



A meeting of the Local Governing Board of St Peter's CE Primary School to be held Monday 20th September 2021 at St Peter's School and also via TEAMS if needed.

Present: Paul Griffiths (PG), Linda McPhee (LM), Alan Garrow (AG), Emily Crankshaw (EC), Helen Bromley (HB), Damian Pocknell (DP), Jane Morris (JM), Jacqui Thomson (JT), Charles Stones (CS)

In attendance: Helena Fishburn (HF), Nicky Woodcock, Clerk

Apologies: Val Rogers (VR)

MINUTES

Core strategic functions of a governing body:

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

Opening prayer

Lord our Father, we seek the guidance of your Holy Spirit in the business that is before us. In planning for the future, give us vision; in matters of finance, give us responsibility; in dealing with people, give us love. Be present in our school here and in all places; bless our work, and everything that is undertaken by everyone in our schools. We ask this in the name of the Father, Son and Holy Spirit.

PART 'A' – PROCEDURAL

No.	Item	Action
1	<p>Apologies for absence and to determine whether any absences should be consented to</p> <p>LM welcomed PG to his first FGB meeting and the team to the first face to face meeting since November 2019. Governors consented to the absence of Val Rogers. Governors noted the resignation of Andrew Mawdsley and LM expressed thanks to him for his service to the GB. A Parent Governor election will be held to replace him. LM expressed thanks to HF for acting as Headteacher during the summer term.</p>	PG
2	<p>Election of Chair and Vice Chair</p> <p>LM and AG were unanimously voted in as Chair and Vice Chair respectively. There were no other nominations.</p>	
3	<p>Declaration of interests, pecuniary or non-pecuniary</p> <p>None</p>	
4	<p>Determination of confidential items</p> <p>None.</p> <p>Governors were reminded of the confidential nature of discussion at meetings.</p>	

5	Notification of urgent other business None	
6	Code of Conduct Governors signed to verify that they had read and would adhere to the Code. JM and VR will need to sign at the next meeting.	VR, JM
7	Pecuniary Interest forms Governors handed in their completed PI forms. CS, HF and VR to complete and email to Clerk.	VR, HF, CS
8	Corporate Hospitality forms There were no gifts to register.	
9	GIAS Following the reinstatement of LM and JM as Foundation Governors GIAS has been updated with their terms of office. DP to email the Clerk with a change of address.	DP
10	Keeping Children Safe in Education Governors signed to verify that they had read, understood and would adhere to the policy. JM and VR to read and sign at the next meeting.	JM, VR

11	<p>Minutes of the meeting held on 12 July</p> <p>The minutes were approved. LM ran through the actions:</p> <ol style="list-style-type: none"> 1. Completed 2. In hand/ongoing 3. Completed 4. Ongoing. Another package, Class Charts, is being considered. <p>Q: What is the cost of this package? A: £1300 per year.</p> <p>Q: What do the other MAT schools use? A: A variety of packages/systems; some use CPOMS.</p> <ol style="list-style-type: none"> 5. A decision is still to be made. Safeguard my School has a benefit over CPOMS in that it can be used to track behaviour. It is possible to use both CPOMS and Class Charts separately. 6. Ongoing. HF is in the process of incorporating PG's method of presentation into the report and will send out to Governors once completed. There is a statutory template to use to evidence how funds are to be spent. LM issued thanks to JT for taking on the role of PP Link Governor. 7. Ongoing. The strategy is emerging and progress has been made: updates have been made to the website, flyers have been sent to nurseries, an advertising campaign in the Harrogate Advertiser is planned and School has made full use of social media channels to promote the school. Rather than have a large open day it is planned to have small groups of 4-5 families visiting the school at a time to offer a more personalised approach. 8. On the agenda (item 17) 9. Completed. LM thanked DP for taking on the role of Wellbeing Governor. 10. Completed. 11. Completed. LM will circulate to Governors. 	<p>PG, HF</p> <p>PG, HF</p> <p>HF</p> <p>PG, HF</p> <p>LM</p>
12	<p>Correspondence</p> <p>None</p>	
13	<p>Dates of next meetings</p> <ul style="list-style-type: none"> • Monday 15 November 6pm, Venue tbc • Monday 28 March 6pm • Monday 11 July 6pm 	

PART 'B' – SCHOOL IMPROVEMENT

No.	Item	Action
14	<p>Committees</p> <p>LM proposed streamlining the committees (see item 16). The Finance and Resources, Complaints and Headteacher Performance Management committees will remain.</p> <p>The following was agreed:</p> <ul style="list-style-type: none"> • that minutes should be circulated to all Governors • that Teams should be used to upload documents • that committees would meet during the day • that Governors would clerk the committees on a rotation basis to save the admin costs • HB at the MAT would be asked to change Teams permissions to enable all Governors to access the committee folders • committees to meet before the next FGB in November • committees to review Terms of Reference at the first meeting • chairs to liaise over dates for meetings • LM and AG will remain on the Headteacher Performance Management Committee 	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Committees</p> <p style="text-align: center;">Committee Chairs</p>
15	<p>Published Admission Number (PAN) Consultation 2023/24</p> <p>The current PAN is 41 and PG would like to propose 45 for 2023/24 which would need Trust approval. Long term the plan would be to have 15 nursery places onsite (3 years and above) and 45 reception places, giving a combined Early Years provision of 60.</p> <p>Q: is there a penalty if you increase your PAN but then fail to fill it?</p> <p>A: no, but we are aware of that. The argument in favour of this is to make the school sustainable.</p> <p>Governors agreed for PG to proceed with this proposal.</p>	<p style="text-align: center;">PG</p>

<p>16</p>	<p>Headteacher's Verbal Report</p> <ul style="list-style-type: none"> • Covid Risk Assessment - previously circulated. School has no positive cases so far. • SEF - PG has produced this in a new format, combining the SEF with the SIAMS and aligning the different strands and evaluations that Ofsted and SIAMS inspect. • SDP Planning - a draft proposal has been circulated. This will be finalised by half term and will be predominantly a strategic rather than an operational document. PG is proposing four key areas of focus: <ul style="list-style-type: none"> 1. Quality of Education 2. Personal Development, Wellbeing and Safeguarding of Children 3. Strategy and Leadership 4. Church School Distinctiveness <p>The four areas will have key actions and a member of SLT plus two Governors will be assigned to each area. Governor visits will be around their area of focus and to monitor the key actions. The benefit of this new SDP format will be to have all action plans in one place, facilitating cohesion and better monitoring. There was positive feedback on the new format and PG invited further feedback from Governors on the key actions.</p> <p>Q: can we insert something about innovation, inspiration, love of learning at 1.6?</p> <p>A: yes, excellent suggestion.</p> <p>Q: is stretching the most able captured anywhere?</p> <p>A: yes, we need definition of what that is; it's more about mastering the content and being able to apply it.</p> <p>Q: can we delete advocating in 4.2 to strengthen the message?</p> <p>A: yes, will do.</p> <p>Governors were assigned as follows:</p> <ul style="list-style-type: none"> 1. Quality of Education - HB and JT 2. Personal Development - JM and DP 3. Strategy and Leadership - LM and CS 4. Church School Distinctiveness - AG and HB <p>PG proposed a Teams call with Governors to finalise the key actions.</p> • Buildings - PG explained that in the short term the plan was to spend money on basic improvements such as painting, streamlining the display boards and creating a resource room for the children. In the longer term there were some larger projects to tackle, fire escapes being the top priority. School already has £200,000 earmarked for building projects and further bids will be made for additional funding. PG will appoint a building consultant to work with St Peter's on a long term basis to supervise the projects and develop the strategy. Four potential consultants have been contacted and the deadline for them to submit their proposals is 30/09/21. 	<p>PG</p> <p>PG</p> <p>PG</p> <p>PG</p>
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	<p>Q: how are we going to spend the £200,000? A: On the fire escapes, the roof and maybe the windows.</p> <p>Q: does the Diocese not have responsibility for the roof as it owns the building? A: PG will double check but the understanding is that the school is responsible for the upkeep of the building.</p> <p>• Parental Donations - a discussion was held around the benefits/issues of asking the parents to make donations to the school. A letter, which Richard Taylor Governors use to request donations from parents, had been previously circulated. Governors agreed in principle that this was an idea worth pursuing as donations would be voluntary and anonymous so shouldn't cause any bad feeling amongst parents. PG will personalise the letter for St Peter's and will ask for the donations for a specific item. The letter will go out around Christmas time/in the New Year.</p>	<p>PG</p> <p>PG</p>
17	<p>Link Governors The statutory Link Governor roles (safeguarding, health and safety, pupil premium, SEN and wellbeing) will remain. The other roles will be streamlined (see item 16).</p>	
18	<p>Health and Safety The first visit of the term has been carried out. PG will share the report with CS.</p>	PG
19	<p>Safeguarding LM is attending the MAT training on 22/09/21/ Governors had been asked to read the document Keeping Children Safe in Education.</p>	LM
20	<p>MAT business None</p>	
21	<p>Policies Governors will be asked to approve policies at future meetings.</p>	

The meeting closed at 20.30.

	Information available to Governors at the meeting
1	LGB Meetings Schedule
2	Code of Conduct
3	Pecuniary Interest form
4	Corporate Gifts and Hospitality Policy
5	Keeping Children Safe in Education
6	Trust Governance Calendar
7	New Minutes Template
8	Annual Calendar of Business
9	PAN Admissions Arrangement letter
10	PAN 2023/24 proposal
11	Covid Risk Assessment
12	Single SEF
13	St Peter's School on a page
14	Development Plan 2021/22
15	Governor Donation letter
16	Gift Aid form
17	Standing Order form

	Actions	Agenda item	Who
1	To hold a parent governor election	1	PG
2	To sign the Code of Conduct	6	VR, JM
3	To sign PI forms and email to clerk	7	VR, HF, CS
4	To email the clerk with change of address	9	DP
5	To read KCSIE document and sign declaration	10	JM, VR
6	To finish updating the website	11	HF, PG, SBM
7	To review the possibilities of Scholarpack and/or a different package	11	PG, HF
8	To decide on implementation of CPOMS or another system	11	PG, HF
9	To finalise the PP report	11	HF
10	To review marketing strategy	11	HF/PG
11	To circulate Governor visit form	11	LM
12	To ask HB to change governors' permissions on Teams	14	Clerk
13	To review Terms of Reference	14	Committees
14	To organise committee dates	14	Chairs
15	To complete the PAN proposal	15	PG
16	To finalise the SDP	16	PG
17	To add additional wording at item 1.6 of SDP	16	PG
18	To delete 'advocating' in item 4.2	16	PG
19	To organise a Teams call to finalise the SDP key actions	16	PG
20	To double check who holds the responsibility for the roof	16	PG
21	To personalise the parent donation letter	16	PG
22	To share the H&S report with CS	18	PG
23	To attend the safeguarding training on 22/09/21	19	LM