

COPNOR PRIMARY SCHOOL

Minutes of a meeting of the **Governing Board** held at Copnor Primary School on **Tuesday 17 July 2018** commencing at **5.00pm**

Present:

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

Elaine Cowley – Co-opted Governors

Angela Wall

Toby Simmonds

Mo Williams

Rachel Stewart – Parent Governors

Wayne Frampton

Lynne Stagg – LA Governor

Darran Cowell – Staff Governor

Douglas Brawley – Headteacher

Sara Petipher – Associate Members

Tracey Pinkney

Allyson Roberts

Also in attendance: John Stock (Clerk)

ACTION

40. Apologies for Absence – accepted from Lauren Findlay and Pam Paice – Co-opted Governors,

41. Declarations of Interest - none

42. Minutes – 15 May 2018

AGREED that the minutes of the meeting held on 15 May 2018 be confirmed and signed by the Chair as a correct record.

43. Committee Reports

The minutes of the following committees were noted:

- Finance, Buildings & Personnel Committee – 28 June 2018
- Standards/Curriculum Joint Committee – 10 July 2018

44. Matter Arising from Committee Reports

- **Standards/Curriculum Minute No. 19/18 – Governor Visits**

ACTION

It was generally agreed that governor visits needed to be more focussed, particularly by Subject Link Governors. A new Visit Report Form would include the facility to include notes on the following: Impact so far; Future Actions; Any Questions.

Clerk

Visit Forms should be completed for all governor visits and placed in the Visit Report file in the school office.

All Govs

Meetings between a Subject Link Governor and the appropriate member of staff would require a brief written report to be submitted to the Clerk to the Governing Board for circulation to the subsequent meeting of the Governing Board.

Link Govs**45. Governor Visits**

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

46. Headteacher Report

The Headteacher Report had been circulated to all governors in advance of the meeting.

The report was noted with responses to governors on the following points:

- It was confirmed that there was a waiting list for entry to Year R
- The member of staff not returning to work at the end of maternity leave would have little impact financially.
- Governors welcomed the excellent results of lesson observations
- Staff who did not participate in out of class activities were monitored through their performance management reviews

47. Self Evaluation Form (SEF)

The Headteacher would be circulating the latest version of the SEF, which would be considered at appropriate committee and Board meetings

HT**48. Progress and Attainment Data**

The Headteacher confirmed to governors that following lesson observations and book checking, that teaching in the school was at a high standard. There was good capacity for whole school progression.

It was therefore difficult to understand why the SAT's results particularly in Year 6 and particularly with regard to Maths had been so poor.

Possible reasons included that the current Year 6 cohort had started Years 1 and 2 in the former Copnor Infant School and for the next two years, the newly formed Primary School was still establishing itself.

ACTION

Governors agreed that it was important to consider progress of the whole school and not just Years 2 and 6. Governors who had children in the school confirmed that everything that could be done to obtain good SAT's results had been done by staff .

The Deputy Headteacher advised that the Year team had been organised in six sets since January together with strong support from the AHT and lesson observations and book scrutinies in Year 6 had been good or outstanding.

The Headteacher then displayed a series of graphs showing the SAT's results. The English and Writing results were as expected with Maths being the main problem. It was anticipated that based on the current cohorts in Year Groups 3 and 4 that results in four years would be a great improvement.

49. Governor Training

The Training Liaison Governor (TLG) reported on her discussions with Hampshire Governor Services regarding training.

The annual cost (April-March) was £1,525 which included one whole governing board session.

The TLG proposed that the Board purchase one whole governing board session on strategic planning and questioning in the period September-December 2018 at a cost of £460. If that proved successful, a second session could be purchased before the end of March 2019.

The TLG recommended investing in the annual training plan from April 2019 at a cost of £1,525. This would also include all individual governor training for the whole year.

AGREED that (1) arrangements be made for a whole Governing Board training session in September/October at a cost of £460. **TLG**

(2) that a full year training plan be purchased from 1 April 2019 with the proviso that every governor to commit to at least one training course during the year. **TLG**

50. Calendar of Meetings – 2018/19

AGREED as submitted.

All Govs to note dates

51. Events and Celebrations

The school had been very active since the last meeting with events including the following:

ACTION

- Year 6 Production currently playing
- Excellent Awards evening on 10 July
- Successful Summer Fair – 13 July
- Cricket Team in Final of Portsmouth Cup

52. Date of Next Meeting – Thursday 20 September 2018 at 5.00pm

53. NGA Twenty Questions for Governors

The Board considered the following question:

How do we make regular reports on the work of the Governing Board to our parents and local community?

It was **AGREED** to include a regular Governor update on their activities in the school newsletter.

Chair

The meeting concluded at **6.55pm**

Chair