

COPNOR PRIMARY SCHOOL

Minutes of a meeting of the **Governing Board** held at Copnor Primary School on **Tuesday 14 November 2017** commencing at **5.00pm**

Present:

Lauren Findlay – Co-opted Governor (In the chair)

Elaine Cowley – Co-opted Governors

Toby Simmonds

Mo Williams

Barry Fanning

Angela Wall

Lynn McBeth

Pam Paice

Rachel Stewart – Parent Governor

Darran Cowell – Staff Governor

Douglas Brawley – Headteacher

Sara Petipher – Associate Members

Allyson Roberts

Tracey Pinkney

Also in attendance: John Stock (Clerk)

ACTION

67. Headteacher Performance Review (Confidential)

The result of the Headteacher Performance Review is set out in an attached confidential appendix to these minutes and the recommendation of the Panel was unanimously **AGREED**

(NB. No staff governors were present during the discussion of this item)

68. Apologies for Absence accepted from Wayne Frampton (Parent Governor), Lynne Stagg (LA Governor) and Peter Stokes (Co-opted Governor)

69. Declarations of Interest - none

70. Copnor Primary School – Parent Friends Association (PFA)

Louise Taylor and Michelle O'Reilly were in attendance at the meeting and were congratulated on all the work they do for the school and the money raised at the many organised events which was fully appreciated by the governors.

ACTION**71. Minutes – 19 September 2017**

AGREED that the minutes of the meeting held on 19 September 2017 be confirmed and signed by the Chair as a correct record.

72. Matters Arising from the Minutes**➤ Minute No. 60/17 – School Crossing Patrol**

The Headteacher was meeting with Local Authority representatives the following week and would report back on any progress in due course.

HT**➤ Minute No. 65/17 – Review of School Policies**

It was **AGREED** that the Headteacher review those policies on the school website and should they not need to be amended, the review dates be revised accordingly.

HT**73. Committee Reports**

The minutes of the meetings of the following committees were noted:

- Curriculum Committee – 3 October and 8 November 2017
- Finance, Buildings & Personnel Committee – 10 October 2017
- Standards Committee – 17 October 2017

74. Matters Arising from the Committee Reports**• School Environment and Behaviour**

Governors had witnessed the good behaviour and excellent interactive play by the children with the lunchtime assistants which was partly due to the work carried out in the playgrounds by the Site Manager.

AGREED that the grateful thanks of the governors be recorded and conveyed to Richard Mason together with a small gift.

Gov Board

- **Finance, Buildings & Personnel Committee Minute No. 35/17 – Revised Budget 2017/18.**

It was reported that since the Finance Committee, there had been a pay award of 2% for school staff and the budget had been further amended accordingly. It was no longer viable to retain the current minibus. There was a sum of £10,000 included in the budget for a second vehicle but this would now need to be used to purchase a replacement minibus, which was considered to be essential for the operation of the school.

AGREED that the revised budget for 2017/18 as recommended by the Finance, Buildings & Personnel Committee be approved

Bursar

75. DHT and AHT Update Reports

- **Sara Petipher(DHT)** advised that she was preparing an Action Plan to deal with the school priority of improving progress of the More Able Pupils including the following:
 - Information evening for parents including practical activities
 - Membership of the National Association for More Able Children
 - Contact with other schools with good records of improved progress
 - Staff activities with learning walks; book scrutiny and pupil progress reviews.

Plans for 2017/18 would involve additional contact with parents; the inclusion of information on the school website; increased celebration of achievements of more able pupils; and the encouragement of expert learners in the classroom to support other children

There had been an Inset day on outstanding teaching and learning with teacher peer group interaction. There was a good depth of teaching in the school with an improving profile through the year.

- **Darran Cowell(AHT)** reported on his role with regard to Pupil Premium children. All of the information had now been included on the website which detailed actions being taken for expenditure of the pupil premium funding.

The website showed the impact of measures taken in 2016/17 and the actions being taken in 2017/18. Reference was made to the barriers both in-school and external to pupils' learning and the aim to provide quality teaching for all.

- **Allyson Roberts(AHT)** advised that a glossary of SEND terms had now been included on the school website to enable parents to more easily understand both the Local and PCC Offer.

The numbers of SEND pupils had not changed very much from the previous year – 15.1% compared to 14.9%. The increase was partly due to the number of SEND children joining the school during the term. There was however an increase in the number of Educational Health Care Plans across the City.

The current problem in the school was with Year 5. The situation with regard to these pupils had been identified at an early stage but the problem had been exacerbated with the influx of three pupils from other schools into that Year Group.

- **Barry Fanning(AHT)** reported on the CPD (Continuing Professional Development) tracker, a copy of which would be circulated to all governors. **Clerk**

The tracker included Inset Days and External Courses. This applied to all teaching staff including TA's who had visited other schools as part of their ongoing training. External courses included Maths teaching; pupil premium; and More Able children.

76. Headteacher Report

The report had been circulated in advance of the meeting and governors were invited to question the Headteacher on any particular matters of interest.

Q. – There had been an increase in the number of persistent absences. What percentage comprised persistent absences and was there a reason for the increase?

A. – Pupils with less than 90% attendance were classed as persistent. It was not possible to state a reason for any increase as the school had very good practices which were not matched by the outcomes.

Q. – What was the reason for the number of pupils in Year 6 to be one above the planned admission limit?

A.- One child was a dual registered pupil so that in effect the actual number of pupils in the Year Group was not above the admission limit.

Q. – Could the AHT please explain the situation with regard to fixed term exclusions?

A. – The problem was being caused by one pupil in Year 2 who could not be moved on due to there no vacancies elsewhere.

Q. – The combined subject results for Key Stage 1 were very good, what was this due to?

A. – The main reason was due to better quality teaching.

AGREED that the report of the Headteacher be noted with satisfaction

77. Governance Review

The review had been undertaken but no final report had yet been received. **AGREED** that the reviewer be invited to the next meeting of the Governing Board where the report would be considered.

HT

78. Academy Status Update

The Headteacher reported on the responses received from both Chichester University and Hamwic as a result of the visits following the Board decision to go with Hamwic. Discussions were now being held with HIAS and possibly other external support agencies. The main support required was with regard to Leadership and Management.

ACTION

The pressure from the Local Authority and Central Government to go academy appeared to have eased and it was **AGREED** (1) that no further action be taken at this time but that the Headteacher continue discussions with support agencies and report back to the next Board meeting.

HT

(2) that the Chair of the Governing Board prepare a letter to go to parents advising them of the current situation.

Chair**79. Governor Training**

AGREED that the Training Liaison Governor (Elaine) be requested to:

TLG

- (1) Enrol Copnor Primary School with the Key training organisation.
- (2) Investigate the cost and feasibility of whole Governing Board training on "Challenge"

80. Events & Celebrations

Barry Fanning (Co-opted Governor) submitted his resignation from the Governing Board following his appointment as Headteacher at another school. The Governing Board congratulated him and wished him luck in the new job. Any consideration of a replacement governor would be deferred until the result of the Governance Review was known.

Other events reported included:

- Membership of the Council of Portsmouth Students
- Participation in a More Able event at the Grammar School
- Bikeability in Year 5
- Scottish Dancing in Year 3
- Football at Roko
- A large number of visitors and school trips

81. Link Governor for the More Able

AGREED that Mo Williams be appointed as the Link Governor for the More Able to work closely with the Deputy Headteacher.

82. Date of Next Meeting – Tuesday 16 January 2018 at 5.00pm

The meeting concluded at **6.55pm**

Chair