
- 10 December – PFC Xmas Carols – 6.30pm
- 11 December – Carols in the School Playground – 5.30pm
  
- 12 December – Year R Nativity – 1.30pm
- 13 December - Year R Nativity – 9.30am
- 17 December – Mince Pies with Staff – 3.30pm
- 18 December – Panto for Parents – 6.00pm

**81. Date of Next Meeting** – Thursday 17 January 2019 at 5.00pm

**82. NGA Twenty Questions**

The following were the main points raised by Governors in response to the question “What benefit does the school draw from collaboration with other schools, and other sectors locally and nationally?”

- Shared assessment and moderation
- SCITT training
- NACE training

The meeting concluded at **7.00pm**

Chair