

**FULL GOVERNORS' MEETING
HELD ON THURSDAY 5th June AT 6.30PM**

Members Present

John Bailey, Rev Christina Bennett, Louise Clark, Alan Corbett, Paul Drew, Nellie Grimes, Jane Brown, Michelle Hills, Mark Minchell, Nick Phillips, Hannah Robins, Matt Stenning and Dan Valovin

	<u>Action</u>
1. Apologies Rod Brown	
2. Declaration of Interest Rod declared an interest in the Planning Department, Horsham District Council. Alan in Tasker Construction	
3. Minutes of Meeting held on 27th March 2014 1. 7.1 10d it was agreed this should say learning space was important 2. 7.2.4 Paul questioned if it should be teachers and management team. This was agreed 3. page 6 no 22 Hannah Robins questioned it should say Parish Magazine not newsletter With the above mentioned amendments the minutes were proposed by Bridget and seconded by John.	
4. Matters arising (not covered by agenda items) 1. Minutes from extraordinary meeting held on the 7 th April 2014 to be issued to other Governors by Paul Drew. 2. If people approve of the minutes they can send their approval by email or any disagreements by email and they will be noted at the next FGM. 3. It was unanimously voted to back the leadership's judgement at the extraordinary meeting after a lengthy discussion was held. 4. Page 3 7.2 Nick Phillips has arranged a meeting with the Standards Committee on the 22 nd July to look at the KS2 SAT's results. This has to be held once the SAT's have come through and the results are published. They will be published on the 8 th July. 5. Page 5 8.2 Nick Phillips informed the meeting that we have nine scheduled admission appeals to be heard on the 1 st July. Three are siblings of current pupils who did not apply as they were unaware they had to. There has been a change to the offers that were sent out. Two places were not accepted as they have moved and one child is moving so three siblings waiting to appeal have been given places so only six appeals are to be heard. 6. Louise is to accompany Nick to the appeals on behalf of the Governors and will give a presentation to say why we cannot accept over 60 children. 7. The appeals are being heard all on the same day so we do not have to give the presentation six times to the panel. 8. The panel will consist of three independent members who are approved by the	

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Local Authority. We have to make sure they are not known to us prior to the appeal hearings.

9. We may need extra TA hours if any appeals are lost.

10. Dan asked if we could use Annabelle Spicer (Pupil Support Manager) as an extra teacher instead of employing someone else. Nick stated that no, this could not be done as the teacher would have to be class based and that is not Annabelle's role.

11. Nick informed the meeting that the disadvantage for us at the appeal is the fact that the floor space in the reception class rooms is reasonably generous, but we may be able to use the lack of reception toilets in our argument.

12. Dan asked if we visit the pupils that are going to be on SEN at home prior to them starting as this can be in our favour at the appeal if we have a large number of SEN children starting. Nick said that no, we visit once the children have started in September so will not have the information before they start. Any information we have comes from the playgroups and health care officials.

13. Hannah said we were not informed if any for this year's reception intake so any new ideas for new starters would be beneficial.

14. Dan stated that all new starters have to be assessed to see if there are any issues across the whole class.

15. Dan felt that as we are the only village school we have the pressure of offering places to children from the village as people want their children to go to the local village schools.

16. Bridget asked if we should prepare for this happening again as the proposal for 70 new homes in the village has been approved.

17. Peter O'Connell asked how many were predicted to start next year. Bridget said that it was around 40, so 48 or 49 wouldn't mean we were oversubscribed.

18. Page 8 no.6 Hannah Robins and Jodie Hitchcock to carry forward.

5. Urgent Matters

None

6. Chair's Report

1. A parent asked Paul if being a Governor was quite boring, and he told the person that actually no it wasn't. The amount of change Governors deal with is the biggest area. Raising higher standards is a continual process.

2. Exciting things as Governors we should focus on is the Teacher's Alliance; being linked with Brighton University, and other schools means we are giving teachers the best opportunity to look at how other teachers work.

3. Rod Brown went to the academy show and came back with lots of information.

4. Nick Phillips is to talk to staff to inform them that we are considering Academy status as part of a MAT.

5. Paul has a NUT paper that he will put on the GVO for the other Governors to look at as it has very interesting information he would like them to read.

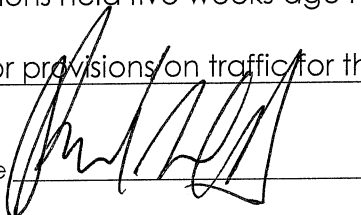
6. Nick will make it clear to the staff that at this moment we are only at the investigation stage and it does not mean we will become an academy in the next year. This is not a consultation period and it is important he talks to the staff and they consult with their Unions and then we will discuss with parents.

7. Paul stressed that the decision whether we become an academy or not lies with the Governing Body and we will consider both sides of the argument.

8. The nursery project has been revisited. If all the planned building work in the village of 160 new homes is passed, it would mean a significant increase in children who may want to come here so the discussions held five weeks ago may need to be revisited in the future.

9. Dan asked if there were any plans for provisions on traffic for the new

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developments. Peter said that there were plans for wider footpaths but that was it at the moment.

10. Christina said it would mean losing part of Church Street and that a piece of land by Mallard Way has planning permission at the moment.

11. Paul stated that Deer Park 3 is not yet fully occupied so we may need to consider becoming a three form entry school. This is an important consideration for governors.

12. Dan informed the other members that it would be County that decided if we became a three form entry or build another primary school.

13. Alan said it was County's responsibility to school children, but if we were an academy it was not their responsibility to force them to go to an academy school.

14. Dan felt as a school we didn't want to borrow that sort of money to fund becoming an academy.

15. Nellie stated that the Diocese were always firm that Hurst Primary school would not become a three form entry but now they have, so perhaps we needed to discuss the impact with them.

16. Paul, Nick and Rod attended a special CNOS meeting to discuss where we are at to becoming an academy. We said our view was that we were interested in becoming an academy but were not moving at the same pace as the other schools; we are going to do it at our own pace.

17. Steyning Primary school want to make a decision by April 2015. We may decide to do something different. We have told them we are interested but will not we are not as advanced in our discussions as they are.

18. The Governors' Award which is awarded to a pupil who has excelled and done something in the community who are not usually recognised. We will be sending out nomination forms to parents and the community and the prize will be awarded to the winning child at the assembly on the 23rd July.

7. Main Business

7.1 Report from CNOS meeting and academy developments (PD/RB/NP)

1. Nick informed the Committee that a meeting was being held next week to discuss and staff will be informed that we are investigating.

2. Paul asked Matt if there were any thoughts from staff. Matt said that no one was discussing it at the moment and that discussion will be generated once Nick informs staff members.

7.2 Report from teaching school alliance launch and implications (NP/RB)

1. In May Nick and Rod attended a meeting with heads and Governors from other schools.

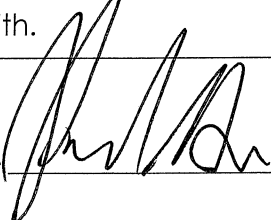
2. The six main areas are: Initial teacher training and looking at activities working with universities in year R and year 1 on how phonics works. Continued development with the universities and other schools. Two member of staff from year R and year 1 would go to Brighton University to help students. Provide leadership training to help train university students. School to school support. We have two new year 6 teachers in September so there is an opportunity for them to meet experienced year 6 teachers in the Teaching Alliance. Research and development – any projects we improve on impact that has on what we learnt. To learn from each other and work together to give children a better education.

3. We would audit where our expertise are and identify where we may need support in those six areas.

4. It is felt that Brighton University would be an important partner in the Teaching Alliance.

5. If we are to become an Academy the rule of thumb is to be able to get to the schools in our alliance within the lunch time so 45 minutes in distance would be our limit for what schools we would work with.

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6. Hannah asked what the advantages would be for working with schools outside of our locality. Nick said that it would give a different perspective if we were engaged with different schools from different areas.
7. Hannah asked if we would still be in with our locality schools to keep in touch and Nick responded that yes we would.
8. The funding we would receive for being in the teaching alliance would be £60k in the first year, £50k in the second year and £40k in the third year so would be an advantage to joining.

7.3 Approval of Best Value Statement & 7.4 Approval of Statement of Internal Control

1. Dan informed the Governing Body that this was just for their awareness not approval as both documents were approved by the Finance Committee. Both are important documents but not needed to be approved at a Full Governors Meeting.
2. Dan stated that a diary was to be created for the Finance Committee to say when important documents needed to be dealt with so they could keep on track.

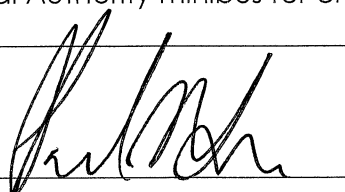
7.5 SFES Audit

1. The audit is completed every year to check finances of the school. Hannah Robins has done a detailed appraisal for the last two years and makes recommendations.
2. On page 7 of the audit there are five recommendations that have already been actioned or are currently being actioned.
3. Dan asked that if there were any issues that people email them to Hannah Robins to discuss.
4. Hannah informed the other members that there used to be an audit completed by the Council but they do not do this anymore. It is just an internal audit that has to be completed and is the Governors responsibility to make sure the finances are in check.
- ☐ Nellie felt that it was very reassuring that everything was in place and lots of work had been done for the audit and it must take a lot of time.
6. Hannah said that Cheryl Marrs (School Business Manager) was cautious of setting a three year budget but will be doing a projection and will have it completed by the end of this term.
7. Paul Drew signed off the audit.

8. Head's Report

1. Staffing: There is a late development that has taken place. Nikki Lee interviewed for a post in a secondary school and was successful so will be leaving us at the end of the term. We had looked at various options and were able, with governor input, to appoint an experienced teacher Tamsie Flood-Murphy as a replacement. She has been teaching for the last ten years at a school in Burgess Hill and her specialist subjects are RE and French. She has been a teacher for twenty years in total. She will be teaching in Year three from September.
2. It was requested that all Governors keep this information to themselves until other staff members had been told and the information has been put into the next newsletter for parents and carers.
3. Invitations for all Governors for events happening over this term. High School Musical performance and also the Worth Abbey leaver's service.
4. Dan asked what the feedback on the playground was regarding the over subscription. Nick stated that it was far better than he thought it would be. Some parents were grateful for the letter that was sent out. Some parents felt they were discriminated against because they lived on the Wantley Hill Estate.
5. The Local Authority are not obliged to offer transport to children until the term after their 5th birthday so there will be no Local Authority minibus for children to get to Upper Beeding Primary or Jolesfield.

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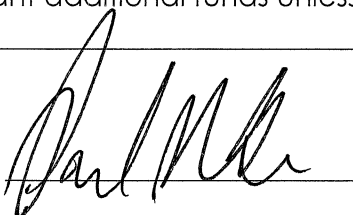
6. Parents may decide to keep their children at nursery until they are five and can get transport for them or if a place comes up here at St Peter's Primary school.
7. It was felt that the fallout was not as great as it could have been.
8. A few places became available over the Easter break for the new intake, and if we were to find ourselves in this situation again what we would do differently would be to contact the nurseries and playgroups so they were aware of the situation before parents and would then be prepared for the fallout as well.
9. Nellie asked how long after the appeals are parents informed of the outcome. Nick said it is within hours.
10. Dan said that as Governors they were concerned that there was nothing they could do to help the situation.
11. Louise said that the church have already had a number of calls from parents asking if their babies need to be baptised in St Peter's church to get a place at St Peters school.
12. Dan felt that it pushes the problem onto the church as people will go to church to get onto the list. But we couldn't do much more to support them if they didn't put anything on the list to say they had a sibling at the school or attended church.
13. Peter said that the three parents did not fill their forms in as they did not read the letter properly so assumed they automatically got a place which was not the case.

9. Reports from Sub Committees

9.1. Finance

1. Dan handed out a finance report stating key facts covered in the year end performance against the budget.
2. There was a shortfall of £53k budgeted, but £30k was transferred from the accumulating fund so the net figure was £24k which is half of what we budgeted to be short.
3. The finance committee were pleased with the year end result.
4. 2014/15 budget is £1.295million, which remained roughly the same as last year for what we get for each child.
5. We budget £1.34million do there is a shortfall of £23k which will take from our reserve fund to cover.
6. Staff costs are the biggest costs of the budget which is 83% in total, so we are the right side of the recommendation of 85%.
7. The subtotals are largely similar to last year. We have cut back in ICT and premises to keep level of spend down.
8. ICT spend stood out as not spending enough so we will look to increase this.
9. Premises committee require £11k for new LED lights and work needed to be carried out in the year 6 classroom and it was agreed that this will come out of the accumulating fund.
10. We got awarded the full £150k from our LCVAP application, which created a £14k Governors liability.
11. We currently have £11k in the school fund that we can legitimately use to fund the Governors liability and Hannah Robins is to go to the Governor Trustees for the rest of the money required, so it will be absorbed through these two sources.
12. Hannah informed the meeting that as Governors we have to find the money for the Governors liability through necessary means – fund-raising or other sources as long as it is in line for ways we can use it.
13. The reserve fund is depleting rapidly. £11k to go to premises, £11k for the Governors liability and £23k to balance the budget, which leaves us with £35k in the reserve account for the 2014/15 budget.
14. It will be very unlikely we can grant additional funds unless absolutely necessary.

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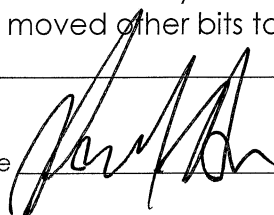
15. Paul asked if we had to fund maternity leave if we do not have it in our insurance cover. Dan replied that no we do not because even though we stopped the insurance a few years ago, two years ago we restarted our insurance premiums so we now have 10 day insurance cover which will cover a percentage of their absence.
16. Nick pointed out that it does not cover Teaching Assistants and that we have to pay their salary and replacement salary.
17. It also does not cover pre-existing conditions that we may not have known about but staff did.
18. Dan felt it was very important that we looked carefully at budget projection for the next three years to keep an eye on the reserve balance and our costs.
19. Peter asked that if we had 61 or 62 new children start in reception in September that would generate £3k extra for the extra children but we would have to find extra staff costs for them so balances out.
20. Dan stated that the funds are delayed until the Census has taken place so we will get the money at the end of the academic year but have to cover the salary costs before this so it will not be good for us financially to take the extra children.

9.2 Staffing & Curriculum

1. The concerns that were noted regarding pupils in year 2 have now settled down and those children have made progress and the new Learning Mentor has proved beneficial in helping with this.
2. Jane Stephenson is retiring on the 31st August. Three NQT's have been appointed.
3. Heather Fieldsend has been offered a permanent contract and it has been agreed that she will work four days a week with Annabelle Spicer covering the 5th day in her class.
4. Jo Chorlton has had her temporary contract extended to the end of 2014 to cover Claire Stacey's maternity leave.
5. At her annual review on the 2nd May Nikki Lee said that she wanted to go part time to three days a week but after a lengthy discussion it was felt that it would not be in the best interest of the school so her request was declined.
6. Julie Jewell attended the last meeting and the Sex & Relationship Policy, Mobile Phone Policy and EYFS were all approved.

(20.00 Bridget Meinecke left the meeting)

7. The new Curriculum was discussed at the last S&C meeting.
8. John asked if any members of staff seemed to be stressed about the introduction of the new curriculum.
9. Matt said that he had been on a working committee looking at maths for the new curriculum, and the way it has been structured staff feel they have been prepared for it well.
10. Nick felt that the assessments would be the main issue not the new curriculum itself.
11. Hannah asked if there was any information on the new curriculum for Governors to look at so they could be up to date with any changes.
12. Nick said that something will be put together as a later date and that at the moment we were running two curriculums at the same time for the children doing SAT's, so they are running parallel curriculums.
13. John asked if there were any hidden costs for equipment for the new curriculum.
14. Matt replied that possibly yes, but a staff they felt they had a handle on it and had found some flexibility and had moved other bits to cover these costs.



9.3 Premises

1. Work carried out over the Easter holidays had gone well. There is a new window in the school office and the new Library installation went well.
2. All basic jobs had been dealt with.
3. The LCVAP is the biggest thing for the Premises committee. The 1st stage of the process is to get tenders out for contractors to get prices sent to us, and we have up to the summer holidays to get agreed and started.
4. It was discussed that perhaps the asbestos removal work in the boiler room could be done before school breaks up for the summer holidays to give them a head start, and this is in discussion at the moment.
5. The structural work that needs to be carried out in the office will be done during the summer holidays. Although power goes out over the summer the work needs to be done but there is a consultant on board to get it done properly.
6. A register is kept to show where we think asbestos is and an inspector comes along and checks it before work can be done. We do not necessarily need to get rid of the asbestos but just manage it unless work needs to be done to that particular area.
7. Paul asked if there was any risk to children and staff from dormant asbestos. Alan said that no there was not, unless you started drilling into it for example.
8. There is also no risk to children if it was to be removed during school time as it would be managed properly with the correct machinery and fans.
9. The new lights for the hall have been pushed back as it will be too much work to do at the moment with other jobs being done.
10. Nick is to meet with Chartwells regarding the FSM for all children being introduced in September and will report back to the other members.

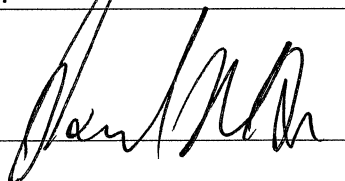
9.4 Pupil Progress & Attainment

Nothing to report

10. Link Governor's Report

1. Hannah stated that there seemed to be a gap in the courses that Governors had attended and that we needed to get on top of this. There had been no attendance from any other Governors on any courses in this financial year.
2. Hannah said that to get her certificate for the course she attended, she had to complete an online appraisal form so asked the other Governors to remember to do this when they attended courses.
3. Hannah asked the other Governors if they had done any courses that were not listed on her list.
4. Michelle said that although she had not done the SEN Governors course she did have knowledge in the subject.
5. Paul has completed a recruitment training for Governors course and also a TUPE transfers course and an employment matters course.
4. Hannah has done performance management training.
5. No Governors have completed a course on succession planning.
6. Alan has knowledge on legislation of health and safety but not been on the course.
7. Dan stated that he was NEBOSH qualified for Health and Safety.
8. Michelle and Jane have both completed the child protection and safeguarding courses.
9. Jodie has completed the New Clerk induction course.
10. Hannah has completed the GL course for performance.
11. It was agreed that in regards to the role of school governor and processes that the Governing Body were well informed.

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<p>12. People stepping down this year are Bridget Meinecke and Peter O'Connell who is being replaced by a new Vicar on the 17th July.</p> <p>13. Alan had been asked if he would like to renew his role as the Local Authority Governor and he accepted.</p> <p>14. Hannah Robins is to stay on as a Governor for another year but will be stepping down as Link Governor.</p> <p>15. It is decided that the Sub Committee chairs will discuss at their next meetings what courses need to be done.</p> <p>16. Hannah and Jodie will update the courses list with Cheryl Marrs.</p>	
<p>11. Nursery Update</p> <p>1. Dan apologised as he has been unable to meet with Hannah to discuss the nursery.</p>	
<p>12. Policies to be reviewed/approved</p> <p>The appendix needs updating with a new list of first aiders.</p> <p>With the above mentioned amendments the policy was proposed by Alan and seconded by Peter and the next review date for the policy will be June 2016</p>	
<p>13. Information and Routine Matters</p> <p>13.1 None</p> <p>13.2 None</p>	
<p>14. Chairman's Actions</p> <p>1. CNOS meeting – there is another one being held the week commencing 9th June that Paul will be attending.</p> <p>2. Paul has written to Nikki Lee accepting her resignation and thanking her for all she has done at the school.</p>	
It is agreed that the next FGM will be held on Thursday 3 rd July 2014 at 6.30pm	

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