

**UPLANDS COMMUNITY PRIMARY SCHOOL**  
**FULL GOVERNORS MEETING**  
**HELD AT SCHOOL ON MONDAY 26<sup>TH</sup> MARCH 2018**

**PRESENT:** Richard Lucas Clare Le Vay  
 Andrea Cleaver Heather Francis  
 Mary Inder Hayley Pownall  
 Carol Wilkins Richard Williams  
 Suli Carter Brinley Kelleher

**IN ATTENDANCE:** Ella Moore - Clerk

**APOLOGIES:**

Ref	Agenda Item	Action/Date
1	<b>Apologies for absence</b> Suli Carter, Richard Williams arrived at 17:45pm.	
2	<b>Declaration of Interest</b> Declaration of Interest forms - signed by all Governors. Clerk's husband carries out regular buildings maintenance on school property. Clerk also is SBM and minutes Resources meetings. AC's daughter employed by school as HLTA.	
3	<b>AOB</b> Introduced Brinley Kelleher as new parent governor. Gave a brief overview of background. Other governors introduced themselves. Brinley to join Finance & Resources committee until the end of the summer. To review September 2018. Clerk has resigned, a month's notice is required, therefore this is the clerk's last meeting.	
4	<b>Minutes of the previous meeting – 05.02.18</b> Minutes agreed and signed by Chair, MI. Reminder to all governors that what is discussed is confidential.	
5	<b>Matters Arising</b> RW/EM to meet next term, first week back after Easter. Parent Questionnaires as an agenda item.	RW/EM
6	<b>Head Teacher's Report – attached</b> Completed in two parts. 1 <sup>st</sup> part completed by Deputy, 2 <sup>nd</sup> part by Headteacher. C&S committee asked various challenging questions on Monday 19 <sup>th</sup> March. C&S will receive copy of outcomes for this term and pupil premium review. Rapid improvements due to changes to teaching and learning so far this year. Q – outcome of pp, no mention of trips, residential? MI Music lessons and residential trips are included in pp. Attendance increased slightly, 96.3% previous term. This is due to tracking low attendance. 3 pupils had not improved so letters issued to parents.	
7	<b>Update on staffing, including the new DHT appointment</b> After Easter, Jenny Gibson will be working in Reception covering maternity on a temporary basis. James Morecroft, student in Owls until April. Katie Sampson's contract is not being renewed, Mrs Wride to cover in Kestrels latter part of the week until summer. Congratulations to Heather Francis on her new	

	<p>Headteacher post at Whiteshill. 10 candidates have visited the school for Deputy Headteacher vacancy, deadline for applications is Monday 16<sup>th</sup> April. Interviews 4<sup>th</sup> May. Governors required for interviews, to let E Moore know if able to help.</p> <p>Administration Assistant vacancy, interviews Thursday 29<sup>th</sup> March, 4 candidates.</p> <p>TA post – 5 mornings to replace reduction in Sue Harvey’s hours from 16<sup>th</sup> April. Will work in Reception, Owls &amp; Kestrels.</p>	<p>Governors</p>
8	<p><b>Financial update – budget 18/19</b></p> <p>18/19 budget increased by approx. £28K. Pupil premium grant has also increased. Rollover £59K approx. Head discussed cost centre budget. To discuss swimming costs next term. GDPR support - £1,000 budgeted. Decided to use South Gloucestershire as provider, will become DPO and support to school. Any questions? Music tuition income 0, expenditure 0. What about choir, which cost centre is this paid from? Paid from Pupil Premium.</p>	
9	<p><b>Governor Work Plan - Andrea Cleaver to lead</b></p> <p>Template used from governor training section. Useful document for all governors as details forthcoming events. Schedule of policies to follow. Looked at ways of working, timings of meetings, etc. Pattern of existing meetings seems to work better. All governors should have minutes of both committees. All governors to comment, and approve. Governors approved, to add to website.</p>	<p>EM</p>
10	<p><b>Governor Committees feedback</b></p> <p><b>a) Finance &amp; Resources update – to include brief written notes</b></p> <p>Reviewed school budget, discussed staff issues and ongoing building works including interactive screen for hall. GDPR discussed and agreed to use South Gloucestershire. EM to contact and complete form. Reviewed and approved policies.</p> <p><b>b) Curriculum &amp; Standards update – to include brief written notes</b></p> <p>CLV issued notes via email. Terms of reference discussed. Deputy went through SDP. Results of survey to be discussed at next agenda item. Artsmark discussed. Reports from governors discussed. Approved policies.</p>	<p>EM</p>
11	<p><b>Parent Questionnaire Feedback</b></p> <p>Discussed feedback from parents. 62 replies from parents. 2 parents disagreed child enjoys school. Issues about homework discussed. Stars refer to 3 priority areas, aspiring, belonging, creative. Wishes – individual comments, refer to additional requests to support teaching. Curriculum, international links comment and MFL, to improve next academic year. Head to summarise ways that parents can find out about their child’s progression. Discussed open-ended homework in detail. To review next year.</p>	<p>RL</p>
12	<p><b>Date &amp; Time of next meeting – Monday 21<sup>st</sup> May at 5.30pm</b></p>	
	<p><b>Meeting Ended: 19:02</b></p>	

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**Summary of Actions to be taken:**

<b>Ref</b>	<b>Action Needed</b>	<b>Name &amp; Date</b>	<b>Update/Date Completed</b>
26/03/18 5.	RW/EM to meet next term, first week back after Easter	26/03/18 RW/EM	
26/03/18 7.	Governors required for interviews, to let E Moore know if able to help	26/03/18 Governors	
26/03/18 9.	Governor work plan – EM to add to website	26/03/18 EM	
26/03/18 10a.	EM to forward signed contract to Integra	26/03/18 EM	
26/03/18 11.	Head to summarise ways that parents can find out about their child's progression.	26/03/18 RL	

**Matters Arising from Previous Minutes**

<b>Ref</b>	<b>Action Needed</b>	<b>Name &amp; Date</b>	<b>Update/Date Completed</b>