



**FULL GOVERNORS' MEETING
HELD ON THURSDAY 7th July 2011 AT 6.30PM**

Members Present

Shirley Abbott, Alan Corbett, Rev Alastair Cutting, Paul Drew, Nellie Grimes, Dick Hill, Michelle Hills, Brian Lang, Angela Martin, Heather McFarlane-Cryer, Bridget Meinecke, Jill Miller, Nick Phillips, Hannah Robins, Dan Valovin, Hannah Freeman.

Action

The meeting was opened with a prayer by Rev Alastair.

1. Apologies for Absence

None

2. Declaration of Business Interest

Brian Lang declared a business interest in Planet Sport Holdings Ltd as a shareholder.

Alan Corbett declared a business interest in Westridge Construction.

3. Minutes of meeting of 26th May 2011

Two amendments were made :

- (i) It was noted that Paul Drew was absent from the meeting and not in attendance as minuted.
- (ii) Should read SIPs no longer allowed to support 'good/outstanding' schools.

Minutes were then agreed as a correct record and were proposed by Nellie Grimes and seconded by Rev Alastair.

4. Matters Arising

- 8.3 NP asked for feedback from those Governors who had attended the open morning on 15th June.

PD said it had been a very positive experience and the opportunity to observe a Sex & Relationships lesson had been very beneficial. NG said the classes were very relaxed and teachers well prepared. DV felt the morning had been well handled.

JM and AC had seen three different classes using Working With Others. It had been interesting to see Reception learning the skills in order for children to respect and work together. Skills that were apparent in Year 4 & 5.

Governors felt that staff had taken the time to explain what they were doing.

Year 1 topic on India was outstanding. All pupils were totally engaged.

Chairman's Signature

A large, stylized handwritten signature in black ink, written over a horizontal line.

6. Chair's Report

- The Governing Body will be required to appoint an external advisor for the Headteacher's review. A list from County of approved advisors has been circulated to schools.
- HR to undertake the on line Headteacher's performance review training.
- NP did not attend the Academy conference on 16th June.

7. Headteacher's Report

- SATs results have now been received. Targets were achieved in Maths with significantly higher than expected reaching a **L4.5**
- Writing results are lower than expected.
- Reading – **61%** have reached a L5, however the high fliers were not credited with the levels that were expected. **in Writing**.
- NP thanked those Governors who were able to help with the community day and sports day.

5. Urgent Matters

The parent governor election that was due to take place on 4th July had been terminated owing to an irregular distribution of voting papers. Advice was received from Legal Services and a rebalot was circulated. A briefing paper will be compiled for future balloting of parent governor vacancies.

6. Chair's Report

- The sponsored bike ride has raised £8673.55 towards repayment of the loan. The outstanding loan amount now stands at just under £3000. The PTA have agreed to contribute towards the ongoing commitment over the forthcoming year.
- It should be noted that any future building projects would incur a proportion of expenditure which would need to be met by the governing body.

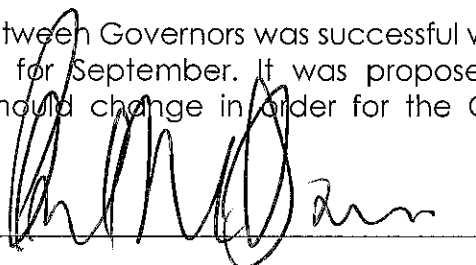
7. Headteacher's Report

- A member of teaching staff is currently on sick leave with a serious illness. NP said he was mindful of the fact that plans will need to be put into place for covering the class in September.
- Tim Furber (Chair of PTA) had requested help from the governors for the school fete on Saturday 16th July. Governors should let JM know if they are able to help.
- The design a biscuit competition organised by Truffles and Sussex Wildlife had been successful with a Year 1 pupil from St Peter's winning first prize. The pupil's class was invited to Truffles bakery to participate and watch the winning biscuit being produced.

8. Main Business

- 8.1 The succession planning meeting between Governors was successful with an action plan being put into place for September. It was proposed that the structure of the governing body should change in order for the Chair to be supported by two Vice Chairs.

Chairman's Signature



It was noted that PD would be willing to stand as Chair in September and it was suggested that it would be beneficial for him to take on the role as a current Vice-Chair. All Governors were in agreement.

Action

8.2 Report from Steve McCulley (Deputy Head at Holy Trinity)

Steve McCulley had visited St Peter's in his capacity as an NPQH candidate. He had been present in school for five days and had researched community cohesion within the school using aspects of the West Sussex audit tool. Children, staff and parents were interviewed and a report was compiled drawing on these conclusions. The general consensus was that the number of children/adults interviewed represented a small ratio of the school community as a whole and would possibly not give an accurate representation of the majority.

8.3 Monitoring by Foundation Governors

The link between the church and the school is important and Ofsted raised the need to improve the monitoring of worship and RE by Foundation Governors.

NP and Rev AC to meet and discuss this further and feedback to Staffing & Curriculum.

Rev AC circulated "Governors Guide – The Role of the Foundation Governor" from the Diocesan Board.

Rev AC said it was important to share the foundation governor role with other churches within the community.

Governors need to be aware of aspects of Christianity in school and to heighten its profile.

8.4 Locality meeting for Heads & Governors

Governors are invited to attend a locality meeting about Academy status on 15th September to share ideas with other heads and governors. NG, PD Rev A, DV and HR confirmed they were able to attend. Meeting to be held at Storrington First School.

8.5 Treasurer's Report

The trustees hold £100,000 which is kept in a trust fund offset from the sale of the old school on Henfield Common. Interest returns currently stand at 2/3%.

DH circulated the Treasurer's report.

Signatories on the Governors' accounts still to be amended.

JM thanked DH for taking on the role as Treasurer.

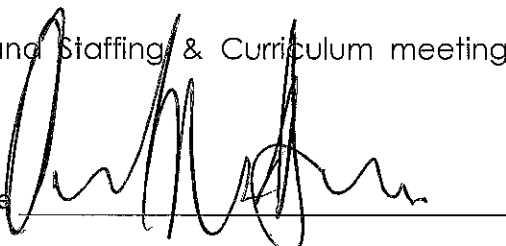
9. Reports from Sub-Committees

Finance Committee have met to decide what to do with the c/f. The accumulating fund has been topped up in order to steer us through difficult times ahead.

BM has said she would be willing to stand as Chair of Finance in September.

Minutes of the most recent Premises and Staffing & Curriculum meetings previously circulated.

Chairman's Signature



10. Safeguarding

Action

None.

11. SEN update

An advisory meeting has been held with regard to the future of the EP service. None of the locality schools will be sharing the same EP.

HF now having to carry out testing on pupils before they can be referred.

12. Policies

Governor Visits Policy - Governors approved updated policy.

Staffing Structure – No changes to be made.

Disciplinary procedures for staff – policy amended and adopted.

13. Information and Routine Matters

13.1 Racial Incidents

None

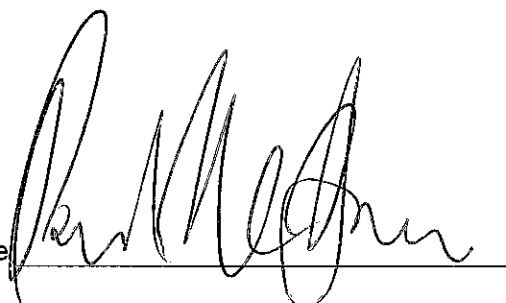
14. Chairman's Actions

NP had consulted with JM as to the action being taken with regard to the Teachers Pension strike. It was agreed that parents should be given plenty of notice. Those teachers who did not attend school on the strike day would be required to take unpaid leave.

Dates of future meetings

To be decided.

Chairman's Signature

A handwritten signature in black ink, appearing to be 'P. McArthur', written over a horizontal line.