



Earley St. Peter's C.E. Primary School

GOVERNORS' MEETING

Thursday 18th May 2017 at 7.30pm
Earley St Peter's School, Church Rd, Reading, RG6 1EY

Minutes

Present: C. Ferris, H. Hobday, J. Ince, A. Leigh Pollitt, N. McGaughey, J. Peters (Chair), R. Pierce, A. Powley, G. Reddie, J. Williams

In Attendance: M Barlow (Guest clerk), M. Bisset (Deputy Head), A. Ehsan (Business Manager) - part

Apologies: A. Barlow, B. Williams, H Wooller, J. Woods

Absent: H. Chaudhry

1.	Opening Prayer	Actions:
1.1	The meeting was opened with a prayer led by HH.	
1.2	JP welcomed everyone to the meeting.	
2.	Apologies for absence: Andy Barlow, Beverley Williams, Hester Wooller, Julie Ann Woods	
2.1	The Governing body accepted these apologies.	
3.	Declarations of Business and Personal Interests	
3.1	There were none declared.	
4.	Minutes of the last meeting – 16th March 2017	
4.1	These were agreed by the Governing body and signed by the Chair.	
5.	Matters arising from the minutes	
5.1	5 - Attendance. The letter explaining introduction of fines has gone out. There has been no feedback so far. Claire Ferris arrived.	

5.2	5 - Annual planner: Until a new clerk is appointed or there is capacity in school NM has been asked to take responsibility for this, and will ensure it is up to date. The current copy has not been updated to Governors' webpage. The date of the policy should be printed on the front and the planner updated. ACTION: NM will meet with AE and liaise with Chairs of Committees as needed.	NM/AE
5.3	5 - Governors photos: ACTION: AP will arrange for new Governors to have their photos taken.	AP
5.6	6 - Improvement to outside areas: The work has started and will continue during half term. The Governors wished to pass on their thanks to the ESPSA. ACTION: MB will write to the ESPSA when the work has been completed.	MB
5.7	7 - Academy conversion. ACTION: MB will brief the ESPSA on the Academy conversion and setting up of the Trust.	MB
5.8	14 - Crossing patrol. Following the consultation, Wokingham Council have confirmed that they are withdrawing this service. QUESTION (CF): Would we consider funding this ourselves from the school budget? Potential liability. Difficult for school to police safety other than within school boundaries. We should continue to remind parents and teach children about road safety.	
5.9	14 - ESPSA Creative writing competition: There was no information available regarding the progress on this and it was agreed to postpone.	
5.10	14 – Uniform: This will be discussed at the next CDC meeting.	
5.11	10 – Admissions: The preliminary indication is that we will have 70 admissions for September.	
6.	Head teacher's Report and School Improvement Plan	
6.1	<u>Class Numbers</u> Nursery is now full. Year 1 has been an issue, but is now almost full. The picture across the school is healthy, although mobility is an ongoing issue which is outside our control. QUESTION (NM): If a child joins mid-year, what is our responsibility on attainment and position on funding? We work on progress and assess children as they come in. If the child is not in school on census day, we don't receive funding for them, although this could be offset if the child is replacing another child.	
6.2	<u>Academy Update</u> QUESTION (HH): Are staff happy with how Academy conversion is	

	<p>going? The meeting seemed to answer everyone's questions. To date we have received one set of questions from one of the Unions. The consultation ends on 8th June.</p>	
6.3	<p><u>Primary Jubilee Network South Central Group</u> This was a very successful day.</p>	
6.4	<p><u>Staff Acceptable Use Policy and Acceptable Use of Wi-fi Policy</u> AP reported that the SLT are seeking to roll out management software called Net Support. This would allow us to see what devices are connected to our Wi-Fi network and which web sites are being visited.</p> <p>QUESTION (GR): What is the process for alerting us to inappropriate website use? A snapshot is taken of keywords, username etc and sent to the administrator.</p> <p>QUESTION (NM): How much does Net Support cost? The RRP is around £1000, but we have an offer price of £100. There are no ongoing costs.</p> <p>QUESTION (JW): Do any other schools use it? Not that we know. We identified it at an exhibition, it was offering everything we needed, and the two trials we have run have proved very successful.</p> <p>QUESTION (GR): Does it include free updates, and can we manipulate the program to suit our needs? Yes</p> <p>QUESTION (NM): Do we need to check the company? Net Support is subsidised by RM Education, a reputable technology company for teaching and learning.</p> <p>QUESTION (RP): Does it capture personally identifiable information? AP gave the example of a user using their credit card on an inappropriate site; the snapshot sent to the administrator would include the credit card details. It is important to note that this would only be used on our devices, not parent or staff devices – thus avoiding Data Protection concerns.</p>	
6.5	<p><u>Quality of Teaching, Learning and Assessment</u> QUESTION(CF) Who will moderate KS1 writing? This will be done by the Local Authority.</p>	
6.6	<p><u>Wokingham Area OfSTED Inspection ("deep dive")</u> It was noted that AB should be aware that this is happening.</p>	AB
6.7	<p><u>Review of categorising attendance - raising expectations.</u> QUESTION (HH): Is this initiative driven internally or externally? This is not a requirement of OfSTED, but it is commonly thought that this reflects good practice. Our attendance figures are a key issue for us. It was noted that the Parent Support Advisor (PSA) is working with particular families on this issue.</p> <p>QUESTION (JP): Are the persistent offenders absent or just late? They</p>	

<p>6.8</p> <p>6.9</p>	<p>are absent. QUESTION(GR): How many children would it take to get us over the threshold? This would take about 5 children.</p> <p>DECISION: <u>The Governors requested that the school takes action towards achieving the new standards of attendance.</u></p> <p>QUESTION (NM): Are families responsive to PSA input? Yes, but it takes time. QUESTION(JP): Are there any resourcing choices we need to make to address this issue?</p> <p>DECISION: <u>The Governors requested that the school considers whether it needs extra resources to address this issue.</u></p> <p><u>Year 6 Residential visit</u> There will be an additional member of staff to those listed.</p> <p><u>Staffing</u> QUESTION (NM): Is it unusual for 3 LSAs to leave at once? Not in a school this size.</p> <p>It was noted that the school is fully staffed.</p>	<p>HW</p>
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p>	<p>Academy Conversion</p> <p>GR presented the update.</p> <p>We will be advertising for a Clerk to the Trust - this is a bigger role than Clerk to Governors. We may be able to use the new person as Clerk to the Governors as well.</p> <p>The formal meeting to appoint Trustees will be Wednesday 7th June. We are working towards 1st July as the conversion date. With work being undertaken by two firms of solicitors (dealing with conversion and land issues respectively), input from the LA, the Diocese and the DfE this is very challenging.</p> <p>QUESTION (ALP): Are we able to push the date back if we need to? This may be necessary but conversion as soon as possible is desirable. Proposed conversion dates for the Coombes and St Sebastian's are a little later than ours.</p> <p>A Head teacher has been appointed to The Coombes School. GR has been appointed to the IEB (interim governing body) of The Coombes School to provide continuity and aid transition.</p> <p>QUESTION (NM) Will the Governing bodies overlap at all? The Trust</p>	

	<p>is the overarching body. Each school will have its own local governing body.</p> <p>The Governors extended their thanks and appreciation to GR and HW for the enormous amount of work they have done on this project.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Committee Reports:</p> <p>Resources There was nothing further to report.</p> <p>Child Development The CDC gave a brief report of their meeting.</p> <p>Personnel <u>Church attendance form</u> QUESTION (NM): What has changed? This reflects the change to the 2018-2019 admission policy in respect of the church attendance category. QUESTION (RP): How do we keep track of who is attending church? At the moment, this is not a problem as the church leaders know who attends and certify this.</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5.</p> <p>9.6.</p>	<p>Approval of policies and procedures</p> <p>Health and Safety policy</p> <p>Lettings policy</p> <p>Finance Policy & Procedures</p> <p>Laptop/Devices Acceptable Use Agreement ACTION: AP to add the words "code of conduct" to the title of this policy. DECISION: <u>This policy will be reviewed by CDC as part of the E-safety group of policies.</u></p> <p>Acceptable Use Policy of School Wifi</p> <p>Pool operating policy</p> <ul style="list-style-type: none"> • Procedures for opening and closing the pool after school hours • Recreational Swimming Pool Rules • Swimming School Risk Assessment • Use of the Pool for School Swimming Lessons <p>QUESTION (RP): Does resuscitation include first aid as well? Yes it does.</p>	<p>AP</p>

9.7	<p>Defibrillator siting - ALP reported that this can't be accessed easily at weekends. It is in good place for school, but not for the pool. They cost about £1000 so another would be desirable. ESPSA are looking into sponsorship. School to consider action.</p> <p>Jl will send pool policies to AE.</p> <p>PSHE</p> <p>DECISION: <u>The governing body approved items 9.1 - 9.7.</u></p>	AE JI
10. 10.1 10.2 10.3 10.4 10.5 10.6	<p>Agreement and Adoption of School Budget</p> <p>AE presented the budget.</p> <p>We have been told to expect a 10% decrease in funding. This has not been built into the current budget.</p> <p>Total number on roll is the biggest factor. Our deprivation number has decreased. The FSM grant has helped our budget. QUESTION (NM): Does census day planning work? Generally, yes. QUESTION (JP): Has online payment helped? Yes.</p> <p>We have benefited by about £40,000 from the play club this year. This is better than expected. Demand has dramatically increased over the last year from 14 to 30-32 children a day. It is good to have this facility and it is well spoken of. This is a key funding stream for the school. The profit from play club goes straight back into the school. QUESTION (GR): Is there a risk of being taxed on activities considered to be trading post conversion to Academy? Things such as play club should not be taxed because they are generally considered to be part of the school's main activities, but vigilance will be necessary.</p> <p>The second consultation on the national funding formula has ended, but results are on hold due to election. This should spread the funding more fairly across LAs. Wokingham is the 3rd worst funded LA in the country. Schools currently receive a lump sum of £175,000 - this is predicted to fall to £110,000.</p> <p>We have been able to secure some capital funding. The LA have paid £2000 towards boiler enhancements. We have also received £5000 towards lighting work. We are topping up with £3500. This work should stabilise our electricity bills. We have put in a funding bid for LCVAP for £15000 to repair the perimeter fencing, which is potentially a safety and safeguarding issue. We need to move quickly on getting quotes and getting the</p>	AE

<p>10.7</p> <p>10.8</p> <p>10.9</p>	<p>work done. The school has to put in 10% from its revenue budget.</p> <p>Funding streams will change under Academy status. QUESTION (JP): In terms of top slice that LA takes, will we get that back? LA take £33,500 - this includes statutory services some of which we don't use (e.g. behaviour services). Academy status will enable us to be more in control of our spending. QUESTION (GR): What is happening on bank account? AE has an appointment to speak to someone tomorrow.</p> <p>We are in a good position, compared to most schools in our area. QUESTION (NM): How are tasks being managed so that the process is not overwhelming? Is there any other help available? There is help available from the Diocese, which we are using</p> <p>The Governors recorded their thanks to AE for keeping our financial situation healthy.</p>	
<p>11.</p> <p>11.1.</p> <p>11.2</p> <p>11.3</p> <p>11.4</p>	<p>School website – Governors’ section</p> <p>AP presented his idea for streamlining this.</p> <p>There was a concern about obsolete archive documents being carried over and clogging up the system.</p> <p>It would be useful to have a list of documents the Governors require. In addition GR requested a review to ensure that all statutory documents are on the web site. ACTION: NM to compile these lists and check.</p> <p>Governors need access to the Word version of policies when they need to make changes. DECISION: <u>The Clerk will hold all the Word versions to avoid confusion.</u></p>	<p>NM</p> <p>AE</p>
<p>12.</p> <p>12.1</p>	<p>Governance and Governors visits</p> <p>Governors were asked to:</p> <ul style="list-style-type: none"> • Send JP a copy of any Governor visit forms they submit. • Send BW information about any training courses attended (including any relevant ones completed in other settings). • Ensure they liaise with BW so she can verify funding and ensure school raises a Purchase Order for training courses before booking. <p>ACTION: NM will remove old governors from planner.</p>	<p>ALL</p> <p>BW</p> <p>NM</p>
<p>13.</p> <p>13.1</p>	<p>Any Other Business</p> <p>The Planner needs updating with Governor year groups. ACTION: JP will clarify this and NM will update the planner.</p>	<p>JP/NM</p>

14.	<u>Date of next meeting: Thursday 22nd June 2017</u>	
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The meeting was closed with the saying of the Grace.

Joe Peters 17/7/17.