



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

## GOVERNORS' MEETING

Monday 9<sup>th</sup> May 2016 at 7.30pm in the school

### Minutes

**Present:** J. Ince, J. Peters (Chair), A. Barlow, H. Wooller (Head), J. Williams, G. Reddie, B Williams, C. Ferris, A. Munday, J-A Woods, H. Hobday, J. Newman

**In attendance:** S. Hales (Clerk), M. Bisset (Deputy Head)

**Apologies for absence:** H. Chaudhry, K. Avenell

		Action
1.	<b>Opening Prayer</b>  Given by H. Hobday.	
2.	<b>Apologies for Absence</b>  Accepted by the Governing Body.	
3.	<b>Declaration of Business and Personal Interests</b>  Nothing new declared.	
4.	<b>Minutes of the meeting 17<sup>th</sup> March 2016</b>  The minutes, which had been circulated prior to the meeting, were unanimously agreed as a true record and signed by the Chair.	
5.	<b>Matters arising from the minutes</b>  <u>Personnel Committee – Appointment of Governors (page 2)</u> A. Barlow asked if a date had been agreed for the forthcoming election of a new parent governor.  J. Peters confirmed this would be addressed following SATs week.  G. Reddie raised the need also to seek a new Staff Governor once K.	<b>J. Peters/Clerk</b>

	<p>Avenell's term of office terminated at the end of May 2016. It was agreed M. Bisset would manage the Staff Governor nominations.</p> <p>J. Peters took the opportunity to request those governors with terms coming to an end in 2016 to let the Chair know their intentions before the end of June.</p>	<p><b>M. Bisset</b></p> <p><b>All governors</b></p>
<p><b>6.</b></p>	<p><b>Agreement and Adoption of School Budget</b></p> <p>J. Peters welcomed A. Ehsan (School Business Manager) to the meeting and thanked her for her diligent management of the school budget.</p> <p>A. Ehsan confirmed the budget had been discussed in detail by the Resources Committee.</p> <p>A. Ehsan took the opportunity to emphasise the tight squeeze on the budget as the school plans for the future.</p> <p>A. Ehsan presented the introduction of the Fair Funding Formula in the 17/18 financial year. With the introduction of the Formula it was hoped to end historical, national inequalities of funding per pupil – Wokingham currently pays some of the lowest funding per pupil in the country. The Formula proposed to give schools a flat per pupil fund with a top up based on individual pupil needs (such as low attainment), school costs and area costs.</p> <p>A. Ehsan stressed that the school did not know yet what the impact of this Formula would be.</p> <p>A. Ehsan explained that currently the largest source of income for the school was the Dedicated Schools Grant (DSG) calculated on the number on roll on Census Day in the Autumn Term. The grant is not received until the following April.</p> <p>In October 2015 ESP had more on roll than in previous years. However the DSG had been reduced as a result of government cuts.</p> <p>A. Ehsan pointed out, however, that the government honoured the Minimum Funding Guarantee (MFG) which ensured the school saw no more than a 1.5% per pupil reduction in its 16/17 budget compared to 15/16.</p> <p>A. Ehsan stressed that the MFG would be removed in the 17/18 financial year and that the LA would also be able to alter this percentage. At present it is not known what the new figure will be.</p> <p>A. Ehsan presented total school funds in the 16/17 budget as £2,071,583, consisting of core funding (DSG), private funding and careful budgeting in 15/16 providing additional 'unspent' funds for use in this financial year.</p>	

A. Ehsan stressed expenditure had increased very significantly due to legislation and other factors outside the school's control. Particular points to note were staff costs with an increase in employer NI payments and pay rises (forming part of staff T&C's).

A. Ehsan also explained the budget included savings for the future to support the 18/19 financial year which, based on current figures, was showing a shortfall.

In conclusion, A. Ehsan stressed the school's continued focus to find ways to drive an increase in income whilst reducing expenditure in order to remain financially strong.

J. Peters asked governors for questions.

J. Newman asked what new sources of funding were being considered to support future shortfalls.

In response, J. Peters explained various sources were being considered but that all would change again with the introduction of academies.

The Head explained that academies are funded direct by government through the Education Funding Agency which calculates and pays revenue and capital funding.

A. Barlow asked if the Play Club and Holiday Club would provide sufficient additional funds to meet the school's needs.

A. Ehsan explained it was hard to calculate funding whilst the Club was in its infancy but it was expected to be a good source of additional funds in the future. The cost structure had been calculated based on a competitive price per child comparison without undercutting expenditure.

A. Ehsan stressed that additional sources of funding would be needed and also suggested that hire of the bus for meeting space offered an additional funding opportunity.

A. Ehsan highlighted that other schools within the Cluster had alternative ideas for raising funds and the LA was encouraging schools to share ideas.

J. Peters thanked A. Ehsan, the Head and M. Bisset for their hard work preparing the school budget and A. Ehsan for her presentation.

**The 16/17 school budget was formally adopted**

<p><b>7.</b></p>	<p><b>Ofsted</b></p> <p>The Head was extremely pleased to announce that the school had received an overall effectiveness ranking of GOOD following the recent Ofsted inspection.</p> <p>The Head emphasised that this was the first time in 16 years the school had received such a high ranking.</p> <p>G. Reddie vigorously endorsed this statement, adding that GOOD today was much harder to achieve than a GOOD ranking 16 years ago.</p> <p>The Head handed all governors a copy of the Ofsted report.</p> <p>The Head confirmed teaching staff had now had the opportunity to read the report and were also very pleased with the result. The Head stressed the report validated the hard work of all staff.</p> <p>Governors congratulated the Head and staff and expressed thanks for this very positive achievement. They went on to challenge the Head about the statement within the report suggesting that the school had difficulty fully engaging with pupils and families of Pakistani heritage.</p> <p>In response the Head said that this was a view expressed by the Inspectors but reassured governors that analysis of the performance data for this group indicated no gap in progress. The Head accepted that attendance figures were slightly lower for this group but with the support of the EWO and the PSA the school had been working to address this and had secured improvements. This work would continue.</p> <p>C. Ferris expressed her appreciation of the outcome of the Ofsted inspection but challenged the Head to explain the reference to some rough playground behaviour mentioned in the report.</p> <p>The Head explained the school had historically experienced some occurrences of boisterous behaviour at break times but that over the past two years, following focused training of lunchtime staff, behaviour had improved significantly.</p> <p>The Head highlighted how rigorous inspectors had been throughout, including when questioning middle leaders of foundation subjects. The Head also emphasised that analysis of the breadth of the school curriculum was new to the Ofsted framework and that the school should be proud to receive a GOOD rating.</p> <p>The Head drew governors' attention to the positive comments made by inspectors of the confidence and resilience of the children they met</p>	
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	<p>J. Peters confirmed a meeting would be scheduled to discuss strategies in detail in response to the report.</p> <p>J. Peters thanked the Head, the Leadership Management Team (LMT) and all staff for their hard work in preparing for, and dealing with, the Ofsted inspection.</p> <p>The Head thanked J. Peters and the governing body for their support.</p>	<p><b>All governors</b></p>
<p><b>8.</b></p>	<p><b>Academy Conversion - Update</b></p> <p>The Head confirmed the LMT were carefully considering all options available and that the school was focused on remaining proactive.</p> <p>J. Peters, G. Reddie, M. Bisset and the Head had attended Wokingham LA updates as well as discussing with the Oxford Diocese and attending its training. The Head had also attended the Academy Show in London in April.</p> <p>G. Reddie confirmed that since the previous meeting an element of compulsory conversion to academy status had been removed. However, it remained likely that very many schools would become academies, compulsorily or voluntarily, in a comparatively short space of time. It was therefore essential be mindful of the knock-on effects. One of the ongoing grounds for compulsory conversion was when the LA became unable to support those schools in the area which had not converted. Although conversion to a single academy trust was technically possible, financial circumstances rendered this a markedly less attractive proposition. The school could not afford to be left with no choice but to convert and thus be unable to control its own destiny. It was important to avoid a situation in which there might be no option but to face becoming part of a large multi academy trust with schools which were not like minded and be left without any great degree of influence in preserving the nature of the school. It was also important to be alert to the possibility of decline in LA support in the face of budgetary constraints and changing patterns of financial incentives for academy conversion</p> <p>J. Peters added the school needed to consider its position as a Voluntary Aided (VA) school. Although there was a Diocesan MAT, it was not intended that this should expand to take in all VA schools in the Diocese. The Diocese had provided helpful links but the main thrust from the Diocese was for VA schools to form MATs together so that church schools are not lost and can preserve their character and ethos.</p> <p>G. Reddie confirmed that although it was technically possible to form a</p>	

<p>MAT containing a mix of community and VA schools, it would be easier to link like with like.</p> <p>B. Williams sought clarification that schools could form MATs across boundaries.</p> <p>The Head confirmed this was possible with consideration for reasonable distance between schools.</p> <p>The Head confirmed that within the Diocese there were schools of similar size to ESP. However there were also opportunities for ESP to assist in supporting smaller schools, provided it was kept in mind that such schools should be complementary and not a financial drain.</p> <p>J. Peters asked for clarification of budget planning within a MAT - was this managed centrally or by the individual schools?</p> <p>In response, the Head explained this was dependent on the scheme of delegation set up within the MAT, but the funding agreement is made with the trust not with the individual schools.</p> <p>J. Peters confirmed ESP would wish to be leading the process and its size facilitated this.</p> <p>J. Newman challenged the school to confirm it had a strategic time frame to decide its approach.</p> <p>J. Peters reassured governors that initial investigations were taking place and G. Reddie confirmed the school would have a clearer idea at the end of this term.</p> <p>A. Munday suggested that if it should be decided to convert to an academy a list of good reasons why ESP should form a MAT with particular schools should be collated to present to parents.</p> <p>G. Reddie agreed that parents, staff and other stakeholders would need to be consulted, would need to be reassured of educational advantages and that ESP proposed linking with a school/schools with similar core values. In any form of conversion the position of staff would be protected under TUPE regulations, but it would also be essential to discuss with staff at an early stage.</p> <p>The Head confirmed the school would not wish to pursue joining with already established large academy chains in which the character and ethos of the school would be difficult or impossible to preserve.</p> <p>A. Barlow asked, if the decision should be taken to convert to an academy, what deciding factors would be considered when making the final decision of which school/schools ESP would link with.</p> <p>The Head confirmed discussions would focus on common values, vision</p>	<p><b>All governors</b></p>
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	<p>and curriculum and it would become clear whether a positive partnership would be possible.</p> <p>G. Reddie added Governing Bodies would also need to be able to work together.</p> <p>Governors asked for clarification on the expected size of a MAT. In response the Head said that it was not measured by the number of schools but the number of pupils. To make a trust financially viable it should be expected to start with 1000 pupils.</p> <p>J. Peters sought governors' approval to investigate the possibility of converting to an academy and of forming a MAT, reporting back at the next FGB.</p> <p><b>All governors agreed.</b></p> <p>A. Barlow requested information for governors to look at prior to this meeting so that all are fully informed on the constitutional aspects.</p> <p>G. Reddie and the Head agreed to provide some documentation.</p>	<p><b>All governors</b></p> <p><b>The Head/G.Reddie</b></p>
<p><b>9.</b></p>	<p><b>Committee Reports</b></p> <p><u>Resources Committee: Friday 29<sup>th</sup> April 2016</u></p> <p>J. Peters explained the main topic for discussion had been the budget. This had been considered in depth.</p> <p>The Committee had also discussed the progress of the after school Play Club.</p> <p>J. Peters confirmed the meeting minutes would be distributed shortly.</p> <p>The Head requested an energy audit be added to the Resources agenda and asked that a review of the Rainbow Plan also be scheduled.</p> <p>The Head confirmed the school Lockdown Procedure would be discussed at inset day.</p> <p>The Head explained that the school now had a twitter account:</p> <p>@wokinghamearls</p> <p>to be used as an additional means of communication and as an advertising tool for recruitment. The Head confirmed that schools were now using twitter to reach candidates signed up at LA recruitment fairs for instance.</p> <p>C. Ferris asked for clarification of the positions the school was currently seeking to fill.</p> <p>The Head confirmed Foundation 2 Maternity Cover and 30 hours LSA</p>	<p><b>Resources</b></p>

<p>were being sought.</p> <p><u>Child Development Committee: Friday 15<sup>th</sup> April 2016</u></p> <p>J. Peters confirmed J. Williams' responsibility as IT governor.</p> <p>A. Barlow challenged the Committee to explain arrangements for the support of Young Carers within the school by the PSA.</p> <p>The Head explained the challenge of first identifying these children and how this was being undertaken.</p> <p>Staff had received detailed training from an external consultant on the signs to look for, including broken attendance and lack of completed homework. The Head highlighted ESP was one of the first schools in the borough to receive this training.</p> <p>A. Barlow sought confirmation that children had been identified.</p> <p>The Head confirmed that at least 10 pupils had been identified primarily linked to broken homework, having a single parent or where mothers felt in isolation.</p> <p>The Head suggested a more robust framework to identify and support these pupils was now needed across the school in addition to support within their own communities.</p> <p>A. Barlow asked if support groups, organised by the PSA, could be held at lunchtime.</p> <p>The Head agreed this was a possibility.</p> <p>The Head also mentioned that the school was aware of the availability of practical, financial support for example through the purchase of laptops to help complete homework or bicycles to help children get to school.</p> <p>H. Hobday challenged the Head on the school's Healthy Eating Policy, noting that sweets seemed to be eaten in school on most days, although appreciating that this could be linked to the frequency of birthdays within the school.</p> <p>In response, the Head confirmed the school had previously held a healthy eating campaign distributing information leaflets to all families and supporting this with details in the school Newsletter. The Head agreed another Campaign could be considered.</p> <p>M. Bisset also highlighted that within the Science curriculum all children learn about eating and diet and the effects on the body and as part of gaining the ECO Award the school had to prove itself to be a healthy school.</p> <p>J. Peters suggested the addition of information slides on the school</p>	<p><b>The Head</b></p> <p><b>The Head</b></p> <p><b>The Head</b></p>
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	<p>digital signage such as those used for Attendance facts.</p> <p><u>Personnel Committee</u></p> <p>There had been Admissions committee meetings to deal with In-Year, Nursery and the main round of F2 admissions for next September. In addition there had been preliminary discussion about the annual review of the school admissions policy and a paper would be circulated to all governors shortly inviting views.</p>	
<b>10.</b>	<p><b>Approval of Policies</b></p> <p>The Head presented updated versions of:</p> <p>Lettings Policy eSafety Policy Safeguarding Policy</p> <p>J. Williams asked if the Lettings Policy should include the request of third parties to provide their own risk assessment.</p> <p>A. Barlow commented this linked with the requirements of the school insurance policy.</p> <p>J. Williams agreed to discuss this in more detail with the Business Manager and report back at the next meeting whether any further amendment to the policy would be required.</p> <p>The Head explained the eSafety and Safeguarding Policies had had minor updates to be kept in line with standard Wokingham LA guidance.</p> <p><b>All policies were approved.</b></p>	<b>J. Williams</b>
<b>11.</b>	<p><b>Governors' Visits</b></p> <p>J. Peters thanked governors for their continued visits to the school.</p> <p>J. Peters requested that, where possible, more visits be made to the classrooms so that governors may gather evidence and be kept more closely informed to support their roles as members of the governing body.</p> <p>The Head highlighted that Ofsted inspectors' recognised governors knew the school well however A. Barlow added that inspectors questioned how governor visits linked with the school improvement plan.</p> <p>A. Barlow suggested a revised version of the governors' visit report form be created to facilitate reporting of this.</p>	<p><b>All governors</b></p> <p><b>A. Barlow</b></p>
<b>13.</b>	<p><b>Governance</b></p> <p>J. Peters requested that when 16/17 meeting dates are planned they do not clash with PCC meeting dates nor be held during May SATs week.</p> <p>CDC should follow the same schedule as 15/16 to link with the school</p>	

	<p>calendar and Resources and Personnel should be kept flexible, meeting as necessary.</p> <p>J. Peters asked that a Resources Committee Chair be formally elected and asked that members of the Personnel and CDC Committees consider their roles for the forthcoming academic year.</p>	<p><b>Resources/CDC/ Personnel Committees</b></p>
<p><b>14.</b></p>	<p><b>Any Other Business</b></p> <p><b>Breakfast Club</b> The Head explained that families had been told that the school's Breakfast Club would cease to function at the end of the summer term.</p> <p>The school was waiting for official confirmation from the Club Board. Formal confirmation would be required before the school could take action.</p> <p>J. Williams asked about the number of children involved.</p> <p>C. Ferris explained 13 children attend on Tuesday, Wednesday and Thursday and slightly less on Monday and Friday.</p> <p>A. Barlow raised the hope that the ESP Play Club could step in and fill the gap.</p> <p>In response the Head confirmed the school was considering extending its after school provision and was currently reviewing play workers employed in the Play Club. The Head explained the ratio of staff required was dependent on the age of the children attending.</p> <p><b>May Fayre</b> J. Peters reminded all governors of the school May Fayre to be held on Saturday 14<sup>th</sup> May at 3.30 to 5.30pm and asked governors to help if possible.</p> <p><b>Governors' BBQ</b> J. Peters invited governors to an end of year BBQ. Date to be confirmed.</p> <p><b>Governors' Conference Monday, September 19<sup>th</sup> 2016.</b> B. Williams invited governors to attend the Governors' Conference in September; two governors are eligible to attend free of charge.</p> <p>This year's topic for discussion is "Courageous Leadership Linked to Academisation".</p> <p><b>K. Avenell – End of Governor Term.</b> J. Peters thanked K. Avenell for his contribution to the Governing Body throughout his term of office.</p>	<p><b>All governors</b></p> <p><b>All governors</b></p> <p><b>All governors</b></p>

<b>15.</b>	<b>Date of next meeting</b> Tuesday 21 <sup>st</sup> June 2016 at 7.30pm.	<b>All governors</b>
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The meeting ended at 9.30pm with the saying of The Grace.