

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 in school on Wednesday 29th March at 6.00pm

MINUTES

PRESENT:

The meeting was noted to be quorate

Sian Randall (HT) John Vasey, Kath Goodgame, Jennifer Winfield, Teresa Lloyd, Claire Galea, Tim Williams and David Pintor.

ITEM	MINUTE	ACTION
	<p>For Declaration</p> <ul style="list-style-type: none">• Welcome and apologies for absence. <p>Apologies received from Nikki Phillips</p> <p>JW welcomed everyone and introduced two new members to the meeting – Tim Williams and David Pintor.</p> <p>Attendance/Business & Pecuniary Interests Register</p> <p>Governors were reminded of their responsibility to declare interests. 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. <i>Register signed by all governors.</i></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> <p>Carried forward matters/matters arising:</p> <ul style="list-style-type: none">• Recommendations from committees that require full Governor Body: <p>Instrument of Governance and Governing Body membership update:</p> <ul style="list-style-type: none">• Two new governors were welcomed to the meeting. Tim Williams and David Pintor. Tim will stand on the Resources Committee and David will stand on the Standards Committee. Kath Goodgame will transfer from standards to resources.	
	<p>For Discussion</p> <p>Standards – as no committee was held priority agenda items were discussed during the meeting:</p> <p>Verbal Subject Reports:</p> <ul style="list-style-type: none">• Linguists Report:	

	<p>Sian Randall spoke about the action plan in great detail. Some important points to come from the action plan are:</p> <ul style="list-style-type: none"> • Children from Nursery to Year 6 are encouraged to participate in Linguists. Children in Nursey start by saying a few odd words. • All children represented with different languages and not just Spanish. • Books are available from other languages with diverse authors. • Book corners are checked for diverse books and diversity is represented in displays throughout the school. • Children share their Linguist learning in assemblies and whole school events. • Next school academic year there are plans to implement the 2020-2021 Rachel Hawkes SOW modules so that we can use up to date curriculum as linguist. <p><i>Governor asked what form teaching MFL takes. SR replied through Lingui scope and celebrations. Every children are made to feel that they are being represented.</i></p> <ul style="list-style-type: none"> • Musicians report: <p>Sian Randall spoke about the action plan in detail. Some important points to come from the action plan are:</p> <ul style="list-style-type: none"> • Currently in the process of transitioning from 'Charanga' to 'Bristol Plays music' • To give all staff members the opportunity to develop their knowledge and understanding of teaching and writing music (composition). • To ensure school premises are well-equipped for music composition. • To ensure there are more composing opportunities in the curriculum • Raise profile of music through the Staff Band and performances at possible opportunities (e.g. Christmas fayre). • We provide a personalized curriculum offer for pupils with additional needs including extra-curricular activities. <p>Governor asked whether the sessions are for more able children. SR replied absolutely not, it is there for everyone and adapted as necessary. Miss Ji is very keen to encourage more children to take up an instrument through more ASC's.</p> <p>Health and Safety Report:</p> <p>Teresa Lloyd spoke about the report in detail. Some important points to come from the report are:</p> <ul style="list-style-type: none"> • Maintenance log viewed and all recordings up to date • There is still some electrical equipment that requires PAT testing, A.K to action • All fire extinguishers were in the correct place and accessible for use • All fire exits were free of any obstructions. • Sian was able to produce a vast quantity of risk assessments needed for when school has supply support staff in school e.g., Prevent documents, Manual handling, Team teach, Health and safety policy <p>Actions – PAT testing needs to be carried out by the school caretaker. Andrew to action</p>	
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	<p>Andrew has taken over the overseeing of Health and safety and will be attending training in the near future.</p> <p>SEND report:</p> <p>Teresa Lloyd spoke about the report in detail. Some important points to come from the report are:</p> <ul style="list-style-type: none"> • Action plans in place for early intervention in R, W and M, data analysis supplied Jan 2023 • Provision map embedded, review for students with ECHP on target • Graduated response implemented, SEN meetings with teachers show communication is easier • Parental involvement is improving slightly, Kat continues to offer support where needed • Kat is feeling less stressed and concerned from our last meeting which is obviously a good thing. • There are currently 58 students on the SENd register including Nursery and 5 students with ECHPs. <p>KS1 and KS2 assessments and reporting arrangements:</p> <ul style="list-style-type: none"> • Sian Randall and the year 6 staff have had a meeting re: SATs. • Security checks will be done when appropriate to make sure that the papers are being stored correctly. <p>School Improvement officer visit report:</p> <p>Sian Randall spoke about the report in detail. Some important points to come from the report are:</p> <ul style="list-style-type: none"> • New maths lead has been given time to update action plan • PDM has taken place • Maths lead has been advised to keep track of progress in maths • Leadership time has been given regularly • Carry out a learning walk and pupil conferencing focusing on children's mathematical explanations and action plan how to improve this through a range of strategies. • Revisit the expectations around concrete > pictorial > abstract and ensure that all teachers regularly provide all children (regardless of current attainment standard) with opportunities to use concrete resources. • Further notes will be brought to next standards meeting <p><i>Governor asked when is it that children learn their times tables. SR replied from reception with number bonds.</i></p> <p>SEF and SIP:</p> <p>Governors were advised to read and familiarise themselves with the reports.</p>	
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	<p>Curriculum Update:</p> <p>The curriculum was changed 4 years ago to Curious City. It ensures- children's' heritage is included with in the curriculum. Teachers are able to adapt the curriculum when needed to work on historical skills and include all abilities.</p> <p>Action - Wellbeing and Mental Health to become a standing agenda item</p> <p>Resources – as no committee was held priority agenda items were discussed during the meeting:</p> <p>Update from Full Governor Day:</p> <p>JW spoke about the day and what the new governors can expect on the day. The day went really well and an overview of the day will be sent out to parents.</p> <p>Budgets:</p> <ul style="list-style-type: none"> • Recovery plan had to be resubmitted • Deficit of £105 thousand, mostly due to the rise in energy prices • No price caps at present <p>Policies:</p> <p>Governors to read and feedback comments via email to SR.</p> <p><u>Head teachers report</u></p> <p>SR shared a verbal report with governors:</p> <p>Staffing:</p> <ul style="list-style-type: none"> • x1 member of staff (Sam Hollis Pack) starting in year 5 in term 5 – induction complete • x1 member of staff due to start maternity leave from 21st April • JT (Jordan Thomas) back from maternity leave on 23rd May <p>Attendance:</p> <p>Attendance is in line with national average. There is one pupil causing concerns with persistent absences. Looking at a possible PEX.</p> <p>1 x exclusion</p> <p>3 x CP</p> <p>3x CIN</p> <p>1 x LAC starting in year 2</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: On Gov Hub for all governors to have a look at. • Directors Briefing: none • Check signing of annual declaration of governors: Pinned in governor Hub (all governors have now signed it) • Feedback from Governor Visits including Named/Link Governor reports: • Feedback from training and training suggestions: • Partnership working and Ofsted, Local Authority (LA) and Department for Education (DfE) updates - None • Significant dates including future meetings - as listed below. • AOB – Ofsted prep on Gov Hub for all governors to read <p>Meeting ended at 8.30pm</p>	
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Minutes approved by the Governing Body

Significant dates for 2022/2023

Resources Committee Meetings 2021/22

Term 5 – Wednesday 3rd May 2023

Term 6 – Wednesday 5th July 2023

Standards Committee Meetings 2021/22

Term 5 – Wednesday 26th Apr 2023

Term 6 – Wednesday 28th June 2023

Full Governing Body Meeting Dates 2021/22

Term 5 – Wednesday 17th May 2023

Term 6 – Wednesday 19th July 2023