



St Peter's Community Primary School

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

Governors Present:	Michael Nicholls Chair , Michele Lawrie, Tola Awogbamiye, Rachel Attwell, Kerri Burns, Viv Mudie, Alison Palmer.
Advisors to GB Present:	Scott Haywood.
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 SC. No apologies were received from JH. JH has not attended the last four FGB (Full Governing Board) meetings.

Action: Chair to contact JH.

MN

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 interests.

None declared or changed. The clerk handed out the annual Declaration of Interests form for all Governors to fill in.

Action: The Clerk will collect completed Declaration of Interests forms at the end of the meeting.

SJO

4. Election of Vice Chair.

The Governors discussed the election of a vice chair. KB volunteered to be the vice chair.

Action: All Governors agree the appointment of KB as Vice Chair.

ALL

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



5. Minutes of the Meeting held on the 19th July 2018.

- Accuracy - The Full Governing Board reviewed and approved 6 pages of minutes from the meeting held on the 19th July 2018. The Chair then signed the minutes as confirmation of their accuracy.
- Matters Arising – Page 2 – RA informs the Governing Board (GB) that she does not need additional training in order to perform the HT PMR (Head Teacher Performance Management Review).

Actions: The date for this GB meeting was emailed out by the Clerk. The NGA Learning Link has been circulated to all Governors. The Action Audit Plan (GDPR) re the safeguarding review between CL and VM is still to be arranged. The safeguarding audit between SH and KB has also to be arranged. The Governance Conference at Benfield School is still pending – on the 4th October 2018.

6. Head Teacher's (HT) Report.

The HT gave a verbal summary; the key points are as follows:

- Pupil numbers – There are 24 filled spaces in the nursery with still some available spaces for full and part time children. However, by January 2019 the nursery should be full. The number of children in the rest of the school is currently 172. The class numbers from Reception to Year 6 are 25, 25, 30, 25, 21 22 and 24 respectively. 56 children are Pupil Premium (PP) or 32.6%.
- The HT referred to the 'At a Glance Data Sheet' and gave a brief overview to Governors pointing out that the low 33% (Achieved Good Level of Development) in EYFS was in part because the LA counted in a new child as part of the results and they should not have.
- Appointments: 1 x INA has resigned which will have an impact on staff distribution. **Governors asked** if this position will be easy to refill. **The HT replied** that it might prove to be a challenge.
- School Improvement Plan (SIP) - There has been two previous staff meetings that have been focusing on this. The teaching staff are taking ownership of the plan for the year, and it is using the Ofsted headings to form and focus it. It has been suggested that a front page with the main areas of focus would facilitate the clarity of the document. The SIP will still incorporate areas for SMT (Senior Management Team) and Governors as both are very important. This year's focus is the rolling out of the Maths No Problem (MNP). Also, as part of the literacy focus there will be a drive on reading and assessment. AP will be leading on this. Earlier today the teaching staff were filling in the action plan for Maths and it is hoped that the process will become a more interactive process with the Governors. **Governors asked** for further clarification (when available) regarding how and when this interaction would happen.
- Pay Policy – The school has had an email from the LA regarding this. The Pay Policy has been delayed this year. When the school has been contacted by the LA it will be brought before the GB to review.



7. Annual Review of Governance.

- Outcome and Discussion.

Two review documents were sent out to Governors prior to the meeting.

The 'Review of Governance' document looked at the 3 core values of Governance with a fourth which looked at 'Effective Governance Practice'.

Core Area 1: 'Ensure clarity of vision, ethos and strategic direction'. Governors agreed that the GB is compliant in all areas; however, the main issue was the lack of capacity due to the number of Governor vacancies which makes it difficult to be as involved in the strategic direction of the school as all would like.

The solution would be to recruit more Governors, from either the parent body which may be easier, or externally. It was suggested that VM change status to a Co-opted Governor (from a Parent Governor).

Action: VM should become a Co-opted Governor. The GB unanimously voted its agreement. **ALL**

Core Area 2: 'Holding the Head Teacher to account for the educational performance of the school'. **Governors agreed** the GB was compliant in this area and especially in areas 2.1 and 2.2.

Core Area 3: 'Overseeing the Financial performance of the school and making sure its money is well spent'. All Governors agreed that CL is a very effective Business Manager and that JH, the Finance Governor, has plenty of interaction and input with CL regarding Finance matters (although he has been unable to attend the FGB meetings, which is a concern).

Core Area 4: 'Effective Governance Practice'.

Governors agreed this area was a little weak as the GB has several vacancies at the moment.

- Identify possible Governor training needs.

Training is available on a face to face basis as well as on line (NGA Training link sent to all Governors via the clerk after the last FGB) but it is sometimes hard to fit in especially as there are not enough Governors around the table at present.

There is a forthcoming twilight training session for Maths (on Tuesday 6th November 2018) which all Governors are welcome to attend.

BEEM provides a training event for 'Keeping Children Safe' but SH will arrange a group Governor training session in school.

Action: Keeping Children Safe training for Governors.

SH

Next Step: Recruit more Governors and ensure that the new Governors skill set covers the needs of the school.

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



8. Governance Structure 2018-19.

Governors referred to the 2018-19 Governance Structure bubble chart.

The table below indicates the existing allocated Governor responsibilities although some names have been removed because of vacancies.

Responsibility	Lead Governor	Staff Member contact
Data Group & Pupil Premium	Mike Nicholls, Rachel Attwell, Kerri Burns	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	Mike Nicholls	GT
SEN	Viv Mudie/Rachel Attwell	TB
Safeguarding	Kerri Burns	SH
Training and Development	Mike Nicholls/Michele Lawrie	ML

The Links Governors were reviewed: MN will temporarily cover Finance until JH has been contacted. The Pay Review group meeting (on the 17th) has enough Governors – VM, MN, ML. Safeguarding, SEN and Early Years are unchanged. The Head Teacher (HT) suggested that Pupil Premium (PP) be combined with the Data group. Health and Safety could be perhaps combined with Safeguarding as the two areas do overlap. Training is unchanged. Governor Learning Walks/Visits involves all the Governors; the focus will be Maths this term.

9. Meeting Dates for the Year and Draft Year Planner.

- FGB – 5pm – Thursday 22nd November 2018
- FGB – 5pm – Wednesday 16th January 2019
- FGB – 5pm – Thursday 21st March 2019
- FGB – 5pm – Wednesday 24th April 2019 (*16th May 2018 Finance Meeting)
- FGB – 5pm – Wednesday 17th July 2019.

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



Action: The Clerk will email dates and updated planner to all governors.

SJO

10. Policy Ratification.

Administration of Medicines - This is an LA policy, both detailed and lengthy. **Governors suggested** a one page synopsis for the website. **The HT pointed out** that if a parent wanted to see the policy they would be prepared to read it all. The policy was ratified without the additional website clarification.

E Safety Policy – ratified.

Data Protection Policy – ratified.

Freedom of Information Publication Scheme – ratified.

Additional comment – in other schools they have been advised to not archive children’s photographs, everything is removed at the end of Year 6. It was suggested to ask CL about this.

11. AOB.

Sussex Coast Teaching School Alliance at Benfield School is hosting a Governor Conference on the 4th October 2018. Invitations have gone out to everyone and have also been resent to all St Peters Governors by the Clerk.

This will be TA’s last GB meeting because due to circumstances beyond her control she is unable to continue as a Governor. The GB thanked her for all her good work and contributions to the school over the period of her tenure.

12. Meeting Ends at 7.30pm.

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

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| 1. The Chair will contact JH regarding his absences from the FGB meetings. | MN. ASAP. |
| 2. The Clerk will collect the completed annual D of I forms from Governors. | SJO. Immediately. |
| 3. ‘Keeping Children Safe’ Training TBA. | SH. ASAP. |
| 4. Clerk to circulate meeting dates and updated Year Planner. | SJO. ASAP. |

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