



St Peter's Community Primary School

Minutes of the Full Governing Board Meeting Thursday 17th May 2018 at 5pm

Governors Present:	Jenny Barnard-Langston Chair , Michele Lawrie, Rachel Attwell, Kerri Burns, Michael Nicholls, Sally Cheal, Viv Mudie(arrives at 5.05pm).
Advisors to GB Present:	Colette Lynch.
Officers Present:	Su Owen (Clerk)
Quorum:	7 out of 12 governors present so the meeting was quorate.

Introduction

1. Welcome.

Apologies for Absence – Apologies were received and accepted from LM, AP& TA. No apologies were received from JH.

LM has today informed the Governing Board (GB) that at the end of the school year she will be resigning as Governor due to changes in her personal circumstances. She wishes the GB to know that she has very much enjoyed her time at St Peters school.

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.

4. Minutes of the Meeting of 22nd March 2018.

- Accuracy - The Full Governing Board reviewed and approved 8 pages of minutes from the meeting held on the 22nd March 2018. The Chair then signed the minutes as confirmation of their accuracy.

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



- Matters Arising – None.

5.AOB.

None.

8. Head Teachers Report.

This item has been moved forward in the meeting as CL had to leave the meeting briefly.

The Head Teachers (HT) report was sent out to governors in advance of the meeting. There were no initial questions or comments from governors.

Staffing:

The staffing structure will look very different as new needs have been identified. The effect of this will be reflected in the budget. The Educational Endowment Fund (EEF) has not brought any money into the school as such but has allowed for the HT and SH to be trained as Peer Reviewers and for SH and SL to be trained as Improvement champions, allowing them to work in a reciprocal way with other schools.

Quality of Teaching, learning and Assessment:

Governors asked how the activities with other schools will affect the children, and how will/can this be measured empirically. **The HT replied** that the children will be visibly more confident. At a recent event at Brighton University that the HT attended the presenter used the phrase “so what...” as a constant challenge to drill down to the root of the improvement. It encourages the children to develop resilience, face the learning challenge (whatever it may be) and to not give in at the first difficulty. Making the children internally strong will make them good achievers which, in terms of school, will manifest over time. The overall aim is to cultivate a growth mindset in the children.

Governors asked the HT about the Maths No Problem (MNP); now that it is becoming embedded, what impact is it having. **The HT replied** that the main area of concern with maths is the reasoning, to illustrate, the Maths questions on the SATS papers are not always clear, and the language can be vague and open to interpretation. This can sometimes mean that there can be more than one answer. MNP focuses on the area of Maths reasoning. **Governors asked** if over time MNP will support them and so eventually improve the children’s results. **The HT replied** that it is a long journey but having been into a school that has been using the MNP strategy for three years, the improved outcome is very clear.

Attendance/Exclusions:

Attendance and behaviour across the school is generally good. Whole school attendance this term is 95%. There have been 55 exclusion sessions for the year so far involving 4 children. One child accounted for 39 of these sessions. This child and another no longer attend St Peter’s. The school monitors attendance/absence very closely so that a sudden dip in good attendance can be investigated quickly. **Governors commented** that the school clearly shows efficient accountability and that the response from the school is robust.

Children on roll:

Reception class figures are at this time looking very healthy with 29 places allocated. This may go up to 31 in September. The admissions process has proven to be confusing and complex. It has been discovered recently that if, for example, a child is on a school waiting list (the child may already have



siblings at that preferred school) the LA admissions office may send the parents/carers a letter which does not state this, but instead explains that the child has been allocated to a church school. This is both inaccurate and alarming and if not challenged can have a significant effect on the family. **The chair stated** that she would follow this up with the LA. **Governors asked** about the number of children in the other classes. **The HT replied** that they were all in the mid-twenties with news today that 3 more children would be joining the school. There have also been numerous parents visiting the school. **Governors asked** if there were any children in care at the moment. **The HT informed governors** that until the day before yesterday the school had six children on the Child Protection Plan, three of these children have been reallocated to another school now.

CL leaves meeting at 5.40pm – returns at 5.41pm.

The chair reminded governors that the school also has a responsibility for any children that fail to attend school since there are safeguarding issues, especially if external agencies do not inform the school immediately. **The HT replied** that the school is very aware of its need to be vigilant and proactive, not just for the safety of any child(ren) but also because of the potential distress such an event can cause to the teachers and the child(ren)'s peers.

SATs:

The HT reported that the children were calm and there was no real evidence of stress. There has been a lot of preparation and practice, and breakfast was provided on the day of the actual/real tests. The children in fact seemed to like the challenge of the event.

The HT reviewed the Whole Class Analysis Document and the Venn Attainment diagrams. Progress is showing as mixed and this is not helped when children come from other schools that all have their own ways/systems of tracking progress. This makes it hard to accurately place some children's progress. There has been a recent staff meeting to discuss how best to address any areas which need more focus, one of these areas is writing. Year six has had more focus on Maths recently than writing. **Governors asked** how this all impacts on St Peter's outcomes. **The HT replied** that St Peter's is focussing on talk for writing to readdress the balance. A lot of schools teach towards ticking boxes that they are required to fulfil, to ensure that they achieve ARE.

CL leaves the meeting at 5.54pm – returns at 5.56pm.

Governors discussed the need to engage in independent writing as well as box ticking, a need for balance. **Governors asked** how the GB could support the school achieve this balance. Could the GB use its expertise to give added value? RA offered to discuss strategies with AP to provide extra support and perspective. KB also offered to come into school in a similar capacity. There were no further questions/comments.

6. Budget Updates.

Final Budget Position:

CL referred to the 'School Budget Share 2018/19 sheet. The final carry forward figure is now stated at £47,680. The predicted carry forward figure (discussed at the 22nd March 2018 FGB) was 46k. Changes may still affect this final figure but the 29 children now guaranteed to start reception in September will help maintain the balance of the budget.



Detailed Budget Report.

This document shows that staffing is at 88%. The staffing structures, and related costs, have already changed since the last review at the March FGB and there will be a need for more INA support. CL briefly explained that when children with EHCP's join a school they can bring a maximum of £6,000 with them to offset the cost of additional staff support, although even the maximum does not cover the cost of a TA or INA. However, this can vary and sometimes the financial support can be very little, or nothing. The rest of the budget has changed little from the last review. The finance governor has not had a chance to view the budget as he has been unable to attend the last FGB or this meeting. The governors would value his input.

Action: The Chair will email JH and ask him to come in to discuss the budget. JBL

School Multi Year Summary.

The governors reviewed the 3 year document. CL explained that the INA costs are bracketed with the Teaching Assistant costs and not shown separately. CL will check for any necessary amendment before it is finally ratified by the Chair.

School Fund Audit.

The school fund has had its annual audit. CL briefly explained the purpose of the fund, to pay for school clubs, photos and other various miscellaneous activities. The money in this fund does not impact on the budget, however, if there was a need any surplus income could be transferred over to the budget. It was hoped this would never be necessary.

Action: The Chair signs off the school Audit Fund. JBL

7. GDPR update.

CL informed the governors that the preparations for the GDPR deadline on the 25th May 2018 are progressing. CL is working on an action plan for the school and governors to view and refer to. CL has also started the data audit, which is an important document, to ensure that the school data system is tidy and secure. CL has continued to attend regular meetings with the other school business managers in the LA.

CL noted the following main areas of concern which she felt the governors should be aware of:

- Breaches. Everyone should be aware of unintentionally seeing something they shouldn't, or for example, if when around the school a document was open, to be aware of whom else may see the contents accidentally (as they were passing by).
- SARS (Subject Access Request). Everyone can make a SARS request and it would also include all emails, including personal ones.
- The designated DPO (Data Protection Officer). This is an issue as it cannot be any one in the school, especially the Business Manager. The LA is not going to appoint one so schools are grouping together to buy into a designated DPO for an annual fee, which will be approximately £1k a year.
- Encryption. No personal email addresses are to be used any more for school documents and must be encrypted.



- Documents. Care should be taken when saving/storing records. As a side note; VM – the SEN Governor - is currently covering safeguarding and it was felt that the policy document should reflect this change so that it was up to date.

SEN	VM/RA – Agreed at FGB 23 rd Nov 2018
Safeguarding	TA/KB – Agreed at FGB 23 rd Nov 2018

Governors commented that having the schools working together on the GDPR was the best and most efficient way of ensuring compliance

CL leaves the meeting at 6.33pm – returning at 6.36pm.

9. Arrangements for staff/parent/pupil surveys.

The HT informed the governors that all of these will be going out in summer 2 (the 2nd/3rd week of June). The HT wants to add additional questions about PE and sports perceptions. The Chair asked to see them before they were sent out. It would be very useful to have the results back and available for the FGB on the 19th July 2018.

Action: HT to send surveys’ to the Chair prior to sending them out. ML

10. Learning Walk Reports – Governor Visits.

Both MN and RA completed learning walks in school looking at Talk for Writing. They visited various classroom and groups of children. The reports were sent to governors prior to the FGB. Both reports spoke positively about what they saw and how the evidence linked to the SIP. The Chair stated that in Summer 2 more learning walks should be arranged. Subject and dates TBA.

Action: Learning walks TBA for Summer 2. JBL

11. Appointing Governors to conduct HT performance review.

So far TA and JBL have conducted this review. Other governors need to be trained for this task with TA being currently unavailable and JBL leaving at the end of the summer term. The date for the new review will be 3rd Oct 2018 with MN. A second governor will be required to complete the review.

Action: Second governor required for HT Performance review in October. JBL

Action: The Clerk will review BEEM to see if there are any courses currently available. SJO



12. Policy Ratification.

Equalities plan and Accessibility policy are now required to be combined into one document. In the few days prior to this meeting CL has had to add a paragraph about the damaged front main gate area. The LA will repair it in the half term.

Action: Combined policy is ratified with CL's amendment to be added.

All

13. Building plans for the future.

Building works are limited at the moment because of the budget situation. However, there is an old disabled toilet in the school which is no longer used and may be converted into a storage space (there is a newer disabled toilet situated in the school). The school is looking into grant funding for outside projects but is, so far, at the very early stages.

14. Safeguarding.

This was covered in the HT's report.

15. Training.

RA attended a governors' conference at Hove town hall on the 15th May 2018. The main points are as follows:

- There is a new agreed RE syllabus and there should be an annual report to the Governing Board.
- There was a long presentation on school places, catchment area changes and admissions and the continuing issue of unfilled spaces. It was noted that as Brighton generally is so expensive, young families were moving in but when the children got older they were moving out of the area. There were no answers to these issues.
- Disadvantaged children were a priority in the schools. On the 20th June 2018 at Blatchington Mill school there is a governor training session on the subject of disadvantaged children.
- On the 20th June 2018 at St Peter's there is to be a Pupil Premium (PP) review (which was discussed at both previous FGB's). At the end of the review there will be a feedback session and governors are welcome to attend, it will start at 4pm. KB VM and MN are attending.

16. Update on collaborative/partnership/TSA.

- The HT attended a meeting on the 3rd May 2018. This provided an opportunity for schools to share data. Areas of concern were identified and support strategies agree upon. Writing was one area of concern and some schools are working together/cross school liaisons. A lot of meeting and discussion is taking place at the moment but not much implementation of strategies as yet.

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



- The Maths strategy is moving forward with several schools involved. It has been decided to split the schools up with just one school in the group using the MNP strategy in order to share their expertise and knowledge with the other schools.
- 20th June PP review in school.
- Collaboration continues with the Educational Endowment Fund Peer Review project (EEF).

Governors commented that these meetings and collaborations build trust and encourage sharing of issues, and develop good working relationships. **The HT also added** that these activities generated a great deal of extra work for all the staff concerned. **The Chair expressed her appreciate and thanks to the HT and her staff for all their continuing efforts.**

17. NGA Survey – closing date the 11th June 2018.

The Chair asked governors if they could find time to complete this survey.

CL leaves the meeting at 6.59pm – returns at 7.00pm.

The Next learning Walk will now happen on Thursday 5th July in the morning. The focus will be around the pupils' voice. MN, KB and VM will be able to attend.

15. Meeting ends: 7.04pm.

Actions Arising from the Full Governing Board Meeting on 17th May 2018

- | | |
|---|--------------------------------------|
| 1. JBL to email JH regarding the budget. | JBL - ASAP. |
| 2. Chair to sign the School Fund Audit. | JBL - Immediately. |
| 3. HT to send survey questions to the Chair when ready. | ML – ASAP. |
| 4. Learning Walks TBA for summer 2. | HT/JBL – arranged at the end of FGB. |
| 5. Second governor required for HT PMR in Oct 2018. | JBL - ASAP. |
| 6. Clerk to review BEEM for PMR course availability. | Clerk –Immediately. |

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



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