



St Peter's Community Primary School

Minutes of the Full Governing Board Meeting Thursday 1st February 2018 at 5pm

Governors Present:	Jenny Barnard-Langston Chair , Michele Lawrie, Rachel Attwell, Kerri Burns, Vivienne Mudie (Joined meeting at 5.06pm), Michael Nicholls, Jim Hynes, Sally Cheal, Alison Palmer.
Advisors to GB Present:	Colette Lynch, Scott Haywood, Tracy Bennett.
Officers Present:	Su Owen (Clerk)
Quorum:	9 out of 12 governors present so the meeting was quorate.

	Introduction.	<u>Action</u>
1.1	Welcome.	
1.2	Apologies for Absence – Apologies were received and accepted from LM & TA.	
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. All but two of the annual Declarations of Pecuniary and other Interests' forms completed. Action: The two outstanding forms to be completed this evening. Clerk to provide the forms.	SJO

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



9	<p>Report on S.E.N.D.</p> <p>The SENDCo – TB - joined the meeting at 5.05pm to present the Governors with the 2016/17 report on S.E.N.D provision for St Peter's school. The S.E.N.D Report (3rd draft) was tabled at the meeting.</p> <p>This item has been moved up the agenda from Item 9 at TB's request as she cannot stay for the whole meeting. Governors were happy to agree to this adjustment of the agenda.</p> <p>The Governing Body (GB) introduced itself to the SENDCo. The SENDCo then reviewed the report with the GB; the highlights are noted as follows:</p> <ul style="list-style-type: none">• The SENDCo provided a brief introduction and overview of her role.• SEND children at St Peter's do make comparable progress to non-SEND children; however, their progress is slower. Mapping out the children's individual needs and requirements has taken a considerable amount of time to do; the exercise has been both very comprehensive and intensive. External provision for SEND children is not huge so intervention has had to be targeted and tight.• The SENDCo referred to the table on page 1 which itemises the categories of need and gave a brief overview of each category. The data also includes co-morbid conditions, for example, multiple problems across categories. SH added that when looking at data there are a lot of children that cross over Pupil Premium (PP) and SEND. SH also noted that if a new child were to join a year group part way through the school year, it can massively affect the data and may have a negative impact on funding.• Page 2 provides a register of the SEND children in the school.• Page 4 shows the provision mapping, details of interventions being used in the school.• Page 6 lists the skill and support staff available within the school. There are also the external agencies which are available for the school to approach.• There was then a discussion of how this data relates to the School Improvement Plan (SIP) and what format the monitoring data from the pupil progress meetings, via the Data Group, can best be fed back to Governing Board. It was unclear at this point what format would be most effective for the data to be fed back to Governors. Governors suggested that other schools could be approached (TB asked what information would be most useful for governors in her report and Governors suggested that they could provide examples from other schools). The SENDCo and SEND Governor will keep monitoring the data. Any additional comments or questions can be fed back to the SENDCo via the Clerk. <p>The SENDCo leaves the meeting at 5.25pm. TT and CL joined the meeting at 5.25pm</p>	
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4	<p>Clive Bolton – ASP training.</p> <p>Clive Bolton (CB) joined the meeting at 5.25pm. The training session used St Peter’s performance data to provide a bespoke and detailed overview on how it is presented and used in the new Analyse School performance (ASP) format. General conclusion: The main issues for the school are writing, maths and a gender imbalance regarding performance. Training session concludes at 6.26pm and CB, TT and CL leave the meeting.</p>	
15	<p>Benchmarking – Finance.</p> <p>This item has been moved up the agenda from item 15 at the request of CL who cannot stay for the whole meeting. Governors were happy to accommodate this adjustment to the agenda.</p> <p>CL joins the meeting at 6.26pm. CL and JH conducted a bench marking exercise with a school of similar size, on this occasion with Brackenbury Primary School. CL reported that St Peter’s has managed its finances effectively and found this a very helpful exercise. The benchmarking exercise is always conducted annually but in practice it goes on all the time between schools who find it very effective to share their knowledge of resources. The Services to Schools bar chart document compares the costs from last year and this year. From the chart it can be seen that the HR costs have gone up, this is because payroll have changed the way they charge for payslips. It is now calculated on the number of individual payslips per school; St Peter’s costs have gone up as a result. The chart also shows that Maternity costs have gone down for St Peter’s school. JH has been providing assistance with the schools lettings activities, to facilitate additional income generation. There were no additional questions. The Chair thanked CL and JH for their time. CL leaves the meeting at 6.37pm.</p>	
5	<p>Minutes of the Meeting of 23rd November 2017.</p> <ul style="list-style-type: none"> • Accuracy - The Full Governing Board reviewed and approved 10 pages of minutes from the meeting held on the 23rd November 2017. The Chair then signed the minutes as confirmation of their accuracy. • Matters Arising – The actions agreed from the last meeting were reviewed: • Page 4, Item 9. This issue has been discussed and no further action is deemed necessary at the moment. 	



	<p>SH leaves the meeting at 6.40pm. SH returns to the meeting at 6.42pm.</p> <ul style="list-style-type: none"> • Page 6, Item 12. The date for the Learning Walk needs to be agreed. 	
6	<p>AOB. None.</p>	
7	<p>Chair's Correspondence.</p> <ul style="list-style-type: none"> • Parent letter - A parent has contacted the school with a complaint and it has progressed through the various stages within the Complaint's Policy and reached Stage 3. There will now be a Complaint panel set up to arbitrate the complaint. • Poverty Proofing – An email has been sent out to all governors prior to this meeting. KB works part time on this project and helps construct action lists from the many reports coming back. SH comments that generally there has been very positive feedback about the initiative. The Chair suggested that perhaps this item could be added to the Head Teacher's (HT) Report for the next FGB on the 22nd March 2018. • Teaching school bid - This has been successful. It will mean more funds and resources available. • Collaboration – There are currently some very effective collaborative arrangements ongoing between HT's from various schools. Clive Bolton will very kindly be facilitating ongoing data reviews for Benfield Primary School and St Peter's School. • Pupil premium Review – The school has not been given a date for this yet. The school has been invited to join a meeting as a school which might welcome a PP review. This was explained and discussed briefly at the previous FGB on the 23rd November 2017 (page 2 of the minutes).The Executive HT of Hangleton and Benfield Federation has already put her school through the process to test the effectiveness of the review. It has been reported back that it was a very positive process. When St Peter's agrees a date for the review all governors are welcome to attend. 	



8	<p>Head Teacher's Report (Verbal)</p> <p>The HT presented her report to Governors, the highlights are as follows:</p> <ul style="list-style-type: none"> • Year 3 has seen a lot of changes so far this term with regard to staffing. The year 3 teacher has resigned and the post has been advertised (closing date is midnight on the 1st February 2018). SH, AP and a post graduate student have all been stepping in to cover the curricular needs for Year 3. AP has been covering both Year 5 as well as Year 3. The upheaval has had a massive impact on the children. Both the HT and the Governors thanked both AP and SH for their hard work during this difficult time. • A member of staff has resigned at Christmas. Another member of staff has had some absence between mid-December and January, and two members of staff are facing some sick leave due to operations. • SH has been engaged in training for the 'Maths no problem' initiative, and St Peter's is working in collaboration with Saltdean primary. The PTA very kindly agreed to pay for the initiative's work books but when the invoice arrived the cost was less than expected, thereby saving some money. • There has been a significant amount of sickness, especially in Reception. St Peter's reopened on the 2nd January 2018 but many schools in West Sussex were closed. This resulted in a high proportion of absences that day. Attendance this year is 94.263%. There are 50 children on free school meals and 61 PP children. SH leaves the meeting at 7.05pm. SH returns to the meeting at 7.06pm. • Since Sept we have had 16 new starters and 9 leavers. • On returning to school in January 2018 it was discovered that the premises had been vandalised with spray paint. The camera did record one face and the police were informed. The damage was unsightly and extensive. • St Peter's currently has a higher than national average exclusion rate. ML explained that the data reflected the exclusion of one high needs child and that recently a member of the Brighton and Hove Inclusion Support service visited the school in relation to this child. There has been email correspondence between the school and the service but now that the service has visited they understand the difficulties of the limitations of the physical space at St Peter's school. SH leaves the meeting at 7.10pm. SH returns to the meeting at 7.12pm. <p>The SIP will not be discussed in depth this evening because there are some necessary amendments to be made. The SIP will be emailed out to governors after the meeting.</p> <p>Action: ML to email out adjusted SIP after the meeting.</p> <p>The key points from the Spring 2018 SIP are as follows:</p> <ul style="list-style-type: none"> • Expected progress for some children in Year 4 and Year 5 has been a little slow. • Year 3 have had a very unsettled start to the year. • Policies and practices continue to be reviewed to ensure consistency in application across the school. • Page 4 – the SIP discusses the Learning Walk under Governors Action. 	ML
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	<p>Action: Learning Walk date to be agreed, all governors are welcome.</p> <ul style="list-style-type: none"> Page 8 –The SIP notes further Governor Action regarding the new maths programme. The suggestion is that perhaps the maths lead can report back to the GB. Page 13 – This section reminds governors that their comments and contributions to the SIP over the course of the year are both effective and very welcome. <p>MN leaves the meeting at 7.20pm.</p>	<p>JBL,ML</p>
<p>9</p>	<p>Report on S.E.N. Discussed earlier in the meeting, before Item 4.</p>	
<p>10</p>	<p>Policy Ratification.</p> <p>Capability Policy – updated and ratified. Complaints policy – updated and ratified. Behaviour (and Exclusions) Policy – updated and ratified. Whistleblowing Policy – updated and ratified. EYFS – This is to be carried over to the next FGB on the 22nd March 2018 in order for the HT and TT to review and discuss the current policy and content. Action: Add EYFS Policy to the next agenda. Data Protection Policy – updated and ratified. Implementation at the next FGB is required to accommodate the new GDPR data protection rules. Action: Add GDPR to next agenda.</p>	<p>SJO</p> <p>SJO</p>
<p>11</p>	<p>SDP Monitoring. Governor visits/planning/reports. Covered earlier in the meeting.</p>	



12	<p>Training. BEEM is a very useful resource and governors will find various courses they may like to book themselves onto. There are Safeguarding courses running currently. KB has booked herself onto the Governor school visits course, which will be very useful when joining the learning walks around school.</p>	
13	<p>Data Report (Linked to Item 4). There were no further comments following Clive Bolton's presentation of St Peter's data. The key point to take away from the training is to understand the data and then apply it to the real environment within the classroom. SH commented to the Chair and governors that the data training exercise had been very useful. It will provide further focus and understanding for the data group.</p>	
14	<p>Services to schools Meeting with MB (Team around the school). Covered earlier in the meeting.</p>	
15	<p>Benchmarking Finance Covered earlier in the meeting, after Item 4.</p>	
16	<p>Code of Conduct/standing orders/Scheme of delegation. The Code of conduct was signed by most Governors after the last FGB on the 23rd November 2017. The Clerk will ensure the outstanding signatures are acquired at the end of this meeting. Action: To have the remaining governors sign the code of conduct. The Chair will review the Scheme of delegation before the next FGB on the 22nd March 2018.</p>	SJO
17	<p>Meeting Ends: 7.30pm.</p>	
18	<p>Date of Next Meeting: Thursday 22th March 2018.</p>	

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



Actions Arising from Full Governing Board Meeting on 1 st February 2018.		
Action Agreed	By Who	By When
Two remaining Declaration of Interests forms to be completed at the end of this FGB.	SJO	ASAP.
The adjusted SIP will be emailed out after the FGB.	ML	ASAP.
Learning walk date to be agreed.	JBL/ML	ASAP.
EYFS Policy to be added to the agenda for the next FGB on the 22 nd March 2018.	SJO	Immediately.
GDPR to be added to the agenda for the next FGB on the 22 nd March 2018.	SJO	Immediately.
Clerk to ensure the Code of Conduct is signed by any absent governors at the end of this FGB.	SJO	Immediately.

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