

**FULL GOVERNORS' MEETING
HELD ON THURSDAY 18th May AT 6.30PM**

Members Present

Louise Clark, Rev Paul Doick, Jill Dyson, Maureen Gribbon, Julie Jewell, Stephen McCulley, Rebecca Saxby, Emma Smith, Angela Underwood and Dan Valovin,

	<u>Action</u>
<p>1. Apologies Rev Christina Bennett, Jane Brown, Bridget Meinecke, Michelle Foster was invited to attend but gave her apologies.</p>	
<p>2. Declarations of Business interests None</p>	
<p>3. Minutes from meeting held on 2nd February 2017 The minutes are approved and signed as a correct record.</p>	
<p>4. Matters arising (not covered by agenda items) 4.1 Consultation process – an email was received yesterday from the union confirming they will not be presenting anything to us for consideration. SM has sent an email to all TA's offering voluntary redundancy. They have 5 days to respond. Five TA's have already stated in writing that they would like to take the voluntary redundancy option. The next step in this process will be to arrange a meeting to discuss the rescoring and moderation. The Senior Leadership Team will meet and Cheryl Marris will collate and then present to the panel. This meeting will be held on Friday 9th June. SM and DV will then meet with TA's on Monday 12th June to deliver the outcome. It is hoped a member of Human Resources will be able to attend. The schedule for the day will be to meet with all those being made redundant first and then those not affected will be invited in together afterwards in blocks. SM confirms that all TA's will be given the day off. LC asks how the result will be communicated to staff and parents. SM responds that Teachers will be told in the afternoon, once all TA's have gone home. DV states that we will know the finer details nearer the time after further discussion. LC asks DV how he feels about the support we have received from HR during this second process. DV feels he has been given lots more information but has not used their services as much as it was thought he might, so hopefully the benefit will be at the TA meeting. DV is hoping Emma Priest (HR) will also be able to attend the meeting. ES asks if TA's will have all the necessary paperwork on the 12th June. SM confirms that it will all be dealt with by Cheryl Marris prior to the meeting. MG asks if we are happy to accept the voluntary redundancies from the TA's that have come forward. SM responds that as the majority of the TA's are equal, we will be accepting any voluntary redundancies put forward. PD feels that those that have come forward have helped make the decisions easier. ES enquires if the EYFS TA's are exempt due to their expertise. SM responds that no not necessarily. DV asks if the TA's are aware of the new meeting date. SM confirms that they have been told. 4.2 SM, LC, PD, Cheryl Marris and a representative from Unison met with the TA's to explain why we had to restart the process and expressed our apologies for any errors made and for the fact that the process has to be done. 4.3 Governor emails – LC asks if all Governors are now set up on their new St Peter's email addresses. JD responds that she has not received a new email. JH will look into</p>	

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and forward information to JD. ES reiterates that Governors need to use their school emails for information, Governance and IT security reasons, therefore all Governors must ensure all correspondence is sent to and from their St Peter's email address and not their personal ones.

4.4 Governors SLA – PD – There was an issue with the signatories on the Trust account which is why this was not paid when it was due. The Trustees have agreed to pay the subscription cost. The school have paid the invoice and the Trust will reimburse the school. PD confirms the Trust will also pay the Governors Association costs.

4.5 LCVAAP – PD confirms that we have not received any news on our bid so it would be safe to say our bid was unsuccessful and we will not be receiving any money.

4.6 Timings of FGB - it is agreed to look at the meeting days and dates for the next academic year at the next FGM in June. The idea will be to have the meetings on different evenings.

4.7 Complaint – LC received a written complaint. This was investigated under the Complaints Policy. LC spoke to SM, the class teacher and the TA of the child concerned. LC wrote back to the plaintiff apologising for any distress caused to the child concerned.

9.1 Finance & Premises

It is agreed to discuss this item early due to PD having to leave early to attend a prior commitment.

9.1.1 The Finance committee met on the 12th May. The prominent matter discussed was the budget. The Finance Committee have now brought it to the FGM for approval.

9.1.2 The LCVAAP bid and some premises matters were also discussed. Work needs to be completed on some areas of the roof. The front gates have also been a big issue and cost a significant amount of money to keep repairing. They need to be replaced and for any work costing over £5k we should get three quotes under our Best Value Policy. A local company have offered to replace the gates for £8400 and will not charge any labour costs. It would be highly unlikely we would get a quote cheaper than this. It has been brought to the FGB for ratification and approval. The cost will be coming out of the school's reserve fund and not the budget. It is unanimously agreed to accept the one quote for the work on the school gates.

9.1.3 Projectors – all classroom projectors are now coming to the end of their lifespan. It was discussed how we reinvest for the best. There are new screens that are available that are better value for money. To replace all of the projectors it would cost in the region of £35k. The teachers need these to be able to teach in the best possible way. The Finance Committee discussed the best options and decided the best option was to purchase three in the first instance. One will be funded by the PTA and the other two will be funded from the school reserves fund. The idea will be to replace all whiteboards over the next five years.

9.1.4 2017/18 Budget – PD hands out a document to the other members which give details for the new academic year's budget. PD explains the new budget and funding. The budget will be lower than previous years. All costs have been reduced as much as possible to make the least amount of redundancies. The budget has been balanced with income and expenditure. PD gives thanks to Cheryl Marrs for her hard work in balancing a very tight budget. Any slight excess will be used to keep the school running. DV feels that this is a very positive budget that has been presented.

PD proposes the budget be approved. ES seconds the proposal. It is unanimously agreed by the FGB to approve the 2017/18 budget that has been presented.

(7.10pm = PD leaves)

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<p>5. Urgent matters None</p>	
<p>6. Chair's Report/Overview of Chair's actions</p> <p>6.1 SM, PD, MF and LC met with David Morris, our appointed Link Advisor for last term, on Friday 31st March. He was here to review Teaching, Learning and Assessment. The report will be discussed later in the meeting. Our appointed Link Advisor for this term is Anita Bullock and she is familiar with the school from previous dealings. Her appointment with us will not be permanent and she is only with us for the term. LC has discussed with Victoria Ludlow the need for continuity with a permanent Link Advisor.</p> <p>6.2 LC has investigated the written complaint that was received and this highlighted the fact that our complaints policy was out of date.</p> <p>6.3 LC has been dealing with the Consultation process and gives thanks to DV for all the work he has done with it. DV responds that as a Governing Body we have not been through the redundancy process and it has been hard and we have not deliberately got it wrong. We have learnt from the mistakes that were made.</p> <p>6.4 LC, MG and JD met with SM on the last day of term to hold the Headteacher performance Review.</p> <p>6.5 JD feels that LC took on the Chair of Governor role out of the good of her heart and enquires if there is any way that other governors can help more. LC responds that although she has received lots of support, Governor monitoring will help. We need to think where we go from here and succession planning needs to happen in future.</p> <p>6.6 LC is having regular meetings with SM on Mondays.</p> <p>6.7 LC was part of the interview panel yesterday. SM confirms four candidates were interviewed. There were originally six possible interviewees but two dropped out. One will definitely be appointed. We have a plan A, B & C in place for the three possible scenarios that could happen. Three out of the four interviewed we would appoint if posts were to become available. JD asks if any of the applicants are attending other interviews. SM responds that we are not aware of any.</p>	
<p>7. Head's Report & Data Analysis</p> <p>7.1 There are fewer children on roll than we are able to take, but we do have around seven new starters across the whole school for September. We have 53 confirmed new starters for Reception in September, but new updated figures will be released on the 22nd may so it could be higher. ES asks that if we were oversubscribed would we still take on new Reception children as agreed at Staffing and Curriculum. SM responds that there are a few procedural issues that have to be dealt with before we can take on any children over our numbers in KS1.</p> <p>7.2 SEN – This has not changed. EHCP's will reduce by one as this child has made significant progress. Another SEN Child will be leaving us in September. CA has done a wonderful job this year. SEN was incomplete and messy. CA has revised everything and made it a better system all round. LC enquires if there are any plans to replace the Learning Mentor. SM confirms that this post will stay vacant until finances allow otherwise. JD asks if the LAC is in the West Sussex catchment, if not we may be able to get more pupil premium for them if they are classed as out of county. JJ will enquire to confirm.</p> <p>7.3 CPOMS – this is now fully introduced and is being used in all aspects and everyone is using. JJ states that the feedback is that staff find it a positive introduction. SM feels it was definitely worth the investment. SM confirms he will set ES up on the CPOMS system for her role as Safeguarding Governor.</p> <p>7.4 Accidents – there has been one accident since the report was produced. This has been investigated and was found to be purely an accident.</p> <p>7.5 Attendance – this is still maintaining at the 96% level. LC asks how this can be</p>	<p><u>JJ</u></p> <p><u>SM</u></p>

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improved. SM responds that children are poorly and that can't be helped, but we are doing lots to encourage attendance by offering termly certificates and house points. SM confirms that Alice Timmins has now taken over the supervision role for attendance.

7.6 Exclusions – this still stands at 13 for this academic year, but were all in the autumn and spring terms. There have been no exclusions in the past seven weeks, so the steps that are in place are beginning to show signs of working.

7.7 Staff Monitoring – this has been graded as 100% of staff good or above, with some also been outstanding. This is a big improvement.

7.8 INSET Days – ES asks if she would be able to attend the next Safeguarding training for staff. SM confirms that this will be fine but no date has been set yet. LC enquires if Governors are able to see INSET Day programmes so they could attend if they wished. SM confirms that yes they can and once it is known when they will be.

7.9 Data Analysis – SM feels this is fairly good and JJ states that Reception is looking like a healthy picture and she expects all children to be where they should be by the end of the year.

Year 1 are looking good

Year 2 results are better than expected

Year 3 – good

Year 4 – excellent

Year 5 are looking excellent and has been quite a turnaround

Year 6 – results are not very good but we were aware of this.

JJ asks if we could show all intervention work for Year2 & 6 for the next Link Advisor visit. SM states that yes it can be shown; LC confirms that the next visit is being held on the 22nd June and all Governors have been emailed the necessary information. LC will go through the requirements and break them down into sections and do the necessary preparation via email. SM – no timetable has been given for the visit as yet and LC comments that she would be very grateful for any Governors that were able to attend both visits. The confirmed dates for the visits are 22nd June and 20th July. DV asks that due to the likelihood that our SAT's results are going to be lower than we would like, would Ofsted visit to review them. SM responds that owing to the fact that they have not long visited us, they would not come back to review. SM will email the Link Advisor to request a timetable so that Governors have more information.

SM

SM

8. Main Business

8.1 Ratification of Chair of Staffing, Curriculum & Spirituality

8.1.1 MG has agreed to be Chair for this Committee. LC proposes and JD seconds. It is unanimously agreed that Maureen Gribbon will be Chair for Staffing, Curriculum & Spirituality.

8.2 School Improvement visit report

8.2.1 SM - Two reports have been received – autumn and Spring. The autumn term data review meeting was as we expected. Years 2 and 6 were highlighted as academically weak and we were already aware of the gap. The actions listed to improve the KS2 outcomes were quite extensive. It is felt it was a good report. They also looked at standardizing our assessment. Reading, writing and maths is moderated every month so teachers have a good understanding of what is expected, so staff feel more secure in what they are doing now.

8.2.2 Spring Term Report – SM – The focus of this visit was teaching, learning and assessment. SM feels that the report is wrong and not a true indication of St Peter's. The Advisor saw Year 6 who were in the process of getting ready for SATs so were not

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doing a 'normal' lesson so was not a correct judgement. Year 2 was viewed as outstanding. He was shown sample books but we now feel that maybe we could have shown him more. We tried to show a wide range of books, but we could have done it differently. LC feels we have learnt that we need to do it more like an Ofsted inspection and should we ensure books from SEND, Pupil Premium, Gifted and less able children are also included. It is agreed that going forward this will be done. ES states that we need the consistency of having one Link Advisor so they can see the changes that are made going forward. SM recently attended a meeting at County to discuss the outcome of the visit and he informed them that we felt we needed a permanent Link Advisor for consistency. County have stated that they want to send a Consultant Headteacher once a week for six weeks to assist SM and improve our data. They have stated that there will be a cost involved for this. SM feels it is not needed as this report does not show the school correctly. **JD challenges** SM with this statement and asks what the views were of those that attended the meeting. LC responds that it was felt that there was more room for improvement than we were expecting at the time and the Governors were not prepared for the meeting because of lack of information and agenda. MG asks going forward, what will happen from this assessment. JJ enquires if it will be picked up by the new Link Advisor. SM states that he has rewritten the SDP and SEF as requested and has resent them to County. JD responds that they will want to know who was involved with the SEF and SDP so he may want to discuss it with staff and Governors so they are up to date with the content. **JD challenges** SM as to why we do not want the Consultant Headteacher to come in to help if it is felt by County that we need it. SM responds that it is mainly due to not being able afford it. JD feels that as this is a serious matter and the money needs to be found. DV says that we could go to the Finance Committee and ask for a small release of funds from the reserve account. MG feels that this will show that we are providing support as a Governing Body and also show we are willing to do what is needed. JD states that if SM has been called into a meeting with the Local Authority, then it is serious and we need to do all that we can and it is important to get the Consultant Headteacher in if that is what is needed. LC feels that we as we have now been given a rough outline of what they will be looking at on their next visit in June, we will need to do lots of work to know where we are and what is needed to be done. We need to also take any professional development that is offered to us. ES states that we need to book more time to see the SEF and discuss and plan for the meeting so we understand it fully. It is decided to hold an extraordinary meeting to go through the SEF. SM will email Governors to ascertain who can attend on the 22nd June and then arrange a date prior to this to prepare for the meeting. SM will resend the SEF and SDP to Governors and find out the costs and further details for the Consultant Headteacher. DV will arrange with the Finance Committee the release of the funds for the Support Advisor.

SM/DV

8.3 Governor Monitoring

8.3.1 LC – in the past Governors have been invited in for Governor Open Mornings once a term. Going forward SM has suggested dividing the Governing Body into focus areas and appoint Governors in pairs to specific subjects. Governors will then have more control as to when they come into school and how it is managed. The suggestion would then be to meet on a termly basis with Subject Leaders. JJ asks if a Governor could be allocated to EYFS separately. DV agrees to be the allocated Governor for this. AU asks if it will rotate or will Governors be with the same subject's permanently. LC responds that as this is newly introduced we will look at it once it has been running for around one academic year. LC asks if there is any guidance for Governors doing lesson observations. JD responds that there is not and it is more about observing a lesson and picking up on anything. JD also states that it would be more of a general report rather than an in-depth report.

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<p>9. Reports from Sub Committees</p> <p>9.1) Finance</p> <p>This was discussed earlier in the evening</p> <p>9.2) Staffing, Curriculum & Spirituality</p> <p>9.2.1 The last meeting was held on the 25th April and most of what was discussed has already been discussed already.</p> <p>9.2.2 The Committee also looked Core Question 4 of SIAMS. The focus of this was the expectation of children participating in Worship and staff knowledge of our Ethos.</p> <p>9.2.3 The next Church Service is being held on the 29th June and all Governors are invited to attend.</p>	
<p>10. Policies to be reviewed/approved</p> <p>10.1 Safeguarding</p> <p>10.1.1 There are no changes to this report other than names. When CW returns this will need to be amended to include her name.</p> <p>10.1.2 The role of the Governing Body is to redo their training every two years. LC asks if Governors would be able to attend the Safeguarding training the next time it is being held on an INSET day. SM confirms that yes they can.</p> <p>(9.00pm – JD leaves)</p> <p>10.1.3 It is agreed that all Governors are to do the online safeguarding training</p> <p>10.1.4 It is agreed that Governors have until the 26th May to email SM any questions or comments regarding this policy. If none are received, or once any questions or comments are answered, the policy will be approved.</p> <p>10.2 Complaints Policy for Parents</p> <p>10.2.1 This is a model policy. It is agreed that Governors have until the 26th May to email SM any questions or comments regarding this policy. If none are received, or once any questions or comments are answered, the policy will be approved.</p>	
<p>11. Information and Routine Matters</p> <p>Racial Incidents None</p> <p>Complaints LC - We have received one written complaint. PD, ES and LC are investigating.</p> <p>Safeguarding There are no safeguarding issues.</p> <p>Academy Status Nothing to report</p>	
<p>Any Other Business</p> <p>ES informs the Governors that her partner is a Health & Safety Trainer and is offering H&S training free of charge is anyone would like to take up the offer.</p> <p>ES was recently approached by PART offering free defibrillator training which can be</p>	

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<p>done on INSET days. ES will contact the Lady and ask her to liaise with Cheryl Marrs.</p> <p>ES – Local Henfield Joggers club would like to use the playground as the car park for an event they are holding in July. ES states she is happy to take responsibility. Governors agree and ES will put the request in writing as a formality.</p>	
<p>12. Chairman's Actions</p> <p>12.1 LC will look at the Governor monitoring and resend the monitoring forms</p> <p>12.2 LC will get preparations in place for the SIP visit on the 22nd June.</p>	
<p>Date of next Meeting: Thursday 29th June 2017 at 6.30pm</p>	

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