



St Peter's Community Primary School

Minutes of the Full Governing Board Meeting Thursday 23rd November 2017 at 5pm (Meeting started at 5.08pm)

Governors Present:	Tola Awogbamiye Vice Chair, and Chair of this meeting , Michele Lawrie, Rachel Attwell, Kerri Burns, Laura Marshall, Vivienne Mudie (Joined the meeting at 5.15pm), Michael Nicholls, 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 – Apologies were received and accepted from JBL, SC. No apologies received from JH.	
	<p>Appointment of 2 Co-Opted Governors to the School Governing Board.</p> <p>The 2 new co-opted governors were introduced to the Board ahead of their position on the agenda so that once the formal ratification of their membership was completed; they could contribute fully to the meeting as a whole. The ratification and introduction were deferred from the previous Full Governing Board (FGB) meeting on the 28th September 2017 as the meeting was only just quorate. It was felt that a more complete FGB should ratify and welcome the new governors. Each new governor provided the Board with a brief summary of their experiences and current employment.</p> <p>Action: Both new governors were accepted unanimously by the Board.</p>	All
2	<p>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>	



3	<p>Declarations of pecuniary and other interest. None declared or changed. All governors were requested to complete the annual renewal of Interests form before leaving the meeting. The clerk will email the form to any absent governors.</p> <p>Action: The clerk will email the Declaration of Interests form to any absent governors.</p>	SJO
4	<p>Minutes of the last meeting on 28th September 2017.</p> <p>Accuracy - The Full Governing Board reviewed and approved 8 pages of minutes from the meeting held on the 28th September 2017. The Chair then signed the minutes as confirmation of their accuracy.</p> <p>Matters Arising – The actions agreed from the last meeting were reviewed:</p> <ul style="list-style-type: none"> • Page 5 of the minutes indicated that Clive Bolton would run as training session prior to this meeting, tonight. Unfortunately it has not been possible to arrange this. It is now hoped that the training will occur before the next FGB meeting on the 1st February 2018. This will be confirmed as soon as possible. The new Data group will also meet with SH prior to this training session. <p>Action: Chair to confirm the new date for Clive Bolton to run the training session.</p> <ul style="list-style-type: none"> • The Code of Conduct. All governors will be requested to sign this at the end of the meeting. CL Leaves at 5.30pm. 	JLB
5	<p>AOB.</p> <ul style="list-style-type: none"> • The Vice Chair attended a Pupil Premium (PP) briefing yesterday. • The Head Teacher (HT) explained that 10 schools have been invited to an open review of the provision for the above – Addressing Disadvantage and Underachievement. There are a group of HT’s leading this review. The criterion at the moment includes having ‘significant group’ of Pupil premium children within a cohort. Currently there are 61 disadvantaged children in school, thus St Peter’s meets the criteria of having a ‘significant group with the cohort’. Progress in Year 6 is not good at the moment but is not necessarily caused by this category of child, nevertheless, the number of children that are disadvantaged need to be reviewed to see what additional support they may require. The group will be looking at practices in schools, and what they look like for the children. The group will also consider how the children are affected by interventions in school. There will be a pilot in a few schools to begin with which will commence in the Spring Term. St Peter’s may join this review in the Summer Term but it would be dependent on how many other initiatives are running at that time. • LM gave a brief summary of the Port Authority development, for the benefit of the new governors. As part of the redevelopment the school is hoping to have more green space 	



	<p>available for its use. It was suggested that the Port Authority's development and the schools hope for green space could be put in the next school newsletter to make the parents aware of the issue. As stake holders in the school their voice and opinion is very important.</p> <p>*****Confidential Item*****</p>	
6	<p>Appointment of 2 Co-Opted Governors to the school Governing Board.</p> <p>See Page 1.</p>	
7	<p>Head Teachers Report.</p> <p>The Head Teacher's Reports was reviewed on an assumed read basis. The main points are summarised below:</p> <ul style="list-style-type: none"> • Staffing is currently very challenging. PPA is currently being covered by 2 supply teachers. There is not a permanent solution available at the moment because of other demands on SH's time. • Following the doubling of Sports Funding the schools P.E leader will be attending additional training in order to gain the level 5 and 6 qualifications in Primary P.E. • There have been several child protection issues which have taken up a great deal of the HT's time. Because of other challenges (teaching in class and training for 'Maths no Problem') SH has been unavailable to support this work. When incidents occur they need to be dealt with immediately. • Governors asked if it were possible to employ a supply teacher to ease the pressure on existing staff during this challenging period. The HT explained that this was a difficult issue because of its inevitable impact on the budget. The school (in fact any school in the LA) is not allowed to go into deficit any more. Governors asked what the cost of this funding would be. Governors suggested that it should be calculated at the very least and also perhaps added to the next agenda. • The HT informed the governors that the school's PTA has generously paid for the text books and work books needed for the 'Maths no Problem' initiative. Both the governors and HT are very appreciative of the PTA and its support. 	



8	<p>Report on Pupil Premium and SEN Report.</p> <p>The data in these reports will complete the school year and give a full overview of how the children and the school have been performing. The reports are quite complex and it is a length task to complete. The lead teacher responsible for this collation has only been back at the school since September 2017 and there have been several new SEN children join the school since the beginning of the school year. Consequently, it has been requested that the reports be deferred to next year instead of being presented to governors on the 4th December 2017, when they go on their learning walk. The data needs to be reviewed before being presented to the GB.</p>	
9	<p>Safeguarding.</p> <p>The Ht reported that there are currently 4 children with Child Protection Plans. One step down from this action is 'Children in Need'. There are several children in this category but they are not subject to Child Protection. Governors suggested that if there is a greater than usual need for resources, for supporting the children, then the issue should be investigated. The GB need to be informed of the costs for additional support and other in school cover. After a lengthy discussion it was agreed that the current short fall is 1 and ½ TA's. The issue will be discussed further when CL rejoins the meeting.</p>	
10	<p>Sports Funding.</p> <p>The HT referred to the Sports Funding Report that had been sent out to the governors prior to this meeting. CL returns to meeting at 6.05pm. Not all the money has been spent due to some unexpected savings so £3,494.24 has been carried over into this academic year. The report includes the 17/18 areas for development. There were no further comments or questions.</p> <p>Budget Update and Virements.</p> <p>All budget documents were sent to governors prior to the meeting and reviewed on an assumed read basis. CL referred to the Out turn forecast document. There is a carry forward figure this year of £19,375.00 but by 18/19 there is a predicted 8.6k deficit. However, this budget is not set in</p>	



	<p>stone as a variety of factors can affect it. The spread sheet was constructed on the 8th November 2017 but since then there have been staff absences which have already affected the budget, and, if they were to continue would affect the budget forecast, bearing in mind that only the first 10 working days of an absence cannot be claimed through the schools insurance policy.</p> <p>Following the review of the budget forecast the governors had a general discussion with CL present regarding the budget and the schools current staffing difficulties. The Chair discussed with CL the possibility of employing more TA's because although the budget was vulnerable so were the children. The discussion about the staffing structure shows how there are currently not enough people to provide all the support that the school would like. The HT stated that this is reflected in the school data which shows exclusions have increased, although attendance is still good. The Chair stated that it is the GB's duty to try and facilitate additional support for the school, even if only for a short period of time. The Chair asked if CL could speak to the LA about this matter. CL pointed out her concerns about more unbudgeted costs with the budget situation predicted to be so tight for 2018/2019. The school has acquired more children since the census, several with high needs. The governors also asked if CL would provide costing for different levels of TA's. The budget forecast was based on the children's numbers before the census.</p> <p>Any income that can be generated would also have an impact. Other questions need to perhaps be asked, for example, could expenditure be reduced by reviewing the clubs offered and asking whether the parents really want or have a need for some of them.</p> <p>Action: CL to further look into additional costing for TA's.</p> <p>Proposed Teachers' Pay Increase. There is no finalised document available yet. The model Pay Policy 2017/18 includes the 2% pay increase. There is considerable worry (in all schools) about the implications for the budget. Will the LA give the schools more money to cover this? Brighton and Hove have said they may fund the increase but that it would have to go to the council to have it agreed. However, if they agree to pay the increase this year will they continue to pay the increase every year.</p> <p>Action: The GB approves the policy and the 2% increase therein.</p> <p>There were no virements.</p> <p>CL leaves the meeting at 6.41pm.</p>	<p>CL</p> <p>All</p>
11	<p>Raise On Line, now ASP (Analyse School Performance).</p> <p>The HT referred to the ASP Spreadsheet which was sent out to the governors prior to the meeting. The HT stated that this information was broad but unvalidated data, for example, when looking at the information relating to Year 6 it was noted that there are children missing from the data, also that there is a child accounted for but their data has not been added in.</p> <p>The Chair stated that the data group will arrange a date to meet, to review this data.</p> <p>Action: Date of meeting TBC.</p>	<p>TA, MN, RA.</p>



	<p>The Chair asked the HT if there was any bench marking data available from similar schools to compare this data against. The HT relied that there was, which would be very useful when completing a broader review of the data.</p> <p>AP leaves the meeting at 6.44pm.</p> <p>The HT referred to page 4 of the spread sheet – Key Stage 2: 2016/17, provisional data of Progress in Reading, Writing and Maths. This shows that although Reading is in the National Average bracket, writing and maths need extra focus.</p> <p>AP returns to the meeting at 6.46pm.</p> <p>The HT also referred to page 6 of the spread sheet - Key Stage 2: 2016/17, provisional data for disadvantaged children - Progress in Reading, Writing and Maths. The HT informed governors that there has been a Pupil Premium (PP) meeting at the beginning of December 2017 and that there will be a further meeting in January 2018 with SH to further review this data.</p>	
12	<p>Governor Monitoring Visits.</p> <p>The Learning Walk - which governors will undertake during the school day - is to be postponed to the second week of January 2018 so that the data is available.</p> <p>Action: Date to be arranged.</p> <p>The HT informed governors that the categorization letter from the LA has stated that the school is 'green' which means it is self-sustaining and improving. This judgement was based on a report from the LA after a visit to the school which included a meeting with the school middle leaders. The report was highly complementary.</p> <p>The meetings for 'Talk for Writing' are ongoing and it was suggested that governors may like to join the next meeting (which would be after school) in January 2018 before the next FGB.</p>	TA
13	<p>Building Plans for the year ahead.</p> <p>The two new summerhouses will be having heaters fitted by the electrician. They also need to be painted before becoming operational.</p> <p>A working party has been set up - CL, SH and a parent - to discuss the air raid shelter and its potential to raise money for the school. The children currently have access to it for educational purposes but it is a complex process to open it up to the public.</p>	
14	<p>Policy Ratification.</p> <ul style="list-style-type: none"> • Pay Policy – see point 10, page 5. • Pupil Premium Policy • English Policy. 	



	<ul style="list-style-type: none"> • Children missing in Education (Due Nov 2017). • Volunteers in School (Non-statutory due Jan 2017). • Teaching & Learning (Non-statutory, Annual, due Nov 2017). <p>Action: All policies ratified by the FGB.</p>	All																																	
15	<p>Review Scheme of Delegation. The document was not available for governors to review therefore this item will be carried forward to the next FGB on the 1st February 2018.</p>																																		
16	<p>Proposed Allocation of governor responsibilities/Monitoring Pairs. Governors would be required to meet termly with lead staff members and engage in monitoring visits as planned through the SDP. Governors would then report on their areas at the next FGB. The governors were happy with the suggested delegation of responsibilities (see table below).</p> <table border="1" data-bbox="217 1041 1353 1798"> <thead> <tr> <th>Responsibility</th> <th>Lead Governor</th> <th>Staff Member contact</th> </tr> </thead> <tbody> <tr> <td>Data Group</td> <td>Tola Awogbanye, Mike Nicholls, Rachel Attwell</td> <td>SH</td> </tr> <tr> <td>Early Years Foundation Stage</td> <td>Kerri Burns/Viv Mudie</td> <td>TT</td> </tr> <tr> <td>Equalities & Diversity</td> <td>Sally Cheal/Alison Palmer</td> <td></td> </tr> <tr> <td>Finance</td> <td>Jim Hynes</td> <td>CL</td> </tr> <tr> <td>Sports Premium Governor</td> <td>Mike Nicholls/Jim Hynes</td> <td>CL</td> </tr> <tr> <td>Health & Safety</td> <td>Laura Marshall/Mike Nicholls</td> <td>GT</td> </tr> <tr> <td>Pupil Premium</td> <td>Tola Awogbanye/Kerri Burns</td> <td></td> </tr> <tr> <td>SEN</td> <td>Viv Mudie/Rachel Attwell</td> <td>TB</td> </tr> <tr> <td>Safeguarding</td> <td>Tola Awogbanye /Kerri Burns</td> <td>SH</td> </tr> <tr> <td>Training and Development</td> <td>Jenny/Michele Lawrie</td> <td>ML</td> </tr> </tbody> </table>	Responsibility	Lead Governor	Staff Member contact	Data Group	Tola Awogbanye, Mike Nicholls, Rachel Attwell	SH	Early Years Foundation Stage	Kerri Burns/Viv Mudie	TT	Equalities & Diversity	Sally Cheal/Alison Palmer		Finance	Jim Hynes	CL	Sports Premium Governor	Mike Nicholls/Jim Hynes	CL	Health & Safety	Laura Marshall/Mike Nicholls	GT	Pupil Premium	Tola Awogbanye/Kerri Burns		SEN	Viv Mudie/Rachel Attwell	TB	Safeguarding	Tola Awogbanye /Kerri Burns	SH	Training and Development	Jenny/Michele Lawrie	ML	
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17	<p>Governor Training needs. It was discussed earlier in the meeting that the Data group needs to meet with Clive Bolton as soon as convenient.</p>																																		



	The Skills Matrix has now had the new governors' audit data added to it and has been emailed to JBL for review.	
18	<p>Code of Conduct.</p> <p>The Code of conduct was emailed to governors prior to the meeting. The clerk handed the Code of Conduct to governors to sign at the end of the meeting. Governors not present at the meeting will sign it at the next FGB in the 1st February 2018.</p> <p>Action: Clerk to ensure the code of conduct is signed by absent governors at the next FGB.</p>	SJO
	Meeting Ends at 7.17pm	
	Date of Next meetings: 1st February 2018.	



Actions Arising from Full Governing Board Meeting on 23rd November 2017.

Action Agreed	By Who	By When
Any absent governors to complete the Declaration of Interests form at/by the next FGB.	SJO	Next FGB.
The Chair will arrange a convenient date with Clive Bolton for him to provide bespoke data training (ASP).	JLB	ASAP.
Clerk to add the Capability Policy to the 1 st February 2018 FGB agenda.	SJO	Next FGB.
CL to further look into additional costing for TA's.	CL	ASAP.
Data Group meeting to be arranged.	TA,MN, RA	ASAP.
Learning Walk to be arranged for the second week of January 2018.	TA	ASAP.
Clerk to ensure the Code of Conduct is signed by any absent governors at the next FGB.	SJO	Next FGB.