



St Peter's Community Primary School

Minutes of the Full Governing Board Meeting Thursday 19th July 2018 at 5pm

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

Introduction

1. Welcome.

Apologies for Absence – Apologies were received and accepted from TA. No apologies were received from JH. JH has not attended the last three FGB (Full Governing Board) meetings.

Action: The clerk will email JH to see if the dates of the meetings are proving problematic. **SJO**

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 held on the 17th May 2018.

- Accuracy - The Full Governing Board reviewed and approved 7 pages of minutes from the meeting held on the 17th May 2018. The Chair then signed the minutes as confirmation of their accuracy.

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



- Matters Arising – All actions have been followed up. JBL has emailed JH. Three learning walks have been completed since the last FGB in May 2018. RA is happy to have training for the HT PMR (Head Teacher Performance Management Review) but would need to confirm her availability with her employer. Also the current date for the PMR will need changing. VM also volunteers to have HT PMR training so that there are enough available governors to perform this key task.

5.AOB.

The Chair and governors thanked LM for her time and contributions to the school and GB (Governing Board) and also for staying on as an associate to the GB. The Chair presented LM with leaving gifts and a card.

6. Data.

All data sheets were sent out to governors prior to the meeting.

SH reviewed the “Summer Summary Sheet” with governors, the key points made were as follows:

- The ‘All Pupils – Combined’ % is up 31% on last year. Overall all very good results. However, all the schools data (as with any school) will be cohort driven, for example, the % of PP (Pupil Premium) children in any one cohort.
- Across all year groups over 60% are making the 6 steps of progress as is expected.
- There are no changes to staff this coming year which will provide stability for the children.
- Four children who would have exceeded ARE have left the school so this may affect the data next year.
- Referring to the “All Pupil Reading” table, SH explained that the % working at ARE or above is 41%, and the % working at w+ is 31%. Last year these two groups would have been combined, but now they have been split so that the latter group can be identified and given extra support.
- The results have exceeded the predicted figures. Moving forward, the school is more confident now it has all this data.

The Chair and governors expressed their appreciation and congratulations to the HT and staff.

7. Policy Ratification.

Sex and Relationships Education Policy: This version of the policy is a bit old but the model version should be updated soon. It was reviewed with no changes. It will be carried forward until the updated version is released.

Pay Policy: This policy had some queries on it. Because it is a generic Brighton and Hove policy some items do not apply to the school, for example, page 20 (Recruitment and Retention Incentive Benefits). Once the policy has been made bespoke it should be ratified.

8. Training/Governor Vacancies.

There is a free NGA Learning Link for governors to use as a training resource.

Action: The Clerk will email it to all governors.

SJO

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



The Chair reviews the governor vacancies with the GB. JBL has resigned from the GB and is currently the LA governor. The Chair has spoken to Governor Services and they have suggested that MN take over the LA vacancy. This would mean there will be 3 co-opted governor vacancies to fill since LA governor vacancies are harder to fill. The skills audit, completed last year, would be a useful tool for the GB to refer to when recruiting suitable governors.

CL leaves the meeting at 5.36pm. CL returns to the meeting at 5.51pm.

9. Learning Walk Report – Governor Visits.

MN discussed the results of his learning walk with the GB. MN interviewed 5 children in Reception and 3 children in Year 1 regarding their opinions of the curriculum. The learning walk form was sent out to governors prior to the meeting. Overall the children were very enthusiastic about the experience of learning.

JBL reviewed her learning walk with the governors and quoted one Year 6 child who stated that “a small school gave me the best in life”. The child also suggested that if the school were bigger more children could come to the school and feel as she does. The children were a little busy during her visit to the classrooms to talk at length to JBL about the strategies for maths and literacy currently being implemented in the classroom. However, it was still possible to discern positive evidence to support the schools current strategic direction.

Governors asked if it was possible for school visits to be planned for the whole year which would make it easier for governors to timetable themselves in and participate. The focus of the visit could be decided nearer the time.

10. Parent survey - results.

The results of the parent survey were reviewed. The survey went out in paper format at the beginning of the summer term. The responses were mostly positive; however, there were fewer replies than expected. **It was suggested** that perhaps the spring term would be a better time to send out the survey as the summer term can be very busy. **Also, governors suggested** it could perhaps go out online. **The HT explained** that feedback to parents is always given. On this occasion this questionnaire also had additional questions about sporting opportunities to allow the HT to receive helpful feedback. RA volunteered to take responsibility for the sending out/collation of questionnaires for the coming academic year.

11. GDPR Update - verbal.

CL explained to the GB that the Business Managers are still meeting up regularly to share and compare good working practice, for example, during the construction of the privacy policy. CL also explained that the Data Audit document is a priority at the moment and needs to be shared with the teachers to fine tune it. It is still a work in progress and is marked out in areas of green, amber and red so that priorities and progress can be seen at a glance. During the summer holiday CL will be meeting with the ICT technician to review and update the school's data storage requirements. When the document has progressed further the GB should then review it so that they



have some ownership of it. Also, VM (as the acting safeguarding governor) needs to review the Audit Action plan to ensure it is compliant.

Action: Time to be arranged for the review.

VM/CL

12. Budget Updates.

The projected outturn – on page 3 – is a surplus of £273.

Staffing costs are not quite definite yet as there are still some appointments to be finalised.

There is no significant change to the budget overall. Supplies were overspent slightly but that is to be expected at this time of year.

13. Head Teachers Report.

The HT's report was sent out to governors prior to the meeting; the main areas discussed are highlighted below.

Staffing:

For September 2018 the school has appointed some new TAs and INAs to work in a variety of classes and Reception.

Planning and progress:

Part of the HT's report will now include EY, KS1 and KS2 reports as it is felt important for the staff to take credit for the schools success. **The Chair commented that it was very useful to see these.**

Governors found it useful to see these reports, in fact, earlier in the year one of the governors asked some searching questions based on the previous SEN report which in turn helped the SENCo to hone and focus the writing of her latest SEN report.

Quality of Teaching Learning and assessment:

Governors asked about the Disadvantaged Review action plan – page 1 of the HT report. The Disadvantaged review on the 19th and 20th of June 2018 has produced a draft report which all governors have been sent. The report looked at the school in context and at more than just disadvantaged children; it also discussed the maths results and the "Maths no problem" (MNP) strategy that is being rolled out in September 2018. The results of the review were a little broad but it is a pilot study and will be reviewed next year. Governors felt that there was a focus on the newly introduced maths scheme

Moving forward, the school also wants to focus on the balance between Humanities, Literacy and Maths and how this is addressed in the SIP (School Improvement Plan). At the end of Key Stage 2, 91% achieved ARE in reading, which is an excellent result, especially when the national % is just 75. There will be MNP training in school on the 10th September 2018 and there will also be a twilight Inset training session on the 17th September 2018. Governors are invited to attend this training

CL leaves the meeting at 6.26pm. CL returns to the meeting at 6.35pm.



The Chair asked the HT to feed back to the staff the quality of insight that the key stage reports provided for the governors.

Attendance:

The HT provided a verbal summary of class attendance. Reception is 93%, YR1 96% and all other classes are between 96 and 97%; an excellent overall result.

14. Safeguarding.

SH has had to complete an audit. This audit would be most effective if it coincided with the governors meetings. KB has volunteered to go through the audit document with SH. The data and safeguarding meetings, it was felt, would also work more effectively if linked with each other.

Action: Safeguarding audit meeting. Time TBA.

SH/KB

15. Panels – reciprocal agreement with other local schools.

There is a meeting of HT's and governors on the 3rd October 2018. **The Chair suggested** that it be raised then so that all local schools could be involved simultaneously.

Action: Chair to raise the reciprocal agreement at the 3rd October 2018 meeting.

Chair

16. Meeting ends at 6.40pm.

17. Dates for next meeting.

The first meeting of the year is set for Wednesday 19th September 2018. The rest of the year FGB meeting dates will be decided then.

The Chair says farewell to the GB. There have been many challenges and changes over the 3 years she has been in post; SH has joined the staff as Deputy Head and provided a focus and review of Data. There have also been challenges to the budget. Most noticeable of all is the positive work and commitment from the school and staff. The Chair is presented with a card and gifts. **The HT extends her appreciation and thanks** to the Chair for all her support to the school and staff over this period.

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



Actions Arising from the Full Governing Board Meeting on 19th July 2018

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| 1. The Clerk will email JH regarding GB meetings. | SJO. ASAP. |
| 2. The NGA Learning Link needs emailing to the GB. | SJO. Immediately. |
| 3. Action Audit Plan (GDPR) re safeguarding review. Time TBA. | CL/VM. ASAP |
| 4. Safeguarding Audit. Time TBA. | SH/KB. ASAP |
| 5. Panels/Reciprocal Arrangement to be raised at meeting. | Chair. 03/10/2018 |

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