



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

GOVERNORS' MEETING

Wednesday 1 February 2017 at 7.30pm in the school

Minutes

Present: C. Ferris, H. Hobday, J. Ince, A. Powley, J. Peters (Chair), G. Reddie, B. Williams, A. Barlow, H. Wooller (Head), J.A. Woods, Robert Pierce, Nicola McGaughey.

In Attendance: Cath Perry (Clerk), Martyn Bisset

Apologies: H. Chaudhry, J. Williams, A. Leigh Pollitt

1	Opening Prayer Meeting was opened with a prayer led by Hannah Hobday. J.P welcomed all to the meeting and particularly the new Governors Robert Pierce and Nicola McGaughey.	Actions:
2	Apologies for absence: H. Chaudhry, J. Williams, A. Leigh Pollitt	
3	Declarations of Business and Personal Interests: <i>Nothing new was declared.</i> Forms to be emailed to R.P and N.M	C.P
4	Minutes of the last meetings 17 November 2016 and 5 January 2017 The minutes, which were circulated prior to the meeting, were unanimously agreed as a true record and signed by the Chair.	
5	Matters arising from the minutes: Beverley Williams appointed designated Governor for Early Years Foundation Stage. <u>Annual Planner:</u> J.P asked that the planner be shared via email as well as updated on the Governors' section of the website. There were still some outstanding descriptions and information missing – C.P would contact people directly to obtain this and update the planner. <u>Admissions / Numbers on roll:</u> The LA had published proposals to expand four local Primary Schools	C.P

	<p>and this could have a detrimental effect on the number on roll at the school and also the school's finances. It had also been suggested by WBC that Sol Joel Park and Church Road could be used as drop off points for children being taken to these schools – adding further to the existing severe congestion morning and afternoon. H.W had raised concerns with both Wokingham Borough Council and at the Earley Schools Cluster meeting. J.P suggested that a letter should be sent on behalf of the Governors to Wokingham Borough Council outlining formally the concerns and this was agreed. She would also raise concerns at the Chairs' Meeting due to take place the following week.</p> <p>H.H suggested that the Church could also send a letter as increased parking and traffic would also have an impact on the area local to the church.</p> <p>Paperwork for new admissions to the Reception classes would arrive at half term – it would be helpful if the Office could let the Admissions Committee know as soon as this paperwork was received.</p> <p>A draft letter is being prepared regarding possible fines for unauthorised absences and this subject would be discussed later in the meeting.</p> <p><u>School boundary fence</u> The outstanding work had not been completed as funding had not been received. G.R stressed the need for security to be borne in mind and governors requested that Resources committee should consider this work further at its next meeting.</p> <p><u>Governors' Photographs</u> These still needed to be taken for a number of current and new Governors – Matt Nicholls would be asked to do this and then photographs would be added to both website and reception notice board.</p> <p><u>Carols by Candlelight</u> G.R had attended this and reported that the school choir had given an outstanding performance. Congratulations to the choir and thanks for support were conveyed to H.W, Linda Hallett, Amy Purdy and Sarah Tolladay. On 10 March a representative of Launchpad – the charity which hosted the event – would attend the school and give a presentation about its work. They would also present the school with its winning prize of a £100 gift voucher.</p>	<p>J.P</p> <p>H.H</p> <p>C.P</p> <p>J.W</p> <p>A.P</p>
6	<p>Head Teacher's Report: <u>Numbers on Roll</u></p>	

<p>The numbers on the roll remained down as Year 1 was currently not full.</p> <p>Applications for the Nursery had increased significantly following the change to three points of entry each year and was expected to be full.</p> <p>In year admissions had been consistent with places quickly filled due to being able to deal with admissions within the school.</p> <p>There was an appeal pending for a Year 4 place – on March 6th. If the appeal were to be successful this would put additional pressure on the year 4 classes as both were at capacity with 35 pupils in each already.</p> <p><u>SEN Figures</u></p> <p>Numbers of pupils requiring additional support had increased since last year. Currently there were also two pupils for whom applications for EH&CP's were in process but who were currently being funded solely by the school.</p> <p>Five children in Nursery were currently receiving additional speech and language support but this would be expected to diminish when the children were older as this was usually a development issue.</p> <p>C.F - asked whether it would be useful for Governors to undertake online safeguarding training?</p> <p>A.B – offered to share a link to some offered by WBC.</p> <p>A.B also reported that he frequently reviewed the school's child protection procedures to ensure good practice. This was very helpful for the school and governors welcomed this.</p> <p><u>Leadership Programme</u></p> <p>Staff were encouraged to engage with the leadership programme and the level of confidence of the team had increased due to this. There was much sharing of ideas and good practice and staff were given the opportunity to discuss and implement actions.</p> <p>A.B – How did subject leaders disseminate ideas and practice to other staff?</p> <p>H.W – Time was given in the staff meetings for feedback and from this plans and actions for the team were developed.</p> <p>Governors were pleased to note there was a possibility that the Leadership programme could be developed further and used to generate income if the school became an academy.</p> <p><u>Progress scores</u></p> <p>This data would be what the school was judged on in the future – data for Year 1 phonics currently appeared a little below expectations. In response to concerns expressed by governors, it was</p>	<p>A.B</p>
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<p>explained that M.B and B.P had recently delivered mock phonics tests and used the results to create an action plan so that going forward additional phonics sessions would be increased for those pupils with specific needs. This was a useful process to undertake and had given staff a number of pointers for their lesson planning. Staff from another Primary school had been invited to observe the delivery of the school's phonics sessions and the feedback given was very positive and has again allowed for further planning and actions to be developed.</p> <p><u>Exclusion</u> One child had been excluded for one week in the Autumn term after an incident in the playground. Governors were reassured that follow up action was also in place.</p> <p><u>Attendance</u> Governors noted that attendance figures had dropped since the previous year and expressed concern that damage from missing schooling was cumulative and also had an impact on the whole class as overall progress was delayed due to the need for repetition for pupils who had missed work. H.W stressed that the school had been working closely with the Education Welfare Officer in order to address this. Extended holidays taken by families had a great impact but engaging with parents about refusing consent for holidays during term was beginning to have a positive effect. Unfortunately mental health issues and family isolation could also have an effect. A.B – Did non-attendance ever link into child protection issues? H.W – Confirmed there were families which fell into every category. A.B – As the EWO had suggested the school used fixed penalty fines for those families whose children were absent without permission, would this policy be adopted? N.MC – Felt it should be recognised that support was reduced if families lived far apart and differing school schedules did not always allow for easy contact. J.P –Noted that Easter holiday dates for Wokingham schools this year differed from those at Reading schools and would be likely to have an impact on unauthorised absences.</p> <p>After further discussion governors agreed that the EWO's advice should be followed and fixed penalty fines for unauthorised absence should be introduced. Letters informing parents and explaining the system would be sent by the school before Easter. The Parent Support Advisor would be asked to run workshops addressing attendance with those families which had particular difficulties.</p> <p><u>Future events</u> After hearing that risk assessments had been undertaken, that the</p>	<p>H.W</p>
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	<p>venue had been approved by WBC, staffing levels would be sufficient and previous visits successful, governors approved the annual residential visit for Year 6, to Rhos Y Gwaliau.</p> <p>A.B – Had a lent charity been chosen for this year? H.W – The choice would be made following discussion by the School Council. Anyone wishing to promote a charity was welcome to speak either at an assembly or the School Council.</p> <p>A number of home learning exhibitions would be taking place throughout the term, dates in the newsletter. Governors were asked to attend as many as possible as these were very positive events and the children gained greatly in confidence from them.</p>	ALL GOVERNORS
<p>7.</p>	<p><u>Proposed academy conversion</u> The formal consultation process was currently underway and was due to finish on February 10th. In addition to information in newsletters and the dedicated email address three surgeries had been held, with governors and representatives from the Diocese of Oxford answering parents’ queries. A presentation was also given to the PCC. Discussion had been very positive, with helpful feedback and the PCC had subsequently given its support to the proposed conversion. It was felt that such contacts between church and school were mutually beneficial and it was intended to build on this.</p> <p>A.B – Had any strong views been expressed? J.P - A parent expressed ideological opposition to academy conversion and had also expressed concerns about the possibility of embarking on a commercial venture. H.W – These concerns were alleviated and parents expressed their understanding that there were risks if the process were to be left too long and school unable to control its own destiny. Parents were reassured that the school was being proactive in preserving its character and ethos and seeking to safeguard its future. J.P – The capacity of Local Authorities to support schools was decreasing and working closely with the Diocese would offer safeguards and ensure the school could continue to offer high quality provision. A.B – Was there any training for Governors which would assist them to be as effective as possible during and after any conversion? H.W – It was considered that the Diocese would be able to help and possibly provide someone to visit and speak with governors.</p> <p>Further discussions continued with other local Church of England schools and the staff were being kept abreast of developments.</p>	

	<p>Once the consultation process had ended it would be necessary to consider all the responses and decide the appropriate next steps. If the proposal to convert to an academy and to form a MAT were to proceed, the timescales for dealing with the DfE etc would be tight and it was therefore agreed that the working party be given authority to begin the paperwork and procedures to take forward the governors' decisions.</p>	
8.	<p><u>Committee Reports</u></p> <p><u>Resources</u> The Committee had been considering how best to support the school financially going forward, including the buying in of services and the possibility of conversion to an academy. The budget for 20017 /18 was very tight but a good saving had been made on staffing due to the Leadership team covering staff absences. Although there was likely to be a surplus for 20016 / 17 it would need to be used to compensate for funding cuts in the future. Creating additional income was a constant conversation and currently included lettings and play club.</p> <p><u>Child Development</u> Alex Powley had given a data analysis and I.T mark presentation to the committee. The committee discussed IT use within the school and how it can be used to support S.E.N children.</p> <p><u>Personnel</u> The minutes of the last meeting had been circulated and reported at a previous meeting. The Admissions committee had met several times to deal with in year admissions and the recent appeal. Work had also continued on the admissions policy which would be dealt with separately.</p>	
9.	<p><u>Approval of Policies</u> The following policies were approved –</p> <p>Health and Safety Lettings Financial Policy and Procedures</p> <p>C.P. to amend review dates on policies as necessary, place policies on appropriate part of the website and update review dates on planner.</p>	C.P
10.	<p><u>Determination of Admissions Policy 2018 - 2019</u></p> <p>Following extensive review and discussion of the admissions policy during 2016 the draft policy had been put out for statutory</p>	

	<p>consultation and no objections had been received. It was necessary for the policy, which had been circulated prior to the meeting, to be formally determined, placed on the website and copied as required for statutory compliance.</p> <p>The 2018 – 2019 Admissions Policy was determined.</p>	G.R
11.	<p><u>Review of current arrangements of school session times</u></p> <p>School session times were formally agreed and no changes made.</p>	
12.	<p><u>Governance</u></p> <p>The Planner had been amended but further updating was required. CP would deal with this and send out an updated planner.</p> <p>Governors were asked to ensure they undertake regular training. This was necessary to carry out the role effectively and both OFSTED and SIAMS looked at this.</p> <p>Governors were reminded that the Diocese was offering a new governors' induction course on the 17th of March.</p> <p>A copy of the Instrument of Government needed to be sent to new Governors.</p>	C.P C.P
13.	<p><u>Governor Visits / Training</u></p> <p>BW asked that all Governors give feedback (on the model form to be found in the Annual Planner) on any training attended. This was for the benefit of other governors and so that training could be recommended to other governors.</p> <p>When a visit is made to the school Governors should complete a visit form and return it to the Clerk.</p> <p>A.B agreed to review the form to ensure it recorded how governors' visits supported the school improvement plan. OFSTED would inspect these forms.</p>	A.B
15.	<p><u>Any Other Business</u></p> <p>New Christchurch school was seeking experienced Governors to join their team to help and guide them. Anyone prepared to assist should contact Hannah Hobday.</p> <p>At the ESPSA AGM it had been suggested that a creative writing competition could be offered as part of the next school fair. ESPSA had asked if the Governors would be prepared to sponsor this? Previously children had been given an image and a word limit to</p>	

	<p>work to and offered a prize of a book token. In principle this was agreed although it was felt that a poster competition would perhaps be more appropriate. H.W suggested that the competition should be seasonally themed and any ideas should be discussed with her.</p>	H.W
16.	<p><u>Date of next meeting</u> 16th of March at 7.30pm</p>	

The meeting was closed with the saying of the Grace.