



St Peter's Community Primary School

Minutes of the Full Governing Body Meeting Thursday 19th January 2017 at 5pm

Governors Present:	Jenny Barnard-Langston Chair , Michele Lawrie, Alison Palmer, Viv Mudie, Laura Marshall, Sally Cheal, Michael Nicholls.
Advisors to GB Present:	Scott Hayward, Carly Jones.
Officers Present:	Su Owen (Clerk)
Quorum:	7 out of 12 governors present so the meeting was quorate.

1	<p>Introduction. RAISE online training was provided for the first hour to the governing body by Clive Bolton. The training was enhanced and personalised by using the schools own data to exemplify the content and make the training as bespoke and relevant as possible. Governors thanked Clive for a very clear and informative training session.</p>	<u>Action</u>
2.1 2.2 2.3 2.4	<p>Welcome.</p> <p>Apologies for Absence – Apologies received and accepted from Tola Awogbamiye and Colette Lynch. No apologies received from Jim Hynes and Alan Robins.</p> <p>Catherine Chisem has now relocated to a different town and is no longer a school governor.</p> <p>There are now two co-opted governor vacancies. Action: The Chair will contact the LA and SGOSS regarding the additional vacancy.</p>	JBL
3	<p>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.</p>	
4	<p>Declarations of pecuniary and other interest. None declared.</p> <p>Action: AR to return completed form at the next Full Governing Body meeting.</p>	SJO
5	<p>Minutes of the last meeting on 24th November 2016.</p> <p>Accuracy - The Full Governing Body reviewed and approved five pages of minutes from the meeting held on 24th November 2016. The Chair signed the minutes as confirmation of their accuracy.</p>	

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



	<p>Matters Arising – The actions agreed from the last meeting were reviewed:</p> <ul style="list-style-type: none"> • JBL has registered the schools co-opted vacancy with SGOSS and Aspire. • LM and JH did sign the annual declaration of interests form at the end of the meeting. • TA arranged a date to attend the December 2016 Pupil Progress meeting. • ML reported that she has spoken to the LA and that the garden rooms have been approved. • The benchmarking report has been completed and will be reviewed later in this meeting. 	
6.1	AOB – Finance deadline.	
6.2	<p>The Clerk asked – on CL’s behalf - if the FGB meeting on Thursday 11th May 2017 could be moved forward to the week commencing 22nd May 2017. This would allow the governors additional time to review the school’s financial position before the 9th June 2017 which is this year’s deadline.</p> <p>Action: Governors agreed to the change of meeting dates. The Clerk is to email all governors immediately.</p>	All SJO
7.1	S.E.N Report.	
7.2	<p>At the governors invitation the school SENCO- CJ –led a review and discussion of the SEND Report, Summer Term 2016. The main highlights are noted below:</p> <ul style="list-style-type: none"> • The governors acknowledged and congratulated CJ for her achievement in gaining the National Award for SEN co-ordination in October 2015. The award reflects the good provision and support the school provides for children with SEN. • The report acknowledges that this year has been challenging with several children both joining and also leaving the school. • The whole school provision and overview is very detailed and clear to understand, helping inform governors about the provision and use of SEN in the school and provides detailed information for Ofsted. • The report highlights the quality of teaching, targeted interventions and up to date training for all staff and especially in the section ‘Strengths of our staff’ shows how the whole school takes responsibility for SEN. <p>Governors were informed that CJ is leaving the school in April 2017. From the beginning of next term – w/c 20th February 2017- she will be working only 2 days a week. The SEN/Safeguarding governor may like to take the opportunity to arrange a visit so that both can discuss the report, focusing particularly on the data and new assessment system.</p> <p>Action: Clerk to email SEN/Safeguarding governor.</p>	SJO
8.1	SDP (School Development Plan) Monitoring.	
8.2	<p>The Autumn term monitoring has been completed this week. The focus this term is on writing and talk for writing. The SDP report will be emailed to all governors by the Head Teacher. The reporting data will be presented as an attachment instead of tables within the SDP report. The school has been given money for books and St Nicolas Primary school has been in touch regarding book loans.</p>	



	Action: SDP to be emailed to all governors when ready.	ML
9.1	Governor visits planning.	
9.2	A Full Governing Body (FGB) visit to the school needs to be arranged. Action: The chair will update the data governor with any new information which may be relevant to or affect the visit.	JBL/TA
10.1	Data Report (linked to Item 1). The school Target Tracker data is presented differently now and is on just one spreadsheet. There are clear areas which show the important highlights. SH will need to go through the data with TA, however, the PP meeting will only just have been held before the 30 th March FGB meeting, and so the data may not be ready for review by governors. It was proposed that the 30 th March FGB meeting be moved to 5 th April 2017 to allow time for the necessary collation. Action: Governors agreed for the FGB meeting to be moved to 5 th April 2017. Clerk to email all governors immediately.	All SJO
11.1	Services to schools.	
11.2	Nothing new to report.	
12.1	Benchmarking.	
12.2	The Benchmarking report collated by JH and CL was reviewed. The graphs show very clear and helpful snap shots about St Peters funding and expenditure compared with thirty other schools within the South East area. The report then made some local comparisons with two schools of similar size and intake. The two comparison schools were identified but not individually named in the report. The main points highlighted were: <ul style="list-style-type: none"> • Premises staff – page 6 – is slightly high. This is because the school does not use an agency but directly employs its premises staff. • Maintenance and Improvements expenditure – page 7 – is very low. Governors noted that this is because the school's caretaker is very competent and capable. • Learning and Resources – page 8 – is very high but ICT is very low. The expansion to a Primary school explains this effect. Not being a completely full Primary school explains the low ICT expenditure. Governors pointed out that expensive new equipment is not always necessary to provide quality ICT teaching. • Staff Development – page 11 – Governors commented that this was not considered a concern, more of an investment. <p>The governors expressed their thanks to JH and CL for this very useful and clearly presented document.</p>	
13.1	Meeting Ends at 7pm.	
	Date of next meeting: Wednesday 5th April 2017	

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



Actions Arising from Full Governing Body Meeting 19th January 2017

Action Agreed	By Who	By When
The Chair will contact the LA and SGOSS regarding the additional vacancy.	JBL	ASAP
AR to return completed form at the next Full Governing Body meeting.	SJO	By next FGB
The Clerk to email all governors regarding the new meeting dates in April and May 2017.	SJO	Immediately
Clerk to email SEN/Safeguarding governor regarding arrangements to meet with the SENDCO.	SJO	Immediately
SDP to be emailed to all governors when ready.	ML	When ready
The chair will update the data governor.	JBL	ASAP