

SEA MILLS PRIMARY SCHOOL GOVERNING BODY

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Please forward any matters relating to the forthcoming meeting to: **THE CLERK TO THE GOVERNORS – Jayne Roberts**

FULL GOVERNING BODY MEETING

Held via Zoom on Wednesday 30th March 2022 at 6.00pm

MINUTES

PRESENT:

The meeting was noted to be quorate

Sian Randall (Head) John Vasey, Kath Goodgame, Jennifer Winfield, Michael Powell, Teresa Lloyd, Emma Stafford and Michelle Taylor.

ITEM	MINUTE	ACTION
	<p>For Declaration</p> <ul style="list-style-type: none">• Welcome and apologies for absence. <p>JW welcomed everyone to the meeting. Apologies were received from Claire Galea.</p> <p>Attendance/Business & Pecuniary Interests Register</p> <p>Governors were reminded of their responsibility to declare interests. Jayne Roberts signed the paper register on behalf of all governors in attendance. Governors were also reminded to confirm that nothing had occurred since the last meeting that would impact negatively on a Disclosure & Barring Service (DBS) check.</p> <p>For Approval</p> <ul style="list-style-type: none">• Minutes of previous FGB: <p>The minutes were approved as a correct record by governors.</p> <ul style="list-style-type: none">• Carried forward matters/matters arising: <p><u>Actions from previous minutes:</u></p> <p>Policies: Policies have now been updated and uploaded to Gov Hub. AK to share policies with JR and committees.</p> <p>Science Data: ES will follow up with a data drop and look at data presented – SR explained to governors what a data drop was.</p> <p>Check with JD that all Annual Declarations have been signed (JW)</p> <p><i>Page 2 of last minutes should read - Pupils' attendance and punctuality at school and in lessons is improving by comparison to our benchmark schools. However, we are still in the highest 20% nationally for persistent absence</i></p>	

	<p>Instrument of Governance and Governing Body membership update:</p> <p>Action – JR to contact GDS to enquire about any governors available.</p>	
	<p>For Discussion</p> <ul style="list-style-type: none"> • <u>Head teachers report</u> <p>SR spoke about the report in detail:</p> <p>Staffing update:</p> <ul style="list-style-type: none"> • 2 x staff due to go on maternity leave - 1 member of staff will be starting their leave at the end of term 5 and the other member of staff will start their leave at the end of the school year. • New member of staff (covering maternity term 5 and 6) will start on the 9th of May for a change over. <p>Pupil movement:</p> <ul style="list-style-type: none"> • 2 x pupils moving to Dolphin school • 1 x pupil started in reception. <p>Assessment:</p> <ul style="list-style-type: none"> • Year 4 and 5 a bit of a concern. • A meeting with a teacher showed that PM targets were not being met. Feedback from the meeting was not positive, so class teacher will be supported by a member of SLT. They will provide feedback from observations taken. Significant changes needed and quickly. • Year 4 reading data needs to be validated as it is currently showing that only 2% of children have made progress in reading. <p><i>Governor asked re data drop and how often will they be done in year 4 and 5. SR replied that they will be done regularly and information fed back to class teachers.</i></p> <ul style="list-style-type: none"> • KS1 phonics – predicted 80% of child to pass. • EYFS – GLD – strong set of data- 60% of boys on track. Outcome looking very strong. <p><i>Governor asked re: boys and girls and how historically girls did better than boys. It seems now that the gap is narrowing – possibly due to there being more boys in most classes and they seem to be engaging more in reading.</i></p> <p>Behaviour and attitude:</p> <p>There has been a spike in some behaviour, which has led to internal exclusions. The behaviour policy will be reviewed, but staff feel that due to the pandemic some children have found it difficult to settle back into school. A PEX meeting is due to be held on the 7th April in regards to a pupil who was involved in some of the behaviour in the heads report.</p>	

	<p><u>Attendance:</u></p> <p>Pupils' attendance and punctuality at school and in lessons is improving by comparison to our benchmark schools. However, we are still in the highest 20% nationally for persistent absence and there will be a focus on attendance below 95%.</p> <p>The data shows that there has been an increase in attendance from 2019-20 to 2020-21. The difference between Pupil Premium, SEND and their peers has decreased. Action – SR to reword paragraph for next report.</p> <p>We are continuing to work on our overall attendance and it will be a focus for parent's evenings and pupil progress meetings.</p> <p>Governors asked SR about attendance and whether there was any significant improvement. SR replied that attendance is still a bit of a worry due to families taking holidays (rebooked from pandemic). An attendance action plan for 2021 – 2022 has been uploaded to Governor Hub, which shows whole school objectives from the SDP. This action plan will deliver targeted attendance interventions in response to data and monitor attendance data regularly to ensure that interventions are delivered quickly.</p> <p><i>Governors explained that they are not overly concerned about attendance and requested that previous attendance and whole school figures are included in the next heads report.</i> Action SR will include in next report.</p> <p><u>DELTA (Developing Effective Leadership of Teaching assistants):</u></p> <p>SR and Jordan Thomas (JT) attended a DELTA research project, which advises schools how to effectively deploy TA's within the classroom. SR will take over the DELTA project when JT takes maternity leave at the end of term 5. SR has already started the project and has had a meeting with teachers and support staff to come up with an agreement, which will be based on communication between teachers and support staff. SR's vision is for teachers and support staff to have equal levels of respect within the school setting.</p> <p><u>SEND provision:</u></p> <p>SEND report has been updated and correct data submitted.</p> <p><u>No Platform Policy:</u></p> <p>"The No Platform Procedure" aims to ensure that Sea Mills Primary School balances the right of freedom of speech against the potential use of its facilities for the promotion of extremist ideological, religious or political beliefs. SR spoke about the procedure and how it protects the school against people using the premises to express any unlawful beliefs.</p>	
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	<p>For Noting</p> <ul style="list-style-type: none"> • Correspondence: There were no correspondence to consider • Useful Docs for Ofsted prep: Documents on Gov Hub for all governors to take a look at. • Directors Briefing: None • Check signing of annual declaration of governors: Pinned in governor Hub (all governors to check that they have signed it) • Feedback from Governor visits including Named/Link Governor reports: None • Feedback from training and training suggestions: None • Partnership working and Ofsted, Local Authority (LA) and Department for Education (DfE) updates - None • Significant dates including future meetings - as listed below. • AOB: <ol style="list-style-type: none"> 1. Exceptional Inset Day (3rd May 2022) – Governors had a discussion in detail to discuss the inset day .SR has agreed to look at other alternative arrangements. 2. Governing Board – Governor Hub updated with governor roles and committees. 3. Link Governors: - Governors asked to link up with staff regarding their link subjects. <p>Meeting ended at 8.08pm</p>	
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Minutes agreed by the Governing Body and signed by the Chair of Governors:

SIGNED:

DATE: 08/12/2021

Significant dates for 2022

Resources Committee Meetings 2021/22

Term 5 – Wednesday 4th May 2022

Term 6 – Wednesday 29th June 2022

Standards Committee Meetings 2021/22

Term 5 – Wednesday 27th April 2022

Term 6 – Wednesday 22nd June 2022

Full Governing Body Meeting Dates 2021/22

Term 5 – Wednesday 18th May 2022

Term 6 – Wednesday 13th July 2022