



St Peter's Community Primary School

Minutes of the Full Governing Board Meeting Wednesday 19th July 2017 at 5pm

| | |
|--------------------------------|--|
| Governors Present: | Jenny Barnard-Langston Chair , Tola Awogbamiye Vice Chair , Michele Lawrie, Sally Cheal, Laura Marshall, Viv Mudie, Alison Palmer. |
| Advisors to GB Present: | Colette Lynch, Scott Hayward. |
| 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 were received and accepted from MN. No apologies received from JH. No apologies received from AR, and no acknowledgment of emails sent. TA emailed to say she would be a little late. TA arrives at 5.13pm. | |
| 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. AR Declaration of Interests form has yet to be received. Action: Clerk to collect Declaration of Interests form at the next FGB meeting in September 2017. | SJO |
| 4 | Minutes of the last meeting on 25th May 2017. Accuracy - The Full Governing Board reviewed and approved 7 pages of minutes from the meeting held on 25 th May 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"> • The Harbour Development: Green space allocation. The public consultation has now | |

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



| | | |
|---|---|--|
| | <p>ended. LM has looked into this matter and brought in a colour coded plan/map of the redevelopment (area 3). St Peter's is shown in this area and has been designated a community asset. The coded map also shows the green areas. The plan on the map is a vision and not definitive as yet. The authority is protecting the employment space but the residential space is also clearly there. Governors suggested that perhaps the green areas – which may already be there now – could be utilised by the school. The Chair asked LM what her suggestions were since the port authority has not approached the school at all. LM suggests the school go to the authority and say it would like to work with them on the proposals, especially for green space. The Chair asked if LM will represent the school in this matter. The Chair thanked LM for bringing in the detailed map to share with the governors.</p> | |
| 5 | <p>AOB</p> <p>None notified prior to the meeting.</p> | |
| 6 | <p>Head Teachers Report - written.</p> <p>The Head Teacher (HT) report was sent to the governors prior to the meeting and is presented on an assumed read basis.</p> <p>The Chair has met recently with representatives of the LA who have concerns regarding the school. The data shows the school to be in the bottom 10 schools in the area. However, the Chair pointed out that the GB has been holding the school to account and that the appropriate interventions have been put in place for a group of Year 6 children who have had challenges. The school has known and worked with these children for several years. The HT asked if there were any questions before reviewing the highlights of the report in more detail – there were none.</p> <ul style="list-style-type: none"> • Attendance: This is above national average at 96.43%. • Personal Development and Welfare: The number of after school clubs has increased which provide sporting opportunities for the children. As part of the end of year activities Year 6 have recently performed 'Shakespeare Rocks'. There was also a non-alcoholic champagne reception, with champagne glasses. The school was decorated and all dressed up with teachers in evening wear. Tomorrow they are going on a mystery leavers' trip. Parents were initially concerned about the trip in the light of the recent terrorist attacks. The parents were invited to the school to attend a meeting and be told where the children were going. The children have been on other trips this year, most notably to the Isle of Wight. Governors reported that the Year 6 children have been enjoying this last year which was good news, especially after working the children so hard on the run up to the end of term, and the SATs exams. The HT also pointed out that the school staff has gone out of their way to facilitate activities in their own time so that all the children could enjoy | |



| | | |
|--|---|--|
| | <p>extracurricular events. The HT reminded the governors that they are always welcome to join in with any activities organised. Other good news concerned the school fair which this year raised £2500.00.</p> <ul style="list-style-type: none"> • School Leadership team: The workload for the senior leadership team has increased in recent months due to the absence of the Key Stage 1 leader (since Christmas) and the SenCo (since Easter). However, the leadership team have continued to meet to ensure that accurate and rigorous evaluations could continue to take place. • The Teaching School Alliance: Benfield Primary school has been designated a teaching school and the HTs in Portslade have been working together to support that teaching school. There will be benefits and challenges for all. £147 million has been allocated by the government for this project to be utilised by the teaching schools. This might help with equality across the city. • End of Reception Key Statistics Report (Target Tracker): The percent of all pupils at a good level of development is 67.7. In Reception there is more than one child who has difficulties. There is an issue as to whether it is possible to get support for these children. Even a small number of children can make a difference with regards attainment. Governors pointed out that the results are stark and disappointing; the HT replied that the reasons behind these results must continue to be pointed out. SH explained that the LA would look at the ELG report and would take the % for all pupils – 80.6 - and expect development from there but the areas in dark blue – prime aspect - change massively over time. Certain children with difficulties may be ARE for some subjects but need support for others. Governors asked SH if gender played a part in the results makeup, SH confirmed that this is not a significant issue for this cohort. It has been indicated that the replacement for Raise Online should be easier and clearer to use. • Phonics (End of Year Data 2016/17 report): Phonics has been an issue for certain children in the cohort, some will have to re-sit. The school is engaged in active intervention to help these children. The Chair asked how the interventions are assessed. The HT stated that close monitoring and assessments show clear progress from the children's start point and that this information needs to be shared. The Chair asked SH about overall progress. SH explained that the children in year 6 may not have achieved their 'ARE' scores but they have made huge progress. Progress needs to be made year on year, rather than be allowed to drop off or remain static. The SIP needs to reflect this issue, and the changes that need to be put in place. The Chair added that it helps for the Data Governor to be able to come into school and look at the data, to help with the process and underpinning factors. • SATs – End of Year Data 2016/17: <p>KS1 - The Target Tracker and End of Year Data shows the children which need to be targeted.</p> <ul style="list-style-type: none"> • KS2 – Maths took the hardest hit. Three children achieved 99 marks and although they missed by one point the fact that they made it to 99 shows the significant progress they have made. However, those lost 3 marks would have changed the result massively. Governors expressed concern that the children in Y6 were those that had come through the school and were known to the staff. Were the interventions enough? What lessons can be learned? The HT pointed out that there | |
|--|---|--|



| | | |
|---|--|--|
| | <p>are 10 schools in the city where maths is an issue. Now that Benfield has received funding there may be additional support available to target this area. There may also be a possibility to receive funding later on. St Peter's is very focused on areas that need attention; however, care must be taken to ensure that other areas of need are not adversely affected. Governors asked about the last general question from the data "Does having students in class impact on progress." Governors were informed that student teachers do have an impact, they are still learning and there are more students in schools now than ever. There is more pressure for the teachers to make the progress before handing the class over to the students in case they don't make quite so much progress as they should whilst they have the children. When students come in the autumn term they are little more than TAs but later on they can be more useful. On a more positive note, when teachers mentor the students it does make them more reflective and help them step back from what they are doing and improve their own practice. In the same vein, this is what the general questions at the end of the Data sheet are trying to reflect on; asking what's happened, what couldn't they do, was it specific children, were there other factors at work, is it the program at fault or the delivery, also what would have happened if certain things had not been put in place. All good reflective pedagogy. Governors suggested that a concerted effort needs to be taken to accelerated progress across the year groups. Governors asked how the budget will fit into the challenges for next year. SH explained that the key is to maintain the progress and the ARE. However, this has to be done with less money and support, so there is a need to prioritise especially regarding which interventions will be utilised. The Chair concurred and further added that schools are facing another year of pay reduction but with higher expectations. The Chair pointed out that that from her meeting with the LA representatives it was clear that the year 6 children are ready for secondary school. The HT added that lots of transition work has been done with the children which included some Year 8 children coming into school for a Q&A session with the Year 6 children. The HT also emphasised that it was most important that the secondary schools understand where the children really are at, and not just via numbers on a table.</p> <ul style="list-style-type: none"> • The SPA report was circulated – there were no further questions. | |
| 7 | <p>Staffing Report for next year.</p> <ul style="list-style-type: none"> • There will be three new teachers: one in Reception, Year 2, and Year 3. All teachers have come into the school already and met the children. • One of the Job share teachers will be doing PPA next year; she will also run a lot of the afterschool clubs. This teacher is very enthusiastic and helpful. • The additional workload taken on by the senior leadership team will come to an end next term. The Chair was appreciative of the extra work load people, and SH in particular, had taken on board. | |



| | | |
|----------|---|--------------------|
| <p>8</p> | <p>Budget amendment and ratification of revised version.</p> <p>CL explained to the governors that the budget has had to be revised because of two main issues. The LA informed the school on the 1st June 2017 that it was now responsible for paying the site rent, which was 30k a year. After speaking to the LA it has been agreed on the 21st June 2017 that for this year the school would only have to pay 15k. The second issue relates to the low numbers in reception for September 2017. This has reduced the school income per child and so has affected the budget.</p> <p>The school was in a deficit last year, which was agreed and signed off on the understanding that this was to be cleared in 2017/2018. The 2017/2018 in year figure (last page of the budget report) will have a carry forward figure of £8600.00. Moving forward to the last page of 2019/2020 budget report the in year and deficit /surplus figure is now nil. There have had to be various adjustments to achieve this balance. Governors were informed that there are also ideas and projects afoot with regards income generation. It has been noted that some schools make 15k a year through the PTA and its various projects which goes into the school budget. As mentioned earlier, £2500.00 was raised this year from the summer fair.</p> <p>Governors pointed out that advertisement, sponsoring, and input from local organisations, can make a huge difference. Such promotion can raise the profile of the school by engaging in a bigger community drive rather than relying on a smaller catchment, as happens now.</p> <p>The Chair informed governors of a recent letter from Brighton & Hove City Council dated - 12th July 2017 – which made it clear that no school will be given an opportunity to have a deficit budget, and that they must ensure that in the year 2018/2019 their school budgets balance. St Peter’s budget has just managed to achieve this. The Chair congratulated CL for her astute business management. There is a good balance and community understanding in the school.</p> <p>Action: The Chair and ML sign off the revised budget.</p> <p>There were no further questions.</p> <p>Additional comments: Governors enquired about the sheds. The HT explained that they don’t need planning permission. AR facilitated this problems resolution by writing to the planning office on the schools behalf. The sheds will now be arriving on the 14th September 2017, which is later than originally hoped due to the planning permission issue.</p> <ul style="list-style-type: none"> • School Fund Audit <p>CL explained that the old manual system has now been computerised. The school fund was used for outings, swimming etc. Money was moved into it from the budget. It has been audited by an external auditor and everything is in order.</p> <p>There were no further questions.</p> | <p>JBL, ML</p> |
| <p>9</p> | <p>Annual Safeguarding Report.</p> <p>There are no concerns at the moment with just one family on the child protection register. Governors were reminded that it’s a complex process because it’s important to keep a high level of trust with the families/parents so that they can still engage with the school.</p> | |



| | | |
|----|---|-------------------------------------|
| 10 | <p>Review of SDP and success for the year.</p> <p>Next SDP. The End of year data will be fed into the next SDP. In the forthcoming staff meeting, the staff will have ownership of what will happen next. The HT stated that it might be useful to bring this to the next governors meeting on the 28th September 2017.</p> | |
| 11 | <p>Next Year Planning This will be a crucial part of the meeting on the 21st September 2017.</p> | |
| 12 | <p>Policy Ratification.</p> <ul style="list-style-type: none"> • School travel plan – SH has an action plan for the travel plan but the review will be deferred to the next meeting. • PP Policy – CL and SH will review this at the beginning of September 2017 so the review will be deferred to the next meeting. • Staff Discipline – Reviewed by all governors. • Governor Visits Policy - Reviewed by all governors. <p>Action: Staff Discipline Policy and Governor Visits Policy both ratified.</p> <p>Action: School Travel Plan and PP Policy to be added to the September meeting agenda.</p> | <p>All</p> <p>SJO</p> |
| 13 | <p>Governor Competencies Matrix and Code of Conduct.</p> <p>Governor skills data has been inputted into the competencies matrix which was printed out and passed round for all governors to review. It is not quite complete, however, as there are two governors' data yet to be added. Once complete the Chair will use it to look for training gaps.</p> <p>Action: The matrix and the code of conduct are to be added to the September 2017 agenda.</p> | <p>SJO</p> |
| 14 | <p>Governor membership/reconstitution.</p> <p>AR has not attended a governors meeting since September 2016, he has had a period of illness for which apologies at the November meeting were received and accepted. AR's term of office ends on 31 August 2017. Governors agreed that due to his heavy workload it would be better for AR to be invited to continue his association with the school as a friend or associate. The Chair commended his contribution to the school and agreed to contact AR to discuss his future role and involvement with the school.</p> <p>Action: All governors agree.</p> <p>Action: Chair to contact AR.</p> | <p>All</p> <p>JBL</p> |



| | | |
|----|--|------------|
| | <p>SC's term of office, as co-opted governor, expires on the 31st August 2017. SC is happy to continue.</p> <p>Action: All governors agree to re-elect SC.</p> | All |
| 15 | Meeting Ends at 7.22pm. | |
| 16 | Date of Next meetings: 28th September 2017. | |



Actions Arising from Full Governing Board Meeting 19th July 2017

| Action Agreed | By Who | By When |
|---|---------------|----------------|
| School Travel Plan and PP Policy to be added to the September 2017 meeting agenda. | SJO | Next FGB |
| The skills matrix and code of conduct are to be added to the September 2017 meeting agenda. | SJO | Next FGB |
| Chair to contact AR. | JBL | ASAP |
| JH to report back to FGB regarding Apprentice Policy. Deferred to next meeting as JH not present tonight. | JH | Next FGB |
| | | |

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