



**A meeting of the Local Governing Board of St Peter's CE Primary School held  
Monday 15 November 2021 via TEAMS**

**Present:** Paul Griffiths (PG), Linda McPhee (LM), Alan Garrow (AG), Helen Bromley (HB), Jane Morris (JM), Jacqui Thomson (JT), Charles Stones (CS)

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

**Apologies:** Emily Crankshaw (EC)

## 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	<b>Apologies for absence and to determine whether any absences should be consented to</b> Governors consented to the absence of Emily Cranshaw. Governors noted the resignation of Damian Pocknell and LM expressed thanks to him for his service to the GB.	
2	<b>Declaration of interests, pecuniary or non-pecuniary</b> None	
3	<b>Determination of confidential items</b> None. Governors were reminded of the confidential nature of discussion at meetings.	
4	<b>Notification of urgent other business</b> None	

<p><b>5</b></p>	<p><b>Minutes of the meeting held on 20 September</b>  There were two minor corrections to the minutes which were then approved. LM ran through the actions:</p> <ol style="list-style-type: none"> <li>1. Completed</li> <li>2. JM to complete</li> <li>3. CS to sign and send to clerk</li> <li>4. N/A</li> <li>5. JM to complete</li> <li>6. A new mirror site has been created and content moved across.</li> <li>7. Complete. Class Charts and Save my School have been implemented and are proving much more efficient.</li> <li>8. Complete</li> <li>9. Ongoing and will be completed by the end of the year.</li> <li>10. The vision of small personalised visits is continuing very successfully. Parents are being given handouts which bust the myths surrounding the school.</li> <li>11. Complete</li> <li>12. Complete</li> <li>13. Complete</li> <li>14. Complete</li> <li>15. The response came back that there was no justification for increasing the PAN but that the school could attempt to do so anyway. However, when this was tried this year it was not allowed.</li> <li>16. On the agenda</li> <li>17. On the agenda</li> <li>18. On the agenda</li> <li>19. On the agenda</li> <li>20. Complete - the school is definitely responsible</li> <li>21. In hand and will go out at an appropriate time when PG has been in post longer and in line with a specific project such as the playground.</li> <li>22. To complete</li> <li>23. Complete</li> </ol>	<p>JM CS</p> <p>JM</p> <p>HF</p> <p>PG</p> <p>PG</p>
<p><b>6</b></p>	<p><b>Governor recruitment</b>  A new parent governor, Gina Clarke, has been recently appointed to replace Andrew Mawdsley. Her application has yet to be approved by the Trust. Following the resignation of Damian Pocknell another parent governor election will be held.  LM is approaching a prospective co-opted governor recommended by AG to replace Val Rodgers.</p>	<p>PG</p> <p>LM</p>
<p><b>7</b></p>	<p><b>Correspondence</b>  None</p>	
<p><b>8</b></p>	<p><b>Dates of next meetings</b></p> <ul style="list-style-type: none"> <li>• Monday 28 March 6pm</li> <li>• Monday 11 July 6pm</li> </ul>	

**PART 'B' – SCHOOL IMPROVEMENT**

No.	Item	Action
9	<p><b>Headteacher’s verbal report</b>                      The following points were noted:</p> <ul style="list-style-type: none"> <li>• <b>Attendance</b> - 122 children had 100% attendance and 143 had over 90%. Letters of congratulation have been sent out to those families. Attendance below 80% is a cause for concern and school is working with those families.</li> <li>• <b>Staff absence</b> - this has been quite high, particularly with TAs where there have been 78 days of absence in seven weeks, and there are long term absences which are having an impact on teaching, pastoral care and the strategic work of the leadership team.</li> <li>• <b>Draft Vision Statement</b> - PG thanked governors for their active engagement with the vision document. It is good to note that Governor views and staff views are aligned and values shared. Discussion was held around the exact wording of some of the sections. PG will make further tweaks and recirculate for governor approval.</li> <li>• <b>SDP</b> - an ambitious set of key priorities have been embedded in the SDP and detailed action plans are being written up around those priorities. Once finalised the detailed action plans will be shared with Governors for their particular areas of responsibility and PG will be looking for support and challenge from Governors in those areas.</li> <li>• <b>Sports Premium</b> - the report will be circulated by the end of the year.</li> <li>• <b>Outcome update</b> - more detail is still to be added to the report. Attainment and progress are being tracked in all subjects. Consideration needs to be given to the various different assessment groups such as EAL, SEN, PP. Additional assessment programmes have been bought in and pupil progress meetings will take place at the end of term.</li> </ul>	<p>PG</p> <p>PG</p> <p>PG</p>
10	<p><b>Committees</b>  <b>Finance and Resources</b>                      Finances are in a strong position despite an annual deficit. £7000 has been spent on the new phonics programme of which £3000 has been recouped from DfE funding. Funding has been successfully applied for for a new Year 4 child with complex needs and £30000 has been applied for to cover EHCARs. Outstanding debts are being chased with success. PG will circulate the summary to all Governors.                      A building consultant has been agreed but not appointed yet.</p> <p><b>Quality of Education</b>                      The newly formed committee had met and had a very positive meeting. HB has circulated a brief summary of action points and uploaded this to Teams.</p> <p><b>Link Governor visits</b>                      LM has a meeting set up with Alice to discuss SEN and will also look at safeguarding at this visit. Once the detailed action plans have been finalised governors are encouraged to arrange visits for the spring term.</p>	<p>PG</p> <p>Govs</p>

<b>11</b>	<b>Governor training</b> LM invited requests from Governors and encouraged all Governors to attend safeguarding training as this is a key priority with Ofsted. AG volunteered to attend the next safeguarding session to be run via Teams. JM requested ICT training. JT reminded Governors of the excellent training available via the NGA Learning Link which all have access to.	AG
<b>12</b>	<b>Health and Safety</b> School on a page has a summary of all incidents such as accidents and Covid tests.	
<b>13</b>	<b>Safeguarding</b> Nothing to report. AG to attend training (see item 11)	
<b>14</b>	<b>MAT business</b> HF is now working one day per week at North Rigton School in a leadership capacity to cover for a member of staff on maternity leave. She is gaining valuable experience of supporting an ECT (formerly known as NQT).	
<b>15</b>	<b>Policies</b> Governors need to familiarise themselves with the new Child Protection Policy.	Govs
<b>16</b>	<b>Thanks from Chair</b> LM and AG had met with Kate Lounds at her recent school improvement visit and had received very positive feedback on the direction the school is taking and the progress made. LM wished to express her thanks to PG and HF as well as all the staff for their hard work so far this year.	

The meeting closed at 19.20

	<b>Information available to Governors at the meeting</b>
<b>1</b>	SDP
<b>2</b>	SEF
<b>3</b>	Summary Reporting Sheet
<b>4</b>	Full Risk Assessment
<b>5</b>	Risk Management Report

	<b>Information available to Governors at the meeting</b>
<b>6</b>	School on a page
<b>7</b>	Summary HT Priorities
<b>8</b>	Draft Vision Statement

	<b>Actions</b>	<b>Agenda item</b>	<b>Who</b>
<b>1</b>	To sign the Code of Conduct	<b>5</b>	<b>JM</b>
<b>2</b>	To sign PI form and email to clerk	<b>5</b>	<b>CS</b>
<b>3</b>	To read KCSIE document and sign declaration	<b>5</b>	<b>JM</b>
<b>4</b>	To finalise the PP report	<b>5</b>	<b>HF</b>
<b>5</b>	To finalise the SDP	<b>5</b>	<b>PG</b>
<b>6</b>	To share the H&S report with CS	<b>5</b>	<b>PG</b>
<b>7</b>	Governor recruitment	<b>6</b>	<b>PG/LM</b>
<b>8</b>	To finalise the vision statement	<b>9</b>	<b>PG</b>
<b>9</b>	To finalise the SDP	<b>9</b>	<b>PG</b>
<b>10</b>	To finalise and circulate the sports premium report	<b>9</b>	<b>PG</b>
<b>11</b>	To circulate the finance summary	<b>10</b>	<b>PG</b>
<b>12</b>	To set up Link Governor visits for the spring term	<b>10</b>	<b>Govs</b>
<b>13</b>	To attend the safeguarding training on 22/09/21	<b>11</b>	<b>AG</b>
<b>14</b>	To become familiar with the new Child Protection Policy	<b>15</b>	<b>Govs</b>