



St Peter's Community Primary School

Minutes of the Full Governing Board Meeting Thursday 22nd March 2018 at 5pm

Governors Present:	Jenny Barnard-Langston Chair , Michele Lawrie, Rachel Attwell, Kerri Burns, Michael Nicholls, Sally Cheal, Laura Marshall, 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.

Introduction

1. Welcome.

Apologies for Absence – Apologies were received and accepted from VM & TA. No apologies were received from JH.

JBL reported that TA was making progress and had started back to work part-time. She still has some way to go and is currently walking with the aid of a stick. TA wished the governors to know that although currently absent from the Governing Board (GB) she still very much wished to remain Vice Chair. However, she did not at this time feel able to step up as Chair. JBL told the Board that she had discussed with MN her expectation that she would be handing over the Chair, she had joined the board when the school was in RI and the Board needed re-building. There is now a strong board with able and skilled governors so it is time that she moved on. MN has agreed to 'shadow' JBL in preparation to take the Chair from the summer term. JBL put this to the governors, no other governors wanted to succeed as Chair and they unanimously agreed that MN succeed as Chair.

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.

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4. Minutes of the Meeting of 1st February 2018.

- Accuracy - The Full Governing Board reviewed and approved 8 pages of minutes from the meeting held on the 1st February 2018. The Chair then signed the minutes as confirmation of their accuracy.
- Matters Arising – None.

5. AOB.

The Chair reported to the GB that a parent has written in to complain. The Chair has met the parent this week and a letter has been sent out following the meeting, during which some of the parents concerns were addressed. The Chair is now waiting for the parent to respond to see if further action is necessary.

*****Confidential Item*****

6. Budget Updates & Virements.

Out turn Forecast for 2017/18.

CL highlighted for the governors the main features/issues from the spreadsheet. The school is predicting a carry forward of 46.7k. This was higher than expected but CL had informed the FGB that we needed to carry forward as much as possible in order to balance 2018/2019 budget due to low reception numbers in the census. Internal covering in classrooms has helped with the carry forward and there has been a saving on teaching assistants. **Governors asked** why this has had an impact. **CL explained** that there has been some sickness, long term absence and a teacher vacancy. Also, in house cover has been used as much as possible to reduce costs. Supply teacher costs have been high but the saving from teachers direct staffing cost has been greater. On the Income side the school has received more SEN money than anticipated and there has also been slightly more PP (Pupil Premium) income. There has been a 4k rebate for school meals. CL did emphasis that the budget always fluctuates at the end of the year. On the Expenditure side there has been a 1k payment for essential electrical testing. There were no further questions/comments.

Draft 3 of the 2018/19 Budget Spread sheet.

On the last page CL pointed out to the governors that there has been a last minute adjustment for Early Years; it is 105k and not 108.3k. There have been changes to the costing for nursery places for children who attend for 30hrs a week. Staffing – This is currently 91% of the budget but this may change. The budget for Individual Needs Assistants (INA’s) may also change depending on the needs of future children in the Nursery and Reception. PP income can’t be predicted until the children arrive in Reception but has been estimated based on last year’s.

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There were no further questions. **Governors did however ask** if they could have the paperwork at least 7 days in advance of the meeting, if possible, last minute changes notwithstanding. **CL said** that would be fine, if school staff can receive the draft/finalised agenda earlier to give them a few days to prepare the paperwork.

Action: Clerk to ensure all governors receive paperwork 7 days before the meeting and to ensure school staff receive the agenda with notice in order to prepare this paperwork. **SJO**

The HT and Governors thanked CL for all her hard work on the budget.

Virement.

There was only one in March 2018. This involved moving money for school trips from Income to Expenditure. ML signed the virement sheet which was then passed around the table so that all governors could review it.

SFVS.

This document is completed and or updated annually and CL informed governors that it is very similar to last years. **CL pointed out** to governors' one section regarding Health & Safety monitoring visits to the school. **The Chair confirmed** that LM does perform an annual audit and walks around the school with the caretaker. This has been recorded on the minutes of the FGB meeting on the 24th November 2016 but in order to be fully compliant and comply with the SFVS it was recommended that the report from this year's audit be on an official school visit/monitoring form. **CL also pointed out** that although the SFVS says 2017 on the front is has been updated by the Department for Education (D of E) for 2018.

School Audit.

CL will bring this paperwork to the next meeting as the external auditor has not been able to return it in time for this meeting.

Action: School Audit paperwork to be added to next agenda. **SJO**

Scheme of Delegation.

The values on this form may need some slight adjustment. CL would like to compare them with other schools of similar size to ensure they are as accurate as possible. Also some of the terminology needs updating, which CL is happy to adjust. **The Chair suggested** that only if the values differ significantly with other schools should it be brought back to the FGB meeting to be reviewed.

7. GDPR update.

The Chair passed around the table copies of a summary sheet from 'The Key' which highlights the main principles, new requirements and important changes for schools.

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CL attended a meeting with other school Business Managers to discuss the changes. A representative from the LA joined the meeting to provide technical information and reinforce how serious the changes were and how schools needed to ensure their compliance by the 25th May 2018. One of the Business Managers at the meeting has been liaising with another county who are very organised and ahead of the curve concerning the new level of compliance. The group are currently creating checklists based on theirs ready to move forward to the 25th May 2018 deadline. The Business Managers are having another meeting next week to go over the final checklist they are creating and **it was suggested** that in order to show that the Governing Board are monitoring this process that GDPR be added to the next agenda. Governors had various questions and concerns. **Governors asked** about the schools position under the new data rules concerning images of children when they have left the school, do they have to be removed from the school entirely. Also will current systems like SIMS be upgraded to ensure tighter compliance with the new rules. It was hoped that information coming out of the Business Managers meeting will be able to answer all such concerns.

Action: Add GDPR update to the next agenda.

SJO

8. Head teacher's Report.

Review progress/update of SDP/SIP.

The Head Teacher (HT) sent out the Autumn SIP to governors prior to the meeting. There were no further comments/questions regarding the content of this SIP.

The HT summarised the key points from the Spring SIP – page 2 of the document.

- The children in Year 4 and 5 still have more progress to make. Pupil progress meetings have yet to convene and will report back to the governors in due course.
- Year 3 has had an unsettled start to the autumn term. AP and SH have provided additional support to help turn things around. There have been some negative perceptions circulating around the school, for example, one such perception was that the children will be expected to do extra homework to catch up. This is not true. **The Chair reminded** all governors that it is part of their role to investigate and correct any inaccurate information to ensure that the school can operate in an open and effective way and that the parents, and other stakeholders, are fully informed at all times. **Governors remarked** on good feedback about the school from various sources, including a recent supply teacher who was highly complementary to the school at the end of their tenure.
- Talk for writing. The HT discussed the need for consistency across the school. An external observer came in to monitor the progress of this intervention. **Governors asked** if a member of the Governing Board (GB) needs to also come into school and monitor this. **The HT replied** that a governor has been into school this week. Any subsequent visits can build on this visit and refine their focus.
- ST Peter's has been working closely with partnership schools regarding moderation. A partnership meeting occurred on the same night as the 'Let's Dance' event at the Dome so was not as well attended as it normally would have been. **Governors asked** if further feedback from this meeting was available. **Governors commented** that whilst there has been a lot of investment in maths, writing has not had the same attention and is now an



issue. It was suggested that perhaps a writing club might help. **The Chair also suggested** that perhaps the Teaching Alliance could address this issue and also provide some funding. CL leaves meeting at 6.27pm.

- Arrangements for various staff have been made to attend different schools to take part in training. Some teachers, in pairs, will go to Saltdean primary school to observe good Maths teaching practice based on the Maths No Problem scheme the school is adopting. There will be some costs involved which will need to be added to the budget.
- Page 3. The senior leadership team (SLT) will be monitoring impact of provision around reading. The pupil progress meetings will provide more information. **Governors asked** the HT if there were any clear indicators of progress yet. **The HT replied** that things were moving in the right direction although there were still some issues to resolve in KS1 in spite of interventions being put in place. **Governors asked** if there will be a review of these interventions and their effectiveness. **The HT replied** that this will happen as a matter of course but there are sometimes other factors to consider, for example, staffing levels in the classroom. The HT pointed out to governors that the items in red are not complete or still need monitoring. There have been no learning walks regarding reading as yet, so this is an area that needs to be attended to. In fact this is a governors' action – page 4.
- Writing – page 7 – A learning walk has been completed by governors. It was also suggested that the literacy lead could report back to the GB or a governor could meet with the literacy lead and report back to the GB instead.
- Maths action plan is to be reviewed in the summer term. Governors' are welcome to attend the feedback session. **Governors commented** that dates for the learning walks need to be put in place.

Action: Learning Walk dates TBA.

HT, JBL

- Staffing Structure. The school has successfully completed interviews for a Year 3 teacher. The HT showed the governors the current staffing structure on the white board. **Governors asked** if the staffing structure has ever been benchmarked. **The HT replied** that yes it has. The LA also regularly challenges and questions the school about its structure and if the school is utilising the roles and staff members effectively. **Governors did not** feel the need to challenge the current staffing structure, for example, the higher than average number of INA's is indicative of the demographic of the school.
- The pupil premium review will go ahead on the 19th and 20th June 2018. The feedback will be given in the afternoon of the second day. This review is being carried out by two HT's from the LA. Any governor is welcome to attend. Three governors, KB, SC and JBL expressed an interest in attending.
- As stated earlier, there is currently a lot of collaborative and reciprocal training happening throughout the partnership. There is also an active improvement strategy around maths.
- The HT has received the reports back from the poverty Proofing survey. Overall there are no major concerns or issues. It is a huge document which needs reviewing. There were a few suggestions about how to effectively complete this task. One suggestion was that the HT could send the document out to the governors so that they could review it before the next FGB or, in order for the task to be less onerous, the PP governor and HT could review it and report back to the GB at the next FGB.



- Safeguarding. There are currently only 3 families with child protection plans and a few other children with social services involvement.

9. Staffing Structure Report.

This was discussed in agenda Item 8.

10. Learning Walk Report – Governor Visit.

The reports will be presented at the next FGB. MN commented that overall his visit to the school was very good. He observed, and was impressed by, calm classrooms and engaged children.

Governors expressed their thanks to the teachers for welcoming them into their classrooms.

Action: Add Learning Walks Reports to next agenda.

SJO

11. Policy ratification.

Accessibility Plan – to be carried forward to the next FGB meeting.

Child Protection and safeguarding policy and procedure – ratified.

EYFS – ratified.

Equalities Policy – ratified. Contact details updated.

Governors suggested that the next review date be added to the front cover of each policy, if they were not already on them.

Action: Add Accessibility Plan to the next FGB agenda.

SJO

12. Safeguarding.

This item was discussed as part of the HT's report.

13. Training/Governor conference report.

KB attended this conference. One of the main themes discussed was the role of governance generally and the fact that in the past there has been less training completed and little training available. The governors' role has changed massively and this is reflected in the greater variety of training now available. The meeting was very useful and it was good to mix with governors with a diverse range of experiences and roles. There are occasional conferences in Portslade which bring HT's and governors together, a valuable resource.

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



14. Staff, parent, pupil survey.

This will be completed in the summer term.

15. Meeting ends: 7.09pm.

Actions Arising from the Full Governing Board Meeting on 22nd March 2018

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| 1. All governors to receive paperwork 7 days before the FGB meeting. | Clerk – Immediately. |
| 2. School Audit paperwork to be added to next agenda. | Clerk – Immediately. |
| 3. Add GDPR update to the next agenda. | Clerk – Immediately |
| 4. Learning Walk dates TBA. | HT,JBL – ASAP. |
| 5. Add Learning Walks Reports to next agenda.. | Clerk –Immediately. |
| 6. Add Accessibility Plan to the next FGB agenda. | Clerk –Immediately. |

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



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