



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

GOVERNORS' MEETING

Thursday 1st February 2018, 7.30pm in the new classroom

Date: 1st February 2018
Location: Earley St Peter's Church of England Primary School
Time: 7.30pm

Governors Present:

Jane Peters (JP), Chair	Hester Wooller (HW), Headteacher	
Andy Barlow (AB),	Clare Ferris (CF)	Ann Leigh-Pollitt (ALP)
Nicola McGaughey (NM)	Rob Pierce (RP)	Alex Powley (AP)
Graham Reddie (GR)	Beverley Williams (BW)	Oliver Parr (OP)
Jo Ince (JI)	Julie Anne Woods	

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

	Topic	Action
1	<p>Opening Prayer Andy Barlow opened the meeting with a prayer at 7.40pm. Jane Peters welcomed the new parent governor Oliver Parr to his first meeting.</p> <p>Martyn Bisset arrived at 7.45pm.</p>	
2	<p>Apologies for absence The Reverend Hannah Hobday sent her apologies that she was unable to attend the meeting. Apologies accepted.</p>	
3	<p>Declaration of Business and Personal Interests Nothing new declared.</p>	
4	<p>Minutes of the meeting 16th November 2017 The minutes of the previous meeting were approved as a true record and signed by the Chair.</p>	
5	<p>Matters arising from the minutes There were no matters arising from the previous minutes.</p>	
6	<p>Headteachers Report</p> <ul style="list-style-type: none"> • Attendance: Hester Wooller advised that pupil attendance is a constant issue which continues to be addressed by the school. Attendance hovers around 94%, other schools in the local area can reach 97%. <ul style="list-style-type: none"> ○ Reception. A virus at the end of the Autumn term impacted attendance ○ Unauthorised absence fines: the school referring families to the local authority if they met the threshold, it is then the local authority which takes the final decision whether to issue a fine. Oliver Parr asked for the definition of unauthorised absence, it was advised that this is unauthorised absence lasting 5 days or more. 	

<ul style="list-style-type: none"> ○ Jane Peters asked what constitutes a late mark in the register, advised once school gates closed, pupils come through the school office and receive a late mark. If they arrive after 9.15am when the register has been closed, they do not receive a mark as present for the morning session. ● Numbers on roll: there has been more movement than usual this year with a number of pupils relocating and 22 new admissions. <ul style="list-style-type: none"> ○ Jane Peters asked what the numbers were on census day, Hester Wooller advised that the nursery figures appeared lower than usual due to the nursery restructuring hours due to the new entitlement of 30 free hours of childcare. However, this should not impact negatively on the nursery funding. The number in the main school was 5 higher than 2016. ○ Nursey only has 2 available spaces, Jo Ince has helped with a recruitment drive. ● SEN register: since the last meeting in November, two pupils with EHCP have left the school, however another pupil has been given an EHCP following an assessment by the LA and there are two new applications in progress. The percentage of pupils with EHCPs is above the national average and this has a financial implication. Additional concern was expressed regarding the number of children on protection plans which is of significant concern. <ul style="list-style-type: none"> ○ Graham Reddie asked what the impact of this is and Hester Wooller advised it is significant as they require a large time commitment to attend meetings and the role the school plays in briefing other external parties. ○ Andy Barlow asked if the new IT data management system under consideration will help with the burden and Hester Wooller advised that it would be beneficial though will require the school leadership team to adapt. The new system will provide additional safeguards in light of the new GDPR regulations though there are cost implications. The system will be able to be accessed remotely and produce reports including for the LGB. ○ ACTION: incorporate into GDPR plan ○ Nicola McGaughey asked if it will replace verbal conversations between staff and she was assured that it would not. ● Effectiveness of leadership: main focus is on data analysis and reporting. More staff will be trained to support the leadership team. ● EYFS: new stand-alone document published called Bold Beginnings has been published by DfE. The school has taken a pragmatic view with it, reviewed it and taken elements to put into practice. It will help prepare children for the move from reception to Year one. ● Writing: there has been moderation in writing across the three schools within the trust, particularly in year two and year six. It was a good exercise and beneficial to hear different perspectives. ● Pupil premium: school working to support those families with additional needs. Graham Reddie asked if there had been any change on funding for pupil premium due to formation of the Trust, Hester Wooller advised no change at all, funding is paid to the Trust and then passed to the school twice a year. ● Pupil outcomes: looked at in detail in Child Development Committee. ● Progress data: <ul style="list-style-type: none"> ○ Current Y3 not as strong as other year groups, an action plan is in place ○ Attainment: Target Tracker tool has changed the ways it measures so change due to this and not a change in outcomes. ○ Current Y2 slightly below national average across writing, reading and maths, action plans and additional support from leadership team is in place. The data demonstrates the leap required from Y1 to Y2. Ann Leigh-Pollitt asked if one or two children skewing the data, they are not. Writing is of most concern, Hester Wooller is confident of the journey required and that desired outcome will be achieved. 	MB
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	<ul style="list-style-type: none"> ○ Nicola McGaughey asked if the changes in reception following the Bold Beginnings document will help address the leap required of pupils and Jo Ince advised that it will. ● Condition Data Collection visit: government survey with an inspector conducting a high-level visit at the school was recently carried out, waiting for report. Ongoing maintenance issues identified with the Site Controller. Initial verbal feedback from the inspector was the Roll alongs were categorised as grade C meaning they have approximately five years of life remaining. Beverley Williams said the report will be addressed in the next Finance and Premises meeting. <ul style="list-style-type: none"> ○ The school heating issue has been addressed, successful repairs completed. ○ Library roof: has not leaked for a while so the problem appears to have been resolved. ● Compliance testing: The Trust is likely to remain with Wokingham Borough Council for the next year. Still ongoing issues, the school is waiting for compliance certificates and the Operations Manager is following up with the council. <ul style="list-style-type: none"> ○ Nicola McGaughey asked if the Trust will manage this going forward, potentially yes in the future. 	
7	<p>Committee reports:</p> <p>Child Development Committee</p> <ul style="list-style-type: none"> ● Clare Ferris advised that the committee had invited a subject leader to present at their recent meeting and Jo Ince had accepted. Jo Ince advised that attendance is currently good in reception, the school is responding well to the changes implemented following the Bold Beginnings document and the change in curriculum. Jo Ince has also been supporting other schools within the Trust. ● Two new key stage leaders have analysed data and produced a commentary. ● The committee had a detailed review of pupil premium and discussed potential new funding which is targeting social mobility. The Trust is putting a bid together for all schools within the Trust. Oliver Parr asked if successful how the funding will be distributed, Hester Wooller advised that it would be a Trust decision. Potentially non-trust schools could be part of the bid. <p>Finance & Premises</p> <ul style="list-style-type: none"> ● Beverley Williams advised that the school's budget is the biggest issue. This is being closely monitored by the school leadership team and the Trust's Chief Finance Officer and the school priority is to be prudent about expenditure. ● An external audit will be conducted in the Autumn term. ● Extended Services (breakfast/after school and holiday club): requires considerable organisation and debt chasing which is being led by the Finance Assistant and Operations Manager. ● Office space: significant issue with lack of office space, often three or four people sharing the Headteacher's office. This needs to be reviewed to ensure efficient working and confidentially. ● Risk matrix: Beverley Williams thanked Clare Ferris for her support. The committee is confident it covers the school. No significant risks have been identified and the committee has confidence with the measures in place. <ul style="list-style-type: none"> ○ Nicola McGaughey asked if the matrix has review dates against it, Beverley Williams advised it is the job of the Operations Manager to monitor on an ongoing basis as it is a live document with the committee reviewing it at least annually. ○ Hester Wooller advised that the model has been shared with other schools in the Trust 	

	<ul style="list-style-type: none"> ○ Nicola McGaughey commented that it was a very good document. <p>Personnel</p> <ul style="list-style-type: none"> ● Graham Reddie thanked Andy Barlow for producing the minutes so promptly. ● The School Business Manager was released early from contract in December. Interviews were held for a replacement but there was not a candidate to meet all the requirements of the role. A different approach was considered to meet the needs of the school and the Trust and it was acknowledged that the finance element of the role would need a strong background and qualifications, applicants for the role had either finance or business management. Historically the finance function had been supported by the local authority but the Trust requires more in-house expertise. It was agreed to split the role into Operations Manager and a Finance Manager on a trial basis. Jane Jones appointed interim Operations Manager until Easter and the Trust CFO has sourced a Finance Manager. It was noted that this is an exciting opportunity to change the support function within the schools in the Trust <ul style="list-style-type: none"> ○ Nicola McGaughey asked if other schools have the same split of roles, it is expected that this may evolve over time as services are centralised by the Trust to capitalise on economies of scale. ○ Robert Pierce asked if splitting the roles had impacted budget, Hester Wooller advised the hours have been reduced for each role so there has been no financial impact. ○ Nicola McGaughey asked who the Finance Manager is, this is currently filled via a temporary agency worker with her role split between the school, Coombes school and the Trust. ○ Jane Peters wished to express her thanks to Julia Mead, Trust CFO who has assisted the school implementing this change and has managed the school's finances during the transition periods. ● Extended services: The Trust may seek to appoint an extended services manager in due course. ● Budget savings: Graham Reddie reiterated the need to consider budget savings and stressed that the need for these is not related to academy conversion but to the well-publicised changes in funding for education. The school was fortunate to have had a surplus to provide a cushion but this is being eroded and the leadership team are considering options including how to use teaching assistants differently. 	
8	<p>Admissions</p> <p>The Admissions policy for 2019-2020 was circulated prior to the meeting. There are no changes on the previous year's policy except the addition of wording to meet Diocesan advice.</p> <p>The policy was recommended to the Trust, as the statutory admissions authority, for determination by the end of February.</p> <p>For 2018-2019 admissions, the deadline for applications was 15 January and it is hoped that the school will be full in reception this September.</p>	
9	<p>Policy review</p> <p>The school is required to adopt multiple Trust policies, the following were circulated in advance of the meeting:</p> <ul style="list-style-type: none"> ○ Home school agreement ○ Pay Policy ○ Code of Conduct and personal behaviour 	

	<ul style="list-style-type: none"> ○ Adoption Policy ○ Maternity Policy ○ Disciplinary Policy ○ Retirement Policy ○ Right to request flexible working hours Policy ○ No smoking Policy ○ Capability Policy ○ Behaviour Policy ○ Collective Worship Policy <p>The HR policies have been adapted from Wokingham Borough Council policies, this is important as these have been out to consultation with unions so by adopting these, the trust do not need to consult with the unions.</p> <p>It was agreed to adopt all policies once the following change has been made to the Capability and Disciplinary policies ‘employees at the school’ ACTION: make agreed changes.</p> <p>The school will need to review these polices as these become the school’s own policies.</p> <p>The school privacy policy is under review in conjunction with the new GDPR.</p> <p>Jo Ince to coordinate a review of the school policies and recommend to the governors if any are now obsolete. ACTION: review and send to Clerk.</p>	<p>HW/JJ</p> <p>JJ</p>
10	<p>Services to schools</p> <p>Jane Jones, Operations Manager advised that the school was in contact with Wokingham Borough Council to discuss the cost of the services they provide to the school for the next financial year. The LA may propose some higher costs following the conversion to Trust status. All costs would be reviewed with Hester Wooller prior to any commitment. ACTION: follow up and discuss.</p>	HW/JJ
11	<p>Review of current arrangements of school session times</p> <p>The governors reviewed the current arrangements and agreed to continue with the same times.</p>	
12	<p>Governance</p> <ul style="list-style-type: none"> • Robert Pierce provided an update on his visit to meet the school council. The school had participated in a community multi school project where pupils worked together to raise money to plant trees. Over £2,000 was raised and 70 trees will be planted in Sol Joel park. • Julie Anne Woods updated on the charities the school council wish to raise money for, they shortlisted three charities and The Hope foundation was the chosen charity. The school council are now brainstorming ideas to raise money. • Graham Reddie asked if pupils value the school council, Robert Pierce believes it is highly valued and he and Julie Anne Woods were impressed at their level of involvement and commitment. ACTION: Jane Peters asked them to write to the school council to thank them. • Jane Jones, Clerk presented the new online storage system for governors. ACTION: change visit forms to PDF. 	RP/JAW
13	<p>Any other business:</p> <ul style="list-style-type: none"> • GDPR: Jane Williams is the Chief Data Officer for the Trust. A date needs to be set for the next working party meeting. Martyn Bisset will lead from the schoo. Jane Peters, on behalf of the governors, thanked Ann Leigh-Pollitt for her ongoing work. ACTION: Ann Leigh-Pollitt to advise a date. 	ALP

	<ul style="list-style-type: none"> • Andy Barlow advised that prior to Christmas, Martyn Bisset facilitated a group of pupils to get feedback from children on safeguarding issues. E-safety was discussed and playground buddies, it is hoped that this will be relaunched. • Graham Reddie commented that the governors have been looking outside of the school recently, now was an opportunity to look inwards, consider feedback from committee reports, what could be changed to improve the school, try and look at all aspects with a different perspective and feedback thoughts at the next meeting or earlier. 	
14	<p>Date of next meeting: Date of next meeting is Wednesday 14th March, 7.30pm.</p> <p>The meeting was closed at 9.26pm.</p>	