



## St Peter's Community Primary School

### Minutes of the Full Governing Board Meeting Thursday 22<sup>nd</sup> November 2018 at 5pm

<b>Governors Present:</b>	Michael Nicholls ( <b>Chair</b> ), Michele Lawrie, Sally Cheal, Rachel Attwell, Kerri Burns, Viv Mudie, Alison Palmer.
<b>Advisors to GB Present:</b>	Scott Haywood, Colette Lynch
<b>Officers Present:</b>	Su Owen (Clerk)
<b>Quorum:</b>	7 out of 12 governors present so the meeting was quorate.

### Introduction

#### 1. Welcome.

**Apologies for Absence** – No apologies were received from JH. JH has not attended the last five Full Governing Board (FGB) meetings, including this meeting. The Chair has sent JH a letter expressing his concerns over his continued absence.

**Action:** CL will phone JH or speak to him if he comes into school. **CL**

#### 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. All but one of the Governors has filled in the Annual Declaration form.

**Action:** The Clerk will chase the outstanding Declaration of Interests form. **SJO**

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



#### 4. Minutes of the Meeting held on the 19<sup>th</sup> September 2018.

- Accuracy - The Full Governing Board reviewed and approved 5 pages of minutes from the meeting held on the 19<sup>th</sup> September 2018. The Chair then signed the minutes as confirmation of their accuracy.
- Matters Arising – Page 4 – The table showing Governor Responsibilities needs adjusting as it was felt the Data Group and Pupil Premium groups should be together.

**Action:** Clerk to amend before the Chair signs the minutes.

**SJO**

**Actions:** Actions 1 and 2 have been completed. Action 3, “Keeping Children Safe” training is to be completed by all governors. This is a document which SH will email to the Clerk for forwarding to all Governors. Once read SH will document the training as updated. Action 4, a meeting needs to be arranged between the Chair and the Senior Leadership Team (SLT) so that the Year Planner can be adjusted.

Governors asked CL if the archiving of children’s photographs was on the GDPR audit check list. CL confirmed it was and that the school was compliant regarding this matter.

**Action:** Clerk to forward training email from SH.

**SJO**

#### 5. AOB.

VM informs Governors that she needs to leave the meeting at 6.20pm tonight.

#### 6. Head Teacher’s (HT) Report.

The HT gave a verbal summary of her report which was sent out to Governors for review prior to this meeting; the key points are as follows:

- Appraisal Process – all staff have target setting meetings where last year’s targets are reviewed. Observations in the class room are also part of the appraisal process. All staff are on track.

**Governors asked** if it was possible to have a table inserted at the top of the HT’s report showing important data which could be updated for each meeting, for example, the number of children on roll, the % of pupil premium (PP) children, the % SEN, also the % of absence ( and persistent absence) and the number of EAL children.

**Action:** HT to amend her report for future meetings.

**ML**

- **ASP Data.** The HT referred to the one page summary sheet from the School Performance 2017/18. KB has discussed this data with SH. The school has progressed from:

**For Reading:** yellow (average) to green (well above average)

**For Writing:** red (below average) to yellow (average)

**For Maths:** red (below average) to yellow (average). The maths result has in part been facilitated through the implementation of the Maths No Problem (MNP) strategy, but is also a reflection of the annual variations of the abilities of particular cohorts in a one form entry school. This improvement, though excellent,



is a work in progress and reminds the school to continue questioning what other strategies can be put in place to continue the improvement and support PP children. Reading, Writing and Maths (RWM) has also improved from 41% to 73%, the national average was 64%. Discussions with staff have reviewed the whole picture of progress, where certain year groups are currently and how to then help them to continue to improve up to and into Year 6. **The HT informed** governors that the support staff have had exactly the same training as the teaching staff to help them support the children as much as possible. **The Chair informed Governors** that on the 20<sup>th</sup> November there is an ASP training course with Clive Bolton at the Friends Centre where delegates are encouraged to bring their own school's data to make the training as bespoke as possible.

- School Improvement Plan (SIP) - Governors referred to the SIP 2018-2019 document. The HT referred Governors to page 3 which shows the time line for planned action, by whom, when it will occur, expected impact and subsequent evaluation of impact and next steps. The action plan (and the whole SIP) is constructed using Ofsted headings. **The Chair suggested** that during the meeting to review the Year Planner the Governor actions be added to the planner then they are always visible and relevant. **Governors asked** why the Early Years section was blank. **The HT replied** that this had been a draft version and that because of the whole school nature of the actions planned for Maths and Literacy a separate section was now felt to be unnecessary for the Nursery and Reception classes. The updated version would not have a separate section for Early Years for the Autumn term. **The HT further** commented that she had emailed the HT who came into the school earlier in the year, to complete the Disadvantaged Review action plan, and asked to discuss the report further, a date had not yet been set for this as a peer review is being carried out in January. On Page 2 of the document is a profile of all the classes. This is so all the staff and governors are not just seeing their own class but a complete overview of the whole school.

**7. Safeguarding.**

Currently there are 6 children on the school protection plan and 1 child has been referred to social services. KB has updated her safeguarding training this month and spoken with the SenCo since.

\*\*\*\*\**Confidential Item*\*\*\*\*\*

**8. Pupil Premium Report (PP).**

This report was sent out to Governors for review prior to this meeting. CL gave the Governors an overview of the rationale for PP funding. St Peter's uses the funding to ensure disadvantaged child can access their education, for example, by purchasing school uniforms, bus fares (when appropriate), and so forth. The school also regularly reviews the cost of interventions to see if they are effective and value for money. **Governors noted** that the data for "Grammar, Punctuation and Spelling" on page 8 was somewhat minimal. **CL informed Governors** that this data is not broken down into classes because St Peter's is a small school and so risks compromising data protection and child identification, however, the test data at the end of the term will be reviewed to provide greater depth for this area. **CL referred Governors** to page 9 which showed the total spent compared to the Income: 92.2k against 82.2k.

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



**Governors noted** that although quality of impact from interventions must not be lost amongst the data (£) the report must define the impact - and progress - as much as possible. A small typing error was noted on page 9, the Attendance Data year dates should read 17/18 and not 16/17. CL also notes that the Boxall profile data wasn't available to add to the report.

**Action:** CL to update the report and then add to the school website. **CL**

### **9. Budget.**

Governors referred to the following documents: "Cover Sheet for Outturn Forecast 2018/19", "Chart of Accounts Review – Cost Centres – 18/19" and "St Peter's Community Primary School Outturn Forecast". All documents were sent out to Governors for review prior to this meeting.

CL informed Governors that the carry forward figure was £3,388. There has been a slight adjustment of 8k in the light of the recent census which has shown that some predicted figures were a little high. The budget is always carefully and cautiously calculated but is always subject to change once the actual number of children and their needs emerge. The nursery census will be done in January and this may also result in some adjustments, the cover sheet explains what factors may change the current budget.

There were no further questions. **Governors thanked CL for her hard work.**

### **Sports Premium Funding Report 17/18**

The report was sent out to the Governors for review prior to the meeting.

**The Chair suggested it** might be appropriate to have a sports premium governor. **Governors also asked** about the cricket club. There were no further questions.

### **Proposed Teachers pay increase.**

**CL reported** that the funding has now been received for this.

### **Review Scheme of Delegation.**

The document was sent out to the Governors for review prior to the meeting.

CL referred Governors to page 8 which discusses the powers and duties of the FGB relating to contracts. The quotation ceiling on the document is currently 5k. CL has approached other schools to see if this is an average level for others similar schools but has had no replies as yet. The school doesn't have many contracts; the MNP contract is the most recent one. The Governors were happy for the narrative to be updated to read that "The Chair should be consulted in the first instance and then any case be referred to the FGB if necessary". The main concern was that Governors understood all the processes.

### **10. Policy Ratification.**

#### **Pay Policy -**



CL referred the governors to page 11, **5c) Processes and procedures**. An administrative date needs to be agreed and added within the school before 31 August\* (or add in school's agreed date) or the conclusion of the performance management/appraisal process, whichever is later. The Governors agreed that the 30<sup>th</sup> September should be entered.

VM leaves meeting at 6.20pm.

The SEN allowance is not needed at the moment so it was agreed to delete the relevant lines.

**The Governors acknowledged** that the Pay Policy is a large document to have to review each year and **thanked ML and CL for their efforts**.

**Action:** CL to update the Pay Policy.

**CL**

The Policy was approved.

### **11. Analyse School Data (ASP)**

Discussed earlier in the meeting, during item 6.

### **12. Know Your School – Categorisation Visit 16<sup>th</sup>/17<sup>th</sup> October 2018 report.**

The report was sent out to the Governors for review prior to the meeting.

The School Partnership Advisor's (SPA) visit to the school was challenging but good. It gave the Senior Leadership Team (SLT) an opportunity to show how well they knew the school. It was a very good report and the school was categorised 'Green' (self-improving and sustaining). The report keeps the school thinking about Ofsted and other important areas. Also, the report reminds the school to accumulate evidence which would be useful to both them and the Governing Board (GB). **Governors asked the HT** to consider what she would like the GB to do as part of her action plan. **The GB informed the HT** that they would like her to go back to the staff and ask them how they could support the staff with any useful strategies (money permitting). **The GB requested the HT** emphasis to the staff their enthusiasm and pro-active approach to supporting the staff in any way they can.

### **13. Health and Safety.**

The HT has all recently had a training update on Risk Assessments.SH and the Caretaker will also need this training. **The HT informed Governors** that the Caretaker does currently have checklists for risk assessment and completes them in a regular cyclical manner. It was noted that Health and Safety should be on all SLT and staff meeting agendas. The Health and Safety audit will be completed before Easter and should be done every 2 years.

**Action:** Date to be arranged for the Health and Safety Audit walk round.

**MN/CL**

### **14. Governor Monitoring Visits**

- **Maths No problem Inset. Governors asked** if there was a separate form for this visit to be documented on. It was suggested that the school visit form be adapted.

CL leaves meeting at 6.40pm.



KB will be coming into school for a safeguarding visit; this will also be written up.

- **Arrange follow up Pupil Voice visit. Governors suggested** that it would be good if during this visit they could sit down with the children for a more in depth conversation. The children could bring their work books with them or other work they have done to focus the direction of the conversations.

**Action:** Date to be arranged for follow up Pupil Voice visit.

**ML/MN**

**15. Governor Training.**

A data inspection document for the school dashboard was supposed to be updated on the 14<sup>th</sup> November 2018 but is not in place yet.

RA attended a Governor Forum recently. It was helpful as a reminder for Governors’ action points especially regarding attendance and attainment. It was also a very informative presentation regarding the demography of EAL children in the LA. **Governors suggested** that EAL data also be added to the HT table/dashboard.

CL returns to meeting at 6.54pm.

CL leaves meeting at 6.55pm.

**16. Governor Year Planner.**

**Action:** Date to be arranged for Year Planner review.

**ML/MN**

**17. Code of Conduct.**

This will be circulated prior to the next meeting.

**Action:** Clerk to send Code of Conduct to Governors.

**SJO**

**18. Meeting Ends at 7.30pm.**

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

- |   |                            |
|---|----------------------------|
| 1. CL to contact JH or if possible see him at school.             | CL. ASAP.                  |
| 2. Clerk to chase outstanding Declaration Of Interests Form.      | SJO. ASAP.                 |
| 3. Clerk to amend Table of Governor Responsibilities.             | SJO. ASAP.                 |
| 4. Clerk to forward Keeping Children Safe email to all Governors. | SJO. ASAP.                 |
| 5. HT to add dashboard to top of her report.                      | ML. For next FGB meeting.  |
| 6. CL to update PP report and add to website.                     | CL. ASAP.                  |
| 7. CL to update Pay Policy.                                       | CL. ASAP.                  |
| 8. Health and Safety Audit to be arranged.                        | CL/MN.ASAP.                |
| 9. Follow up Pupil Voice visit to be arranged.                    | ML/MN.ASAP.                |
| 10. Year Planner meeting to TBA.                                  | ML/MN.ASAP.                |
| 11. Clerk to send out Code of Conduct to Governors.               | SJO. For next FGB meeting. |

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