

Minutes of the Local Governing Board Meeting held remotely via Microsoft Teams  
St. Peter's C of E Primary School  
12 July 2021 at 6pm

Core Strategic Functions of a GB:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the headteacher to account for the educational performance of the school and its pupils
- Overseeing the financial performance of the school and making sure its money is well spent
- Agreed

		Actions
	<p><b>Present:</b> Helena Fishburn (HF), Emily Crankshaw (EC), Rev Alan Garrow (AG), Linda McPhee (LM), Jane Morris (JM), Damian Pocknell (DP), Val Rodgers (VR), Jacqui Thomson (JT) and Charles Stones (CS).</p> <p><b>Apologies:</b> Helen Bromley (HB) and Andrew Mawdsley (AM)</p> <p><b>In attendance:</b> Nicky Woodcock (NYCC Clerking Service)(NW)</p>	
1	<p><b>Welcome and note apologies for absence</b> The Chair welcomed the team to the meeting and thanked everyone for their commitment and support during this academic year. Apologies were accepted from Helen Bromley and Andrew Mawdsley.</p>	
2	<p><b>Declarations of interest for any agenda item</b> <b>Note rules on confidentiality</b> Governors noted the rules of confidentiality. There were no additional declarations of interest for the meeting.</p>	
3	<p><b>To determine whether any part of the proceeding should be treated as confidential and excluded from the minutes to be made available for public inspection</b> There were no confidential items.</p>	
4	<p><b>Notification of any other urgent business previously notified to the Chair</b> There was no urgent business.</p>	

5	<p><b>To agree the minutes of the Governors Meeting held on 22/03/2021</b></p> <p>The minutes were agreed as an accurate record.</p> <p><b>Action:</b> the June, July, September, November and March minutes will need to be signed at the next face to face meeting.</p> <p>The Chair ran through the actions from the March meeting.</p> <p><b>Action 1</b> is ongoing but should be completed in the autumn when face to face meetings resume.</p> <p><b>Action 2</b> is ongoing (covered in item 6).</p> <p><b>Action 3</b> - CS has completed Safeguarding training but not yet completed the New to Governance Training. JT commented that the new Governor online training available from the NGA was excellent and recommended this to CS.</p> <p><b>Action:</b> CS to undertake the NGA online training.</p>	<p>NW/LM</p> <p>HT</p> <p>CS</p>
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<p>6</p>	<p><b>Head Teacher's report</b> (previously circulated) The following additional points and questions were raised:</p> <ul style="list-style-type: none"> <li>• <b>Website</b> - HF reported that the work on updating the website was ongoing and thanked CS for his help. The SLT meeting scheduled for the first day of the summer holidays will further explore improvements to the website and look at potential training for staff in this area.</li> </ul> <p><b>Q:</b> could one person be assigned the role of keeping the website up to date? <b>A:</b> yes, this is a good idea.</p> <ul style="list-style-type: none"> <li>• <b>Numbers on roll</b> - there has been some mobility of families since the last meeting with 11 new children admitted and the loss of two. Numbers are looking very favourable for September with Early Years full.</li> <li>• <b>Staffing issues</b> - operationally it has been a very difficult term, mainly due to Covid, with staff having to cover for isolating members of staff and staff on longterm sick leave.</li> <li>• <b>Data</b> - a brief summary is provided in the report with further detail provided in the autumn term.</li> </ul> <p><b>Q:</b> is Scholarpack a computer program? <b>A:</b> yes, it is a replacement for SIMS which was more limited in scope, so we adopted Scholarpack in January which will enable us to be more efficient in recording. Training will be organised on this.</p> <p><b>Q:</b> would it be appropriate for Governors to attend the training? It would be useful to see the data it produces and have an overview of how it works. The link to behaviour is interesting. <b>A:</b> we will look at all the possible uses of the pack and it might be useful for a representative of the GB to attend the training. HF will review this over the summer break.</p> <p><b>Q:</b> can you reassure us that the incident where a member of staff was put in danger will not happen again? <b>A:</b> yes, this was a very rare incident and will not happen again. The member of staff concerned was a TA who was trained in deescalation of situations. Both the child and the TA have received support following the incident.</p> <ul style="list-style-type: none"> <li>• <b>CPOMS</b> - we don't currently have this but will look into school investing in this package which allows confidential safeguarding information to be logged and stored.</li> <li>• <b>Pupil Premium</b> - a more detailed report will be produced in the autumn. The majority of the money has been spent on TA support. Some funds will be used in the autumn term for the residential. School has been given a number of laptops and, should there be another lockdown, there are sufficient laptops to enable all the PP children to have one.</li> <li>• <b>Marketing</b>- this is still a priority and school has been very proactive and successful in attracting new families. The marketing strategy is to be reviewed in the autumn.</li> <li>• <b>Curriculum</b> - literacy is the main focus moving forward and we are looking at introducing termly subject leader meetings for monitoring</li> </ul>	<p>HF</p> <p>HF/PG</p> <p>HF/PG</p> <p>HF/PG</p>
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	<p>purposes and to encourage staff accountability. LM encouraged Governors to help with monitoring T&amp;L in the autumn term once face to face visits are allowed.</p>	<p><b>Govs</b></p>
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7	<p><b>SENCO update</b> (previously circulated) We are looking at a new format for this report to include more rigour and to highlight priorities. Teaching in bubbles has meant limited flexibility. There were no questions.</p>	

8	<p><b>Consider the schedule of Governor monitoring visits and receive any Governor/Committee reports</b></p> <p><b>Committee reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Finance Committee</b> JT reported that Amanda had been excellent and had got up to speed very quickly. At the end of the 10th month the budget was showing a £26000 surplus, which was better than forecast. There have been big swings this year; a change to government funding has meant a loss of £20000 and there has been no Funclub income, but the finances have benefitted from EC's work on the maths hub across the MAT, JC retiring a term earlier than forecast and the saving on supply teachers. The 3-year budget has been approved by the MAT. Next year's budget projects a £34000 deficit mainly due to high staff costs which the MAT is happy to support to ensure the smooth transition of the new HT to the SLT and the ability to release staff for training. LM thanked JT for all her work on the budget.</li> <li>• <b>Foundation Governors</b> The group has not met this term. There is no RE lead due to JC's retirement and the collective worship has been patchy. EC reported that there has been a big improvement in the worship since the start of the summer term with Chris Clayton doing a fantastic job and good effort from class teachers. AG would like to get feedback from teaches on the worship and what they would like to see in the future.</li> <li>• <b>Building Committee</b> (report previously circulated) CS talked through his report and echoed JT's comments about Amanda. LM thanked CS for his work on this. Inclusion and Safeguarding and Teaching and Learning were covered in the HT report. There have been no Link Governor visits. A template is available to use for these visits. NW will forward the template to LM.</li> </ul>	NW
9	<p><b>Governor training</b> LM had attended complaints training.</p>	
10	<p><b>Correspondence</b> None</p>	
11	<p><b>MAT update</b> Covered in HT report.</p>	
12	<p><b>Policies</b> Covered in HT report.</p>	
13	<p><b>Safeguarding</b> Covered in HT report.</p>	

<b>14</b>	<b>Health and Safety</b> Covered in building report.	
	<b>Dates for next Academic Year</b> The dates for the FGB meetings for 2021/22 were noted. LM expressed a wish for the September meeting to be held face to face so Governors could meet the new headteacher in person but with the caveat that anyone not comfortable with attending face to face could attend remotely.	
	Signed:  Dated:	

**The meeting closed at 19.52**

	<b>Information available to Governors at the meeting</b>
<b>1</b>	Headteacher's Report
<b>2</b>	School Improvement Plan
<b>3</b>	Sport funding update
<b>4</b>	Summary of DfE curriculum catch up
<b>5</b>	External Evaluation Report
<b>6</b>	Policies overview
<b>7</b>	Building report
<b>8</b>	July 21 - June BMR 10 Analysis
<b>9</b>	STP budget report

	<b>Information available to Governors at the meeting</b>
<b>10</b>	Budget forecast

	<b>Actions</b>	<b>Agenda item</b>	<b>Who</b>
<b>1</b>	To ensure the minutes from the virtual meetings are signed at the next face to face meeting Ongoing	<b>5</b>	<b>NW/LM</b>
<b>2</b>	To finish updating the website	<b>5</b>	<b>SBM/HT</b>
<b>3</b>	To undertake the online New Governor training	<b>5</b>	<b>CS</b>
<b>4</b>	To review the possibilities of Scholarpack and to plan training	<b>6</b>	<b>HF</b>
<b>5</b>	To consider investing in CPOMS package	<b>6</b>	<b>HF/PG</b>
<b>6</b>	To produce detailed report on Pupil Premium	<b>6</b>	<b>HF/PG</b>
<b>7</b>	To review marketing strategy	<b>6</b>	<b>HF/PG</b>
<b>8</b>	To set up monitoring visits in the autumn term	<b>6</b>	<b>Govs</b>
<b>9</b>	To contact LM regarding taking on the role of Wellbeing Link Governor	<b>6</b>	<b>Govs</b>
<b>10</b>	To put together information on the caretaker for the almshouses	<b>6</b>	<b>AF/HF</b>
<b>11</b>	To forward Link Governor visit template to LM	<b>8</b>	<b>NW</b>