

**St Philips Primary School**

**Main Governors' Meeting, Wednesday 4<sup>th</sup> July 2007**

**Present:**

Alan Brown  
John Coe (Chair)  
Tim Conroy  
Hanna Diamond  
Zaida Haworth  
Andy Joy  
Margaret Joyce  
Trudi Mayo (Clerk)  
Debbie Pendrey  
Jenny Short (for first part of the meeting)  
John Snell  
Julia Stokes  
Vicki Szczotko  
Gary Wilson-Garner

**1a Absent & apologies received and accepted:**

Rob Clay, Rob Lucas

**1b Absent & apologies not received:**

None.

**2 Subject Leaders/Governors link**

Jenny Short gave a presentation on how subject leaders and governors can work together. She talked about the following:

- Governors have two important roles – monitoring and steering, which can be carried out in collaboration with subject leaders.
- She presented a model for carrying out the link role. OFSTED need to see evidence of a 'paper trail' of governors' involvement in setting educational targets.
- The best place to information about the strengths and weaknesses in teaching and learning is to have a clear relationship with each subject leader. One governor should link with each subject leader and meet three times a year to discuss that subject (it is suggested that the meetings take place in terms 2, 4 and 6). At the end of term 6, link governors provide input to the annual progress report presented to the Curriculum Committee.
- A proforma (no. 4 below) can be used at each link meeting. The subject leader and governor need to keep a copy of this as evidence.

Five handouts were circulated:

1. Suggested calendar for self-evaluation and planning for improvement

2. Guide for middle leaders' input for Self Evaluation Form (SEF)
3. A filled-in version of no. 2 as an example
4. Working with your Link Governor proforma
5. Link governor termly report to Curriculum Committee.

Alan Brown asked how governors would know if they were asking the right questions of subject leaders. Jenny Short replied that training can be organised if required. John Snell explained that the subject leaders have had training from Jenny and have been working with the new system for the past year. Alan Brown also asked if governors need any knowledge of the subject that they are involved in. Jenny said that they need to be *interested* in the subject, rather than knowledgeable. A discussion ensued about governors' lack of knowledge of educational issues and how this can make them feel lacking in confidence.

Debbie Pendrey expressed enthusiasm for having a framework to work to, and this view was backed up by the other governors.

Jenny Short asked for input on our needs for training in this area.

**Action: governors to contact Jenny if they feel they need training.**

At this point, Jenny Short left the meeting and was thanked for her input.

### 3 Minutes of meeting held on 23<sup>rd</sup> May 2007

These had been previously circulated and were agreed as correct and were signed after the meeting.

### 4 Matters Arising

Following the discussion on link governors, the following were appointed:

Literacy	Hanna Diamond
Numeracy	Rob Clay
Science	Debbie Pendrey
ICT	Tim Conroy
Humanities	Alan Brown
SEN	Julia Stokes
PHSE	Vicki Szczotko
RE & Collective Worship	Margaret Joyce
PE & Sport	Alan Brown
Music & Art	Vacant

The first meetings will take place in Term 2 next year. Tim Conroy asked if governors could have this year's portfolios from subject leaders to get started. Andy Joy agreed.

**Action: Andy Joy to provide governors with copies of subject leaders' portfolios.**

### 5 Correspondence

John Coe had received a letter from the School Governance Team about a new CD of the Guide to the Law for School Governors. However, the CDs were not enclosed with the letter!

## 6 Headteacher's Report

This had been previously circulated. Andy Joy distributed an addendum as the list of professional development was missing. Andy also told governors that the KS2 SATs results were now out and show a big improvement on 2006:

	<b>Level 4+</b>	<b>2006 L4+</b>	<b>L5+</b>
Maths	71%	56%	24%
English	74%	61%	26%
Science	79%	74%	29%

Andy congratulated the staff on their efforts.

## 7 Sub-committee reports

### (a) PPS

The minutes had been previously circulated. No comments.

### (b) Buildings/Health and Safety

The minutes were circulated at the meeting. Julia Stokes commented that the health and safety walkabout went well. The new ICT suite is all but completed and governors were invited to take a look (which they did after the meeting!). The minutes noted that there was some conflict with the church over the idea of erecting a heavy-duty fence to help combat vandalism. Tim Conroy explained that this was misleading as there had been very little discussion within the church about the fencing and that further discussion was needed. Alan Brown felt that we should engage the community in supporting and caring for the school, rather than using fencing to keep vandals out. Tim suggested 'strategic fencing', such as use of a hedge in conjunction with a fence, as is used to good effect on the Frome Road side of the Infant playground.

### (c) Finance

Minutes previously circulated, no further comments.

### (d) SEN

The end of year SEN report has been completed and support groups for children have been drawn up for September.

**8 Dates for 2007/08**

These were circulated at the meeting.

**9 Any Other Business**

Ruth Norman is retiring at the end of this term and there is a collection being taken at the office. She will be having a leaving do on Tuesday 24<sup>th</sup> July. There is also a leavers' service on Wednesday 25<sup>th</sup> July at 1.45pm in the church, followed by a leavers' tea.

Extended schools: this area was discussed at an extra meeting after the last Buildings committee meeting. Gary Wilson-Garner raised the issue of the After School Club. Andy replied that he will send out a questionnaire to parents to identify the level of need for the ASC.

**Action: Andy Joy to send out questionnaire about ASC.**

Zaida Haworth is standing down as governor after five years' service. John Coe expressed his thanks to her.

John Snell has been certified in the area of PHSE.

**10 Next Meeting**

Thursday 20<sup>th</sup> September – to allocate people to committees.

Wednesday 17<sup>th</sup> October – Full governors meeting.