

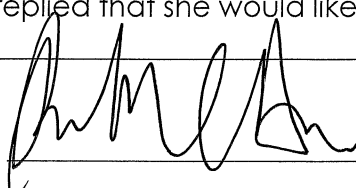
**FULL GOVERNORS' MEETING
HELD ON THURSDAY 27th March AT 6.30PM**

Members Present

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

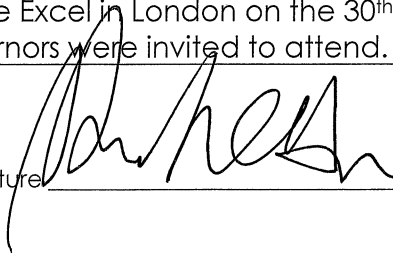
	Action
<p>1. Apologies</p> <ul style="list-style-type: none"> Mark Minchell. Dan Valovin sent apologies that he will be late to the meeting. Bridget Meinecke apologises that she has to leave early. 	
<p>There was a request to change the order of the Agenda and discuss point 7.1 first as Annabelle Spicer had been invited to present at the meeting.</p> <p>7.1 Overview of Pupil Premium</p> <p>1. Annabelle gave the Governors an oversight of Pupil Premium, how it came about, and who was entitled to receive it.</p> <p>(18.35 Hannah Robins arrived)</p> <p>2. Annabelle Spicer explained how we spent our Pupil Premium funding this year which included TA Support, maths intervention groups, additional counselling, Learn Pads, educational visits, extra administration time and inclusion support advice from the Behaviour Support Service.</p> <p>3. A learning Mentor has been appointed to help with the Pupil Premium children who need emotional and social skill support. This will work the equivalent of three days a week.</p> <p>(18.45 Dan Valovin arrived)</p> <p>4. Plans for the future also include more 1:1 and small group teaching in KS1 and an additional TA for Reception.</p> <p>5. Pupil progress and assessments in maths, spelling and 1:1 teachers will help us measure the impact of the interventions and spending we have done.</p> <p>6. It was asked how we will deal with funding when universal free school meals come into force. This will be done by offering a £50 school uniform voucher as an incentive for parents to still sign up for Pupil Premium.</p> <p>7. There is £6000 remaining from this year's budget so that will be carried forward into next year's Pupil Premium finances.</p> <p>8. Annabelle was asked if in an ideal world, what would she like to see being done for Pupil Premium children and she replied that she would like every child to achieve what they could.</p>	

Chairman's Signature



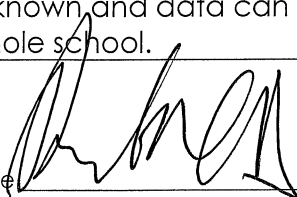
<p>9. It was asked what could we be doing to improve the Pupil Premium children and it was stated that more rooms were needed as the limited space caused an issue for being extra group lessons.</p> <p>10. The Governors were asked if there was any feedback from the Pupil Premium visits when they were invited to sit in and observe sessions. The feedback was:</p> <ol style="list-style-type: none"> It was very interesting and was good to see that the children were encouraged to write and get involved. Children got a lot out of it and felt rewarded. What the two boys achieved in two sessions was so great and showed how valuable Pupil Premium support was. It was very impressive how the TA's dealt with situations and how space was important and being in a quiet room away from the main part of the school was noted and made a difference. <p>(19.00 Annabelle Spicer left the meeting.)</p>	
<p>2. Declaration of Interest Rod declared an interest in the Planning Department, Horsham District Council. Alan in Tasker Construction</p>	
<p>3. Minutes of Meeting held on 6th February 2014</p> <ol style="list-style-type: none"> Page 2 paragraph 6, 7th bullet point – Our school is quite prepared but not sure if there is enough capacity. It was agreed that this should say 'reasonably well prepared'. 9.1 Page 5 it was felt that to say we were £53,000 over budget looks like we spent more but we actually budgeted £53,000 more than we received so this should say that we knew extra funds were coming in to support this so out of the £53,000 we only had to put £8,000 in and that out of the £1.84 million we are funded the £53,000 is funded from different sources. Page 6 it was agreed that where it says type up this should say define. With the above alterations the minutes were proposed by Rod Brown, and seconded by Alan Corbett 	
<p>4. Matters Arising</p> <ol style="list-style-type: none"> The WIFI passwords are handed out If any Governors needed a reminder of their GVO password they were asked to contact Jodie 	ALL
<p>5. Urgent Matters</p> <ul style="list-style-type: none"> None 	
<p>6. Chair's Report</p> <ol style="list-style-type: none"> Nick and Paul attended the CNOS meeting with the 4 other schools (Jolesfield, Upper Beeding, Ashurst and Steyning Primary) The schools are looking into the possibility of becoming a multi academy trust and we were asked if we would be interested in joining. 3 schools are needed to become a MAT. Paul Drew felt it was something that should be investigating and other Governors views were welcomed. There is an Academy show at the Excel in London on the 30th April 2014 that Paul is attending and the other Governors were invited to attend. 	

Chairman's Signature



<ol style="list-style-type: none"> 5. Steyning Primary are looking to register their interest by 30th July. If interest is registered by May there will be £90,000 additional funding given to the three schools who register their interest to become a MAT. 6. We do not have to decide by this date just have to register our interest. We can retract our interest if we decide not to proceed. 7. Nick Phillips is interested in working with 3 out of the 4 schools, but doesn't want it to have an impact on the Ofsted inspection which is due. 8. A share of the £90,000 funding would be nice but shouldn't be the main reason for joining. 9. On the 12th May there is a meeting with each of the CNOS schools and each school can bring their Chair and 2 other Governors. 10. Jolesfield have to change to an Academy but want to go down the joint Academy route. 11. Steyning haven't voted yet. There is a 50/50 split 12. Upper Beeding are further ahead with their decision and Ashurst are not as close to a decision. 13. Nick stated that he did not want this to dominate the summer term 14. It was asked what the Diocese view was for us to be an academy. They are not negative about it and have hired staff to advise them. 15. There are strength in numbers so if we did not join we may feel alone in the future when it came to things like funding etc. 16. If we go down the Academy route it was felt that we are not necessarily located near the 5 best schools to be joined with. Our aspirations need to be decided. 17. If we share resources it is better to do it with local schools but it was argued that Horsham, Crawley and also Brighton were not too far. 18. The negatives for joining a joint Academy need to be looked at thoroughly. 19. Rod, Nellie and Alan stated their interest in attending the meeting on the 12th May. 20. It was decided that it was best to wait until the meeting on the 12th May before registering our interest. 21. Paul Drew's understanding was that we as a school kept our name. 22. Nothing changes with the school, the changes are within the Governors – how we spend money and the schools separate Governors become one Governing body. 23. Our priority at the moment is how we run the school and teach our children. We need to make sure that stayed in place before joining. 24. 12 were in favour of Paul investigating further. 25. It was inevitable all schools were going to become Academies, and perhaps it was better to do it by our choice and do it with schools we choose. 26. The other Governors gave Paul their permission to investigate further. 27. The Governors are starting to use the GVO more. Paul would like the other Governors to input their 10 best things about the school onto the discussion board. 	ALL
<p>7. Main Business</p> <p>7.1 Overview of Pupil Premium – Annabelle Spicer</p> <ol style="list-style-type: none"> 1. (Discussed at the beginning of the meeting.) <p>7.2 Governors visits: Pupil Premium & Pupil Progression</p> <ol style="list-style-type: none"> 1. Tracking was interesting. The knowledge the teachers had of the Pupil Premium children was extremely good. 2. There is a sense that every child is known and data can be broken down to individual children, not just as a whole school. 	

Chairman's Signature



3. It was fascinating to sit back and watch the school go about their day.
4. It was very much a strong partnership – teachers and managers working together well.
5. Governors are to write up a paragraph to go into the newsletter to inform parents how well they found the school to be doing. It was felt that this would help to show parents what Governors were doing with the school. (Rod to type.)
6. It showed that "every child counts" and it came across to everyone that attended.

Rod

7.3 Ofsted "health checks" : review of reports

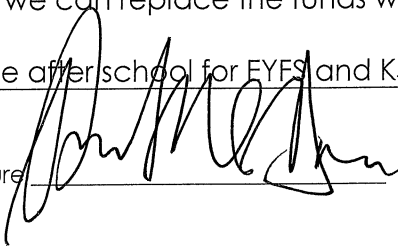
1. The "health check" reports are now on the GVO.
2. Nick really felt that the consultant visits were value for money, and highlighted what was needed to be done, as well as celebrating successes.
3. It was good for staff morale and helped boost confidence as it showed how well we were doing and Nick was very pleased with the findings.
4. The reports were not perfect but we knew this and it showed what we needed to do for Ofsted.
5. There was helpful feedback and valuable advice for different subjects.
6. Gavin Jones stated in his report that if we were inspected within the next week, on what was seen, KS1 & 2 could be judged as good and EYFS could be judged as outstanding.
7. After Gavin's visit, staff appreciated how pressurised the 2 days of Ofsted visits will be and made us realise we need to be organised and have ready what we want to show them.
8. Hannah said she had seen the reports on the GVO but finding things on there proved difficult and this will be hard for Ofsted. A protocol needs typing up to say what folders different documents need to be saved in to make it easier to locate.
9. It was felt that the more the GVO was used the issue would resolve itself.
10. Any feedback on Pupil Premium and Pupil Progress was asked to be put on to the discussion forum on the GVO.
11. Governors are to go through the key data of the SEF to prepare for the Ofsted visit.
12. Jodie to send out Nick's earlier email "pre mini Ofsted check" to all Governors.
13. Gavin Jones (Consultant) said we should be open with Ofsted to say that they had visited as it shows we are doing what we can for the school.

Jodie

7.4 Report from CNOS meeting

1. Looking at the success of what CNOS has achieved. Paul to put the report on the GVO
2. 7.5 School Development Plan progress report
3. Update was sent to Governors.
4. Area 1 3rd bullet point – Nick wants to reinforce this has been a main focus this academic year and is having a positive impact on achievements.
5. 5th Bullet point – we have now agreed a spelling policy which will be available to parents and Governors. SPAG (Spelling, Punctuation and Grammar) is having a positive impact. Phonics is on going.
6. 2nd bullet point from bottom – Moderation programme is on going. This is appreciated by staff to have more time to do this.
7. Leadership & Management – Team leaders have been restructured. Nick is pleased with how this has progressed this term and the outcome has been good.
8. Buildings & environment – the infant library refurbishment is taking place on the 14th April. If the grant is approved, we can replace the funds we have used to finance this.
9. Ballet and tennis are now available after school for EYFS and KS1 children.

Chairman's Signature



10. The school council are selling books next week after school to raise money with books donated by Steyning Bookshop.
11. Nick had an exciting idea of hosting a community event called "living advent in December". He will be looking into 24 venues for people to open their doors or windows with something happening for others to go along to. Money raised from this will go to charities.
12. An evening is to be arranged for local businesses to get together and organise the event.

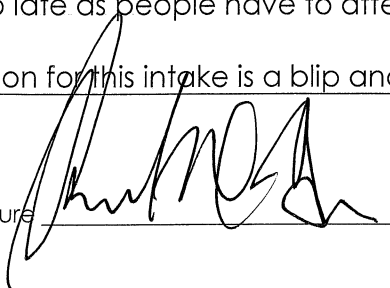
8. Head's Report

1. Communication from the DFE application we put in with other schools for teaching school status has been successful. It means we will be working with Brighton University and other outstanding or good schools, and it will provide training and support for teachers. Other schools included are St Laurence, Hassocks Infants and Juniors, Southwater Infants and Albourne Primary school. Nick Phillips has been invited to a lunch on the 8th May at the Hickstead Hotel and will come back with further details. Nick feels it will be good to work with other schools we are not directly linked to. Students from Brighton University will come to St Peter's. There is funding to cover teachers to go to Brighton University.
2. Admission in September in Reception is going to be an issue. Jolesfield and Upper Beeding have been asked to up their intake to accommodate children not successful in getting a place at St Peter's. Because of distance to these schools a bus or coach service will be funded to cover travel issues.
3. There are an extremely high number of siblings coming on September. 37 in total.
4. There are 8 children coming from the new Charles Church development so those places have been taken up to.
5. There is one looked after child and those affiliated with the church and siblings means there has not been many spaces left for children in the village.
6. Out of those within our catchment area 15 will not be offered a place. It was asked if we could accommodate more but we do not have the capacity. If we did it would affect every year forward to find space for them.
7. Jolesfield and Upper Beeding have empty classrooms so they can accommodate additional numbers.

(20.00 Bridget left the meeting)

8. Letters to parents unsuccessful in getting a place are being sent out in the Easter holidays.
9. Nick Phillips is preparing a letter on behalf of the Governing Body stating our regret that they were unsuccessful.
10. It is highly likely that there will be spaces created by people offered a place dropping out.
11. If parents go to appeal and win we have to accommodate them, so in a year we would have to provide an extra teacher.
12. It is unlikely to happen but is a possibility as we have lost appeals before.
13. The negative publicity for the school and parents of siblings will cause a backlash for us.
14. It was asked if we could change the policy to allow catchment children a higher priority but it was stated that this could not be done as it is a policy and the faith, and looked after children are given priority.
15. If people panic for next years enrolment and decide to attend church to help them get a place it is already too late as people have to attend church for over year to qualify for a place.
16. It is stated that the over subscription for this intake is a blip and not a trend so

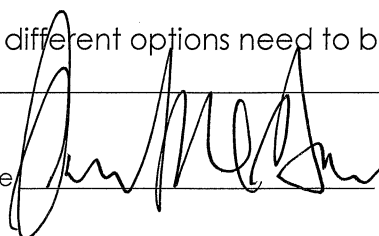
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should not have the same issue next year.

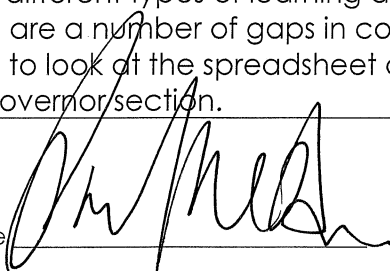
17. This is why we have the admission policy for issues like this.
18. It is rare to be oversubscribed but this is why expansion is needed. If we were to take 15 more children then we would need an extra teacher, so would have to split in-to 3 small classes. So we would have no choice but to expand.
19. It was asked if there was anything we needed to do as Governors to be on the front foot, for instance perhaps putting a statement into the BN5 magazine.
20. The BN5 comes out after the letters so could be a good idea.
21. Nick has typed up a personal letter but something from the Governors would help the wider public to realise it is out of our control.
22. A statement is to also be placed in the Parish newsletter.
23. We have to be cautious with how we phrase the letter.
24. What we say needs to be supported by the local Authority.
25. Upper Beeding are keen to take the extra numbers as they will receive the extra funding.
26. Louise Clark said as a parent that she would be horrified if she had to put her four year old onto a bus to go to a different school because her child did not get a place.
27. People are buying houses on the new development are being sold their houses with having a local school but this could not be the case, because as far as the Authority are concerned there is capacity for them to go to a different school in the local area.
28. It was asked whether we needed advice from County about how to handle this. It was thought that someone in the Diocese could give us advice.
29. We should be offering a place to every child in Henfield first then other villages close by. A village school should take the children in that village.
30. It was felt that we need to stick to the admissions policy and that means we are oversubscribed.
31. The admission policy is on the website and in the school prospectus.
32. County are to send out letters to unsuccessful parents telling them the next steps available to them.
33. It was asked if as a Governing Body whether we had the ability to question the decision of places made.
34. We were asked by County Admissions if we had spare capacity for oversubscribed children but we stated that no we did not.
35. It was asked if we should make Reception a three form entry but we need to know the implications this would have on the rest of the school. The main one being space available and also the effect it would have on teaching.
36. It was felt this would affect the ethos of the school over time.
37. The LA made the decision to offer places at other schools. We only stated we did not have the capacity. This needs to be made clear to protect ourselves.
38. We need to enrich current pupils but it is awful for the families in the community that haven't got places and we need to look at how we could take them and accommodate them.
39. It was decided that a separate meeting needed to be held to discuss the options and it was felt that Julie Jewell and Laura Mariner needed to be involved to discuss the impact.
40. The financial impact also needs to be looked into.
41. If we were to take extra children, additional funding would be granted and we would get this earlier to accommodate changes that needed to be made.
42. As the decision on places has been made it is stated that we have missed the opportunity to change it. If people appeal, that can give us a chance to change and also get the funding in place.
43. When we reconvene, two or three different options need to be drawn up for the possible outcomes.

Chairman's Signature



<p>44. Nick, Laura and Julie have already discussed and it is felt that the only option would be to turn Puffin classroom in to a Reception classroom. The LRC would need to be turned into a year 5 classroom and the infant classroom that was Puffins would have to be moved to the Junior end of the school.</p> <p>45. The conference and Pentagon Suites and music room are already being fully utilised. Groups in Year 1 are already being taught in the hallway by the stairs that lead to year 6.</p> <p>46. Nothing can be done unless Nick, Julie and Laura say it can work, and it will not impact on the rest of the school.</p> <p>47. Every year you would have to change the school around to accommodate the extra class and another seven classrooms would need to be built for this.</p> <p>48. The 7th April at 18.30 is the decided time and date for the reconvened meeting.</p> <p>(20.40 Louise Clark and Michelle Hills left the meeting.)</p> <p>49. Jo Chorton has settled into the school well. Judith's last day went well and she was grateful for all the gifts received from children and parents and staff. She has also been appointed a new position in the new town she has moved to which is lovely to hear.</p> <p>50. Jane Stephenson's operation was successful.</p> <p>51. Interviews for the NQT vacancy are being held on the 3rd April.</p> <p>52. Mr Chick has been successful in his application for a PE position at Whitehawk Academy and will be leaving us in July.</p>	
<p>9. Reports from Sub Committees</p> <p>9.1 Finance</p> <p>1. Nothing to report</p> <p>9.2 Staffing & Curriculum</p> <p>1. Met on the 25th February. Most items were covered in the Heads report.</p> <p>2. Industrial action was discussed.</p> <p>3. Review of Ofsted visit. Pupil Progress meetings were also discussed.</p> <p>9.3 Premises</p> <p>1. There is work planned for Easter Holidays. Lights to be replaced in Octopus classroom.</p> <p>2. New windows to be put in Year 3 Sharks and Year 4 Swordfish classrooms.</p> <p>3. Also a new window is to be put in the office.</p> <p>4. Replacement of taps in EYFS classrooms</p> <p>5. The infant library is to be refurbished in the Easter holidays as well.</p> <p>6. The LCVAP application has been submitted but there is no news yet.</p> <p>9.4 Pupil Progress & Attainment</p> <p>1. Meeting next term.</p> <p>2. Rod attended a seminar and spoke to other Governors from other schools and they have bi termly meetings and find it beneficial to have as a subcommittee discussion in full Governors meetings also.</p>	
<p>10. Link Governor's Report</p> <p>1. WSGFL course spreadsheet is handed out to the Governors. This gives information on what courses Governors have done.</p> <p>2. As Governors we have been doing different types of learning and not all of this is captured in the spreadsheet. There are a number of gaps in courses offered.</p> <p>3. Hannah asked the other Governors to look at the spreadsheet and discuss their views on the GVO under the Link Governor section.</p>	<p>ALL</p>

Chairman's Signature



4. It is felt that it would be useful to log what Governors are doing/attending so we are all informed. 5. Governors are to look at training courses and decide what courses people need to attend. 6. Jodie and Hannah to draw up a rota for the Governor's briefings.	ALL Jodie/ Hannah
11. Nursery Update 1. This is to be deferred to the next meeting as nothing concluded. 2. Hannah and Dan are to meet up on the 3 rd April to discuss and will report back.	
12. Policies to be reviewed/approved Staff Acceptable Use Policy 1. This is to be run by staff before approved. 2. On page 25 it was asked if this would include reports sent to other staff. Not all staff are I.T savvy. 3. Passwords do give security but sending passwords for locked documents sent to others should be sent via a separate email. For security. 4. Matt Stenning is to discuss the policy with the other members of staff and report back. 5. It is felt that information security is a growing area of concern, especially with sensitive information about children. Staff need awareness. Student Acceptable Use Policy 1. It is discussed whether it is worth while putting a disclosure in the policy to state that there are measures being in place to stop access to inappropriate material but this is not fireproof to cover ourselves. 2. It is agreed that this is not needed as there is a part in the ICT policy to cover this and it will just be a duplication of this. 3. Matt Stenning proposed the policy 4. Nellie Grimes seconded. Worship Policy 1. There is aspects of the policy that are not covered now so was suggested to be taken out for now and fully reviewed when the new vicar starts. 2. It was decided that this policy review will be deferred until next term. Asthma Policy 1. Approved	Matt
13. Information and Routine Matters 1. None 2. None	
14. Chairman's Actions 1. Attended CNOS meeting 2. Card and a bottle of bubbly from Judith Gallagher for the Governors were appreciated. 3. A letter of thanks from Jane Stephenson was also received and appreciated. 4. Governor's Award deferred to the next meeting and will be put on the GVO to discuss.	
• The next Full Governors meeting is to be held on Thursday 5 th June at 18.30	

