



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

GOVERNORS' MEETING

Thursday 28th September 2017, 7.30pm in the new classroom

Date: 28 September 2017
Location: Earley St Peter's Church of England Primary School
Time: 7.30pm

Governors Present:

Jane Peters (JP)	Hester Wooller (HW)	Andy Barlow (AB)
Clare Ferris (CF)	Rev Hannah Hobday (HH)	Jo Ince (JI)
Ann Leigh-Pollitt (ALP)	Nicola McGaughey (NM)	Rob Pierce (RP)
Alex Powley (AP)	Graham Reddie (GR)	Beverley Williams (BW)
Julie Ann Woods (JAW)		

In attendance: Martyn Bisset (MB), Jane Jones (JJ), Clerk

	Topic	Action
1	Opening Prayer The Reverend Hannah Hobday opened the meeting with a prayer.	
2	Apologies for absence There were no apologies for absence.	
	Election and appointments Jane Peters was re-elected as Chair of Local Governing Body (LGB), all Governors were in agreement. Andy Barlow and Graham Reddie were elected as Vice Chairs of LGB, all Governors were in agreement. Jane Jones was formally appointed by the Governors as Clerk to the LGB.	
3	Declaration of Business and Personal Interests Register of Business Interests/Declaration of Interests Forms were circulated to the Governors. ACTION: JJ to ensure all Governors have completed a form and record the information as required	JJ
4	Review of Committee memberships: JP led a review of the Committee memberships, in summary: <ul style="list-style-type: none"> • Personnel Committee: GR (Chair), AB (Clerk), JP, RP, ALP, AP, BW and HW • Finance & Premises Committee: BW (Chair), ALP (Clerk), JI, JP, GR, BW, HW and potentially New Parent Governor to join once elected • Child Development Committee: CF (Chair), NM (Clerk), MB, HH, JP, JAW, BW, HW and potentially New Parent Governor to join once elected • Appeals Committee (not school admissions appeal): AB, HH, BW, JAW. Note: if the Governor is involved in appeals case they are not permitted to sit on appeal panel. Additional governors can be called upon if required • Discipline Committee: it was agreed this committee was no longer required as this is covered by Personnel Committee. 	

	<p>Review of Designated Governors: JP led a review of the Designated Governor roles:</p> <ul style="list-style-type: none"> • Development Governor: BW • SEN: NM & CF – new appointment, replacing JP • Spiritual Welfare and RE Governor: HH • New Governor Mentor: JAW • Pupil Premium/Disadvantaged Pupils/ECO Governor: CF • Children in Care Governor: AB. <ul style="list-style-type: none"> ○ ACTION: HW to discuss role with AB and HW to include it in her head teacher report • Safeguarding Governor: AB • Health and Safety Governor: ALP • School Council Link Governor: JAW and RP <ul style="list-style-type: none"> ○ ACTION: it was agreed that this role needs to be developed and JAW & RP need to report back on council activities to the LGB • Community / Play Club Link Governor: CF • Early Years and Foundation Stage Governor: BW • I.T. Governor: NM • Arts Mark Governor: ALP • EAL: CF and NM <ul style="list-style-type: none"> ○ ACTION: create a job description for the role (note this role reports in to CDC) ○ ACTION: CDC to update Terms of Reference to reflect SEN & EAL Governor feeding in to it. • Church and School Organisation Committee: agreed that this is an operational role so this was removed. The governors’ aspect now falls within the Spiritual Welfare and RE role. <p>Year Group Allocation Governors will be appointed to specific year groups at a later date. ACTION: JP and JJ to allocate Governors to year groups before the next meeting.</p>	<p>HW/AB</p> <p>JAW/RP</p> <p>CF/NM CF/NM</p> <p>JP/JJ</p>
5	<p>Minutes of the meeting 17th July 2017 The minutes of the previous meeting were approved as a true record and signed by the Chair.</p>	
6	<p>Matters arising from the minutes Point 6: Parent election process has commenced; finance or marketing experience is preferred. Letters to go to parents prior to half term. ACTION: ALP, JW and JJ to progress. Point 9: Revised Financial Delegation is required. ACTION: JJ to obtain from Julia Mead, CFO of KAT and distribute to LGB.</p>	<p>ALP/JW/ JJ JJ</p>
7	<p>IT An update on the current situation was given. Kate New will cover for Alex Powley when he is absent, she will liaise with Matt Nicholls. There is an overall strategy in place and the school has good infrastructure. Current focus is on the teaching and learning element of the plan. Continued work is needed with the team and allocation of one laptop per person. Staff IT knowledge: Matt Nicholls, IT Technician, has been supporting staff/technical support. ESP has a good level of knowledge amongst staff and they continue to be given training and support. If required, teachers might swap to suit their particular areas of expertise to ensure best provision for their subjects. OFSTED view IT as a safeguarding issue and there is a need for a safety curriculum. Planning has commenced and will include six lessons per year group, to be rolled out soon.</p>	<p>AP</p>

	<p>Esafety training for staff is now on an annual basis. ESP purchased a CPD external scheme to keep teachers trained & updated.</p> <p>ACTION: This needs to be updated in the policy by CDC and ratified by email. CF to organise with assistance from JJ.</p> <p>IT Strategy Mark Group: Group to meet on 3rd October (AP, NM, HW, MN). They will pull in additional support as and when required. AP has a written plan that needs to be updated</p> <p>ACTION: AB to attend as under Governor Child Safety Role</p>	<p>AB</p> <p>CF/JJ</p> <p>AP</p> <p>AB</p>
8	<p>General Data Protection Regulation</p> <p>It was agreed that a working party is required to ensure the steps to completion of the GDPR are concluded prior to it becoming law in May 2018. The group will be AL, RP, MN, Jo Lillywhite (Business Manager) and request that Jane Williams, (KAT Trustee) collaborates where required.</p> <p>ACTION: ALP to contact Jo Lillywhite to agree potential meeting dates to distribute to members for their consideration.</p> <p>ACTION: Group to report back by next LGB with a timeline/project plan. Jane Jones to add to Meeting Agenda.</p>	<p>ALP</p> <p>ALP/JJ</p>
9	<p>Headteacher's Report</p> <p>The School Improvement Plan had been shared with Governors in advance of the meeting. The head teacher provided a verbal summary of her report:</p> <ul style="list-style-type: none"> • Focus this term is systems and numbers on roll. • Movement: pupil movement not anticipated to be as high as last year • Appeal for Year 5 child yesterday which was upheld due to really exceptional circumstances. • Appeal for Year 2 pupil ongoing. • Currently eight pupils with EHCP/Statements across school, this could increase to 12. The number of ESPs SEN & Statemented/EHCP pupils is above national average. This has a financial impact as the school needs to provide 30 hours of one to one support but not all of this is funded by the relevant local authorities. • ACTION: SEN report to parents: HW to update website with new SEN Governor names (Clare Ferris and Nicola McGaughey) • Speech & language provision – focus on the early years of school, a significant number require support • Equal Opportunities – agreed that we need to review. In principle we seek to provide opportunities across holiday, breakfast and after school club and will strive to provide it wherever it is feasible. • ACTION: JJ to add it on the next agenda for the Personnel Committee. HW to ensure any relevant preliminary work and also to check if provision needed on ESP Website • Annual Fireworks – governors encouraged to attend and support. • Children with special needs: pupils on roll with visual impairment and ESP are making adjustments wherever possible to assist • School inspectors this year had a focus on safeguarding. • GR raised if ESP can demonstrate the effectiveness of our safeguarding practices. AB noted that we do have an audit report. • Staff: The leadership Team has increased capacity with Bhavisha Parmar and Sue Sinha leading in KS1 and KS2 respectively. They have had a successful start to their new roles. • JW referred to previous discussions about developing middle leaders and governors sought clarification of their roles. HW confident we have staff who are very capable to step up if they wish. Last year staff received training for data analysis and writing reports for SLT and governors. Middle leaders monitor implementation of policy, review books, focus on general teaching and learning, they feedback to SLT and staff. 	<p>HW</p> <p>JJ/HW</p>

	<ul style="list-style-type: none"> • Staff working alongside those at The Coombes not only benefited that school but also received excellent professional development. • Shared evidence from Key Stage 1 Learning Walk. • JW asked if in CDC meetings, Governors can have a tour of the school to see SIAMS and OFSTED aspects in order to provide governors with evidence of continuing progress. • DfE have revised the Interim frameworks for Year 2, and Year 6 SATS may no longer be statutory by 2023 • Following agreement by governors to participate in the LA's scheme in order to encourage better attendance, Penalty notices were issued by LA for pupils missing over 5 days of school for unauthorised absences. • Good SATS outcomes. There is no national average yet for 2017 due to the new curriculum only being in its second year. The focus is on reading as Ofsted found ESP's maths and writing are stronger than reading. ESP are working to narrow the gap between the two (currently 10%). ESP have traditionally spent longer on writing than reading and are considering shifting the balance. It was noted, given high number of pupils with English as additional language, the results are strong. • Phonics maintained in EYFS • Foundation/nursery focus on gross and fine motor skills • Progress KS1 to KS2 much stronger this year which is pleasing • LCVAP bid was successful and the boundary fence has now been completed. • Attendance – for Autumn term this is still under review. It was thought that Year 6 may be comparatively low at around 94% but pupils leaving school to attend 11 plus exams could have contributed towards this. Action is being taken to improve attendance by awarding Attendance Certificates and a class Cup for best attendance in Reception classes. • ACTION: Consider a Governor presenting the Cup • Attendance- acknowledged that it is an ongoing challenge. As ESP now part of The Keys Academy Trust, need to consider if we buy service of the EWO. It is thought there may be capacity in house to manage ourselves and buy in support when needed. A strategic decision will need to be made. Following discussion, governors agreed not to pay for services of the EWO permanently at the current time. Governors noted that the school's Parent Support Adviser has taken on role EWO in terms of parent support which is working well. • ACTION: CEO of KAT will undertake a skills audit across KAT to see how schools can support each other using resources within the KAT. • Training: HW has a meeting with ODBE on 10 October at 2.30pm to discuss the training package available to ESP/KAT. Governors are keen to have training opportunities and this is fully supported by ESP/KAT. • ACTION: ESP to approach KAT and request a skills audit to identify training requirements. Need to discuss with KAT its training plan e.g Health & Safety. Also need to investigate Wokingham Borough Council training costs and opportunities. • ACTION: Head teacher Report to be agreed and uploaded to the ESP website • School Trip: Governors approved the Year 5 trip to Liddington and Year 6 to Rhos Y Gwaliau. 	<p>CF</p> <p>HW</p> <p>JJ/BW</p> <p>HW</p>
11	<p>Committee Reports:</p> <ul style="list-style-type: none"> • Finance & Resources: meeting held on 13 September. They discussed recent activities. ESP have welcomed a new Academy Business Manager, Jo Lillywhite. There have been teething troubles with the payroll agreement but the KAT CFO assured that all staff were paid. Financial year now runs in line with academic year. • ACTION: Minutes being finalised and will be circulated to Governors once complete 	ALP

	<p>ACTION: JJ to set up system with IT assistance from AP and Matt Nicholls.</p> <p>Planner: currently being updated</p> <p>ACTION: JJ to distribute once complete</p>	<p>JJ</p> <p>JJ</p>
14	<p>Any other business:</p> <p>NSPCC Safeguarding – an independent audit tool has been used - for internal use only. This was chosen as provides action plan at the end of audit.</p> <p>ACTION: AB to send to JJ for circulation to all governors.</p> <p>Safeguarding team: team is being expanded and Jo Ince is undergoing additional training.</p> <p>Confidentiality Policy: circulated policies prior to the meeting. The Governors approved but noted KAT now employer not ESP.</p> <p>ACTION: JJ to update policy</p> <p>Equal Opportunities policy: ALP to email Governors with the highlighted changes and request all comments returned by a deadline date.</p> <p>ACTION: ALP to circulate and manage process until approved.</p> <p>Celebration service in Earley St Peter’s Church to bless opening of KAT, Tuesday 14 November: a limited number of pupils and staff from ESP will be invited to attend. It is intended that this becomes an annual event and each school within the KAT would rotate hosting it, ideally in conjunction with its associated church.</p>	<p>AB</p> <p>JJ</p> <p>ALP</p>
	<p>Date of next meeting: Thursday 16th November 2017 at 7.30pm</p> <p>It was agreed that the priority items for next meeting should be strategic and operational management with less emphasis on the Headteachers report, which can be studied in advance of the meeting.</p> <p>The meeting was closed at 9.55pm with a prayer by Reverend Hannah Hobday.</p>	