



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

GOVERNORS' MEETING

Thursday 22nd September 2016 at 7.30pm in the school

Minutes

Present: C. Ferris, H. Hobday, J. Ince, A.Powley,, J. Peters (Chair), G. Reddie, B. Williams, J. Williams, A.Leigh-Pollitt, H. Wooller (Head)

In attendance: M. Bisset (Deputy Head), C. Perry (Clerk)

Apologies for absence: A.Barlow, H.Chaudry, J.A.Woods

		Action
1.	Opening Prayer Given by H. Hobday.	
2.	Apologies for Absence A. Barlow, H. Chaudry, J. A. Woods <i>Accepted by the Governing Body.</i>	
3.	Declaration of Business and Personal Interests Members of the Governing body were asked to complete their annual declaration of business and personal interests. <i>Nothing new was declared.</i>	
4.	Election of Chair and Vice Chair J. Peters was elected as Chair of Governors A. Barlow and G. Reddie were elected as Vice-Chairs	
5.	Review of Committee structure and designated governors Following discussion it was agreed that the Resources, Child Development and Personnel committees met the governing body's needs and would be chaired by B. Williams, C. Ferris and G.Reddie respectively. Any changes to committee membership would be confirmed at the next meeting.	

	The following changes to designated governors were agreed - the Rev. H. Hobday Spiritual Welfare and RE, A. Leigh-Pollit Health and Safety and Arts Mark, J .Williams IT and C. Ferris Community Cohesion.	
6.	Minutes of the Meeting 21st June 2016 The minutes, which had been circulated prior to the meeting, were unanimously agreed as a true record and signed by the Chair.	
7.	<p>Matters Arising from the Minutes</p> <p>J. Williams confirmed that she had submitted wording for the Lettings policy on the point she had raised about risk assessment and G.Reddie said he had also been asked to clarify some wording in the policy. It was agreed that G.Reddie would confirm these small amendments with the School Business Manager and subject to this the policy was approved.</p> <p><u>Parliamentary Review</u> Governors were extremely pleased with the Review, which highlighted the great strides forward made by the school over the past three years. It was agreed that as soon as this was officially published it would be shared with all staff and with the wider school community.</p> <p><u>Admissions</u> Wokingham B.C's admissions guide incorrectly showed the school to be in Woodley and it was felt that this error may be adversely affecting the recruitment of pupils. Wokingham had been asked to amend the guide and the Head would follow this up.</p> <p><u>Governor's self-review</u> J. Peters and H. Hobday attended a Development Governors meeting and had found it very useful, particularly in relation to Multi Academy Trusts. Governors asked for the presentation to be shared with all Governors.</p> <p><u>Training</u> B.Williams had created an evaluation form for training courses attended by governors in order to assess the value of such courses and to share information. The form would be sent to the Clerk to collate.</p> <p><u>Governance</u> Ann Leigh-Pollit as Parent Governor and A.Powley as Staff Governor were welcomed to their first meeting.</p>	<p>GR</p> <p>HW</p> <p>HW</p> <p>JP</p> <p>BW & CP</p>
8.	Headteacher's Report SIAMS – School Inspection of Anglican and Methodist Schools Notice had been given of an inspection visit due to take place on	

<p>Wednesday 28th September 2016. Four areas would be considered; How well does the school, through its distinctive Christian character, meet the needs of all its learners? What is the impact of collective worship on the school community? How effective is religious education? How effective are the leadership and management of the school as a church school?</p> <p>This was likely to be a very thorough inspection and work had already been undertaken on the documentation in preparation for the visit. Work previously produced for OFSTED, the Parliamentary Review, School Mission Statement and School Key Code had all been drawn upon in terms of completing the SIAMS documentation. The School ethos of Respect, Kindness, Honesty, Forgiveness and the expectation to be the best you can would be emphasised and these core Christian values would form part of discussions.</p> <p>H.Hobday stressed the importance of being specific and not simply referring to Christian values and welcomed the school's approach.</p> <p>In reply to G.Reddie, the Head confirmed that religious education included other faiths in addition to Christianity.</p> <p>It was agreed that A. Barlow, H. Hobday and J. Peters would be the governors to meet with the inspection team.</p> <p>School Self Improvement Plan This document was helpful in presenting the vision of the school for governors, staff and the SMT. The focus was on four areas- <u>The effectiveness of leadership and management.</u> Actions included considering the role and impact of subject leaders, developing partnerships with other schools particularly in the area of science and identifying four staff to act as coaches to assist other teaching staff in developing strong feedback and analysis skills. <u>The quality of teaching, learning and assessment.</u> Difficulties had been caused in the last academic year by Government changes to the teaching framework. This had created a steep learning curve but allowed projected grades to be made for the current Yr 6 pupils, also identifying how many points each pupil needed to achieve in order to succeed. The results of the school's pupils from previous academic year compared favourably to those of other schools in the area. In order to support students in Year 6 with English as a second language, a reading list had been compiled which it was hoped would enable them to develop a deeper understanding of literacy.</p>	<p>JP, HH & AB</p>
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<p>10.</p>	<p><u>Child Development –</u> Had met on the 16th of September. Discussions had centred on attainment and progression. The Committee had examined the data in detail and would pursue at the next meeting.</p> <p><u>Personnel –</u> Had met on 15 September. The draft Admissions Policy for 2018-2019, which had been circulated to all governors, had been approved by the Diocese and could therefore be put out to formal statutory consultation.</p> <p>Nursery had continued to be undersubscribed and it appeared that parents were increasingly looking to nurseries which offered full time childcare, for which parents paid some additional cost beyond the free provision. The school had therefore proposed offering extra sessions upon payment. The need for extra staff could be met from the additional income and there could be scope to realise a surplus. Flexibility would also be necessary to make provision for those families who were expected shortly to become entitled to additional hours of funding.</p> <p>The oversubscription criteria in the Nursery Admission Policy would need to be reviewed and SBM and J.Ince had been asked to submit proposals to the Personnel admissions committee for consideration.</p> <p>Governors accepted the Committee's recommendation that these proposals be implemented with immediate effect.</p> <p><u>Safeguarding –</u> J.Peters explained on behalf of A. Barlow that new requirements had already been put in place in school. The Policy document would be amended to reflect the terms of the model policy when Wokingham had completed the revisions for this.</p> <p>Multi Academy Trust</p> <p>Following discussions at previous meetings, the working party (JP,GR, HW & MB) had met with the Deputy Director of the Diocesan Board of Education. The Diocese warmly welcomed proposals to create multi academy trusts comprising local C of E Primary schools as this was consistent with the future of education envisaged by the Diocese. Active support from the Diocese before, during and after conversion had been offered. There were ongoing discussions with other schools, still at an early stage, in which the Diocese had also offered to</p>	<p>GR</p> <p>JI & SBM</p> <p>AB</p>
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11.	participate as appropriate. It was stressed that matters remained at an exploratory stage and any firm proposals would be brought to the full governing body for approval to go out to consultation with staff, parents and others before firm decisions were made.	AB, BW, HH
Strategic Review of governance		
12.	A. Barlow, B. Williams and H. Hobday were preparing a presentation for the next meeting.	
Governor visits and training		
13.	All visits made by Governors should be recorded /reported upon. Governors were asked to look at the Wokingham B.C. website as well as training offered by the Diocese and to carry out appropriate training, liaising with B. Williams. Chairs of committees were asked to identify members' needs and to seek participation.	All governors
Any other business		
14.	Chairs of committees were asked to ensure the clerk knew of meeting dates in order that the planner could be updated.	
Date of Next Meeting – Thursday 17th November 2016 at 7.30pm		

The meeting ended with the saying of The Grace.