


**FULL GOVERNORS' MEETING
HELD ON THURSDAY 28th November 2013 AT 6.30PM**

Members Present

John Bailey, Rev Christina Bennett, Rod Brown, Louise Clark, Alan Corbett, Paul Drew, Michelle Hills, Mark Minchell, Rev Peter O'Connell, Nick Phillips, Hannah Robins, Matt Stenning and Dan Valovin

	<u>Action</u>
<ul style="list-style-type: none"> Jodie was welcomed to the meeting as the new Clerk to Governors 	
1. Apologies Nellie Grimes	
2. Declaration of Interest Rod declared a business interest in the Planning Department, Horsham District Council and Alan in Tasker Construction	
3. Minutes of Meeting 26th September 2013 <ul style="list-style-type: none"> Corrections – Paul asked that a paragraph on page three be omitted as he had no recollection of saying it. Paragraph 9.1 School Structure Dan asked for it to be changed to limited opportunities from no opportunities as he felt this was more appropriate. Louise proposed and John seconded 	
4. Matters Arising <ul style="list-style-type: none"> Page 2 item 8 Thakeham and Steyning have recently been inspected by Ofsted. No information is known at this time on the outcome of the reports. Item 4 9.1 Finance Years 5 and 6 have twelve Learn Pads. Six per year group. Chairs Report: The Ofsted Parent View needs to be put on to the website as agreed. This has been done Head teacher's Report: 77 invites were sent out to prospective parents to visit the school for the next academic year. 55 – 60 are expected to join. Paul asked any reason? Louise said there was a baby boom for that year group. With a small year group 6 leaving next summer, there could be a significant financial implication if we are at full capacity. 	
5. Urgent Matters <ul style="list-style-type: none"> None 	
6. Chair's Report 6.1 Rob, Nelly and Paul had a meeting with Margaret Brackley, a Consultant and	

Chairman's Signature



she advises head teachers on appraisals. She advised that the website was important when Ofsted were to come as it shows that we are working closely with keeping the parents informed.

This was decided that it was a priority to get finished and Paul stated that he thought it was important for the school and the parents when it came to everyday school life.

6.2 Policies need to be on the website especially for those prospective parents to be able to access.

6.3 Pupil Premium and equality statement also needs to be added to the website.

6.4 John asked if we had VLE which Paul and Matt responded that we have Moodle for pupils. Matt thought that Moodle needed to be more prominent on the school website.

6.5 John suggested that the homework spec needed to be on there so pupils can find it when they needed it.

John also asked if the teachers updated it regularly. Matt replied with no but it is perhaps something that we could look into doing. Staff have some directed time to input into Moodle.

Paul suggested that perhaps in 2-3 years' time maybe this is something additional the Governors could look into doing

Bridget stated that there are still many pupils that do not have internet access for Moodle at home and this is something to keep in mind when making decisions about student homework being available online as they will need hard copies.

Hannah stated that we needed a communications strategy to make sure there were alternative ways for pupils without internet access.

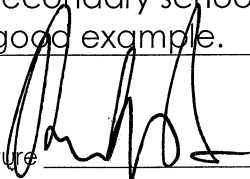
Rev Peter commented that there were still a significant number of pupils getting paper copies of letters.

Hannah asked what the status of the website was, which Nick replied that he had a meeting with the designer scheduled for next week to discuss. The aim was to have it live before Christmas. Dan asked if we would be able to access it remotely which Steph replied yes.

Rod asked about content management and whether we had the resources to maintain the website and that it was a concern. Matt asked who would be appointed to do this role as Hannah stated there was no extra funding to recruit an additional person to fill this position. Nick replied that Jodie will maintain the website and will have dedicated time in her working week to do this. This would be reviewed after an initial period to see how it was working.

John commented that if more people maintained the website it could make it the best it could possibly be.

Dan suggested that we look at the Secondary school websites for inspiration as they lead the way and would be a good example.



Dan asked if the minutes from the Governors meetings will be on the website and Hannah suggested this was a good idea so that parents could see them and Ofsted could see that we were keeping parents informed. Although the confidential meeting minutes would not be placed on the website.

Alan commented that accountability and openness when it came to allowing access to the minutes was good but we had to be cautious that they were not misused in anyway.

Dan stated that they should be available as they are public documents and Rod suggested that maybe we should have a link on the website page that leads to the minutes so people can access them.

Rod raised a concern that what was minuted in a meeting may be misinterpreted if freely available.

Dan commented that Ofsted would want the minutes available on the website and that it would show we were working with the parents.

Paul stated that a certain degree of discretion was needed.

There were 10 in favour of the minutes being placed on the website and 5 not in favour.

Hannah asked that with regards to any confidential minutes if anything alarming would the Governors be informed of anything they feel they would need to know.

Rod replied that we would just need to be aware of commercially sensitive matters.

Paul suggested that the sub committee meeting minutes did not need to be on the website and it was approved that the full Governors meeting minutes will be able to go onto the website.

Alan asked if Ofsted compared the sets of minutes from the last year and would it show that we were preparing for a visit? Hannah stated that we were discussing the issue of placing the minutes on the website to make it a better school and improve the way things were done. John said that we didn't want it to seem like we were taking our eye off of the ball.

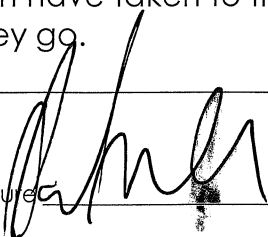
Paul stated that lots of things were done in our school that Ofsted didn't inspect us on but helped make it a better school.

Dan asked if there was a quarterly or termly Governors newsletter to parents. It was stated that there wasn't but used to be and maybe this was something that we could start again to show the parents what the Governors were doing for their children and maybe an annual newsletter would suffice.

Rod asked if we would be asked how what we have discussed at the meetings has impacted the children.

Paul has said that the Maths evening that Matt arranged was a good success and showed that the newly acquired learn pads were being used and had a positive impact.

Paul suggested that we add to the next agenda to look at the impact the learn pads have had and how the children have taken to them. But maybe we should give them a year to see how well they go.



Leadership and management

Pupil Progress we needed to further improve students with regards to phonics, grammar and spellings.

Prepare teaching school alliance initiative – Nick is developing relationships with other schools.

GVO Paul said that the Governors should not be afraid to use it and give it a go and upload information onto it as we want to use this as our main point of contact for information for the Governors.

Dan stated that the policies needed to be uploaded onto the GVO and this is in the process of being done.

Paul suggested that it may be beneficial for an online training course for all the Governors for using the GVO.

Paul asked Jodie to forward the contact email for the specific contact for anyone having trouble uploading the GVO onto their systems.

Dan noted that there were quite a few alerts coming through and wondered if there was a way to choose what alerts each person got as all alerts are included in the weekly summary.

Paul suggested that anyone that wanted to go on the Governor training course to contact Jodie for upcoming dates. The three new Governors were handed an information sheet with details of the upcoming new Governors courses they could attend and were asked to email Jodie with preferred dates. Existing Governors were encouraged to attend a course as well as it was thought it would be beneficial to all.

There are currently 387 students at St Peter's compared to 366 four years ago and 405 next year. Nick said projections are that in the next three years the number will rise to 420. Paul asked how does that affect us. Nick stated that the main issues were lack of hall space for Friday assembly as parents are invited to this as well as it being a whole school assembly. PE Sessions would also be affected. Lunch times would prove to be the biggest issue as from next year Reception, Year 1 and Year 2 would be eligible for free school meals under the proposed Government scheme. This would cause implications on teaching as we would need to allocate an extra 45 minutes per day for lunch time to accommodate the hot meals for all the children eligible.

Hannah stated that maybe the admission policy needed to be reviewed in light of this so that we didn't exceed a manageable number of pupils.

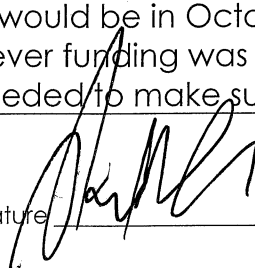
Nick said that if each year we gained an extra 50 or so children then we would need to look at the impact this would have on the school.

Paul asked that if this seemed to be the trend in numbers what do we need to look to do in terms of the school building? Nick stated that we would have to extend but there was no additional funding and maybe we could apply to the diocese for extra funding.

Paul asked if there was anything we needed to look at doing now with regards to planning and Nick replied that it would be in October next year.

Hannah commented that for whatever funding was granted the Governors had to put in 10% of their funds so we needed to make sure we had it available.

Chairman's Signature



Rev Peter said that year 2 were larger classes and we needed to maintain it at 30 per class and set the policy for no more than 60 children per year group as the current building could not cope but with the understanding that the occasional 61, 62 or 63 would be acceptable.

7. Main Business

7.1 School Structure

Nick informed the meeting of the new office structure that took effect recently. Jodie Hitchcock has been appointed as Clerical assistant to job share with Sally. Jodie will also take over the role of Clerk to Governors and the maintenance of the new school website and will also be PA to Annabelle Spicer our Pupil Support Manager.

Alice has been appointed as PA to Nick and as the Office Manager and is taking over from Steph.

The role of Bursar is changing and will become Business Manager with Cheryl taking on additional responsibilities in the new role.

Nick will be interviewing the three applicants for the newly created Team Leader role. This role will see the appointed staff lead two year groups for example years 1 & 2, 3 & 4 and 5 & 6. Interviews are scheduled for Friday 30th November. One application for Deputy Head has been received and the interview for this is also taking place on Friday 30th November. This role was only advertised internally as it was not classified as a teaching role so there was no need to advertise externally.

This term has proved a difficult one with regards to staff as Jamie Ellis left us for a new role and his duties have had to be covered.

7.2 School Data Report

This was not discussed at the Pupil progress and attainment committee meeting as they have not yet met.

Rod stated that he would like Paul to attend which he agreed. The Committee are meeting this term and will feedback to the other Governors at the next full governors meeting.

Data analysis Committee

Paul stated that half of the Governors had been on a data analysis course and enquired as to when the next one was as it may be beneficial to do another one.

Paul asked Jodie to enquire when the next one was and tell him.

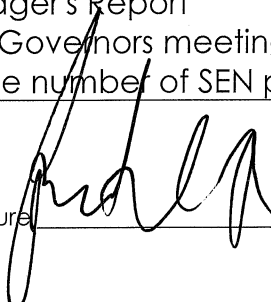
Rod commented that Data analysis was very useful to have with respect to Ofsted.

Nick thought that it may be a good idea if he and Laura did the course as they had real figures and students to compare it with when doing it.

Paul suggested scheduling a meeting around February to discuss Data analysis course.

Annabelle Spicer Pupil Support Manager's Report

Nick met with Annabelle prior to the Governors meeting to discuss the report. There has been a slight increase in the number of SEN pupils. It has increased



from 74 children in 2011 to 87 children this year.

This includes children that are subject to a nature of concern where a teacher is concerned and they just need to have a close eye kept on them. Also children that are school action and school action plus which is when we provide one on one tutorial help and booster groups, and finally statement children that are assessed by a counsellor and given one on one tutoring.

The number of children under school action has increased and the number of children under school action plus has decreased. The amount of children under statement has stayed the same.

Nick and Cheryl met today and discussed the SEN budget. We are currently funded at £59,000 for SEN but are allocating £83,000 so we are overspending by £24,000 as we have more children with SEN than funding allows. One to one TA Time is our biggest expense. If we were to increase by 3% on the number of SEN children, then it would trigger an extra £6,000 funding but this is not significant and would not cover the overspend. We are higher than the national average for SEN which is 9.7%. We currently stand at 13.5%. The three local schools to us have the following children classified as statement :

Jolesfield no statements

Ashurst no statements

Upper Beeding one statement

We budget for 19,500 hours of one on one TA time but are funded for 16,000 hours.

A local school get the same SEN funding as us but have no statemented children, but still get the money in their budget.

We have a part time child in Reception that we give 15 hours one on one support to each week that we budget for but they do not have a statement. The process takes a year for a statement to be in place for Reception Pupil.

Our funding for SEN does not include the salary we pay our Pupil Support Manager so we allocate this from in our budget.

Alan asked if there was any funding available from the diocese which Nick responded with no.

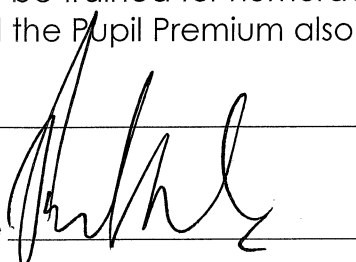
Hannah asked if we can keep this level of support going with the current funding?

Nick explained we are finding an additional 11 hours of counselling for a child in school as it is felt this is what is needed but no further no monies are available

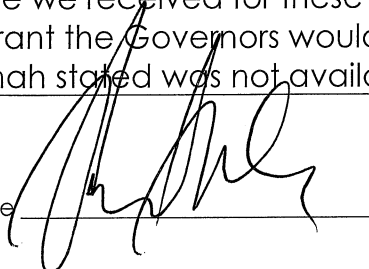
We receive £31,800 in funding for free school meals for looked after children and forces children under the pupil premium.

We are going to fund two TA's in KS1 to be trained for numeracy. One TA has been trained in every child counts and the Pupil Premium also funds Miriam Patrick a part time teacher.

Chairman's Signature



<p>Nick stated that Annabelle will now produce a termly report.</p> <p>Rev Peter asked how we would identify the Pupil premium students who already qualify for free school meals when the new government scheme comes into action, and will we be able to still get the funding? Nick said that they will be identified for funding by still being eligible for additional support.</p> <p>Nick mentioned that Cheryl went to a meeting yesterday and was informed that the free school meals for all KS1 students were still going ahead.</p> <p>Nick said that there would be cost implications for the school with this scheme and it was recognised that this could be maintenance, energy, water bills and possibly a bigger kitchen to accommodate.</p> <p>Michelle, as SEN link Governor had met with Annabelle Spicer our Pupil Support Manager and said she had a very positive meeting and has an understanding of what is going on. Nick thanked Annabelle for her report.</p>	
<p>8. Head teacher's Report</p> <p>Nick apologises it was late being emailed but has hard copies to hand out.</p> <p>Future date:</p> <p>Christmas Nativity: Nick invited all Governors to the school nativity and asked them to inform the office if they would like to attend and on what day so seats could be reserved for them.</p> <p>Also the Governors were welcome to attend the KS1 Christmas party on the 16th December.</p> <p>The Carol service is being held on the last day of term the 20th December at 9.30 and again the Governors were invited to attend.</p> <p>Maths week is being held the week commencing 20th January and Matt Stenning will be sending out programmes for this in due course.</p> <p>There are lots of developments with staffing this period. Jane Stephenson has returned after four weeks off due to her operation. It was Dawn Oakes last day today (28th November) as she is having to have an operation on her knee. Amanda Thickett is due an operation on her knee and this is scheduled for 16th December and she is aiming to return to school at the end of January 2014.</p> <p>It was asked if we could claim on the school insurance for the two teachers taking time off due to operations but under the new policy it was decided we couldn't as we could only claim for the average cost of 20 hours which is around £3,000 which would not cover and would not be beneficial with regards to excess.</p>	
<p>9. Reports from Sub Committees</p> <p>9.1 Cheryl was asked for information regarding our grant applications for new boilers and electric switches. The quote we received for these was £155,000. If we were successful in obtaining the grant the Governors would be eligible for 10% of the liability of costs which Hannah stated was not available so Dan</p>	



suggested this was discussed at the next meeting.

Dan said that Hannah, Nick, Paul and Cheryl were to meet to discuss how Governors spending money would impact on the school budget and vice versa. Dan will raise this for discussion at the next meeting.

The Three new Governors are given an explanation on what Governors budget is and how it came about.

Paul asked if the boilers were an imminent job pending? Dan replied no but we do need to plan for the implications for it in the future.

Nick stated that if we were successful in obtaining a grant for the work we did not have to accept it.

Alan said we have two boilers in the school that are beyond maintainable life. Asbestos panels are in the boiler room and if the boilers were to blow then they wouldn't be able to be fixed as an electrician would not do the job because of the asbestos so the cost involved would increase as it would be a bigger job. Rod asked if there was a backup boiler which Alan replied yes, one will work and if one goes out the other would kick in but if one is broken and then the other goes there is no back up. New boilers are more efficient which will reduce gas bills.

Hannah stated that this would then benefit in the long run.

Dan asked if we could make an application for funding to the LA?

Nick replied that he thought we did not qualify for this.

Alan suggested that perhaps the Governors could put funds away each year to cover upgrade costs for one boiler and then once that is complete then to upgrade the second boiler. Then each year put a sum away for maintenance.

Dan stated that he thought that perhaps there were emergency LA funds available for schools with regards to boilers, roof repairs etc.

Hannah replied that it was up to the schools to maintain the buildings.

9.2 Staffing and Curriculum

Paul stated that at the staff curriculum meeting the roles of the office were discussed and they reviewed the 31 applications for the Office Manager role and it was decided that Alice was the best person for this role.

The job specification for the role of Business Manager was reviewed and Cheryl will be interviewed for the role with the view that she is the candidate most suitable.

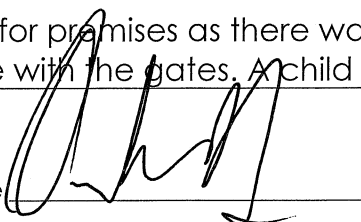
The EPOD Data was also discussed at the meeting and it was decided that the Governors not at the meeting needed to be informed of the data and it was suggested this should be done at a separate meeting.

The appraisal policy, Pay policy, Capability Policy and Asthma Policy were approved at this meeting.

The lodged appeal of a pupil application was discussed at the meeting and the pupil has now settled into the school into year 5 and has integrated well. There are now 31 pupils in the class.

9.3 Premises

Alan stated that no meeting was held for premises as there was nothing to report at the specific time apart from an issue with the gates. A child tried to escape



<p>the school premises by climbing over the gates. Alan obtained a quote for some work to be done on the gates to put up some mesh at the top to stop a similar incident happening again. The cost of the work was quoted as being £300 and as it was a reasonable quote it was decided to go ahead and accept. Paul stated that a child trying to escape the premises is a rare occurrence and the child in question is known to staff and is a disruptive pupil and it can take many staff to contain and calm him on a school morning on a regular basis. Alan put forward that the quote received recently for work needed on the school roof is too expensive at the present time so will be put on hold and reviewed at a later date when a particular job needs be completed. Dan suggested Alan attend the next Finance meeting to discuss maintenance issues and ways of funding.</p> <p>9.4 Pupil Progress and Attainment</p> <p>Rod stated that the committee had not yet met but has scheduled to do so on the 17th December. Any input was welcome.</p> <p>Paul asked that for anyone that wanted to be involved and attend the meeting could they email Jodie, Rod or himself.</p>	
<p>10. Link Governor's Report</p> <p>Hannah stated that the Governors interviews reports from September 2011 to September 2012 were now on the GVO and recommended that the new Governors have a read of the reports to see how the Governors have been looking at the effectiveness of the Governing body.</p> <p>Nick is to put a copy of a map of the school on to the GVO for the Governors.</p> <p>Hannah stated that any training gaps needed to be filled and to make sure that all the Governors have the skills and knowledge needed to run the Governing body.</p> <p>Paul asked if there were any gaps that we were aware of. None were reported.</p> <p>Hannah asked what training the Governors had with regards to Ofsted and the schools assessment.</p> <p>It was realised that some training courses had not been completed by ant Governors and perhaps the Governors needed to log onto the GVO and leave a comment on the appropriate course to state whether they had done the course and then any gaps in courses could be filled as necessary.</p> <p>Dan suggested that a short list of courses be drawn up and members could choose a course to do to take away the burden for all Governors.</p> <p>Paul asked that if anyone wanted to do a course to email Jodie with the details and she could make the necessary arrangements.</p> <p>Hannah informed the Governors that the next link Governors meeting was being held on Monday 2nd December and if anything arises that they feel the other Governors need to be aware of then it will be input onto the GVO.</p>	<p>Nick</p>
<p>11. Safeguarding Annual Report</p> <p>This was decided that this was covered by the discussion of the school gates earlier in the meeting.</p>	

<p>12. Nursery Update</p> <p>Since the last Governors meeting four providers have sent in comparable quotes. Three of these were for a portacabin style building. The three companies that submitted a favourable quote were MRC, Portacabin & Elliott and Cabinco. Dan and Hannah are to meet to discuss the quotes and update the finance committee. Then they will update the business plan. A separate session will be held to give a presentation to the other Governors on what stage they are at with regards to finalising the quotes received.</p> <p>Dan handed out a picture of a similar nursery building that would seem to be the most favourable option for the school.</p> <p>It was agreed that this type of building would occur higher costs upfront but it would lead to the running costs being lower due to the better quality pitch roof. Everyone agreed that these were exciting times for the school and were hopeful of a presentation in the new year.</p>	
<p>13. Policies to be reviewed/approved</p> <p>School development plan</p> <p>Paul asked that everyone read the document and contribute if necessary by commenting on the GVO and it would be discussed at the next Full Governors meeting.</p> <p>Nick suggested that everyone should read page 11 of the report.</p> <p>The confidential reporting policy is to be forwarded on at a later date.</p> <p>Freedom of information policy</p> <p>Rod to inform Nick of the conclusion of this report prior to the next meeting as it was decided that it needed to be restructured.</p>	
<p>14. Information and Routine Matters</p> <p>14.1 None</p> <p>14.2 None</p>	
<p>15. Chairman's Actions</p> <p>Since last meeting Paul has reviewed the role specification for the Deputy Head teacher. The job specification for the Business manager role and the applications for the Team leader roles.</p>	
<p>Jane Brown gave her apologies for the next FGM as she will be unable to attend.</p>	