

COPNOR PRIMARY SCHOOL

Minutes of a meeting of the **Governing Board** held at Copnor Primary School on **Tuesday 6 March 2018** commencing at **5.00pm**

Present:

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

Elaine Cowley – Co-opted Governors

Pam Paice

Lauren Findlay

Lynn McBeth

Rachel Stewart – Parent Governors

Wayne Frampton

Lynne Stagg – LA Governor

Darran Cowell – Staff Governor

Douglas Brawley – Headteacher

Sara Petipher – Associate Member

Also in attendance: John Stock (Clerk)

	ACTION
10. Apologies for Absence accepted from Mo Williams, Angela Wall, Toby Simmonds (Co-opted Governors), Tracey Pinkney and Allyson Roberts (Associate Members)	
11. Declarations of Interest - none	
12. Minutes- 16 January 2018 AGREED that the minutes of the meeting held on 16 January 2018 be confirmed and signed by the Chair as a correct record, subject to Lauren Findlay (Co-opted Governor) being recorded as in attendance	
13. Matters Arising from the Minutes Minute No. 4/18 – School Crossing Patrol – this matter was ongoing and a full report on progress had been circulated to all governors in advance of the meeting. Minute No. 5/18 – Skills Audit – the audit forms had now been circulated to all governors for completion. The results of the audit would be reported to the Board by the Training Liaison Governor.	All Govs TLG

Minute No. 5/18 – Governance Review – An invitation had been sent to the Reviewer to meet with the Board and the necessary arrangements would be made following his response.

Chair

14. Committee Reports

The minutes of the following committees were noted:

- Standards Committee – 23 January 2018
- Curriculum Committee – 30 January 2018
- Finance, Buildings & Personnel Committee – 6 February 2018

15. Matters Arising from the Finance, Buildings & Personnel Committee

Minute No. 5/18 – Schools Financial Value Standard (SFVS)

AGREED that the completed SFVS as recommended by the Finance, Buildings & Personnel Committee be approved for submission to the Local Authority, subject to revised wording to Questions Nos. 21 and 24 as a result of the following items:

➤ Inventory – Governor Spot Check

Spot check carried out by Pam Paice (Co-opted Governor) on 20 February. Three items were checked – an electric drill, a PC and a visualizer. All were found to be present and correct.

➤ Copnor School PFA Accounts

The audited accounts were submitted and approved by the Board. It was **AGREED** that the Headteacher include an item in the next newsletter advising parents how the PFA monies had been spent on their behalf.

HT

16. School Minibus

As agreed by the Governing Board, a new minibus had been delivered to school that day.

It had been assumed that the old minibus would have to be disposed of as it had been thought not possible to obtain insurance. However it was now possible to acquire a bespoke petrol tank to meet the necessary requirements at an estimated cost of £1,500.00.

AGREED that approval be given to the necessary works to enable the old minibus to be insured for continued use in the school.

17. Air Quality around the school

Lynn MCBeth had raised the issue of air pollution from Copnor Road traffic in particular the possible effects on children in the Year R playground and classrooms which were only metres from the road.

Lynne Stagg advised that there were four monitoring stations in the City providing real time air quality data. The nearest one to the school was at the junction with Burrfields Road and it was **AGREED** to request the current data from that particular station.

Lynne
Stagg

18. Progress Report – Deputy HT

DHT reported on the following actions currently being taken across the school.

- Progress review meetings had been conducted with all teaching staff
- DHT had undertaken moderation training and meeting were being held with other schools which indicated that the school judgements were in line.
- English and Maths Advisers from Hampshire had visited the school and were particularly impressed with the standard of English work. However better progress was required to obtain greater depth in writing.
- Ten pupils were undertaking on-line tuition in maths on a trial basis which was proving very popular with the children
- It was agreed to provide Governors' Awards for each Year Group as part of the Awards Ceremony

19. Headteacher Report

The Headteacher report had been circulated in advance of the meeting and the following matters were raised as a result of questioning by governors:

- **Persistent Absence** – Although the 10% level was high, Lauren Findlay, Safeguarding, Child Protection and Inclusion Link Governor explained that there was one pupil with 73% absence and particular problems with attendance from a small number of children which affected the data.
- **Exclusions** – In order to avoid permanent exclusion, every effort was made to keep disruptive pupils in school. This included putting children on reduced timetables. The school was currently being criticised by the Local Authority for having too many on reduced timetables. Discussions were still ongoing.

- **More Able Children** – Governors asked what action was necessary to improve progress for these pupils. The Headteacher advised that raising teaching standards was the best way to make an impact on the data. Currently 86% of lessons were good or better with 19% being outstanding. The data at the end of the autumn term was not accurate and the Spring data would show the current position. The school was maintaining pace but with no specific gains.

The Headteacher Report was noted with satisfaction.

20. Governor Training

Depending on the result of the current skills audit, the Training Liaison Governor would report back to the Board any requirements for training which could be provided by Hampshire Governor Services. This would include the possibility of an annual subscription if it provided value for money.

TLG

21. Events and Celebrations

- NSPCC fundraising event produced £3,500
- Japanese visitors had been in the school for 2 weeks – pupils were enjoying origami among other activities
- The girls' football team had won the Portsmouth League and were now challenging in the Hampshire League
- Arrangements were in hand to celebrate 100 years of Nelson Mandela including a drumming workshop
- An Easter Extravaganza organised by PFA was to be on Tuesday 27 March

22. Governing Board Membership

The Chair reported that before the start of this meeting, Lynn McBeth had given notice of her resignation.

23. Date of Next Meeting – Tuesday 15 May 2018 at 5.00pm

24. NGA Twenty Questions for Governors

The Board considered the following question:

How effectively does our strategic planning cycle drive the governing board's activities and agenda setting?

Currently the calendar of meetings responds to the requirement for specific dates for matters such as the annual appointments, the budget making and the end of term data consideration.

ACTION

The governors considered that they had a strategic plan to feed the agenda but that it needed to be formally included in a written plan. The Chair undertook to prepare a draft for consideration by the Board.

Chair

The meeting concluded at **6.30pm**

Chair