



St Peter's Community Primary School

Minutes of the Full Governing Board Meeting. Wednesday 15th May 2019 at 5pm

Governors Present:	Michael Nicholls Chair , Michele Lawrie, Rachel Attwell, Kerri Burns, Viv Mudie, Alison Palmer.
Advisors to GB Present:	Colette Lynch. Scott Haywood.
Officers Present:	None.
Quorum:	6 out of 12 governors present so the meeting was quorate.

Introduction

1. Welcome.

Apologies for Absence – Received and accepted from SC and SJO (Clerk).

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 21st March 2019.

- Accuracy - The Full Governing Board (FGB) reviewed and approved 6 pages of minutes from the meeting held on the 21st March 2019.
- Matters Arising – Item 1 – Unauthorised absence data to be added to the Head Teachers (HT) report dashboard. A simplified version has now been added to the report. Item 2 – Health and Safety Policy has been added to this meeting's agenda. Item 3 and 4 – The Chair will sign off the school audit fund and SFVS tonight. Item 5 – Services to schools information has been emailed to Governors prior to this meeting. Item 6 – Protection/Safeguarding Policy and Equalities Statement will be added to the September 2019 agenda. The Governors training for this will happen after the schools September inset training day.

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



5. AOB.

- **Income Generation: Setting up a Daily After School Club.** CL informed Governors that the best option for income generation for the school is through lettings and after school clubs. In advance of this meeting CL has acquired lots of advice from speaking to other schools. On the 21st May 2019 CL will meet with AB - Out of School and Childminding Development Officer, Brighton and Hove City Council - to discuss this strategy. CL says the school now has a basic plan of action, which she will now share with the Governing Board (GB) tonight. CL showed the proposed charge options to governors and asked for their input. The proposal will make money but there is always the worry that what parents say they want in questionnaires (about this club) may not actually be taken up. The initial numbers of interest can be managed by just 1 manager and 1 assistant; ratios have been calculated based on advice and on school outing ratios. CL has been looking for funding for the start up costs (and will continue to do so). This daily after school club will run alongside existing skill clubs so space needs to be arranged logistically. For example, the first hour of a new club will run in a different part of the school until the hall is free. CL has researched the cost of club sessions by contacting a variety of different size schools. The average price is in the range of £10-£12 per session, it was also the price mostly accepted by the parents in response to the school questionnaire. **Governors commented** that the price should not drop lower than this (and ideally be at the £12 level) and also that the price of the session should be for the whole session irrelevant of how long the parent used it for. **Governors suggested** that parents should be encouraged to not turn up at unscheduled times as this would put pressure on staffing if one was leaving the club to answer the door often. **Governors asked** about the clubs accommodating costs for pupil premium (PP) children. **CL replied** that she had considered this, and parents do have a fund that they can access some financial support from but this is mostly already used by parents for other in school events and activities. CL said she had also considered a sibling discount, but at the end of the day the club need to be financially viable. The HT confirmed there had been interest in the roles from internal staff and CL confirmed that there would be no additional training, were it school staff appointed. **The Governors noted that CL has done a great deal of work putting this proposal together and thanked her for all her efforts. Governors also noted** that there was more work to be done and that it should be reviewed at the next FGB meeting.

Action: Governors all agreed that the project should proceed to the next step. **ALL**

- **Parent Governors.** In the absence of the Clerk, the Chair stated that he would speak to Governor Support about the process for moving forward the recruitment of extra governors. There was a discussion about how many Governors were needed and how many of them were parent or co-opted. CL brought into the meeting the Instrument of Governance from 2016 which stated that there should be 12 Governors in all. **Governors commented** that although the composition of the constitution could be changed (e.g. the number of Governors reduced) it should be noted that the existing Governors already have a lot of responsibilities. In conclusion it was clarified that 5 new Governors were needed in all; 3 co-opted and 2 parents.



Action: MN to speak to Governor support re recruitment.

MN

CL brought in the safeguarding register for all Governors present to sign.

6. Head Teachers (HT) Report.

The HT presented a verbal report to Governors; the key points are as follows:

- **Census and Class profile Data** – Page 1–There was not much change to the number or category of pupils in school between September 2018 and May 2019. There are 30 reception children currently registered for September 2019. The nursery numbers are similar to last September but it was noted that sometimes nursery children drop out at the last minute. There were no additional comments.
- **Absence** - the HT will provide all absence data for the year in her report at the next FGB meeting.
- **Safeguarding** - Page 2- Currently there are 4 families on child protection plans.
- **Leadership and management – including Staffing** –Page 2 - One teacher went on maternity leave at Easter and another is due to go on leave in September 2019. The class, whose teacher is currently absent, is being covered in-house; this has been facilitated by the teaching students in two other years. The Deputy Head teacher is still covering some PPA time whilst other PPA time is being covered by two supply teachers, all as planned and discussed at the March FGB meeting. The HT and Year 1 teacher have visited a school in Southampton to see how the school teaches phonics. The school would like to bid for money from the DofE to provide books and other resources to fill gaps in teaching phonics at this school. TB is still supporting St Nicolas primary school two days a week until they appoint their SENDCo. The process of identifying staffing needs for the forthcoming year has already begun. The partnership work continues in this schools cluster as part of the Teaching school Alliance (TSA), the Educational Endowment Fund Peer Review (EEF) and the Improving Pupil Outcomes in Maths (KS2) project. Governors have already arranged a time for the HT’s appraisal.
- **Peer Review** –Page 2 -This has been completed but the report has not arrived yet.
- **Quality of Teaching and Learning** –Page 2–There are two students in school this term. The SATs are this week and so far are proceeding well. There are two Governors in school to monitor the administration of the papers. The SATs admin policy has yet to be provided so the Governors concluded extra vigilance was appropriate. Staff training has focused on SEN and PSHE with music being covered next week. The School Improvement Plan (SIP) has not been updated yet as it needs to be re-evaluated in terms of focus depending on staffing concerns and constraints. The revised SIP will be sent out to Governors once it is ready.
- **Outcomes for pupils** –Page 2 - There are two children still on reduced timetables. Letters to two families have been sent out regarding unauthorised absences.
- **TV Show**– 5 children from Year 6 are taking part in a TV show called ‘Top Class’ next week, in Glasgow.
- **Data Report.**
The Data group were unable to meet as planned but all the data is available for SH to present to the Governing Board (GB) tonight. There were 2 key points and the following overview:

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



- 1) The progress data is better than the attainment data but is always supported by value added (VA). This year's data won't be as strong as last year because of the old/previous assessment methods and newly arrived children from schools with different assessment levels.
- 2) As a school 34% of the children are pupil premium (PP) which can affect the results, for example, in one of the classes more than half of the children are PP with 10 of these children just PP and no SEND needs (the other 4 have SEND needs). When the time comes some of these children will struggle with the SATs because of personal challenges at home. Some of the children who are not PP also have personal challenges. It was noted that some children who attended the breakfast club before the SATs were still tired. **Governors asked** how many children have come from other schools. **SH replied** that he did not have that figure to hand but on the plus side quite a lot of the children have been through the whole school from reception. **Governors pointed out** that they would be expected to speak knowledgeably with Ofsted about pupil mobility and the children's back stories. With this in mind **Governors asked** if SH could provide this information with the data. **SH confirmed** he would put this information with the data. **Governors expressed their appreciation** for the detailed context that SH presented to the GB so that it went hand in hand with the data. **Governors asked** what the national ARE was, **SH replied** that it was 65%.
Year 5 - the data for this class is similar to Year 6,
Year 4 – the class are making good progress and good achievement
Year 3 – the data for this class is similar to the current Year 6 data
Year 2 – this class faces some challenges
Year 1 and Reception - both classes are doing well.
SH stated that the combined marks – for reading, writing and maths (RWM) – are going to be a particular challenge for many cohorts.

7. School Improvement Plan monitoring & evaluation.

This has been discussed as part of the HT's report in Item 6.

8. Safeguarding Report.

There are currently 5 child protection cases with 1 now closed.

The safeguarding check is due this term but has been audited and updated already. Any relevant changes will be added to the safeguarding training sessions.

9. Health & Safety (H&S) – ratification of new policy.

H&S Policy has been ratified.

A date needs to be set for the inspection every term.

Action: MN and CL to liaise to arrange termly inspection dates.

MN/CL

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



10. Finance.

- **Budgets**

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

- 3 Year Budget Spreadsheet,
- School Budget Share 19/20,
- Multi Year Summary 20/21.

The 3 year budget balances for each year with no deficit or carry forward. This was only achievable as we carried forward £16,000 from last financial year.

Ongoing concerns are focused mainly on potential supply costs and other possible teaching cover costs. This year we managed to re-organise internal staffing to cover a staff members absence which saved the school a lot of money. KB and CL also confirmed that sick cover insurance for teachers is very worthwhile having and saves excess costs. **Governors thanked** CL for her hard work balancing the budget. **CL asked** that the GB ratify the budget and that MN please sign it off so that it can be sent to the LA before the 24th May 2019.

Action: GB ratifies the budget.

ALL

Action: Chair to come into school to sign off budget before 24th May 2019

MN

11. Building plans for the future.

There are currently no plans for building works as there is no money in the budget for this.

12. Governor Visits.

- **Report Back.**

KB presented a report from her last school visit which was presented to the last FGB meeting.

- **Dates.** The next school visits may need to wait until the New Year term as a lot of teachers are in flux at the moment. **Governors requested** an overview of IPC but agreed that it might be better to wait until after the training session in September 2019. Governors meet regularly with the SEN and Data group and MN will meet with the sports group.

13. Policy Ratification.

Child Protection and Safeguarding – As discussed and agreed at the FGB meeting on 21st March 2019, 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. 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



14. Nomination of RE Governor.

This is to be moved to the next FGB meeting.

Date of next meeting – 17th July 2019.

Actions Arising from the Full Governing Board Meeting on 15th May 2019

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|---|--------|
| 1. Termly H&S inspection dates TBA. | CL/MN. |
| 2. Chair to sign off the BUdget. | MN. |
| 3. RE Governor to be added to the next agenda. | SJO. |
| 4. Protection/ Safeguarding Policy and Equalities statement to be added to the September 2019 agenda. | SJO. |
| 5. Chair to speak to Governor Support re Governor Recruitment. | MN. |

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