



St Peter's Community Primary School

Minutes of the Full Governing Body Meeting Thursday 24th November 2016 at 5pm

Governors Present:	Jenny Barnard-Langston Chair , Tola Awogbamiye Vice Chair , Michele Lawrie, Alison Palmer (left at 5.40pm), Viv Mudie, Jim Hynes, Laura Marshall.
Advisors to GB Present:	Colette Lynch.
Officers Present:	Su Owen (Clerk)
Quorum:	7 out of 12 governors present so the meeting was quorate.

1	Introduction.	<u>Action</u>
1.1	Welcome.	
1.2	Apologies for Absence – Apologises received and accepted from Sally Cheal, Michael Nicholls and Alan Robins. Scott Haywood is not required to attend this meeting. No apologies received from Catherine Chisem.	
1.3	One governor has continued to experience difficulties in attending Full Governing Body meetings and will now be contacted formally by the Chair regarding their future involvement with the governing body.	
1.4	There is still one other co-opted governor vacancy. TA has taken on the responsibility for Data until the vacancy is filled. Action: The Chair will contact the LA and SGOSS regarding the vacancies.	JBL
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 interest None declared. Annual declaration was signed by most governors at the Full Governing Body meeting on the 29 th September 2016. Absent governors will sign the declaration at next Full Governing Body meeting. Action: Clerk to ensure LM and JH sign annual declaration at the end of this meeting. AR to return completed form at the next Full Governing Body meeting.	SJO



4	<p>Minutes of the last meeting on 29th September 2016</p> <p>Accuracy - The Full Governing Body reviewed and approved six pages of minutes from the meeting held on 29st September 2016. The Chair signed the minutes as confirmation of their accuracy.</p> <p>Matters Arising – there were none.</p>	
5	<p>AOB – Availability of full time nursery places.</p> <p>5.1 CL gave the governors an overview of the current situation regarding nursery places. Currently all nurseries in Brighton are not full due to a low birth year. In addition to the free school nursery places that the school offers there are also five full time places which the school charges for. Currently there are six parents requesting places. Six children could be accommodated if the Governing Body was agreeable to this. Action: Governors agreed to the six nursery places.</p> <p>5.2 Nursery charges. Currently the hourly rate is £3.81. Brighton and Hove charge more than this but their price includes breakfast. An increase to £4.00 an hour has been advised, however, in order for the current parents and new prospective parents (January intake) to be treated equally it was suggested that the price increase be deferred until 1st April 2017 with letters going out to all parents. Action: Governors agreed to this rate increase effective from 1st April 2017.</p>	<p>All</p> <p>All</p>
6	<p>Head Teachers Report.</p> <p>6.1 Ofsted Report. The Governing Body congratulated the school for all its hard work in achieving the ‘Good’ outcome from the recent Ofsted inspection. A letter has been sent out to all parents. CL reported that there has been positive feedback from parents via email and also through personal conversations at the school office. The Ofsted report was sent to the governors prior to the meeting and then discussed at length. The items highlighted in green discussed areas of improvement, the items highlighted in blue discussed areas that the school still needed to work on. The following points summarise the main areas discussed:</p> <ul style="list-style-type: none"> • Page 2 – The governors discussed the lack of reading material and books, especially for Key Stage 2. Funding and space are both issues. The Ofsted inspectors were still very impressed with the children’s performance and the funding issue was taken into account. The Head Teacher has written to the local library to see if they could help with books but is still awaiting a response. The Head Teacher has also spoken to St Mary’s school regarding an arrangement whereby the school could borrow books from them. They have agreed to this. The school has applied for a £2000.00 grant and is currently waiting to see if their application is successful. If funding for books were to be successful there would still be the problem of accommodating them. When the school was expanded space for a library was not taken into account and further expansion now would be expensive as the only space left is in the attic. There is also still some unclaimed space just beyond the school boundary wall which if moved further back could provide more physical space. This issue will need to be revisited. • Page 2 – The report commented on the improved governance structure. The school 	



	<p>website is now compliant.</p> <ul style="list-style-type: none"> Page 6 and 7 – Behaviour and Outcomes for Pupils, respectively, were discussed at length. The school is one of the best in the LA area for attendance. Governors discussed how they could review this report and how they can help in the areas that need developing/improving. One suggestion from governors was to conduct learning walks. 	
7	<p>Report on Pupil Premium.</p> <p>CL gave the governors an overview of the Pupil Premium (PP) Report 2015/16. The report shows in detail how the allocation of PP has been spent. The emphasis is not just on funding but also on impact for the children concerned and the report also clearly shows this. The governors thanked CL for the high level of detail and clarity in the report. Pupil Progress meetings are spread over two days and occur at the end of every term. The Head Teacher informed governors that they are welcome to attend.</p> <p>Action: As acting data governor TA expressed an interest and may attend the December meeting.</p>	ML TA
8	<p>Report on Sports Funding 2015/16.</p> <p>The funding allowed the school to again employ a Sports Support Coach who provides training and support to the teachers at the school. The coach runs a variety of sports afterschool clubs from St Marys which the children can attend, currently only one does. This annual report is published on the school website. Evaluated outcome is very good.</p>	
9	<p>Annual Special Educational Needs (SEN) Report</p> <p>Governors decided to leave a detailed discussion of this item until the next Full Governing Body meeting in January 2017 so that the designated SEN school lead can attend the meeting. CL suggested that if the governors have any questions regarding the SEN budget could they please email her in advance of the next meeting so that they can be added to the agenda. Governors asked about the SEN data. The Head Teacher explained that the data is not up to date. The number of SEN children had been over identified by the recent Ofsted inspection but this error has been highlighted. The school resides in the top 20% of deprived areas in England.</p>	
10	<p>Building plans for the year ahead.</p> <p>CL explained to the governors that the school is going to use money from the Devolved Formula Capital budget to purchase two garden rooms to be located outside the main school building, but still within the school grounds. A company will be employed to install interior insulation and lighting into the rooms. The rooms are not to be used for storage of equipment/school resources in case of theft.</p> <p>Action: ML will keep the governing body updated.</p>	ML
11	<p>Policy ratification.</p> <ul style="list-style-type: none"> Health and Safety. LM has completed a Health and Safety walk through this evening prior to the start of the FGB meeting. The Health and Safety policy is based on the 	

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	<p>Brighton and Hove standard policy. The Chair reminded the governors that it is the Governing Body's responsibility to ensure that the checks and measures within the policy are properly and timely actioned by the school. The Head Teacher informed the governors that two years ago the school was audited. The school was awarded a grade 2 (second highest possible grade).</p> <p>Action: Policy approved.</p> <ul style="list-style-type: none"> • Lettings policy. Governors asked if the charges had increased. CL informed the governors that the charges have remained the same, but are still in line with other schools. The school currently has three lettings/clubs. The clubs parents have requested have been made available but they have not been very successful. It is sometimes difficult to dovetail the right club with the right night for maximum attendance. Sports clubs are difficult to accommodate because of space restrictions. <p>Action: Policy approved.</p> <ul style="list-style-type: none"> • Governors allowance policy. The Chair explained to the governors that it was required to have this policy in place to provide financial support/assistance to governors should they need it so that they can fulfil their governor commitments. <p>Action: Policy approved.</p> <ul style="list-style-type: none"> • Sickness Absence policy. This policy was reviewed and discussed at length. <p>Action: Policy approved.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p>
<p>12</p> <p>12.1</p> <p>12.2</p>	<p>Budget update and virements.</p> <p>Budget: CL has had a meeting with the LA (they occur once a term). The agreed budget deficit for 2016/17 is now down from £55,478.00 to a predicted carry forward of £45,513.00 but this reduction is due to changes in staffing. The Outturn Forecast cover sheet summarises the factors effecting this change. The Chart of Accounts report provides the governors with a snap shot of budget and spending against specific cost centres. January 2017 is the time of year when the main census is carried out. By this time the school should be full, currently there is nearly 30 children in each class. Benchmarking was discussed briefly.</p> <p>Action: CL to meet with JH to discuss benchmarking before next Full Governing Body meeting.</p> <p>Virements: CL explained the recent virements (movement of money from one budget to another) to the governors. The governors found the virements acceptable.</p> <p>Comments: The governors congratulated CL for a clear and well managed budget.</p>	<p>CL JH</p> <p>All</p>
<p>13</p>	<p>Raise Online.</p> <p>This has changed greatly. The Raise Online trainer has been asked by the Head Teacher if he could attend the first hour of the next Full Governing Body meeting in January 2017 to explain the changes to all the governors. He is happy to attend the meeting.</p> <p>Action: Clerk to add this to Spring 1 year planner.</p>	<p>SJO</p>



14	<p>Review Scheme of Delegation.</p> <p>The governors reviewed and discussed his standard Brighton and Hove policy. Item A13 on page 2 - Ex-Gratia Payments - was discussed by the governors. It was noted that this facility has never been used. It was also noted that with regards to Item D28 on page 15 – petty cash balance – that the amount of petty cash can vary considerably especially if, for example, parents are bringing residential trip money into the school office.</p> <p>Action: Policy approved.</p>	All
15	<p>Meeting Ends at 6.45pm.</p> <ul style="list-style-type: none"> Additional comments: The Chair suggested that it might be useful to build into the agenda a 20 minute space so that governors could have an opportunity to raise further questions, slot in some additional training, or have an extended/enriched discussion. This would allow the governors to feel that they have made a ‘contribution’ above and beyond their governor duties. 	
16	<p>Date of next meeting: 19th January 2017.</p>	

Actions Arising from Full Governing Body Meeting 24th November 2016

Action Agreed	By Who	By When
The Chair will contact the LA and SGOSS regarding governor vacancies.	JBL	ASAP
Clerk to ensure LM and JH sign annual declaration at the end of this meeting. AR to return completed form at the next Full Governing Body meeting.	SJO SJO	Immediately Next FGB
If possible, TA - Acting Data governor – to attend the December Pupil Progress meetings.	ML	ASAP
The garden rooms building project. ML to update the governing body.	ML	Next FBG
CL and JH to arrange benchmarking meeting.	CL JH	Before next FGB
Changes to Governor Meetings Year Planner: Spring 1.	SJO	Immediately

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



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