



St Peter's Community Primary School

Minutes of the Full Governing Board Meeting Thursday 25th May 2017 at 5pm

Governors Present:	Jenny Barnard-Langston Chair , Tola Awogbamiye Vice Chair , Michele Lawrie, Sally Cheal, Jim Hynes, Laura Marshall, Viv Mudie, Alison Palmer.
Advisors to GB Present:	Colette Lynch
Officers Present:	Su Owen (Clerk)
Quorum:	8 out of 12 governors present so the meeting was quorate.

1	Introduction.	<u>Action</u>
1.1	Welcome.	
1.2	Apologies for Absence – No apologies received from Mike Nicholls and Alan Robins. The Chair will review the protocol for unaccounted for absences from the Full Governing Board meetings.	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 or changed. Action: AR still needs to return his completed form at the next Full Governing Board meeting.	SJO
4	Minutes of the last meeting on 5th April 2017. Accuracy - The Full Governing Board reviewed and approved 6 pages of minutes from the meeting held on 5 th April 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"> • AR is absent from this meeting. The Clerk will acquire the Declaration of Interests form at the next FGB meeting on 19th July 2017 • The 'Save Our Schools' campaign has had some success, the banners outside schools and the meetings held are drawing a lot of attention to the issue. 	



	<ul style="list-style-type: none"> • CL asked for assistance with the Planning Application from Nicola (the planning application lady at the council). LM and CL have discussed this conversation and CL has today sent off a written response. LM stated that there has been a misunderstanding and that the summer houses do not in fact require planning permission. • The Staffing report will be presented later in this meeting. • Page 4, Petty Cash Excess. CL performed a bench marking exercise and reported that all schools of a similar size to St Peter’s, which were consulted, have the approximate same amount as St Peter’s. The recommendation is that it is left as it is. This recommendation was accepted by the Governing Board. • Page 5 –no further news yet of the teaching schools alliance, because of the election. There have also been more applications than expected; therefore, St Peter’s is still waiting to hear. The Chair will be monitoring the situation and may contact the council in June 2017. 	
5	<p>AOB</p> <p>None notified prior to the meeting.</p>	
6	<p>Head Teachers Report March 2017.</p> <ul style="list-style-type: none"> • The school has appointed three new teachers this week. All three are good, experienced teachers with the capacity for advancement. • One teacher is on sick leave. • SH is continuing in the SENCo role. • SATs are not quite over yet. The year 6’s SAT’s went quite well, there was a calm atmosphere in school and the children tackled the situation very well. Writing is not complete yet and moderation is still to be done on the 15th June. The LA is coming in to make judgements about the teachers’ assessments. LP has been doing quite a lot of moderating to make sure things remain on track. The Chair asked how confident the HT was about the outcome. The HT replied that the outcome wasn’t certain. The HT sat and completed the papers with the children; from this exercise it was clear that judgement and interpretation make them challenging. The grammar paper was especially challenging. The HT stated that the data will be available at the next Full Governing Board (FGB) meeting. • The HT informed the governors that a phonics practise screening activity went ahead last week. Based on last year’s pass mark the results are currently sitting at 67%, but there are challenges, some children struggle with this kind of task and won’t engage. However, every year and cohort is different. • September 2017 Enrolment into reception: The HT informed governors that at the moment the figure is 21; which is very low, but it’s not just St Peter’s every school across the city is showing similarly low figures. The main consequence of this is that the budget will be even less than the SOS poster shows, for all the schools. A lot of schools that engaged in expanding buildings for larger classes and more children will now be empty. The HT informed the governors that at the 2016 pre Xmas ‘Prospective Parents Meeting’ the school did not know that enrolment was likely to 	



	<p>drop and so to promote the school parents were informed that the school was usually oversubscribed (which was true). Some nurseries in Shoreham wanted to recommend the school but believed it to be oversubscribed; this will not be the case this year in the light of enrolment changes.</p> <ul style="list-style-type: none"> • The Harbour development: There are plans to remove industrial areas and replace them with houses along this part of the coast towards Shoreham; this may help alleviate enrolment problems. There is, however, a question of green space allocation. A public meeting/consultation has been held by the Shoreham Port Authority. JH is a local resident and thought that there may be green space but not certain where it will be in the development. The contractors may not consider green space has a financial viability. If green space has been factored into their plans and its close by the school could have access, not exclusive affiliation but have an arrangement similar to St Marys and its use of Vale Park. Action: CL to Email consultation@shoreham to enquire about the location of the green space. • Child Protection and Safeguarding: There are currently no children on the child protection plan. Some families are being monitored in terms of concern but are unlikely to require a plan. • The partnership: PACA is taking part in the 'open house' network showing children's work this month as part of the Brighton Festival. • Next year all schools staff meetings in the LA will be on Wednesdays so that training can be shared between schools. Next year, because of the extra October half term holiday week, there will not be two weeks holiday at Easter. St Peter's will add 2 inset days onto the end of the Easter week half term to extend it into nearly two weeks. • The school's Website: CL informed governors that the new website has now been approved. In order to get it up and running for September 2017 the website design was paid for. There will be a training session next week for CL. CL suggested that a governor give their impressions of the website. Action: CL suggested setting up the date for consultation at the end of this meeting. • The HT discussed their raid shelters beneath the school and how to revitalise this historical resource. It was suggested that perhaps one of the new teachers may be willing to help with this project. • The beach huts: The HT informed the governors that one is here but the other two are currently out of stock. • Books: There are several in school now which have been borrowed from the Jubilee Library in Brighton. LP also informed governors that they have been out and bought a lot of books, but have not yet used up all of the monies allocated to this project. Governors were pleased that there has been an increase in books and that earlier issues around storage of books had been overcome, this development will support literacy for the pupils. 	CL
7	<p>Staffing Report. Covered within the HT's report above.</p>	



8	<p>Final Budget Position.</p> <p>CL provided the following verbal report to the governors. From the budget report St Peter's is showing a deficit cumulative of £9963 in 2017/18; the final figure on page 3. The 3 year Multi-Year Summary deficit is 3K.</p> <p>*Confidential Minutes – Item 1*</p> <p>JH asked about the monies allocated to apprentices. The HT informed governors that for St Peter's the school's allocation is 3.6k but if the school doesn't use it, it will be taken back by the government. The school isn't planning to use it, if a TA was employed as an apprentice the school would have to pay the levy and also pay the TA. It's cheaper to just pay the TA. The apprentice also needs to be out of situ for training – day release. Action: JH will speak to his contact to see if there is a way around this impasse. The Chair commented that if there is a way to unlock this problem, it would benefit both this school and others. It would be more helpful and practical if existing employees could be given the opportunity to increase and change their skill set. CL commented that she always budgets conservatively so that the figures are underestimated rather than overestimated. Governors queried the non staff expenditure 'Pupil Premium' (PP) for 7K. CL explained that this was a cash fund for the parents of PP children to access for uniforms, clubs and any other school related needs. St Peter's always budgets for it.</p> <p>There were no other questions regarding the budget.</p> <p>The Chair commended the close monitoring of the budget and the way it has been constructed and realistically balanced.</p> <p>Action:The GB unanimously agreed the budget and the Chair signed accordingly.</p>	<p>JH</p> <p>All</p>
9	<p>Building plans for the future.</p> <p>Discussed earlier.</p>	
10	<p>Feedback on governor visits.</p> <p>TA came in to observe the SATs process. TA witnessed the SATs papers being locked away in a secure location. TA observed that not all children were located in the hall for their SATs tests; they were sometimes in other quiet locations of the school where they felt safe and calm. TA reported that the visit was very a very positive experience and that the process was organised very well with the needs of the children at the forefront of the operation.</p> <p>Action: More school visits aligned to the SDP priorities to be organised and added to the year planner.</p>	<p>JBL</p>
11	<p>Policy Ratification.</p> <ul style="list-style-type: none"> • School travel plan – to be ratified at the next meeting. • PP Policy – to be ratified at the next meeting, updating the policy at end of June. 	

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



	<ul style="list-style-type: none"> • Staff Discipline – to be ratified at the next meeting. • Accident & First Aid - CL explained to the governors that the highlighted areas are the ones that have been updated. It is now a requirement for all support staff to be First Aid trained and also for all Early Years' staff to have Paediatric First Aid training. LM (the health & safety governor) brought governors attention to page 3 which bullet points the Governing Board's responsibilities. <p>Action:The GB acknowledged this protocol and ratified the policy.</p>	All
12	<p>Governor Competencies Matrix and Code of Conduct.</p> <p>The Chair explained the purpose of the NGA audit and how it helps to quantify the governors' skills. The audit should be completed on an annual basis. The Clerk provided the governors with blank skills audit forms to fill in at the end of the meeting.</p> <p>The Chair has updated the Code of Conduct to reflect new jargon, and also added at the bottom an undertaking for the Chair to ensure that the GB will fulfil its duties.</p> <p>Action: At the next meeting each governor will sign their own copy of the Code of Conduct, and one hard copy (with all signatures on) for the school records.</p> <p>CL left the room at 6.40pm.</p>	All
13	<p>Appoint governors to conduct HT reviews.</p> <p>The Chair and TA will perform this review. The Chair suggested that another governor would be useful to generate more discussion. VM agreed to join the review panel. The Chair has already had a meeting with the HT (In February 2017), which just leaves the performance review to be completed in September 2017.</p> <p>Action: Chair to arrange date.</p>	JBL
14	<p>Governor recruitment.</p> <p>The Chair has heard from SGOSS, they are meeting with companies locally and they have the schools details. They are providing the Chair with regular updates. TA suggested calling American Express; they have a community liaison department.</p>	
	6.45 to 7pm, governors fill in the skills audit forms.	
16	Meeting Ends. 6.45pm.	
17	Date of Next meeting: Wednesday 19th July 2017	