



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

GOVERNORS' MEETING

Thursday 17th of November 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, A. Barlow, H. Chaudrey, H. Wooller (Head)

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

Apologies for absence: None received

		Action
1.	Opening Prayer Given by H. Hobday.	
2.	Apologies for Absence None received	
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.	Minutes of the last meeting – 22nd September 2016 The minutes, which had been circulated prior to the meeting, were unanimously agreed as a true record and signed by the Chair.	
5.	Matters arising from the minutes <u>Review of Committee Structures</u> Alex Powley and Ann Leigh Pollitt will be joining the Personnel Committee. Ann Leigh Pollitt will also act as the Health and Safety Governor.	

	<p>J.P reminded the FGB that they are welcome to attend any sub-committee meetings they wished.</p> <p>The Governor’s Annual Planner still needs completion and therefore Governors are asked to write a small explanation of their roles with the FGB. It is asked that these are completed and returned to the Governor’s Clerk within two weeks of the date of this meeting. A short paragraph is needed for the following: Hannah Hobday – Welfare Ann Leigh Pollitt – Health and Safety Hafsa Chaudrey and Jane Williams – I.T. Jane Williams – Arts Mark Clare Ferris – Community Cohesion</p> <p>It was also suggested that the FGB should also include a designated Governor for Nursery and Earley years Foundation Stage (NEYFS)</p> <p><u>Admissions</u> Due to H.W’s continued effort Earley St Peter’s is now shown on the correct admissions pages within the WBC website.</p> <p><u>SIAMS</u> The SIAMS inspection went smoothly with the School being awarded an Outstanding grade. The Governors expressed their thanks to the School Management Team and to Anthony Florides for managing this inspection visit. Thanks are also given to Andy Barlow and Hannah Hobday for taking time to come and talk with the Inspector.</p> <p>Minutes of the meeting 22nd September 2016. The minutes, which had been circulated prior to the meeting, were unanimously agreed as a true record and signed by the Chair.</p>	<p>H.H A.L.P H.C / J.W J.W C.F</p>
<p>6.</p>	<p>Head teacher’s Report</p> <p><u>Numbers on roll:</u> Unfortunately, the number of pupils currently on role is down and this will decrease the School’s budget, funding and resources. Since the end of July ’16 33 pupils have transferred to other schools, this in the main is due to families relocating to other areas. Sometimes notice of leaving is very short and it should also be noted that in cases of absences of 20+ days the School has the option of removing a pupil from the roll. Last year at the same pupils transferring was 2! However, admission of new pupils to the School was 24, these are mainly ‘in year’ applications and thanks should be given to the Admissions Committee who worked through the Summer holiday keeping a check on applications. From January Nursery will have 22 children on role in both AM and PM</p>	

<p>classes. SEN numbers have increased since last year but only two currently have an Educational Health & Care Plan, however, it is felt that we currently have approximately 10 children working at this level who require additional support, but overall 65 children are noted as needing some form of extra support. A.L.P asked if this number of SEN children was comparable to other schools as the numbers equated to roughly 10% of the school population noted as needing additional support. The answer given was no, we have a higher number and have more children with significant needs such as speech and language support. However, provision for this has been improved with the addition of a designated Speech and Language Therapist, use of Occupational Therapy, Differentiation within the classroom, use of Digital technology and Individual Education plans. G.R – Is the Speech and Language issue in addition to English as Another language? Yes, EAL children currently stand at 28% but this issue mainly affects Early Years.</p> <p><u>SIAMS</u> Excellent result for the School, the report is now available on the School Website and the response from parents has been positive. H.H. will communicate result to the P.C.C. and send them a summary of the inspection report.</p> <p><u>Website</u> A Pupil Premium Strategy must now be included on the website – M.B has drafted a statement. The implementation of Universal Free School Meals has impacted on the numbers applying for Pupil Premium funding and are not applying until Yr. 3 or above. This has reduced the School budget but the School is endeavouring to supply the same level of provision. A Pupil Premium application has now been included in the Nursery / Reception admissions pack and using the information provided the School will be able to check and see which families are eligible for funding.</p> <p><u>OFSTED</u> OFSTED has now introduced a new way to measure Pupil progress. This will be based on a child’s prior attainment and then compared to the national average. This means that having a high percentage of SEN children within a school will make the set targets harder to reach.</p> <p><u>Emergency Procedures</u> Lockdown drill took place this week and complete lockdown was</p>	<p>H.H</p>
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<p>achieved within 4 minutes and held in place for 5. Some issues, although minor, have arisen from the drill and will be addressed and put in place immediately.</p> <p>All children who took part in the drill were given the opportunity to discuss the procedure and it was also focussed on further during the PM assembly.</p> <p>Lockdown undertaken was based on WBC's model plan and different strategies would be applied depending on the incident.</p> <p>Due to a mains gas leak the 'rainbow plan' had to be actioned, classes were compressed to create additional space and the Yr. 3 / 4 block shut for a day. One of the main issues to be noted was that WBC do not take emergency calls regarding this type of issue before 8.00am!</p> <p>J.P asked FGB to note that these events are very rare and while there is no need for panic there is a need for good planning.</p> <p><u>Attendance Policy</u></p> <p>WBC are reducing the role of their Educational Welfare Officers to a minimum, and the EWO has suggested to the School that it considers introducing Fixed Penalty Notices, the giving of fines of £60 to those who take unauthorised leave. It is believed that the introduction of such can reduce the number of unauthorised absences and non-attendance.</p> <p>It should be noted that the school does not give authorisation for anything other than exceptional circumstances yet unauthorised absence still remains high.</p> <p>It is suggested that H.W and J.P draft an initial letter to parents regarding this and it be circulated before the Christmas holiday stating that the fixed penalties will be in force from January. It is also noted that the school does not benefit from the imposing of fines as all monies go to Wokingham Borough Council.</p> <p>It was requested that this be added to the agenda for the next FGB and discussed further.</p> <p><u>Ongoing Challenges</u></p> <p>Limited space in the playground continues to be an issue and the timing of breaks is now being staggered to allow different key stages to use the space at different times. This does seem to have reduced the number of minor injuries and issues. Lunchtime is currently being considered to see if this could also be staggered or length reduced but this impacts on staffing so is logistically more difficult.</p> <p>Funding for securing of school boundary has been applied for as there is currently a large gap in the fence where an old oil tank has been removed. If we are not successful in obtaining funding money will need</p>	<p>H.W & J.P</p> <p>C.P</p>
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	to be found from the school budget for this repair.	
7.	<p>Committee Reports</p> <p><u>Resources</u> Minutes of previous meeting and terms of reference were circulated prior to this meeting. An internal audit was undertaken and outcome was positive, however, with the budget constantly de-creasing it is a difficult job to ensure the school remains on an even financial keel. Play club is progressing well and beginning to generate an income for the school.</p> <p>Health and Safety A.L.P will be undertaking H&S training with WBC next week and will do a 'walk' around the school on the 5th of December.</p> <p>Next meeting will be held on 23rd January '17 at 8.30am in the school.</p> <p><u>Child Development Committee</u></p> <p>Time was given to viewing the current school data and no concerns were raised. Anthony Florides discussed the SIAMS report with the committee looking at strengths and possible improvements that could be introduced. C.F asked that it be noted that she felt the Remembrance day service was excellent and in particular the poetry readings given by the children.</p> <p><u>Personnel</u> Teachers' Performance Pay Policy has recently been reviewed and in each case criteria were satisfied and increase agreed for implementation.</p> <p>School Admissions policy is currently out to consultation, which should finish at the end of November. Depending on responses received the new policy will be determined.</p> <p>Nursery – offer of additional hours is now written into the policy and can be undertaken for a fee. Nursery also now offers a staggered entry, in January, May and September to match funding.</p> <p>J.P thanked G.R for all his hard work in managing the admissions process.</p> <p><u>Clerks for Committees –</u></p> <p>Child Development Committee – Hannah Hobday</p>	<p>A.L.P</p> <p>H.H</p>

	5.00 – 7.00pm. This was agreed.	
10.	<p>Governor Visits J.P also asked that C.P organise the Governors' Visit Lists –</p> <ul style="list-style-type: none"> • B.W – Early Years • A.L.P – Year 1 • J.W – Year 2 • C.F – Year 3 • H.C – Year 4 • A.B – Year 5 • J. P – Year 6 • G.R - TBC 	C.P
11.	<p>Governors' skill audit J.P circulated a questionnaire prior to the meeting looking at skills and attributes held by the current FGB team. The reasoning behind this is that it will help inform future training events and action planning. Also that OFSTED now view this paperwork as part of the inspection process. All Governors are asked to complete this paperwork and return to J.P via C.P.</p> <p>H.H, A.B, and B.W have also put together an audit questionnaire focussing on individual needs and encouraging reflection as to how to become a better Governor. The results of this survey will only be seen by J.P and B.W but the outcomes will inform both future training and mentoring. Governors are asked to complete and return by 9th of December 2016.</p>	<p>All</p> <p>All</p>
12.	<p>Governors' training It has been found that WBC are cancelling courses offered due to lack of numbers, recently this has included Governors' training and safeguarding. J.P suggested Governors also look at course offered by the Diocese in addition to those offered by WBC.</p> <p>2 places are available on a Data Training course next week but if no-one is available the places will be cancelled.</p> <p>A.P and A.L.P both attended a Governors' Induction training session run by WBC and found it to be both useful and informative. C.P was asked to add this to the planner.</p>	C.P

13.	Reports and Updates	
14.	<p>Any Other Business</p> <p>Governor Photographs – The school photographer is visiting on Monday 21st of November, Governors are invited to come and be photographed so that their photo can be added to the Governors’ board in the foyer.</p> <p>Carols by Candlelight – The School Choir has won the Launchpad carol competition and will be performing a St Mary’s Minster on Sunday 11th of December. Tickets are available and all proceeds go to Launchpad, a Reading based charity working with young homeless people. J.P asked that thanks be given to H.W and Linda Hallet for all their hard work and time given to training the Choir. The Choir will also be singing at Park Church Christmas fair on the 26th of November.</p> <p>School Christmas Events – Key stage 1 Nativity will be held in the Church on 12th of December at 1.30pm and the 13th of December at 9.30am</p> <p>School Christmas Fair will be held on Friday December 9th after school, Governors are asked if they can assist with this event.</p> <p>School Choir will be singing at the Loddon Valley Carol Service on December 11th. Amy Purdy and Sarah Tolliday are thanked for managing both the Choir and this event.</p> <p>Wednesday 14th of December is the School Christmas Lunch.</p> <p>Monday 19th December is the School carol concert and the Governors’ Tea party, which will be held after school.</p>	
15.	Date of Next Meeting – 1st February 2017 at 7.30pm	

The meeting ended with the saying of The Grace.