



## St Peter's Community Primary School

### Minutes of the Full Governing Board Meeting Wednesday 5<sup>th</sup> April 2017 at 5pm

<b>Governors Present:</b>	Jenny Barnard-Langston <b>Chair</b> , Tola Awogbamiye <b>Vice Chair</b> , Michele Lawrie, Alison Palmer, Viv Mudie, Sally Cheal, Michael Nicholls.
<b>Advisors to GB Present:</b>	Scott Hayward, Colette Lynch.
<b>Officers Present:</b>	Su Owen (Clerk)
<b>Quorum:</b>	7 out of 12 governors present so the meeting was quorate.

1	<b>Introduction.</b>	<u>Action</u>
1.1	<b>Welcome.</b>	
1.2	<b>Apologies for Absence</b> – Apologies received and accepted from Laura Marshall. No apologies received from Jim Hynes and Alan Robins.	
2	<b>Freedom of Information Reminder.</b> 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	<b>Declarations of pecuniary and other interest.</b> The Chair declared an update of interests. JBL is Chair of governors at both Benfield Primary and Hangleton Primary schools. Both schools have recently become a Federation. No other interests declared/updated.  <b>Action:</b> AR still needs to return his completed form at the next Full Governing Board meeting.	<b>SJO</b>
4	<b>Minutes of the last meeting on 19<sup>th</sup> January 2017.</b>  Accuracy - The Full Governing Board reviewed and approved four pages of minutes from the meeting held on 19 <sup>th</sup> January 2017. The Chair signed the minutes as confirmation of their accuracy.  Matters Arising – The actions agreed from the last meeting were reviewed: <ul style="list-style-type: none"> <li>• JBL is still in contact with SGOSS and Aspire regarding the schools co-opted vacancies.</li> <li>AP has had an email update regarding the library. This email contact is a retired person</li> </ul>	

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



	<p>and may be interested in the vacancy. AP to keep JBL informed.</p> <ul style="list-style-type: none"> <li>• LM and JH did sign the annual declaration of interests form at the next meeting.</li> <li>• JBL to write on behalf of the Governing Board to wish CJ well in her new job.</li> </ul>	
5 5.1	<p><b>AOB</b></p> <p><b>National Funding Cuts.</b></p> <p>There have been various activities and meetings regarding the cuts to school funding. There has been a letter signed by all local Head Teachers and published in the local press. St Peter's will be using this standard letter and adopting/adjusting it so that they can publish it on the school website. There will be a letter for staff, one for parents and the Chair will write one also. The group 'Save our Schools' is being very proactive and has already organised several meetings, VM is very involved with this.</p>	
5.2	<p><b>Portslade partnership</b> has produced a booklet entitled 'School Ready: A Guide to help your child be ready for school'. This will be distributed to all local nurseries.</p>	
6 6.1	<p><b>Head Teachers Report March 2017</b></p> <p>Key points were discussed/raised from the report which was sent to the governors prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Leadership and Management.</li> </ul> <p>SH has officially accepted the role of Deputy Head. CJ, SEN co-ordinator, has now left the school after reducing her working days over the preceding months. TB has resigned from her role as Deputy Head and will take on the role of SENCO (working 3 days a week) on her return from maternity leave. The School Partnership Advisor (SPA) has been into the school delivering training to all teachers and subject leaders. St Peter's has budgeted to have the SPA come into the school and is well worth the expense (she costs a few hundred pounds as part of the services to schools budget which is 61K) She is a previous Head Teacher and challenging.</p> <ul style="list-style-type: none"> <li>• Quality of Teaching, Learning and Assessment.</li> </ul> <p>The assessment procedures put in place are working well. The Talk for Writing programme remains a main area of focus for the school, although it was noted that Ofsted commented on its effectiveness.</p> <ul style="list-style-type: none"> <li>• Personal Development, Behaviour and Welfare.</li> </ul> <p>Overall, across the school this is generally good and a turnover of children has facilitated this. The school is still concerned that the children still do not fully understand what bullying means. However, since this report the recording/monitoring of incidents has improved.</p> <p><b>Governors asked</b> what happened if a bullying incident is logged and then turns out to not be a case of bullying. <b>The Head Teacher explained</b> that there is a procedure to follow. The child is spoken to and asked several questions designed to clarify what happened, for example, if the incident has happened before, has the child been bullied by another child. The situation needs careful monitoring and interpretation. <b>The Chair suggested</b> that the safeguarding governor could perhaps review these reports and see if they show a clearer interpretation of bullying.</p> <p><b>Action:</b> Safeguarding governor to review the reports.</p> <ul style="list-style-type: none"> <li>• Data Analysis.</li> </ul>	TA



	<p>SH referred to the Spring Summary tables to highlight pupil outcomes. Overall Attainment is 'Good', Progress is 'Good' and Value Added is generally in line with national targets, although there is a downward trend related to reading. This is a key focus area. From the 'All Pupils – Combined' table for Years 1 to 6 it can be seen that overall progress is good and progress in Year 6, in particular, is good. 2016/2017 will be the first year the school has had a Year 6 class, so this result is very encouraging. SH briefly explained the significance of the 'b+ to W' range. Children in the b+ range are at the lower end of attainment and these need to be flagged up by the teachers in the Pupil Premium (PP) meetings. This data was used in the most recent PP meeting and was very useful. The teachers are very well informed and clearly know their children well and where they are with regards to attainment. <b>The Chair commented</b> that it is good for the governors to see and understand the data and then be able to have a conversation about how to unpick it. To have a full set of data is key. Every Infant school that has become a Primary school needs to have this perspective. It was noted that the achievement % can change because of a very few children, for example, Year 4 has a high percentage of SEN children which can affect the data.</p> <p><b>The data governor</b> – TA – attended the PP meeting in December 2016 and <b>commented</b> that it was good to see and discuss why children aren't progressing, what is being done to address this situation and what initiatives are being put in place.</p> <ul style="list-style-type: none"> <li>• Numbers on roll.</li> </ul> <p>There are currently 234 children in the school and nursery.</p> <ul style="list-style-type: none"> <li>• Premises.</li> </ul> <p>The pre-planning permission has been refused for the summer houses. The school was advised to log the houses' use under 'ancillary' but this turned out to be incorrect as there will be people in them. The council is now asking for a full planning application to be completed. Both LM and AR could be of help with this. The money available for this project is 5.5K but needs to be used by August 2017.</p> <p><b>Action:</b> CL to contact AR, and the Chair to contact LM.</p>	<p>CL, JBL</p>
<p>7</p> <p>7.1</p>	<p><b>Staffing Report.</b></p> <p>This will be available by the next Full Governing Board meeting.</p> <p><b>Action:</b> Report to be emailed to all governors when ready.</p>	<p>ML</p>
<p>8</p> <p>8.1</p>	<p><b>Budget Updates and Virements.</b></p> <p>The cover sheet for outturn forecast shows that the predicted deficit for 2016/17 will be 24.7K. The school has been given a 5K rebate from the school meals team; but this is a one off and won't happen again. The school has been very frugal and creative with its resources.</p> <ul style="list-style-type: none"> <li>• 2017/18 Initial Draft.</li> </ul> <p>This is due to be submitted straight after the next Full Governing Board Meeting. It is showing an 8K deficit at the end of the year, however, not all the service to schools figures are available yet so this deficit is not necessarily realistic/fixed. It is a work in progress but provides the necessary preparation and snap shot of the schools financial position at this stage. JH and CL will be meeting after Easter to see if any of the information has changed.</p> <p><b>Action:</b> Meeting to be arranged after Easter.</p> <ul style="list-style-type: none"> <li>• Draft: 3 Year Budget.</li> </ul> <p>Part of this exercise involves predicting pupil numbers (admissions). The draft budget has been constructed frugally, using lower numbers, but this may change. At the moment, from</p>	<p>CL, JH</p>



	<p>this frugal prediction, by the end of the third year – 2020 – the deficit has been brought back to zero. The Head of School Finance for the local authority commended the school for reducing the deficit. <b>The governors congratulated</b> CL and all the other staff involved for keeping on top of the budget. <b>The governors appreciated</b> being able to see all the data in a clear and concise way. <b>Governors asked</b> if the 'General Offices Expenses' figure of 5K for all 3 years was correct. <b>CL explained</b> that this wasn't a mistake, if inflation changes they need to be, and remain, more frugal.</p> <ul style="list-style-type: none"> <li>• SFVS. This has been signed off and returned.</li> <li>• School Fund Audit. This was delayed slightly because it had to be completed on line using new software, but it has now been submitted.</li> <li>• Scheme of Delegation. This has not changed and was ratified. There was one query from CL relating to Page 15 – Petty Cash, D28. The petty cash in the office does sometimes vary. <b>Governors suggested</b> that the maximum figure be checked against other schools of similar size so that there are no issues with insurance coverage.</li> </ul> <p><b>Action:</b> CL to perform a bench marking exercise for the petty cash excess.</p> <ul style="list-style-type: none"> <li>• Virements. There was just one, £138.00 was moved from Sports Funding Income to Expenditure.</li> </ul>	<b>CL</b>
9	<p><b>Report back on Finance cuts meeting.</b></p> <p>Discussed earlier in the meeting - Item 5.</p>	
10	<p><b>SPA Report.</b></p> <p>The report was reviewed by Governors. The overall judgement was good. There were no other questions.</p>	
11	<p><b>Policy Ratification.</b></p> <p>11.1 Lettings Agreement. 11.2 Sickness Absence Policy</p> <p>Both of these policies were ratified at the 24<sup>th</sup> November Full Governing Board meeting. There have been no adjustments/amendments since.</p>	
12	<p><b>Governor Competencies Matrix and Code of Conduct.</b></p> <p>Both of these are now statutory and every school Governing Board is expected to have them in place. St Peter's has a Code of Conduct which is based on the Brighton and Hove standard policy with the addition of the 7 Nolan Principles of Public Life. It is due for review. There is now an updated NGA skills audit which can be completed online and is also due for review. Both of these items will be discussed at the next Full Governing Board meeting.</p> <p><b>Action:</b> Review both at next FGB.</p>	<b>All</b>
13	<p><b>Chair's report (verbal).</b></p> <p>There have been some fundamental changes to the way school funding is decided/allocated. The local authority has devolved funding to the Teaching Schools Council (TSC). Sub regional</p>	



	<p>units look at funding for teaching school alliances. St Peter's has applied to be part of an alliance and are currently waiting to see if the application has been successful. The Portslade group of schools is already a very successful and established group. An alliance made up of several schools can make a larger bid for funding from the government which will benefit all the schools. St Mary's and St Nicolas, although church schools, have also stepped forward and said that they would also like to be part of the alliance.</p>	
14	<p><b>Safeguarding.</b></p> <p>This needs to be reviewed for any updates/additional training.</p>	
15	<p><b>Training.</b></p> <p>TA has used the online training facility recently and all governors were reminded that the new BEEM training schedule is now available. It has been emailed to all governors recently.</p>	
16	<p><b>Meeting Ends. 7pm.</b></p>	
17	<p><b>Date of Next meeting: 25<sup>th</sup> May 2017</b></p>	



**Actions Arising from Full Governing Board Meeting 5<sup>th</sup> April 2017**

Action Agreed	By Who	By When
AR to return completed form at the next Full Governing Board meeting.	SJO	By next FGB
Safeguarding Governor to review bullying reports.	TA	ASAP
Advice for completion of the Full Planning Application for the Summer Houses to be sought from LM and AR. CL to contact AR, the Chair to contact LM.	CL, JBL	ASAP
Staffing report to be emailed to all governors when ready.	ML	ASAP
2017/18 Initial Draft Budget meeting to be arranged after Easter.	CL, JH	ASAP
Bench marking exercise for the petty cash excess.	CL	ASAP