



School name:	St Bridget's C of E Primary School	Meeting of:	Full Governors
Date/time:	Tuesday November 29, 2016 6.30pm	Present:	Dr S Darby (SD) Dr A Owen (AO) Rev J Bleazard (JB) Mrs A Waring (AW) Mr F Price (FP) Mrs C King (CK) Mr K Chappell (KC) Mrs I Longmore (IL) Ms A McDonald AMcD Mrs J Connah (JC) Mrs S Lea (SL) Mrs K Nickson (KN) Mr N Le Feuvre (NLF) Mr R Brown – RB
Apologies:	Mr N Ledingham (NOL) <i>Attending a meeting in London</i> Mrs S McHattie – (SMcH) <i>unwell</i>	Others in attendance:	Miss S Marriott (Clerk) Mrs E Johnson (EJ) Mr R Neal (RN) Miss N Smith (NS)

Agenda Item		Action
<b>0.0</b>	<p><b>Welcome</b></p> <p>SD opened the meeting at 6.30pm and welcomed governors to the meeting commenting on the following;</p> <ul style="list-style-type: none"> <li>• Congratulations to the school on the Sunday Times ranking.</li> <li>• This will be RB's last meeting before moving to his new school. SD thanked RB on behalf of the governors for all his hard work and commitment to St Bridget's, wishing him the best of luck in his new role.</li> <li>• Welcome RN and EJ.</li> </ul> <p>JB invited to do prayers.</p>	
0.1	<p><b>Opening Prayers</b></p> <p>Lead by JB</p>	
0.2	<p><b>Attendance/Apologies</b></p> <p>As above</p>	
<b>2.0</b>	<p><b>Declaration of Business, Pecuniary, or Other Interests</b></p> <p>No new declarations declared</p>	
<b>3.0</b>	<p><b>Chairs Briefing</b></p> <p>SD opened by saying that she was following in the shoes of giants NOL and AB she continued covering the following points;</p> <p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>• We should continue to keep to the rules/basics then we can make changes</li> <li>• TEAM work is the key; when we reflect on our teaching staff and how they work as a team we should continue to model ourselves on this. SD referred governors to the school motto TEAM</li> <li>• All parts of the governing body to work as a whole, SD noted that governors came from different backgrounds with different and very valuable skills</li> <li>• Communication is the key to how we can work as a TEAM and not cross over/repeat tasks</li> </ul> <p>To this aim SD referred governors to the NGA governors 20 questions we should ask ourselves (currently on the governor's website). She asked governors to</p>	

	<p>reflect on this.</p> <p><b>Skills Audit</b></p> <p>SD asked the clerk to post this to the school website for governors to complete and return to the clerk. SD reflected on why this was important.</p> <p><b>School Development Plan</b></p> <p>SD advised that this is now a key document for governors to follow. SD reviewed how she would like to refer governors work back to the SDP, reiterating that our School Vision guides the SDP and from this focal point we can follow progress and link our work with it. SD also asked if Senior leaders could encourage governors to come in to school in their link roles. SD noted that by continuing to do this we could confidently hold the Head to Account. SD concluded by saying “Keep doing what you are already doing and communicate”.</p> <p>SD also noted that in her opinion one of the best examples of SDP is RRSA, she handed over to NS to elaborate on the current position of this.</p>	<p>All governors</p> <p>Clerk/All Governors</p>
4.0	<p><b>Update on Rights Respecting Schools Award (RRSA) with Miss Smith (NS)</b></p> <p>NS referred to JB’s opening prayer commenting that ‘many of us know a bit about our schools RRS journey’ - This is giving our children a set of core values that interlink with our school life developing thoughtful mind, body and spirit.</p> <p>Further points raised;</p> <ul style="list-style-type: none"> <li>• Level 2 assessment had been last Thursday and some governors had been present for this</li> <li>• It is not about the award although this is a focal point. It’s about the impact on our school and the impact this has in allowing us all to work together.</li> <li>• Children speak very openly about ‘Rights’.</li> <li>• We can now carry on with this journey and possibly help other schools to start their own journey.</li> </ul> <p>NLF thanked NS on behalf of school and the governors for all her hard work, commenting that school is reaping the benefits of this ethos, noting that we hadn’t started this journey just as a box ticking exercise but as a continual journey. NS has really pushed this as a constant thought for us all.</p> <p>NS added that the assessors had said that they had never been to a school where this is such a shared journey.</p> <p>NS left the meeting 6.47pm</p>	
5.0	<b>Committees &amp; Governors</b>	
5.1	<p><b>Confirmation that Committees have:</b></p> <p>Elected Chairs and Vice Chairs This has been done</p> <p>Have set meeting dates This has been done</p>	
5.2	<p><b>Have verified terms of reference</b></p> <p>All committees acknowledged this has been completed</p> <p><b>New Status of governors</b></p> <ul style="list-style-type: none"> <li>• CK had completed her term of office as a parent governor. SD proposed she continued with the governing body as a co-opted governor.</li> </ul> <p>SD proposed SL seconded</p> <ul style="list-style-type: none"> <li>• SD proposed that SL be changed from her status of co-opted governor to become our LA, all present were happy with this. Clerk has initiated this</li> </ul>	<p>Clerk</p>

	<p>process with Edsential and the LA to be followed up.</p> <ul style="list-style-type: none"> <li>• SD raised the possibility of SMcH taking on the role of safeguarding for governors. SD to discuss with SMcH and report back to governors.</li> <li>• Safeguarding working party to be formed AMcD,CK,SD &amp; NLF to set a meeting date</li> </ul> <p>Questions</p> <ul style="list-style-type: none"> <li>• AW do we need to update our safeguarding training in January. NLF confirmed this was the case. KC to do his training with the January role out.</li> </ul> <p>NLF confirmed that we would be continuing safeguarding training with Hayes online. Hayes have assured NLF that their training will contain relevant updates year on year.</p>	<p>SD AMcD,CK,SD &amp; NLF  NLF</p>																								
<p><b>6.0</b></p>	<p><b>Minutes of the previous Meeting October 11, 2016</b> Posted to governors website November 22, 2016</p>																									
<p>6.1</p>	<p><b>Matters Arising from the Minutes of the previous meeting</b> Email sent out to all governors November 14, 2016</p> <ul style="list-style-type: none"> <li>• Change reference from KH to KN</li> </ul> <p>All agreed they were a true copy of the meeting SD Proposed FP seconded</p>	<p>Clerk</p>																								
<p><b>7.0</b></p>	<p><b>Headteachers report</b> <b>School Development/School Improvement Plan</b></p> <p>IL reviewed her SDP meeting with NLF reference: Leadership and Management with the following comments;</p> <ul style="list-style-type: none"> <li>• Singapore Maths is still yellow. The programme currently runs from Y1 upwards this is being imbedded with teachers and will move to green in due course</li> <li>• Reviewed Read Write Spelling</li> <li>• Reviewed Action for Reading</li> </ul> <p>There were no questions.</p> <p>NLF reviewed current HT report and summary documents (see below) sent out to governors prior to the meeting - noting the importance of understanding the salient points.</p> <table border="0" data-bbox="188 1451 1141 1608"> <tr> <td>Overview School CPD</td> <td>HT Report</td> <td>Raise Online</td> <td>Reading Action Plan</td> <td>Yearly Progress</td> <td>New Class Extention</td> <td>Reading Action Plan</td> <td>Ofsed Summary Report</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Microsoft Word Document</td> <td>Acrobat Document</td> <td>Acrobat Document</td> <td>Acrobat Document</td> </tr> </table> <ul style="list-style-type: none"> <li>• School Evaluation NLF gave the option for governors to ask questions either now or returning at another time for a separate session.</li> <li>• Raise Online mainly looks at progress NLF pointed out that we are an outstanding school. Level 5 and 6 now have a ceiling on achievement however our attainment is well above average and we can show a constant progression. NLF verified with governors that they are happy with this.</li> <li>• Reading has been reviewed as there is now a greater requirement. We have now implemented a new reading action plan.</li> <li>• KS1 have good results</li> <li>• Results are good going through to Y6 despite varying abilities throughout</li> </ul>	Overview School CPD	HT Report	Raise Online	Reading Action Plan	Yearly Progress	New Class Extention	Reading Action Plan	Ofsed Summary Report									Microsoft Word Document	Acrobat Document	Acrobat Document	Acrobat Document					
Overview School CPD	HT Report	Raise Online	Reading Action Plan	Yearly Progress	New Class Extention	Reading Action Plan	Ofsed Summary Report																			
																										
Microsoft Word Document	Microsoft Word Document	Microsoft Word Document	Microsoft Word Document	Microsoft Word Document	Acrobat Document	Acrobat Document	Acrobat Document																			



	<p><b>Personnel Meeting 16.11.16</b>  Minutes to be posted to the governors website  AO reviewed the following in the absence of the minutes;  The Interim measure to appoint two Assistant Heads in a job share role had been discussed at length in the meeting - this had included;</p> <ul style="list-style-type: none"> <li>• Reviewing the long term plan and how this decision allows school some time to assess</li> <li>• How this will benefit the school.</li> <li>• The suggested time frame for working with this was until end of the current academic year</li> </ul> <p>Questions</p> <ul style="list-style-type: none"> <li>• AW enquired whether the teacher's being taken away from Y6 would affect the teaching and learning of this cohort. NLF assured governors that the core curriculum would be covered as this is taught in the morning, EJ &amp; RN would be out of class in the afternoons to work on Assistant Head duties. Currently EJ is out of class three afternoon's week to take over the role of SEN with RB. RN is currently not really taken out of his class teacher role at present.</li> </ul> <p>NLF summarised by telling governors that the current plan gives us time to see if this works. He believed this will assist the transition to flow more easily whilst recognising the potential in each of the Assistant Heads.  AO reassured governors that the Personnel Committee have looked at the planned strategy and they have been fully reassured that this is robust.  FP commented that speaking from experience he considered that this was the best the way to approach this change.</p>	NLF/Personnel Committee
	<p><b>Head Teachers Performance Management 20.10.16 SMCh</b>  No further discussion at this point.</p>	
9.0	<p><b>Reports from Visiting Governors and link governors</b>  <b>Visits by Governors to school</b>  There have been no reports to date (governors to report termly).</p>	
	<p><b>Reports from link governors</b></p>	
	<p><b>Literacy Link Governor – IL/JC</b></p> <ul style="list-style-type: none"> <li>• Reports to go on to governors website</li> <li>• IL advised that they have shared the load this year with one covering reading and the other covering writing</li> </ul>	
	<p><b>Numeracy Link Governor – AW/SL</b>  Nothing new to report at present.  AW asked NLF if she could see the visiting headteachers reports that had looked at maths in school.</p>	NLF/AW
	<p><b>SEN/Gifted &amp; Talented Link Governor - FP/SL</b>  FP reported that there had been a meeting last week with RB which had looked at;</p> <ul style="list-style-type: none"> <li>• How many children are currently on the resister</li> <li>• Parents can opt to spend the money themselves but they would need to devise a suitable SEN plan</li> <li>• G &amp; T children were currently mostly in Y5 and 6</li> <li>• EJ is currently working with RB to take of the role of SENCO, she has completed her first course</li> <li>• Staff throughout school are to review reading</li> <li>• Staff asked to comment on SEN development</li> </ul>	

	<ul style="list-style-type: none"> <li>EJ to build relationships with local schools</li> </ul> <p>FP took the opportunity to thank RB for all he has done for SEN at St Bridget's and wished him well in his new school.</p> <p>Questions;</p> <ul style="list-style-type: none"> <li>JB enquired whether any parents had offered to take on their own SEN plan</li> <li>AO asked if the Lego programme would continue in St Bridget's, it was confirmed that it would.</li> </ul>	
	<p><b>Link Training Governor – KN</b> To be covered in Training</p>	
	<p><b>Safeguarding Link Governor – CK/SMcH</b> CK advised that her report was on the VLE</p>	
	<p><b>Early Years Link Governor – AO/CK</b> To contact KN to arrange a visit next week</p>	
	<p><b>Science &amp; IT Link Governor – SD/SL</b> SL has a planned visit early in the new year</p>	
	<p><b>Sport &amp; PE Link Governor – SD</b> SD reported that she has spent some time with SB who had explained the following;</p> <ul style="list-style-type: none"> <li>An increased number of children with no other outside activities were now involved in sports clubs</li> <li>SD has looked at which children are doing sport outside of school</li> <li>St Bridget's have achieved the Sainsbury's gold sports award. SD explained that this fulfils our sport criteria for Ofsted.</li> </ul> <p>NLF advised the governors that SB makes it all look really easy however the role she has as is very complex. SB is very dedicated and gives a huge amount of time to her role as Sports Coordinator, to assist her with some of the pressure she has now been given some secretarial time. NLF also noted that our website and twitter feed reported on the sports activities.</p> <p>Questions;</p> <ul style="list-style-type: none"> <li>FP asked what the Gold award meant, NLF explained this was an inclusion of children who enjoy sport and not just those who excelled at sport.</li> <li>FP further asked if this was evidence based NLF confirmed that it was.</li> </ul> <p>A discussion arose amongst governors present about aspects of this subject. SD concluded by thanking SB for her time and commitment to this role on behalf of the governors.</p>	
	<p><b>Curriculum Link Governor – AO</b> AO reported the following;</p> <ul style="list-style-type: none"> <li>Planned review of curriculum represented on website with specific reference to reading.</li> </ul>	AO
	<p><b>Work Life Balance – JB</b></p> <ul style="list-style-type: none"> <li>Review of the school staff 'Work Life Balance' taking into account the busy period we are entering into. NLF commented on some of the difficulties work life balance has caused with successful recruitment at other schools, which highlighted the importance of addressing possible workload problems and managing these effectively</li> </ul>	
	<p><b>Parent and staff link governors AMcD KN</b></p> <ul style="list-style-type: none"> <li>Both link governors reported that the main event had been the Christmas Bazaar last Friday. This had been really intense but had a great atmosphere. Parents and staff were happier with this setup and appreciated this change.</li> </ul> <p>Questions;</p> <ul style="list-style-type: none"> <li>AW enquired about the amount raised, NLF advised that they had taken</li> </ul>	

	<p>almost £5,500. NLF further commented that some of the children had been involved in setting up. It had proved to be a Learning process on how we manage it but overall good feeling was reported by all, there was a great show of help. NLF thanked the parents who helped on behalf of school.</p> <p>NB PA AGM 16<sup>th</sup> Dec 6 pm.</p>	
	<p><b>SD asked if there were any further questions;</b> AMcD asked governors to consider a role for PPP link governor. A lengthy discussion about this issue arose amongst governors discussion covering many issues surrounding PPP children with SD outlining the following conclusion;</p> <ul style="list-style-type: none"> <li>• There was a lack of understanding about PPP</li> </ul> <p>Action:</p> <ul style="list-style-type: none"> <li>• A meeting to be arranged with NLF, IL SL and FP present to discuss how this should be approach. NLF to organise a suitable date and circulate the PPP document.</li> </ul>	NLF
10.	<p><b>Governors Reports on Training - KN</b></p> <ul style="list-style-type: none"> <li>• KN to clarify training providers</li> <li>• The possibility of governors further sharing details of training taken 2015/16 and doing an annual training report</li> </ul> <p>Governors were thanked for their training reports</p> <p>Other matters;</p> <ul style="list-style-type: none"> <li>• Update on safeguarding training and safeguarding documents to be reviewed by NLF with SM</li> <li>• NLF to circulate a new date for in-house Raise Online training</li> </ul>	KN  NLF/Clerk  NLF
11.	<p><b>Wirral Governors Forum – KN</b> KN reported that there had been nothing planned by WGF to date</p>	
12.	<p><b>Local Authority Agenda Items</b> Already included in the agenda</p>	
13.	<p><b>Any Other Notified Business</b></p> <ul style="list-style-type: none"> <li>• Skills audit review – this was mentioned again for governors</li> <li>• 20 questions every governing body should ask themselves - SD mentioned this again and advised governors they could see an Ofsted (You Tube) video online about the benefits of this accessible via the governors website quicklinks at: <a href="https://st-bridgets.eschools.co.uk/dashboard">https://st-bridgets.eschools.co.uk/dashboard</a></li> <li>• Chester Diocesan Board Education Schools Bulletin - JB to comment on articles he feels may be of interest in governor meetings</li> <li>• SD asked if anyone had any interesting articles to share from The Key or TEN governors</li> <li>• Clerk Continuing to keep Web entries for governors up to date, please email the clerk with any updates/changes</li> <li>• SD wished the senior leaders and teaching staff good luck in their planned ‘sleepover in the school hall and gazebo’ in aid of the Urban Church Fund. This was to raise awareness of the difficulties facing the homeless particularly at this time of year</li> </ul>	All governors  All governors  JB  All Governors
14.	<p><b>Conclusion</b> JB to review diocese article he feels is relevant. SD asked KN to thank the staff for the use of their staffroom on behalf of the governors. Biscuits were left for staff.</p>	JB  KN

15.	<b>Date and time of next meetings</b> These will be held at 6.30pm in the School Staff Room on:- <b>7 March 2017</b> <b>16 May 2017</b> <b>4 July 2017</b> Staff/Governors Summer Social Event – TBC end January	
	<b>Closing prayers</b> Lead by JB	

Meeting closed at 8.40pm