

**FULL GOVERNORS' MEETING  
HELD ON THURSDAY 23<sup>rd</sup> JUNE 2016 AT 6.30PM**

**Members Present**

Rev Christina Bennett, Jane Brown, Rod Brown, Louise Clark, Paul Drew, Rev Paul Doick, Bridget Meinecke, Maureen Gribbon, Alan Corbett, Steve McCulley, Matt Stenning and Dan Valovin

In attendance: Jill Dyson (Consultant Headteacher)

	<u><b>Action</b></u>
<b>1. Apologies</b> Mark Minchell	
<b>2. Declarations of Business Interests</b> Alan declared that he worked for a local Contractor	
<b>3. Minutes of Meeting of 28<sup>th</sup> April 2016</b> The minutes are approved and signed off as a correct record.	
<b>4. Matters arising (not covered by agenda items)</b> None	
<b>5. Urgent Matters</b> None	
<b>6. Chair's Report</b> 6.1 RB is continuing to meet with Steve McCulley on a Friday. Also attending school assemblies which help to absorb more of what is happening within the school.  6.2 RB recently met with the other CNoS governors. The skills audit that will be discussed later in the meeting is currently used by some of the other governors that attend the meetings. RB is hoping to use St Peter's Governors skills audit information with the other CNoS governors.  6.3 The call to say Ofsted would be coming to St Peter's was received on Monday 20 <sup>th</sup> June. RB would like to thank all of the Leadership team for all their hard work for the last two years. RB feels indebted to Laura, the school and Lorraine Warner for helping St Peter's on their journey.  6.4 The provisional scoring is a "Good" and this shall be kept confidential by all until the report is released.  (6.35pm BM arrives)	
<b>7. Main Business</b>  <b>7.1 Update on staffing for September 2016</b>	

7.1.1 RB has seen the letter that was sent to parents giving details about staff for September and is pleased we have got to the situation where we have just a few vacancies to fill.

7.1.2 Tom Pannett made a request to Governors for an early release following a successful interview. Governors have agreed to release him as they did not want to stand in the way of his career. An advert for a replacement has already been placed and many enquiries have already been received. Everyone is confident we will be able to fill the post.

7.1.3 Clare Watkins has agreed to come back on a permanent contract as the Inclusion Manager. She will be a great asset to the school.

7.1.4 With the new staff that are due to start, it is felt the school is a lot more stable than they were three weeks ago, and are confident we now have the right balance. The new members of staff will fit into the team well.

7.1.5 Annabelle Payne, Tom Pannett, Frankie Lee, Hattie Thompson and Abby Palma will all be leaving us at the end of the term. Two TA's (Miriam Patrick and Liz Norris) will be retiring at the end of term so will also be leaving us. Sarah Boghurst will be going on maternity leave around October, so the plan is for Sarah to work alongside the Year 1 team and also cover PPA so there will be no disruption to classes.

(6.40pm PDrew arrives)

7.1.6 There are 3 TA's that will be leaving as their contracts are coming to an end and unfortunately we do not have the capacity to continue with their employment. Laura, Jill and Cheryl have worked tirelessly in sorting out the TA timetables. Some hours have been cut but by no more than 10%. It was a challenge financially, to make it work, but we are pleased with what has been decided.

## **7.2 Update on Governor vacancies for September 2016**

7.2.1 Matt Stenning has decided to stand down as Staff Governor and this is his last meeting. Letters have been sent to staff to find a replacement, but as yet no one has come forward.

7.2.2 Mark Minchell has resigned as Parent Governor and this will also be his last meeting. The vacancy was recently advertised and one Parent applied, Emma Smith, so she has been appointed and her position will take effect from September. Emma met with Laura before she applied and Laura would be delighted that Emma has been appointed as a Governor. Emma is a NHS Health Visitor who has lots of knowledge about Governance in the NHS so will bring lots of knowledge with her. She understands the role of a Governor, and also has an understanding with recruitment processes and Finance. Emma is particularly interested in Child protection and Safeguarding and will be an asset to the Full Governing Body,

7.2.3 MG suggested that moving forward, it may be a good idea to appoint Mentors for new governors, so that they have someone to turn to whilst they get to know their role. DV puts himself forward to be Emma's mentor.

7.2.4 Alan Corbett has asked to be released from his role as the Local Authority Governor. There is a more in-depth process to follow for this to happen. There are one or two lines of enquiries that are being looked at. MG has spoken to a parent who may be interested in the role. AC will stay on until a replacement has been

found.

7.2.5 John Bailey has now left and a replacement has been found and discussions are currently being held with the potential candidate.

7.2.6 CB has been reappointed as a Foundation Governor.

7.2.7 Paul Drew informed the committee that he wishes to step down as a Foundation Governor now that Ofsted have carried out their inspection.

7.2.8 The option of appointing people as Co-opted Governors is an option that Governors discussed as this could be a good opportunity to bring people in and allow them to stay for a short amount of time, as a commitment of a full term of four years can put many off.

### **7.3) Governor communications to parents**

7.3.1 RB – Ofsted asked lots of questions about how we communicate with parents and also how often. SM suggested that the Governors have a section of the school newsletter, as this works well at his current school. It is felt that this is a nice way of letting parents know Governors are there and contributing to the school.

(7.00pm CB leaves)

7.3.2 An idea would be to have Governors attend the parent/teacher consultations, and be there to meet and greet parents and answer any questions they may have. This has been tried before but was not arranged properly so not many Governors came along.

7.3.3 RB feels there is more that is needed to be done in engaging with parents in smaller but more frequent ways, and having a piece in the newsletter will be a good idea. RB and SM to discuss further.

7.3.4 The idea is for parents to know that we are here and are a friendly school. It is decided that for the next parent/teacher consultations a Governor presence will be arranged.

7.3.5 SM - the last parent/teacher consultations were held in the hall and this worked well and will continue. MG stated that the response from parents the new arrangements and layout was positive.

7.3.6 DV felt that the half termly updates from Governors was well received and should continue. We want parents to know we are still proactive even though Ofsted have been.

7.3.7 PDrew feels that our mission should be to reach "outstanding". RB stated that the Ofsted report will identify areas that we need to work on. SM feels that the aspiration of all Governing Bodies should be to be "outstanding" and this should be our next step forward. PDrew responded that the communication to parents should be that our journey continues and as a school we are still ambitious.

7.7.8 RB will be drafting a letter with SM and JD to send to parents. The main point to parents will be that irrespective of where your child is we aspire to make each child thrive and reach their full potential. We need to be in parent's consciousness but in bite size chunks, and by having a piece in the newsletter will be a good start.

7.7.9 SM – Ofsted grading was only just a “good” and not a comfortable one. It was a hard fight by the leadership team to sell the school. The Lead Inspector was willing to listen and rethink his original judgements. We cannot take our foot off the pedal and we have to move forward and upwards.

7.9.10 Feedback from the Inspectors was that everyone needs to take their expectations up a level. RB feels that although we can take comfort for where we are, we have got to continue to move upwards.

#### **7.4) Chancetonbury Network of Schools (CNOS) update**

7.4.1 RB will email the minutes from the last meeting to the other Governors. The CNOS grouping is now very different to how it used to be, and we should continue with being a part of CNOS and the Teaching Alliance.

7.4.2 MG feels that whilst we still have Governors willing to attending the meetings we should continue. RB responded that there were some concerns previously about where we were in regards to the return for our investment. RB feels that there are outcomes from the meetings that are useful for us and he is happy to continue going to meetings.

#### **7.5) Governors skills matrix (attached)**

7.5.1 RB – Other CNOS schools are using the Skills Matrix spread sheet and it helps us to see where we are and to share resources.

7.5.2 The members discuss the questions on the spread sheet and respond with answers to the questions. (See Skills Matrix Spread sheet for results)

(7.20pm DV leaves)

### **8. Headteacher's Report**

8.1 JD – Issues that came up from Ofsted may not be written in this report, so to clarify they were – Maths, more able pupils, middle Leaders and generally stepping up expectations.

8.2 Attendance – we have a few children we gave as case studies to Ofsted. We are looking at support for those parents/carers in question. Laura held meetings with them and attendance has since improved. We have a family of Travellers and we have been working with the Traveller Support Team to ensure we do everything correct.

8.3 Persistent absence is quite high at around 5%, but once we take the children out that were noted to Ofsted, the figure reduces to around 2%. The Local Authority stance is that they still want to consider 10 sessions of absences in a 10 week period, but have different points which make them decide whether or not to issue a Fixed Penalty Notice. If it goes back to the old way of the Headteacher being able to make the decision, then undoubtedly attendance will be affected.

8.4 There are quite a high number of unauthorised absences, so parents are not necessarily deterred by received a Fixed Penalty Notice.

8.5 Overall the schools attendance is 96.4% which is over the national benchmark, but we want children in school all of the time and FPN's will no doubt be changing again in time.

8.6 MG asked if there was research to back up the report that children missing school affected their learning. JD stated that there was and that she would forward it to Governors.

8.7 SM – from September Attendance will be monitored each week and letters will be sent out to parents for different levels of absence.

8.8 there has been one fixed term exclusion last term and that was for the same child who had been previously excluded. Things have settled down and the child is still on a reduced timetable. The Alternative Provision College are currently looking for an available space for the child. Also Social Services are now involved with the family and mum is getting the support she needs from 'Think Family' and seems to be working well for the family.

8.9 A TA from the Alternative Provision College has been coming in one morning a week to work with the child, class teacher and TA and offer support in class. This is proving to work well.

8.10 **LC challenged** that at the last FGM the school was adamant that it was not the right setting for the child, so has this changed. JD responded that it is a family issue and not about the individual child, so is not necessarily about the school being the correct setting. It has been proven that the more Think Family work with the family, the more settled the child has been in school. The support the family are getting has had a positive effect on the child's behaviour. He wants to stay in school more, so has targets to enable him to earn extra afternoons at school. If he misbehaves, then the extra afternoons are lost and have to be earned again.

8.11 **PDrew challenged** that there was previously concern about violence towards adults. SM responded that yes, but it was speculative. The last incident was around three months ago and was not happening consistently. The potential for behaviour that is of a concern there, but we cannot punish the child for something that has not yet happened. PDrew asked whether his behaviour was due to a lack of boundaries when on school holidays, so when he returns at the start of a term there is upheaval and bad behaviour. JD responded that last time he came back to school after a holiday had been better as he had more support, so behaviour may not continue to deteriorate as the support grows. SM stated that he has a zero tolerance to violence so he will not allow any to happen without consequence, but we will be prepared should anything happen.

8.12 Staff Training – lots of moderation has taken place recently. Some of our teachers have been identified as having good practice and they have been selected to work with other school across the County which is fantastic for them and the school.

8.13 E-Safety week – Parents commented how useful and informative they found the coffee morning. JD is currently looking at getting a session about female genital mutilation as staff have not had any training on this matter. She has requested this From Hazel Squire in County.

8.14 Sickness – there has been lots of close monitoring regarding this matter and return to work interviews have taken place as part of the process.

8.15 Pupil Premium – SM and Clare Watkins have been looking at new approaches for where funding would be more beneficial and SM will update Governors once they are in place. For the last two years, Zoe Ellis-Somerville has been paid for her work as a Pupil Premium Teacher. From September she will become a class based teacher for two terms while Sarah Boghurst is on maternity leave. Ideas are being explored for filling her role.

(7.55pm CB returns)

8.16 Sports Funding – this has been managed well and there is always some sporting activity taking place. Ofsted were pleased with how the funding was spent and the impact it was having.

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

### **9.1) Finance & Premises – DV**

None to report

### **9.2 Staffing & Curriculum – LC**

9.2.1 The committee met this morning and the items discussed have been covered earlier this evening.

9.2.2 SIAMs inspection – the report received was discussed. The grading we received was “good”. Julie Jewell was thanked for all her work in preparing for the inspection and her hard work was acknowledged by all. Lots of work has been done and we have come a long way so should be congratulated.

9.2.3 Policies were discussed and it was decided that too many policies were left to Staffing & Curriculum to review. The Committee felt that it would be more beneficial for all if the policies were split more evenly between S&C and Full Governing Body to review.

9.2.4 PDrew – raising the prominence of RE was discussed and it was felt by the committee that it was a good idea to get it integrated into all aspects of the school and lessons.

9.2.5 PDrew – Behaviour and attitude stood out to Ofsted, and they found us to be a caring school. The ethos and core values can be seen through all year groups. RB stated that is noticeable that the foundation stones have been well laid within the school.

9.2.6 SM – Safeguarding policy is to be reviewed and the Child Protection policy is going to be integrated into it. SM will email the policy out to Governors to review and then approve by email.

(8.00pm BM leaves)

## **10. Policies to be reviewed/approved**

### **Target Policy**

The target policy needs to be changed, SM to review and amend and then it will be email to Governors to approve via email.

<p><b>11. Information and Routine Matters</b></p> <p><b>11.1 Racial Incidents</b> None</p> <p><b>11.2. Complaints</b> 11.2.1 A formal complaint has been made to Ofsted. JD is meeting with the parent in question next week to discuss.</p> <p><b>11.3 Health &amp; Safety update</b></p> <p>11.3.1 It has been noted that some work needs to be done at the Year 6 stairwell but this is being dealt with.</p> <p>11.3.2 An advert has been placed for a temporary replacement for the Premises Manager while he is on long term sick.</p> <p>11.3.3 It was agreed at a previous FGM that a health and safety walk will take place regularly before Full Governor Meetings. RB asked if all Governors that were able, arrive 10 minutes early to do a Health &amp; Safety walk and then it can be reported during the Health and Safety section of the meeting.</p>	
<p><b>12. Chairman's Actions</b></p> <p>12.1 Will meet with SM to draft a section for the school newsletter</p> <p>12.2 Will look at the constitution and Co-opted Governor numbers</p> <p>12.3 Will look at the Skills Audit and highlight where we are weak and the share with the CNOS members.</p> <p>12.4 PDrew thanks RB as he has been the Chair of Governors for two years and it is felt we would not have got to where we were without his leadership, his liaison with Lorraine Warner, attending assemblies and meeting the headteacher, but also for being available and putting all the hours in that he has.</p> <p>12.5 RB thanked MS for all he has done as Staff Governor. MS has been a very important link back into the school and plays an important role. MS has been very instrumental in being able to steer the governors and give them insight. MS responded that he had enjoyed every moment.</p> <p>12.6 RB also thanked PDrew. PDrew has been responsible for recruiting RB as a Governor and has also previously been Chair of Governors and stepped in when needed. The school are grateful for everything he has done, and his opinions and professional skills have been appreciated and well used.</p>	
<p>Next meeting Date: Thursday 29<sup>th</sup> September at 6.30pm. Governors that are able to attend the Health and Safety walk round are asked to arrive at 6.15pm.</p>	