



St Peter's Community Primary School

Minutes of the Full Governing Body Meeting Thursday 29th September 2016 at 5pm

Governor members Present: Jenny Barnard-Langston **Chair**, Tola Awogbamiye **Vice Chair**, Michele Lawrie, Mike Nicholls, Sally Cheal, Alison Palmer, Viv Mudie, Alan Robins.

Advisor to GB present: Scott Haywood. Not required to attend this meeting.

Officers Present: Su Owen – Clerk.

Quorum: 8 out of 12 governors present so the meeting was quorate.

| | <u>ACTION</u> |
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| <p>1. Introduction</p> <p>1.1 Welcome.</p> <p>1.2 Apologies had been received from Jim Hynes and Laura Marshall. Colette Lynch Is not required to attend this meeting.</p> <p>1.3 No apologies received from Catherine Chisem.</p> <p>1.4 One parent governor had left and been replaced, however, this new governor has been unable to attend. The GB now has a vacancy. Any governors who experience difficulties in attending meetings will be contacted by the GB.</p> <p>Action: Chair to lodge vacancy with SGOSS</p> | JBL |
| <p>2 Freedom of Information Reminder</p> <p>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> | |
| <p>3 Declarations of pecuniary and other interest</p> <p>None declared. Annual declaration was signed by all governors present. Absent governors to sign declaration at next FGB meeting.</p> <p>Action: Clerk to ensure annual declaration is signed by all governors.</p> | SJO |



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| <p>4 Election of Chair and Vice Chair Chair (JBL) and Vice Chair (TA) elected unanimously at FGB meeting on 21st July 2016.</p> | |
| <p>5 Last Meeting Dated 21st July 2016. 5.1 The Full Governing Body reviewed and approved four pages of minutes from the meeting held on 21st July 2016 subject to the amendment of a governor name missing from the list of governors present at the meeting. The Chair will sign the minutes at the next FGB meeting following this amendment as confirmation of their accuracy. Action: Clerk to amend minutes.</p> <p>Matters Arising</p> <p>5.2 Page 1 - 5.4. The GB will contact the governor responsible for the school data.</p> <p>5.3 Page 2 – 6.4. SPA report available. Very positive comments within the report. It was also noted that there has been a Strategic Board meeting at the end of July 2016 which the Headteacher and Chair attended, and there is to be another on the 10th October 2016. The meeting provided an opportunity to show case what role the GB has in the school, thereby providing evidence for Ofsted.</p> <p>5.4 Page 3 – 10.1. The Chair has signed off the budget deficit on behalf of the GB.</p> <p>5.5 Page 3 – 10.6. Staffing structure has been approved. Governors' profiles and pictures for the website are almost completed. No other matters arising.</p> | <p>SJO</p> |
| <p>6 AOB</p> <ul style="list-style-type: none"> • Portslade partnership Governors Conference. This is to be held at PACA on Thursday 3rd November 2016. This is the 3rd conference and an opportunity for the governing bodies to review themselves within the national context, and show how the school is improving. It also provides an opportunity to see what the schools can do to determine their future rather than have their future determined by others. Portslade governors lead the way in promoting forward thinking. • On Thursday 3rd November 2016 Maggie Rogers is presenting a workshop at PACA as part of the conference. All governors are welcome to attend. • 'The Key for School Governors', an internet resource, was presented to the governors and discussed. The Key is an excellent resource, detailing | |



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- changes to EYFS, statutory funding and other useful updates but membership is expensive for a school this size, approximately £800.00. The item on Coasting schools indicates the identifying % for a coasting school is likely to be 85, however, it was pointed out that the figure is actually 53% across all schools.
- Brighton and Hove have just reviewed the pay policy which this document takes into account.

7 Confirm Governor areas of responsibility

7.1 EYFS – requires a governor

Data – CC

Equality and Diversity – to be covered by JLB in the interim

Finance – MN

Safeguarding – TA – Link up with appointed staff member

Pupil Premium – VM – Link up with appointed staff member

Health and Safety – AR

Training and Development – JBL and ML

Action:

Pupil Premium Governor to feedback at Spring 1 FBG meeting – 19th January 2017.

Health and Safety Governor to visit/walk around school and report back to FGB at next meeting – 24th November 2016.

It was recommended that all school visits are put in writing with any follow up points clearly noted.

VM

AR

All governors



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| <p>8 Headteachers Report</p> <p>This report, and all other reports in this section, was circulated to all governors prior to the meeting. The following points were brought to the governors attention:</p> <ul style="list-style-type: none"> • Pupil Numbers. Page 1. There are currently only 32 children in the nursery. New children are expected in January 2016 and a flyer has been sent out advertising spaces. This low intake has nothing to do with the school; many other nurseries across the city are not full. The situation needs to be monitored. • There are 197 children on role with spaces for 17 more children. There was a discussion about the implications of this. • A new INA has been appointed, also one resigned. • 100% of Year 2 phonics retakes reached the required standard. An excellent result. <p>The Headteacher welcomed suggestions from the governors regarding areas within the School Improvement Plan. Governors were always welcome to visit the school and provide input.</p> <p>8.1 Self Evaluation Summary 2016-201</p> <p>The report was summarised and discussed as follows:</p> <ul style="list-style-type: none"> • The report shows how the school has progressed and how it is now moving forwards. The governing body has changed its structure, providing link governors and written evidence of visits and proactive assessments. The school is also actively assessing itself to show the areas which are good, but also the areas which are not so, yet. • The governors suggested and discussed the usefulness of bench marking. The DfE bench marking website is now available to all governors. <p>Recommendation: All Governors look at the benchmarking website.</p> | <p>All Governors</p> |
| <p>8.2 School Improvement Plan</p> <p>Summer 2016.</p> <p>This report has been updated to reflect the SPA visit and report. The advisor was very happy with the schools activities and improvement.</p> <p>Autumn 2016</p> <p>Highlights from the report are as follows:</p> <ul style="list-style-type: none"> • Page 4 and 5 – SLT Action. The Headteacher provided a summary of this section and on page 5 explained that the report is a live ongoing document and is constantly being added to. | |



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- Page 7 – Governor Action. Through learning walks governors can go into classrooms and both observe and talk to the children, see samples of work, evidence of work.

It was noted that all governors supported the idea of Learning Walks.

- The Headteacher invited all governors to attend Senior Leadership Team meetings.

Action: Headteacher to notify governors when the next one was planned.

- Page 12 - SLT Action. HMI report: this has been done. The pupil data will be available in the next Head teachers report. The Quality and Teaching report would ordinarily be in this report. This report ties in with performance management; which in turn links directly with the governing body's first strategic core function (always present at the top of every Governing Body Meeting Agenda). The SENDCO reports to governors received a very positive and proactive response from the school and governors. The Head Teacher was happy for the governors to add to the report at any time.

- Page 14 – Governor Action. This section reminded the governors that they are welcome and encouraged to add to the SIP. Governors' contributions to the SIP shows what the governors are doing and is very helpful for the school.

Then followed a general discussion regarding how the governors could extend their work through the Partnership, arrange training, use/look at GEL and BEEM for additional/refresher training.

8.3 Ofsted.

The school is now using Brighton and Hove model policies. Next week a local Head teacher with another advisor is coming into school to look at the SIP. They will observe various teachers and speak with the children. This is an excellent opportunity to run through documentation and evidence and see how well the school is prepared. The website, although Ofsted compliant, needs to be checked for any omissions.

Action: CL to check website.

ML

CL



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| <p>9 Report on Pay Appraisal Update Appraisals are now underway. The governors requested that they see an example when they are done. Target setting is also underway. Action: Head teacher to provide samples.</p> | ML |
| <p>10 Review Vision and Aims of FGB: The Governors reviewed their aims and restated that they now functioned as a full governing body with no committees.</p> | |
| <p>11 Safeguarding Update. The policy document was circulated to all governors prior to the meeting so that the governors could review it. The highlighted areas within it reflect updates and changes. All staff must now have Prevent training. Action: FGB ratified policy.</p> | |
| <p>12 Any Collaboration Arrangements. The Headteacher informed the governors of the following arrangements:</p> <ul style="list-style-type: none"> • The Triad arrangement between local Portslade schools. Benfield and St Nicolas have been working together. Peter Gladwin and St Mary's are working with St Peters. • The Headteacher still subscribes to the infant cluster. This has always been very useful and supportive. The Headteacher has been offered Honorary membership • The Deep Dive Collaboration. • Working with PACA and working with the Headteacher from Hove Park School. • Saltdean Primary school Head teacher has offered support through lead literacy teachers at her school, to help with specific needs at the school. • Carlton Hill School is the same size and type of school as St Peters and has similar issues. • As governors add to their knowledge and expertise it will be an added string to the school's bow for them to provide additional school to school support. • All governors are welcome to attend any events in school. The next event is on the 13th October 2016, Talk for Writing, led by the literacy | |



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| <p>leader/assistant Head from Carlton Hill school.</p> | |
| <p>13 Standing orders: These remain the same, the governing body works as a full governing body with no committees.</p> | |
| <p>14 Policy Ratification: The following policies were emailed to the governors prior to the meeting for review. Academically More Able Policy. This reflects the recommendation in the Previous Ofsted visit which suggested that the Gifted and Talented Data and the Academically More Able data be separated as they show different aspects of pupil ability. Allegations of Abuse made against staff. This is also a Brighton and Hove model policy. Equalities Statement. Exclusions Policy. Action: All policies ratified by the FGB.</p> | |
| <p>15 Governor Visit Policy. Both the policy and visitor proforma were reviewed in January 2016 and will be reviewed again in January 2017</p> | |
| <p>16 Consider governor commissioning All governor visits to the school will require a report which can then be presented at the subsequent FGB meeting. Visits to be in school hours.</p> | |
| <p>17 Dates for year/confirm year planner business Dates confirmed on planner, no changes made.</p> | |



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| <p>18 Governor competencies matrix. Skills audit completed in January 2016, to be reviewed when governor vacancy filled or in January 2017.</p> | |
| <p>19. AOB</p> <p>Governors commented that the Child Protection Policy doesn't state that the link governor meets regularly with the child protection officer in school. Currently the child protection officer provides the governors with a report.</p> <p>Action: An addendum will be added to the policy stating that the child protection officer and link governor meet regularly.</p> <p>Meeting ends at 6.55pm</p> <p>Date of next meeting: Thursday 24th November 2016.</p> | ML |

Minutes signed off by Chair:

Date: