



St Peter's Community Primary School

Minutes of the Full Governing Board Meeting Thursday 28th September 2017 at 5pm (Meeting started at 5.14pm)

Governors Present:	Jenny Barnard-Langston Chair , Tola Awogbamiye Vice Chair , Michele Lawrie, Sally Cheal, Jim Hynes, Alison Palmer.
Advisors to GB Present:	Colette Lynch.
Officers Present:	Su Owen (Clerk)
Quorum:	6 out of 12 governors present so the meeting was quorate.

1	Introduction.	<u>Action</u>
1.1	Welcome.	
1.2	Apologies for Absence – Apologies were received and accepted from LM, MN and VM.	
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. Because the meeting was only just quorate the Annual renewal of Interests is to be completed at the next Full Governing Board meeting (FGB) on the 23 rd November 2017. Action: All governors to complete the Declaration of Interests form at the next meeting.	All
4	Election of Chair and Vice Chair. JBL was proposed by the Clerk as Chair and the Governors voted unanimously in favour. TA was proposed by the Clerk as Vice Chair and the Governors voted unanimously in favour.	
5	Minutes of the last meeting on 19th July 2017. Accuracy - The Full Governing Board reviewed and approved 8 pages of minutes from the	

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	<p>meeting held on the 19th July 2017. There was one small amendment requested on page 2. The word non-alcoholic was to be added to the following sentence: “There was also a non-alcoholic champagne reception, with champagne glasses”. The Chair then signed the minutes as confirmation of their accuracy.</p> <p>Action: Clerk to add the omitted word to the electronic copy of the minutes.</p> <p>Matters Arising – The actions agreed from the last meeting were reviewed:</p> <ul style="list-style-type: none"> • The Chair has spoken to AR and he has decided to resign as co-opted governor. The Chair will be seeing AR in the near future to present him with an engraved pen and certificate of appreciation on behalf of the Governing Board. • Skills matrix: The Chair will further review the matrix as there are still some weak areas. • JH spoke to CL before the meeting regarding the Apprenticeship policy. His assistance in clarifying the matter was much appreciated. 	SJO
6	<p>AOB - Co-opted Governor Vacancies.</p> <ul style="list-style-type: none"> • There are currently two candidates for the two co-opted governor vacancies. The Governors decided to defer the decision to appoint them to the next FGB as the current meeting was only just quorate. Instead the Chair introduced the candidates to the Board and they were invited to join the meeting at 5.20pm as observers. • The Chair informed the FGB that Benfield Primary school was hosting a Governor Conference on the 5th October 2017. The Conference will focus on the Teaching Schools Alliance. All governors are welcome to attend. • AP has written a KS2 Leaders Report for Governors to take away and review at their leisure. 	
7	<p>Confirm Governor areas of responsibility.</p> <p>Currently Governor areas of responsibility are as follows: Data and SEN – TA Finance – JH Safety – LM</p> <p>This will be reviewed at the next FGB meeting on the 23rd November 2017 as not all governors are present.</p>	



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Head Teachers Report.

The National Funding Formula is now available for the Governors to peruse and any comments would be welcome. It is a consultation document only and not a prediction, it also does not include the nursery.

**** Confidential Item *****

The Head Teachers (HT) report was, on this occasion, tabled at the meeting.

- Pupil Numbers: There are 177 pupils in the main school but there are also places available in all classes. This is the first year, ever, that the school is not oversubscribed. **Governors asked** if the nursery is still viable. **The HT stated** that the nursery is viable and almost full.
- Staffing: There are 3 new teachers this year, a job share is currently in operation in the nursery and KS1 and a new MSA has been appointed.
- Two members of staff are currently off sick with a third now returned and working 3 days a week. There is also one member of staff due to take maternity leave.
- The school is currently advertising for a KS1 TA and for a KS1 Leader.
- The HT and Deputy Head are currently sharing child protection duties.
- All the data presented at the 19th July FGB is summarised in this report. The HT briefly reviewed the data once more for the benefit of the candidate observers.

School Improvement Plan.

- The school will be using the data and Target Tracker as a basis for organising school priorities and training. There has already been a school meeting this term to specifically look at this. On this occasion the meeting focused on writing and SH organised training on reading.
- A priority for the Teaching School Alliance is the “Maths no problem” (MNP) project. St Peters is hoping to work with Saltdean Primary school which is an established and leading MNP school. Indeed, Saltdean have already facilitated a work project for St Peters Reception class, for free. As part of the partnership the school should be able to access funding as well as collaborative support. **The Chair stated** that she would send out emails to try and help facilitate this process. The HT has approached the PTA about the school prioritising maths this year and has asked if they could help. The PTA has not only said yes but has raised 3.5k already. **The HT and Governors are very appreciative of their help and support.** This money will be put towards funding training at the school. **TA stated** she may be able to facilitate this on line, and will make some enquiries. The cost of the maths work books needs to be considered as they will need to be replaced every year, even though the children might be able to share.
- The SIP report was not available for this meeting. The HT gave the following verbal summary. Year 6 have made progress but not as much as they should. The HT will be incorporating into the SIP any training that is needed to address this concern. The governors are keen to review this document when available so that they can maintain their strategic monitoring role. AP stated that the children are assessed each week in reading and writing. All the year groups below Year 6 have had their



	<p>ARE re-assessed in the wake of the SATs and the new ARE assessment method. The Chair asked what had changed and/or made it harder. AP relied that half way through the year they had to change from the old method of assessment and adopt the new method. The criteria did not fit together when compared, for example, the way writing is assessed has changed considerably and although evaluation of Years 3, 4 and 5's writing was better, any assessment has to bear in mind the tick list of new requirements. This year's assessment results should be clearer having used the new system for a full year.</p> <p>Maths this year will be harder than last year for the children which is why collaboration is so very important and helpful, for all concerned.</p> <p>The SEF is being updated with recent data from the LA. The report will be made available for the governors when it is complete.</p> <p>Action: HT to email the SIP to the clerk for distribution once available.</p>	ML
9	<p>Report on Pay Appraisal. Governors were provided with a report to peruse. There were no questions.</p>	
10	<p>Review Vision & Aims of FGB.</p> <p>The Chair used a power point presentation to provide a summary and snap shot of the Governing Boards aims and responsibilities. The presentation started with a reminder of the GB's 3 core responsibilities (and which are always present at the top of every FGB agenda). The Chair reminded governors that the skills audit, once complete, will help with the effective delegation and monitoring of these responsibilities.</p> <p>The Chair spoke at length about 'Outcomes' for the school. When the Ofsted inspector kept repeating that the school is "just" Good there was clear inference to Outcomes. A range of data was discussed, the main highlights were as follows:</p> <ul style="list-style-type: none"> • 67% in Early Years showed a good level of development. • There was a difference between girls and boys: 90.9% for the girls and 55% for the boys. The school needs to focus on this variance. • This data is the lowest the school has ever had, and is below the National Average. Any children's particular needs which may be adversely affecting the outcome data needs to be countered with evidenced and robust interventions. Similarly, if there are other contributory factors at work, for example, a high level of pupil mobility, this also needs to be accounted for. • KS1 SATs results are broadly in line, although they are a little below the 2015/16 National Average, but are not too much of a concern. • The % of children working at ARE in Year 2 is higher than other years and in all three subjects. This result is worth reviewing to see what has caused such a good result. • Moderation: The school has been praised for being absolutely fair in its grading. • Year 6 SATs: Combined RWM is at 41% which is low and in fact amongst the lowest in the city. This suggests that some children may be struggling in just one subject and may warrant investigation. 	



	The school needs to achieve a balance between taking in challenging children in Reception and then not tipping the educational balance.	
11	<p>Annual Safeguarding Update. The HT reported that there were 2 families on the safeguarding register at present.</p>	
12	<p>Any collaborative arrangements. As part of the Teaching Alliance the HT visited a school in London. It was a very positive experience especially as the HT discovered that several of the initiatives suggested by the host school were already being used at St Peters. The host school had a great deal of advice and information to impart. On further reflection the HT realised that it was very important for St Peters to have links with schools other than it currently has through the collaborative arrangements with the schools in Portslade. The Chair agreed and added that collaborative arrangements with schools work very well when done properly, for example, in the Portslade area some of the schools have hugely benefited and been put back on the educational map. Collaborative arrangements can also provide a 'city wide' access to knowledge and expertise. Governors asked if the school was involved with moderation in other single form entry schools. The HT replied that yes they have, with Carlton Hill Primary school, the schools also moderate each other's staff.</p> <p>Trainee Teachers – The HT informed the governors that there are trainee teachers in school at the moment. The school is now allowed to interview prospective trainees to facilitate a good match between school and trainee.</p> <p>Data - Now that some data is available Clive Bolton has agreed to go over this for St Peters in a bespoke training session. The Chair suggested that if Clive is available it could be incorporated into the next FGB, starting at 4pm on the 23rd November 2017. Action: The Chair to confirm if this is possible.</p>	JBL
13	<p>Standing Orders. These will be reviewed at the next FGB on 23rd November 2017 when the two new governors are in situ and the meeting is fully attended.</p>	
14	<p>Policy Ratification.</p> <ul style="list-style-type: none"> • School Travel Plan – The policy has been updated to include the road crossing issue. There is both a Lollypop Person and a pedestrian crossing between St Nicholas Road and St Michaels Road, close to St Mary's Catholic Primary school, but nothing near the junction of Church Road and St Peter's Road. The policy also reflects the heavy traffic caused by the close proximity of several businesses near the school. Action: Policy ratified by the FGB. • Nursery Admissions Policy – This has also been updated. Action: Policy ratified by the FGB. • English Policy - This is to be ratified at the next FGB <p>Action: Add English Policy to next FGB Agenda.</p>	SJO



15	<p>Governor Visits Policy. This is on the Year Planner and will be reviewed if necessary.</p>	
16	<p>Consider governor commissioning. There are no specific projects for governors to investigate currently.</p>	
17	<p>Dates for the year/confirm year planner business.</p> <p>The FGB dates for this year were discussed and booked onto the year planner at the last FGB meeting on the 19th July 2017.</p> <p>Action: Clerk to send out Year Planner to all governors.</p>	SJO
18	<p>Governor Competencies matrix and Code of Conduct.</p> <p>The Code of Conduct was discussed and will be signed at the next FGB on the 23rd November 2017. Each governor will have a copy and will then sign one sheet for the file. The skills audit will be reviewed at the next meeting also so that the two new governors' data can be added.</p> <p>Action: Clerk to bring the Code of Conduct forms and signature sheet to next FGB.</p>	SJO
	<p>Meeting Ends at 6.55pm</p>	
	<p>Date of Next meetings: 23rd November 2017</p>	



Actions Arising from Full Governing Board Meeting on 28th September 2017.

Action Agreed	By Who	By When
All governors to complete the Declaration of Interests form at the next FGB.	All	Next FGB.
The clerk will amend the wording on page 2 of the previous minutes from the 19 th July 2017	SJO	Immediately.
HT to email the SIP to the clerk for distribution once available.	ML	ASAP.
The Chair is to confirm if Clive Bolton can attend the next FGB at 4pm on the 23 rd November 2017.	JBL	ASAP.
Add English Policy to next FGB Agenda.	SJO	Immediately.
Clerk to send out Year Planner to all governors.	SJO	Immediately.
Clerk to bring the Code of Conduct forms and signature sheet to next FGB.	SJO	For next FGB.

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