



**FULL GOVERNORS' MEETING  
HELD ON THURSDAY 17<sup>TH</sup> MAY 2012 AT 6.30PM**

**Members Present**

Jane Brown, Rod Brown, Louise Clark, Alan Corbett, Paul Drew, Hannah Freeman, Michelle Hills, Heather McFarlane-Cryer, Nick Phillips.

	<b>Action</b>
<p><b>1. Apologies for Absence</b> Rev Christina Bennett, Rev Alastair Cutting, Nellie Grimes, Bridget Meinecke, Hannah Robins and Dan Valovin.</p>	
<p><b>2. Declaration of Interests</b> Rod Brown declared a business interest in the Planning Department, Horsham District Council and Alan Corbett declared a business interest in Tasker Construction.</p>	
<p><b>3. Minutes of Meeting of 29<sup>th</sup> March 2012</b> Minutes were agreed as a correct record and were proposed by Hannah Freeman and seconded by Jane Brown.</p>	
<p><b>4. Matters Arising</b> (not covered by agenda items) Governor Award – no proposals have been received from the community. Governors need to think of ways to raise awareness. Circulate nomination forms to parents and staff. Also circulate to guides/scouts and the church.</p> <p>Headteacher's Report –</p> <ul style="list-style-type: none"><li>• Pupil previously excluded now placed at BRANCH, Crawley and undergoing assessments.</li><li>• 55 pupils will be starting in Reception in September, which is a positive increase, as 45 will be leaving Year 6 in July.</li></ul> <p>Sponsored bike ride was a success and monies raised will be used towards to help finance the installation of the new play equipment.</p>	
<p><b>5. Urgent Matters</b> None.</p>	
<p><b>6. Chair's Report and Governors' Award</b></p> <ul style="list-style-type: none"><li>• Rev Christina Bennett has been appointed by the PCC as a Foundation Governor.</li><li>• Nick, Paul and Alan attended the Chanctonbury Schools locality meeting. Discussions took place on how collaboration can be moved further. It evolved from the meeting that each school is keen to keep their own identification, ethos and culture. At present locality schools share IT and sports and the next step forward may be premises, further IT and HR.</li><li>• There is a consensus that schools are not keen to share their staff.</li><li>• In the likely event that services will start to be withdrawn over the next 9</li></ul>	

Chairman's Signature

months to a year, we need to be thinking ahead. It was agreed that governors should meet to discuss ways forward. Steph to arrange.

- Alan felt that we will be driven by the lack of facilities available from County.
- Paul said that it was difficult to get a balanced view as the NCSL are pro academy as well as the teaching unions.
- Nursery update – preparations are underway with compiling a business plan. A rationale for the nursery/studio will be shared with Governors over the forthcoming weeks.
- David Daynes currently redesigning the building and the number of rooms required. Rod asked what the time frame would be. Paul said that it was hoped to start building next February and opening September 2013. This is subject to approval by Governing Body.
- Paul Drew said the service for the opening of the memorial garden had been very nice and the garden is looking lovely.

## 7. Headteacher's Report

### 1. Pupils

Nick said that the situation with the pupil in Year 3 had deteriorated, and had left him with no decision but to permanently exclude the pupil. However, the Local Authority had approached Nick and asked whether he would withdraw his decision, in order for the pupil to have a managed transfer to an assessment unit. The pupil's needs are to be assessed to see whether it would be suitable for him to return to mainstream, with a possibility of readmission to St Peter's.

Paul said that he had been kept up to date with the decision to exclude the pupil and was very aware of the stress that had been put on the school, but hoped that the pupil received the support he needs. Rod said he was very grateful for the way in which the situation had been handled.

### 2. Personnel Matters

#### (i) Teaching Staff

Hannah Freeman has been appointed as a Assistant Headteacher at St Margaret's primary. Tom Benyon has been appointed as an IT Teacher at Tanbridge House secondary school in Horsham.

#### (ii) Support Staff

TAs will be informed of their allocated hours on Monday. Nick said that he was sorry that Siubhan Anderson had handed in her notice as an Early Years Assistant due to personal reasons.

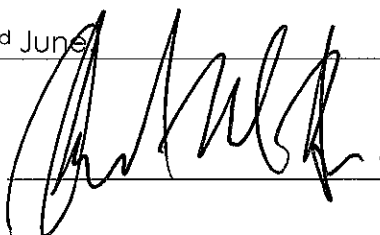
### 3. Curriculum

(iii) Nick said he was delighted that the school had been awarded an Arts Mark Gold award and thanked Abby Thorpe for the hard work put in to achieving this status.

### 5. Events this term

- Governors are invited to attend the cricket festival on Henfield Common on Monday 18<sup>th</sup> June.
- Sports Day will be held on Friday 22<sup>nd</sup> June.

Action



- St Peter's Day church service is to be held on Monday 2<sup>nd</sup> July in the church. All Governors are welcome.
- 5<sup>th</sup> July – Year 6 will be visiting Worth Abbey for a leavers service.
- 6<sup>th</sup> July – Community Day in Henfield. Governors are asked to help with the day if they are available.
- 19<sup>th</sup> July – Year 6 leavers service (St Peter's church). All Governors welcome.

## **8. Main Business**

### **8.1 School Development Plan (Progress Against Objectives : 2011/12)**

#### Area 1 – Teaching & Learning

- Review of whole school curriculum map will continue until the end of the Summer Term.
- Review of Foundation subject coverage.
- Evidence of new handwriting scheme in place.
- Moderation of writing – staff review children's work and agree levels. Review against other schools as well.

#### Area 2 – Leadership & Management

- Peer monitoring not worked as well as hoped owing to a lack of time and resources.
- Evaluation process for collective worship – comment book circulated to children and staff weekly.
- Review of office staff structure – postponed for the time being owing to the nursery proposal and possibility of appointing a Business Manager and Office Manager.

**8.2 Feedback from Locality Meeting regarding Academy status** – discussed under Chair's Report.

**8.3 Update on nursery/studio** – discussed under Chair's Report.

### **8.4 Report from Governance briefing**

- New arrangements for the performance management of Headteachers' are due to come into effect in September. Model policy available on the Department for Education website to be adopted and made available to all teachers.
- Teacher Appraisal and Capability – recommended that Governors look at the optional policy and consider adoption. New policy sets out an example of a capability policy to follow for teachers, about whose performance there are serious concerns that the appraisal policy has been unable to address.

Leadership & Governance briefing papers are available in the Governor section of the WSGfL.

### **Link Governor's report**

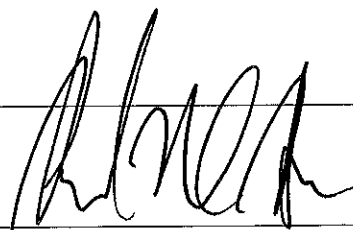
- Hannah and Bridget have met to discuss ways for the Governing Body to work more effectively. A record of WSGfL courses undertaken by Governors was circulated.

## **9. Reports from Sub Committees**

### **9.1 Finance**

Committee met on 26<sup>th</sup> April.

Chairman's Signature



Review of last year's budget :

- Teachers spend in budget.
- SEN additional hours allocated to reflect the increase in statemented pupils.
- Premises budget – overspend due to Bob working extra hours.
- Supply – well under budget for sickness cover.
- Utilities – no concerns.
- Cleaning costs - £6000 saving owing to the change in cleaning contractors.

New budget :

- 90% of costs incurred are staffing.
- A new formula for setting TA hours has been effective.

See confidential minutes (pink paper)

**9.2 Staffing & Curriculum**

- Waiting on minutes to be circulated.
- Exclusion situation discussed.

**9.3 Premises**

- Awaiting design for the refurbishment of the Year 1 & 2 toilets. This will go out to tender with work to be carried out during the summer holidays.
- Finance committee had agreed the overspend for the upgrade on the heating system.

**10. Safeguarding**

- Michelle had attend the Governors' Child Protection course, as well as the Promoting personal well being course with Jane. Paul asked Michelle whether she thought we were adhering to best practice. Michelle said yes through an ongoing programme of training.

**11. SEN Update**

No changes since last update.

**12. Policies**

- Governors visits – to be reviewed by Nick and Heather.

**13. Information and Routine Matters**

13.1 Racial Incidents

None.

13.2 Complaints

None.

**14. Chairman's Actions**

Paul to write to Tim Furber (PTA) thanking him for his work with the Guinness conker challenge.

**15. Date of next meeting**

12<sup>th</sup> July.

Chairman's Signature

