



## St Peter's Community Primary School

### Minutes of the Full Governing Board Meeting Wednesday 16th January 2019 at 5pm

<b>Governors Present:</b>	Michael Nicholls <b>Chair</b> , Michele Lawrie, Sally Cheal, Rachel Attwell, Kerri Burns, Viv Mudie, Alison Palmer.
<b>Advisors to GB Present:</b>	Scott Haywood.
<b>Officers Present:</b>	Su Owen (Clerk)
<b>Quorum:</b>	7 out of 12 governors present so the meeting was quorate.

#### **Introduction**

##### **1. Welcome.**

**Apologies for Absence** – No apologies were received from JH. JH has not attended the last six Full Governing Board (FGB) meetings, including this meeting. JH has not replied to the letter the Chair has sent to him expressing his concerns over his continued absence. Governor Support has suggested writing to him one final time. JH did sign the Code of Conduct for Governors in November 2017 and so is aware of his role as a member of the Governing Board (GB).

**Action:** The Chair will write to JH one final time.

**MN**

##### **2. Freedom of Information Reminder.**

The Chair reminded Governors that business should be conducted in an open way that would stand up to public scrutiny and that all non-confidential minutes would be published on the School's website.

##### **3. Declarations of pecuniary and other interests.**

None declared or changed.

Signature.....Date.....



#### 4. Minutes of the Meeting held on the 22<sup>nd</sup> November 2018.

- Accuracy - The Full Governing Board reviewed and approved 7 pages of minutes from the meeting held on the 22<sup>nd</sup> November 2018. The Chair then signed the minutes as confirmation of their accuracy.
- Matters Arising – Page 4 – The Cricket Club. St Peter’s has run a cricket club in the summer after school. The school is in contact with CB at Portslade Aldridge Community Academy (PACA) with a view to continuing/expanding the provision already offered at the school. There is free help and money available for the club to facilitate its upkeep and continued use.
- “Keeping Children safe” training. **Some Governors asked** for clarification as to whether it was necessary to complete and email SH a second time if they have already completed the training document in school. **The Clerk replied** that their role in school was different from their role as a Governor, therefore, it needed to be reviewed a second time with this difference in mind.

**Action:** SH will check to see if he has had all Governors confirmation emails.

**SH**

**Actions:** Actions 1 to 11 all done, with the following comments for Actions 8, 9 and 11.

Action 8: MN and CL have had a preliminary discussion/review about the Health and Safety Audit.

Action 9: Pupil Voice - This will be further discussed in the meeting tonight.

Action 11: The Code of Conduct was circulated to all Governors prior to the meeting; final discussion/review of the document will be tonight.

#### 5. AOB.

None.

#### 6. Chair’s Correspondence.

No incoming correspondence. The Chair (as discussed above) has written to JH regarding his absence from the FGB meetings.

#### 7. Head Teacher’s (HT) Report.

The HT referred to her report which was sent out to Governors for review prior to this meeting; the key points are as follows:

- **Census Data** – the table shows all the Data for the children in the school from September 2018, however, new children have started at the school since the beginning of September so this Data is not 100% up to date. **The Governors commented** that, in spite of any variation due to the slight time lapse, this new dashboard at the start of the HT’s report was very helpful and provided ‘at a glance’ clarity. **The HT brought to the Governors attention** an additional column at the end of the ‘Profile of Classes’ table headed ‘New Since KS1

Signature.....Date.....



(including new from Sept '18)'. This provides the Governors with extra information which may impact on progress within a class/cohort.

- **Attendance** - The schools attendance rate is normally between 96.4 and 96.6%. The attendance % for the autumn term, for the whole school, is down to 94.2. **The HT explained** that this was largely due to a severe outbreak of novovirus in December 2018. This outbreak also resulted in several members of staff contracting the virus and taking time off sick as a result. Six out of the 8 teachers' sickness days taken were due to the virus and 11 out of 25 support staff sickness days were also because of the virus.
- **Exclusions** – There have been 2 children temporarily (fixed term) excluded. The LA has contacted the school regarding the increase in fixed term exclusion rates for 2017-18 which were 10.43% and higher than last year. This was due to extremely challenging behaviour, there were however no permanent exclusions. **The HT explained** to the Governors that for a permanent exclusion to occur there had to be a certain number of sessions within a specific time frame before the possibility of permanent exclusion arose. Governors would then be invited into school to discuss whether a permanent exclusion was appropriate. **Governors thanked the HT** for explaining the difficulties and challenges and why permanent exclusions had not happened. **Governors expressed their support and understanding for all the efforts of the staff in school, also their concern for the well being of the various members of staff that face this challenging behaviour. Governors wished the HT to pass on their appreciation to the staff for their dedication and hard work.**
- **Persistent Absence** – 17 children had 15% absence in the autumn term. The reasons for this ranged from periods of exclusion, medical conditions and extended holiday periods which were not allowed. This year all staff are receiving the attendance rates regularly instead of at the end of the school year so that the teachers can more closely monitor them. One of the outcomes of the disadvantaged review noted that disadvantaged children's attendance tends to be lower. The schools attendance protocols active at 94% attendance level.
- **Safeguarding** - There are currently 5 families on child protection plans.
- **Staffing** - One teacher will be going on maternity leave soon. The advert has already gone out. PPA in years 1 to 4 is currently being covered by 2 supply teachers. **Governors asked** if this was proving expensive. **The HT replied** that this action was not planned but the needs of the children effected the decision also the supply teachers are not yet causing an excessive expense. A sports TA has recently left but another member of staff has already been appointed to fill the role.
- **Peer Review** – This will take place on the 22<sup>nd</sup> January 2019 between the HT and the HT of West Blachington School after the pre meeting on the 14<sup>th</sup> January 2018. During the pre-meeting the focus of the review will be agreed. **The HT explained** to Governors that this is a supportive exercise and good practice amongst all the cluster schools. The HT's are encouraged to go to very different schools. The HT's look at the data, disadvantaged children and provisions in place before agreeing on a focus area.
- **Appraisals and New staff** –Currently 100% of teaching is considered to be good or better, following observations in the second half of the autumn term. New members of staff are currently going through their induction process.



## 8. Data Report 2018/2019.

This report was sent out to Governors for review prior to this meeting.

SH provided the Governors with an overview of the data, how it is presented and the focus areas. The report begins with a brief summary of Age Related Expectation (ARE) at the end of autumn 2, spring 2 and summer 2, respectively. Slightly further down is a table which shows what the national expectations for ARE currently are. Each year has an ARE summary report table and also a progress breakdown table to see if the 2 steps of progress have been made. On this table all children types are shown.

Last year's data was good, and showed consistent progress. The data allows teachers to see what areas need extra focus, which children are on track, which ones are on the cusp and which are making good progress. **Governors noted** that the pupil premium (PP) figure in Reception may go up once the children from the nursery move up. **Governors also noted** that there was an area showing lack of progress in combined (reading, writing and maths) in Year 6. **SH explained** that over the year there has been a great deal of thought to match the provision to the children, especially through 'Talk for Writing' and through providing a broader choice of texts. **Governors asked** how often the pupil progress meetings took place. **SH explained** that he has termly meetings with teaching staff and also half termly meetings with KS leaders. In between these more formal meetings there are on going informal meetings/discussions between all the teachers, which can also include SH and or the HT as required. **Governors asked** about the maths focus, and if this has impacted the data yet. **SH replied** that the feedback from the children is good, they can talk more confidently about maths in a way they couldn't before. **The HT told Governors** that they are looking closely at the PP children but it is a little soon to see any significant changes to the data yet. **Governors expressed their thanks for all the hard work that has gone into these data tables; the information is extensive and useful but also organised into a clear format.**

## 9. Health and Safety.

This is a standing item on the agenda. MN and CL met for a brief meeting and looked at the Health and Safety file. The HT will ensure that the care taker's training is all up to date.

**Action:** Date TBA for Health and Safety visit/audit.

**CL/MN**

## 10. Training.

Governor support has sent out a training alert email. There has recently been an Analyse School Data (ASP) data training session which MN has attended. KB will be attending safeguarding training and will also enquire about annual safeguarding training for Governors.

**Action:** KB to check regarding annual safeguarding training for governors.

**KB**

Signature.....Date.....



**11. Governor Visits.**

- **Link Governor Visits Schedule 2019.** The following dates were agreed with Governors: Data & PP Group (KB, RA, and MN) to visit school on the 1<sup>st</sup> April 2019. The Equalities and Diversity group (SC, AP) will visit school on the 24<sup>th</sup> March 2019. Finance date TBA with CL, Sports Premium date also TBA with CL and TM. As mentioned earlier in the meeting, the Health and Safety visit date is TBA arranged with CL and MN.
- **School Improvement Plan – Maths No Problem (MNP) pupil voice interviews.** KB will be coming in to follow this up, date TBA before the next full governing board meeting which is scheduled for the 21<sup>st</sup> March 2019.
- **Governor Visits Report.** KB came into school on the 10<sup>th</sup> December 2018 to meet with SH, the schools designated safeguarding leader (DSL,) and reviewed the Safeguarding audit Toolkit and action plan. This is the first of three review and updates of the year (the second two will be evenly spaced out across the rest of the school year). KB shared her school visit report with Governors. Key issues arising for the GB have been itemised and rated, red, amber or green (RAG). There is only one area rated red - ‘Fabricated and Induced Illness’ (FII) as this is a new standard and the DSL is taking advice on what needs to be added and to which policy. Hard copies of the safeguarding audit and action plan are available in the staff room and other suitable locations for quick access. Training for staff is also a key area to ensure it is appropriate and up to date. **Governors thanked SH and KB** for this comprehensive document and their efforts. **Governors commented** that all visits/meetings should strive to be similarly documented with clear areas for the Governing Board (GB) to focus on/follow up.

**12. Policy Ratification.**

- Nursery Admission Policy – ratified by GB.
- Best Value Statement - CL has confirmed with Governor Support that this is no longer needed.

**13. Code of Conduct.**

This was circulated to the GB prior to the meeting for their review. No adjustments/amendments were deemed necessary. All Governors signed the Code of Conduct before leaving the meeting.

**14. Meeting Ends – 7pm.**

**Date of next meeting - 21<sup>st</sup> March 2019.**

**Actions Arising from the Full Governing Board Meeting on 16<sup>th</sup> January 2019**

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| 1. MN to write one final time to JH.                           | MN. ASAP.    |
| 2. SH to check all safeguarding emails have been sent to him.  | SH. ASAP.    |
| 3. Health and Safety Audit visit date TBA.                     | CL/MN. ASAP. |
| 4. KB to check annual Safeguarding training for all Governors. | KB. ASAP.    |

Signature.....Date.....