



## St Peter's Community Primary School

### Minutes of the Full Governing Board Meeting Thursday 21<sup>st</sup> March 2019 at 5pm

<b>Governors Present:</b>	Michael Nicholls <b>Chair</b> , Michele Lawrie, Sally Cheal, Rachel Attwell, Kerri Burns (arrives at 5.15pm), Viv Mudie, Alison Palmer.
<b>Advisors to GB Present:</b>	Colette Lynch.
<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** – JH has written to the Chair stating that he has resigned from his role of parent Governor at the school. He has been unable to attend the Full Governing Board (FGB) meetings and feels this is the best course of action.

**Action:** The Governing Board (GB) accepts JH's resignation.

**All**

#### 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.

#### 4. Minutes of the Meeting held on the 16<sup>th</sup> January 2019.

- Accuracy - The Full Governing Board reviewed and approved 6 pages of minutes from the meeting held on the 16<sup>th</sup> January 2019. Page 3 – Small typing error corrected by the clerk. The Chair then signed the minutes as confirmation of their accuracy.
- Matters Arising – Item 1 – JH has sent in a letter of resignation to the Board of Governors. Item 2 – SC and AP have signed the Safeguarding document twice as both are members of staff and Governors. SH will email the clerk to confirm that all Governors have read and signed the document.

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



Item 3 – MN and CL walked around the school prior to today's FGB meeting. A few areas were highlighted. The small fence in the playground was noted but it is sufficiently robust. **CL stated** that there was a premises list which is a live document and up dated regularly. **MN stated** that the cleaning products need to be kept on a list and the cleaners need to sign this document stating that they understand what is on the list and their uses. The training for ladder use has been completed and was minuted at the last FGB meeting in January 2019.

CL leaves the meeting at 5.15pm to let KB in and then returns directly to the meeting. Overall there were no current concerns and everything was in order.

Item 4 – KB informed Governors that the course she was to attend, regarding safeguarding, had been cancelled so had been unable to enquire about best practice regarding Governors annual safeguarding training. It was suggested that half an hour before the first FGB meeting of the school year (in September) the school safeguarding lead could provide a training session for all Governors.

**Action:** Governors agreed this was a good idea.

**All**

#### 5. AOB.

- **Governors' annual ICT check.** TA used to be the Governor who checked this inventory. Now that TA has left a replacement Governor is needed. SC volunteers to do this.
- **SEN staffing (for Chair and Vice Chair).** The Chair and Vice Chair will be updated by CL at the end of the meeting.

#### 6. Strategic Group meeting 1/3/19 – verbal Report.

MN and KB attended this meeting. The meeting covered various areas including the school prospectus and particularly school funding. The discussion encouraged Governing Boards to understand the pressures that under funding can put onto a school, to also know and talk about the % of children that are not funded and that the school is supporting.

CL provided Governors with some figures relating to this issue. 121k was being spent on these children; this figure also included basic support provided. There are some pending EHCPs and so a potential extra 9k may be available. This and other information was sent out to Governors prior to the meeting.

#### 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 and Class profile Data – Page 1** - The class profiles for September has been left on the report so comparison can be made with March's profile data.

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



- **Attendance - Page 2** – The overall attendance is good but not as good as it would normally be at this time of year. Year 6 is currently 94.5% but would normally be around 96+%.
- **Staff Absence – Page 2** - The total figure of 316 is not correct but the other figures are correct. Missing from this report is one member of staff who is on long term sick. An occupational health referral will be done if necessary. The missing data will be emailed to Governors after the meeting.
- **Exclusions – Page 2** - The figure is currently 20.
- **Persistent Absence – Page 2 and 3** - Included in the HT's report is a table showing Persistent Absence Data Collection for 2018-2019. This gives the Governors an overview of reported 20% and 10% absence.
- **Safeguarding - Page 3** - There are now 4 families on child protection plans, rather than the 5 stated.
- **Leadership and management – including Staffing – Page 3 and 4** - One of the teachers is going on maternity leave at the end of this term. The advert for a temporary replacement has been placed twice (application deadline is Monday 25<sup>th</sup> March 2019). If no suitable candidate of the correct calibre applies this time then there is a contingency plan in place. A regular supply teacher will be offered more hours and any short fall will be picked up in house. PPA in Years 1 to 4 has been covered by 2 supply teachers but after Easter one of the TAs will take over. This person has been having additional training to work at a HLTA level. A new INA has been appointed on a fixed term contract to support children across the school.
- **Peer Review – Page 4** - The pre meeting has been rescheduled because of an Ofsted visit at West Blatchington school. The SPA visit in Year 1 focused on the knowledge and teaching of phonics. The visit went very well and the SPA's report was very complimentary. The school's SENCo is currently supporting St Nicolas school for 2 days a week until they recruit a replacement. AP is leading a literacy project within the Portslade schools cluster to standardise the literacy assessment tools and achieve a clear consensus on what the key performance indicators (KPI) should be. TT will also be working within the cluster focusing on developing and sharing good practice in Early Years.
- **Quality of Teaching and Learning – Page 4** - Teaching observations were carried out week commencing 4<sup>th</sup> March 2019 - focusing on writing – with 100% of the teaching considered to be good or better. There are 4 student teachers in school at present. Training this term has been following the school improvement plan and there have been sessions about Maths, SEN and PSHE. The inset day in September 2019 has already been booked to focus on the International Primary Curriculum (IPC) and which also dovetails with the current Ofsted interest in other areas of the curriculum.  
CL leaves meeting at 5.55pm, returning at 6.03pm.
- **Outcomes for pupils – Page 4** - On the advice of the BHISS two children are on reduced timetables. Pupil Premium (PP) meetings will take place at the beginning of April and the data will be shared with Governors at the next FGB.

**Governors commented that** the persistent absence table was rather complex. **Governors were informed** that the school monitors absence differently and that this table merely provides an overview. A more simplified report for unauthorised absence might be possible – and be added to the HT report. The reasons for children's absence from school can be complex, for example, health reasons, difficulties at home or a combination of reasons.



**Action:** A simplified unauthorised absence data table to be added to the HT report dashboard. **ML**

### 8. School Improvement Plan monitoring & evaluation.

This is to be carried over to the next meeting, the information was not sent through to Governors in error. Also, by the next FGB there will be more data to add to it.

### 9. SEN mid-year report.

'Governors SEND/PP report - End of Autumn term 2018' was sent out to Governors prior to the meeting. The SENCo sent Governors her apologies as she was unable to attend the FGB meeting. She requests that Governors email her if they have any questions regarding her report.

### 10. Health & Safety.

This is a standing item on the FGB agenda. The Health and Safety (H&S) walk was discussed earlier in the meeting. **CL informs** Governors that Jo Lyons has sent through a new H&S template. This template needs to be completed by March 29<sup>th</sup> 2019. The schools H&S policy was updated in January 2019, which included the 'working at heights' requirements and training, but was not sent to the FGB for ratification because CL knew that other changes were forthcoming. The policy that the school currently has can now be transferred onto this new template and sent for the GB's consideration and ratification at the next meeting on 15<sup>th</sup> May 2019.

**Action:** H&S Policy to be added to the next agenda.

**SJO**

### 11. Finance.

- **Budgets**

CL provided in advance of the meeting the following reports for Governors to review:

- School Outturn Forecast,
- Cover sheet for Outturn Forecast 2018-2019 (March 2019),
- Chart of Accounts Review – Cost Centres,
- School Fund Account Summary for the period 01/09/2017 to 31/08/2018.

**Update & virements** - There are no virements to report as yet.

Outturn forecast – the predicted carry forward is 8.8k surplus. There should be an end of year SEN adjustment but the figure is not available yet. There were no further questions.

**Governors stated** that the cover sheet was very helpful and that CL's overview made things very clear.

**SFVS (annual/statutory)** – CL has gone through this audit document. Page 13 at the end details the 'Outcome of Self-Assessment'. The replacement for the ICT Governor has been discussed and agreed earlier in the meeting. The Chair has now taken on the H&S role which includes the Premises tour. All Governors were happy with this document. The Chair needs to sign it off before it is submitted to the LA for review.

**Action:** Chair to sign off SFVS.

**MN**

**School Fund Audit - Governors asked** if it was still allowed to have separate school fund. **CL replied** that yes it was. There is no official limit to how much can be in it but St Peter's keeps it to the 5k limit. There were no further questions.



**Action:** Chair to now sign off the school fund.

**MN**

**12. Services to schools update.**

**The HT reported** that several schools were not buying in services from the LA. If a group of schools were to buy in services then all the schools (in the group) could benefit and support each other. A review is needed to see what you get for your money and if a cheaper deal can be found elsewhere, also it would be worth comparing prices from last year with this year. **CL will email** all Governors the information about what services St Peters buys in from the LA for their review and comment.

**Action:** CL to email Governors service to schools information.

**CL**

**13. SAT's papers procedure.**

ML has received an email updating the procedure for dealing with the SATs papers. ML requests that a Governor be present when they are locked away and checked in and out. KB and VM both offer to help with this.

**14. Governor Visits.**

- **Report Back.**

MN and KB came into school and sat with the children so that they could go through their maths work books. Their conversations with the children covered the following areas; their enjoyment of maths, what helps them to learn, how they know they've been successful, do they know their next steps. The children's enthusiasm was very clear and they loved their work books. They were encouraged when the work was not easy, and when it was not easy, no pressure, no problem. Just revisit it.

- **Dates.** TBA, Possibly literacy/writing for the focus on the next visits.
- **Diversity Walk – AP & SC.** **AP asked** what they should be looking for specifically. It was suggested that they start from the School Prospectus's perspective and then see - as Governors – how diversity is reflected in the school, what kinds of books are available to the children, the data, and so on.

**15. Policy Ratification.**

**Child Protection and Safeguarding** – The annual update will be completed for September 2019, for the staff, and SH will then run an abridged training session for the GB before the start of the September 2019 FGB meeting (as discussed earlier in this meeting). This policy and the Equalities Statement will be moved to that meeting, and be ratified then.

**Action:** Child Protection/ Safeguarding Policy and Equalities statement to be added to the September 2019 agenda.

**SJO**

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



**16. Business Continuity Plan (Statutory/annual).**

The first part was sent out to Governors prior to the meeting; the second part was tabled at the meeting as it is very confidential. Governors were sent the Evacuation Plan and the Business Impact Analysis (BIA). **Governors commented** that INA's were not listed on page 5. **CL stated** that she would add them; this template is the model from the LA so is not entirely bespoke. **Governors also asked** if this was a live document. **CL replied** that yes it was and it would be up dated/changed if necessary over the course of time. The basics/main areas of consideration, however, will not change.

**Date of next meeting – Changed from 24<sup>th</sup> April 2019 to Wednesday 15<sup>th</sup> May 2019.**

**Actions Arising from the Full Governing Board Meeting on 21<sup>st</sup> March 2019**

- |   |      |
|---|------|
| 1. Unauthorised Absence data to be added to HT Report Dashboard.                                      | ML.  |
| 2. H&S Policy to be added to next FGB Agenda.   | SJO. |
| 3. Chair to sign of the SFVS.   | MN.  |
| 4. Chair to sign off the School Fund Audit.   | MN.  |
| 5. Services to Schools Information emailed to Governors.  | CL.  |
| 6. Protection/ Safeguarding Policy and Equalities statement to be added to the September 2019 agenda. | SJO. |

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