

## The Governing Body of Belgrave Primary School

Minutes of the Full Governing Body Meeting held on  
Tuesday 16<sup>th</sup> May 2017 at 6.30pm

### Composition of Governing Body:

Name	Category of Governor	date of end of tenure	Designated Role
Mr Mark Bland	Co-opted	20/05/2018	Chair of Governors
Mr Steve Telford	Co-opted	20/05/2018	
Miss Lynne Taylor	Co-opted Staff	19/10/2019	
Revd J Neil Stacey	Co-opted	21/11/2020	
Mr Shaun Mohan	Co-opted	25/11/2020	
Mrs Rhonwen Barraclough	Parent	20/10/2018	
Mrs Caroline Tudor-James	Parent	22/01/2020	
Mr David Connolly	Parent	18/12/2020	
Ms Churni Jennings	Parent	18/12/2020	
Mrs Christine Wilcox	Staff	14/02/2018	
Mrs Deanne Garratt	Headteacher		Head
Mrs Jacqui Critchley			Clerk of Governors

The Clerk checked the number of Governors present to ensure that the meeting was quorate.

#### 1. Apologies

Apologies were received from Mrs Barraclough who was ill. Mrs Tudor-James had apologised that she would be late.

The apologies were **accepted**.

#### 2. Declaration of Interest

Mr Bland declared he is a governor and Vice Chair at Queens Park High School, Chester.

#### 3. Membership

The Clerk informed governors that Mr Beetschen had resigned on 5<sup>th</sup> May due to pressure of work. A new LA governor will be sought and a Vice Chair election will take place. Anyone who would like to stand as Vice Chair should send expressions of interest to the Chair.

**Action:** Seek an LA governor to replace Mr Beetschen.

**Action:** Governors to send expressions of interest in the Vice Chair position to the Chair in the next two weeks.

**Action:** Clerk to add Vice Chair election to the autumn term agenda

#### 4. Approval of previous minutes.

The minutes of the GB meeting held on 16<sup>th</sup> February 2017 were **agreed** to be a correct record subject to two minor spelling mistakes.

The minutes of the EGM held on 7<sup>th</sup> March 2017 were **agreed** to be a correct record.

***Mrs Tudor James entered the meeting at 6.45pm***

#### 5. Matters Arising

Agenda Item	Action	Update
Item 7	CW and ST to liaise with RB over absence insurance	Absence insurance has been purchased from ECWIP to cover all teaching staff. This was insurance with no exceptions and covered existing medical conditions. TAs and sports staff are not covered and their absences will be covered in house. <b>Action completed and closed.</b>
Item 7	Governors to email ST with ideas for monitoring/enforcing the levy for late collection for after school club.	A levy of £5 per quarter hour is in place. <b>Action completed and closed.</b>
Item 7	ST to work with DG and CW to ensure the levy is collected/paid	The levy is being collected and is proving very effective. Governors were thanked for agreeing to enforce the levy to ensure staff wellbeing. <b>Action completed and closed.</b>
Item 15	The SFVS to be distributed to all governors for information	The SFVS was distributed to all governors and was submitted by the due date. <b>Action completed and closed.</b>
Item 16	Chair to forward the email to all governors for the BBC consultation on funding.	<b>Action completed and closed.</b> The Chair noted that the local MP had fought for local schools and kept the matter high profile.
Item 16	Head to add SEN information to the Government consultation on funding.	<b>Action completed and closed.</b>

## 6. Committee reports and reports from Governors with special responsibilities

The minutes had been received in advance of the meeting:

### Resources Committee meeting 18<sup>th</sup> January

The following matters were highlighted:

- a) The budget is very tight and the committee will look at big expense items.
- b) A review of IT has been carried out and IT strategy reviewed. CJ noted that there are 6 Lenovo Think Centre Big PCs which will require replacing in the next year.

*Q: There is £6k in the IT budget. Will it cost more than that to replace 6 PCs?*

*A: The £6k is the DFC grant and is being used for IT. The PCs will cost around £400 each but they will only be replaced as and when necessary. Leann Rutter, the ICT co-ordinator for CWaC, carries out fortnightly visits to check IT equipment. J Campbell has labelled all equipment to help us to look after accessories for the equipment e.g. leads. Q: As the DFC needs to cover the capital for the building, can the PTA be asked to fund the PCs?*

*A: They are already covering the Interactive White Boards this year but could be asked to cover PCs next year.*

### Curriculum & Ethos Committee meeting 8<sup>th</sup> February

There were no matters arising.

## 7. Head teacher's Report

The report had been sent out in advance of the meeting and contained the following information:

- Pupils and School Organisation 28.4.17
- Cohort Report
- Transition to KS3
- Staff
- Music
- Sports Premium and Sports Award
- Pupil Premium
- Universal Infant Free School Meals (UIFSM) and School Meals Update
- Strategic School Development Plan
- Finance
- PTA
- Staff Training Spring 2017
- Dee Schools Partnership (DSP also known as EIP: Education Improvement Partnership)
- Governor Training
- Governor Meetings

- Curriculum and Results
- Staff Appraisal
- Special Needs and Disabilities
- Curriculum Workshops
- Attendance
- Exclusions
- Buildings & Grounds
- Health & Safety
- Safeguarding
- Community and Visitors
- Student Placements in Partnership with Chester University
- Workforce Reform / Well Being
- Educational Visits (please refer to the website for all the sports results)
- Residential Visits

Governors congratulated the Head on achieving the Basic Skills award for the 7<sup>th</sup> time.

The following queries were raised:

*Q: Music provision – why did the school not received the First Access grant?*

*A: This was a mistake by the Music Service and the grant has now been received.*

*Q: What is the tutor rate for Music?*

*A: £40 per hour for the first 2 hours then it drops to £38 per hour.*

*Q: Curriculum and results – the information is not consistent as Y2 information has percentages and Y6 information has the number of pupils?*

*A: This was due to the sensitive nature of the data.*

*Q Why are 40% of Y2 at risk of not achieving the expected standard in writing?*

*A: This is consistent with the profile of the cohort. A new language programme has been started and small group work is beneficial to the class. Teaching has been changed and grammar is being taught more discreetly. Children are encouraged to write expressively and then go back and edit the work for spelling and grammar. Once children are talking and using sentences then they can progress to writing. The cohort is 50% summer born and there are a higher than expected number of SEND pupils and funded SEND pupils in the cohort.*

The Head noted that she had been very impressed with how they had worked during the SATS tests this term.

*Q: Will there be an issue in proving progress?*

*A: Possibly with the new curriculum as there are no levels. However, there is intervention data and Foundation stage results which will show they have*

*been below in each year group to date.*

The Chair noted that the level of interventions is significant and LT will send the information to governors.

*Q: Are there any other categories of children apart from SEN?*

*A: There are children on TAFs. All categories are carefully tracked.*

**Action:** LT to send governors the information on the interventions in Y2 and the information on categories.

*Q: Are school tracking absences below 90% attendance?*

*A: 97% is the school's target. We will have conversations with the parents. Under 90% will be red flag.*

CJ noted that she had attended the Budget meeting and asked the following questions:

*Q: Where is the spend and impact for Pupil Premium shown?*

*A: This is on the website.*

*Q: Has an updated budget been received from the LA yet?*

*A: A 3-year summary has been received which shows the budget is in credit.*

The Chair congratulated the children in the school's football team who reached the final of the Chester Schools' Cup.

Governors thanked the Head for her report and appreciated the amount of information it contained.

## 8. School Development Plan

The Head thanked those governors who attended the SSDP review day. The following matters were highlighted:

Reading – Reinstate the reading workshops in Reception.

Maths – Teachers to spend time teaching concepts and ensure pupils are solid in their understanding before moving on.

Writing – Ensure grammar is taught until it is mastered.

Assessment – Ensure this is meaningful and separate from accountability.

The Chair thanked the Head for the new look SSDP which is in an easy to understand format.

## 9. Policies

Governors noted the policy that had been reviewed by the Curriculum & Ethos Committee: Sex and Relationships Education. The policy was recommended for approval and was **approved**.

The following policy was considered and **approved**: SEN Policy

**10. Schools Bulletin**

Governors received the May Schools Bulletin with thanks.

**11. Finance Items**

There were no items to be reported.

**12. Governor Training and Visits**

The following report was given:

- Revd Stacey and Ms Jennings had attended Governor Induction training on 11<sup>th</sup> May and gave feedback on the training.

The Head advised all governors to complete the assessment consultation.

**13. Correspondence to the Chair of Governors/Chair's Action**

There had been no correspondence or Chair's Action since the spring term meeting.

**14. Calendar of Dates for the next Academic Year**

The meeting dates for 2017/18 were agreed as follows:

Resources	4 <sup>th</sup> October	17 <sup>th</sup> January	25 <sup>th</sup> April
Curriculum & Ethos	24 <sup>th</sup> October	23 <sup>rd</sup> January	1 <sup>st</sup> May
Full GB	14 <sup>th</sup> November	13 <sup>th</sup> February	15 <sup>th</sup> May

All meetings will take place at the school at 6.30pm.

Chair of Governor: \_\_\_\_\_  
Belgrave Primary School

Date: \_\_\_\_\_