



**A meeting of the Local Governing Board of St Peter's CE Primary School to be held  
Monday 28<sup>th</sup> March 2022 at St Peter's School.**

**Present In attendance:**

Present: Charles Stones, Will Naylor, Linda McPhee, Helen Bromley, Emily Crankshaw, Helena Fishburn, Paul Griffiths, Gina Clarke, Alan Garrow.

## 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><b>Apologies for absence and to determine whether any absences should be consented to.</b> Apologies from Jacqui Thomson were received and accepted. The chair welcomed a new governor. Governors were reminded the new governor was an observer at this meeting as still awaiting the DBS.</p>	
2	<p><b>Declaration of interests, pecuniary or non-pecuniary</b> None</p>	
3	<p><b>Determination of confidential items</b> None. Governors were reminded of the confidential nature of discussion at meetings.</p>	
4	<p><b>Notification of urgent other business</b> None</p>	
5	<p><b>Receive any updated Interest forms or Codes of Conducts</b></p>	
6	<p><b>KCSIE 2021 Reminder</b></p>	
7	<p><b>Minutes of the meetings held on</b> Minutes of the meeting held on 15<sup>th</sup> November approved and signed.</p>	
8	<p><b>Matters arising from the minutes</b> Actions arising from minutes: 1 -6 completed; 7. 2 new governors appointed and another person interested in becoming a Foundation governor; 8 - 12 completed.; 13 AG did not attend safeguarding training but will take up future training opportunity; 14 All governors agreed to do this. Clerking Issue. A clerk not present to take the minutes. Alan Garrow agreed to take notes to record main points from discussions, actions agreed and questions raised.  PG informed the group of options for clerking future meetings, which included; NY not at option. Private £800/meeting – not an option. Decision It was agreed to employ someone directly to clerk for the meetings.</p>	<p>PG check constitution for number of governors required and update record for circulation to FGB</p>

	Governor Recruitment. Jacqui (Finance Governor) needs replacement, Jane Morris (Foundation needs replacement – Sue Skinner expressed an interest in becoming a Foundation Governor and should be in contact with PG to visit the school. Val Rogers a co-opted governor also needs to be replaced.	
9	<b>Dates of next meetings</b> <ul style="list-style-type: none"><li>Monday 11<sup>th</sup> July 2022</li></ul>	

**PART 'B' – SCHOOL IMPROVEMENT**

No.	Item	Action
10	<p><b>Headteacher’s Report (please see attached School on a page document and HT report)</b>                      400 days of staff absence has affected rate of progress. Impact on wellbeing of those colleagues and also those who remain at work. Particular impact on HF for timetabling. Staff stepping in to do lunchtime duties. PG's worst experience in 20 years. This has a big impact on finances – despite insurance cover for staff absence.</p> <p><b>WN: What are the next steps?</b>                      PG: Occupational Health advice to wait for further advice from specialists and to stay in touch with absent staff. When ready to return get in touch with occupational health. The Trust is highly supportive of all staff.</p> <p><b>HB: Is there a marked difference between TA days and Teacher days?</b>  <b>GC: Given the Trust's policy, is there anything the Trust could do to support recruitment of extra staff.</b>                      PG: No. The reason why we have to have a certain level of resources.</p> <p><b>LM: Do we still have a member of staff who can be relied upon to do extra shifts.</b>                      PG: Yes, more used to cover one or two days if a teacher is off. HF: We also look to see if part time teachers can swap things around and do extra days. Staff are very understanding and flexible. Over time this generates a cumulative strain.                      WN: This seems unsustainable. Staff review suggests that some people are suffering. PG: One of the four has resigned allowing the school to recruit a replacement.</p> <p><b>CS: As attendance levels are remarkably low. Are other schools in the Trust experiencing some/me similar?</b>                      PG: I don't believe there is centrally available data on this. Trust are looing at a Trust version of Schoalrpack which would allow for central monitoring of this. These matters are delegated fully to individual schools. about the viability Trust.</p> <p><b>WN: You are following your policies and the Trust policies. Are we following the policy fully?</b> PG: We haven't got to the stage of seeking to terminate a contract and it is not something the Trust would seek to do.                      Group</p> <p>Personal Development, Inclusion, Wellbeing and Safeguarding of Children.                      Group 1: Quality of Education – we need a replacement for Jacqui Thomson who will leave at the end of the summer term.</p> <p><b>Staffing Structure review:</b>                      The HT outlined the options appraisal work that has taken place including working with the Trust Finance director and resources committee governors. This work highlights that; within 3 years we would fall below the Trust's reserve policy. Most comparable schools have a 9-class structure rather than 10. The HT outlined the options proposed in the HT report.</p> <p><b>GC: Does the 30 Cap only apply to KS1?</b>                      PG: Yes.</p> <p><b>Why not keep 10 classes for as long as possible and only reduce when absolutely have to?</b>                      Data shows that eventually we know that this will need to happen so better to make the change now and protect the reserves for other purposes. Also there is enough natural attrition at this point to not have to make people redundant. Staff were shown the options and seem to appreciate the logic. No negativity from staff.</p> <p><b>GC: Does it mean there will be more pressure on the Year 4&amp;5 teacher?</b>                      EC and HF: Yes, but they will be supported. Focus on year group experience. PG: Our challenge will be the curriculum plan for the groups but we can work with other schools in the Trust on this.</p>	<p>Action Gill Clarke and Will Naylor to be link Governors</p> <p>Ac/on: Find a link Governor for Q of E.</p>

	<p><b>WN: Will there be parental anxiety over the class in which children fall?</b>  PG: We will need to explain how choices will be made. Principles applied. Reassurance that pupils will get the same experience. There's enough flexibility to respond to particular issues. Prepared to have a logical reasoned discussion with the families. This change is the minimum amount of change to meet the financial requirement.</p> <p><b>HB: We've done this before. The message previously was that a reduction in classes will fix the financial problem the school was facing. What is different now?</b> PG: I agree this may be a hard model to swallow for parents. HF: Falling numbers, we have experienced staff with cost more. We have a reputation for inclusivity so children with additional needs require higher levels of staff. PG: We've modelled this change for the next seven years so it has the flexibility to work in the long term.</p> <p><b>HB: This represents a 10% increase in work load. Are staff happy with that change?</b> EC: Staff haven't really seen it in these terms. CS: Recalled that going to 9 classes was an option considered at the last change. EC: The plan was a managed change going to 10 classes with the option to go to 9?</p> <p><b>HB: Does this allow you to have less TAs?</b>  PG: The proposal is to slightly increase the TAs – to enable more release cover. At present such cover has been provided by sharing teaching and using TAs to cover delivery of teaching. The plan is to cover release time in a more cost-effective way.</p> <p><b>LM: Are the principles of this change going to be put on the new website and when?</b> PG: Absolutely, yes. Finalising who is going to be where. Shared before Easter. Two caveats – EY allocation arrives halfway through Easter holiday and teacher resignation date still to come. The plan is to announce to parents after half term of the Summer Term.</p> <p>WN: When we looked round Willow Tree mixed ages in a single class – presented very positively.</p> <p>GC: Excellent experience of Performa Tots with mixed age-range. PG: Related history of promoting the benefits of mixed age. The tough message is the reduction from 10 to 9.</p> <p><b>Decision</b> - Governors agree that the proposed class structure of 9 Classes for 2022-2023 was the right structure to be implemented based on all the considerations discussed including financial position and options appraisal. Governors agree the choice of timing for September 2022 was correct and ideal on the basis it avoids the need for any reorganisation or redundancy.</p> <p><b>AG: What is Third Space Maths?</b> EC: A Tutoring Programme for children who are working below expected standard. Online one-to-one tuition before or after school. 12 week programme. Just KS2 year 3,4,5. It's going well, mirrors methods used in school. Managed by a member of staff so the children are supervised.  Monitoring – HT gave an overview of recent monitoring including the visit from the external adviser.</p> <p><b>WN: Do we get to see monitoring reports?</b>  PG: Yes. <b>AG: Can we see the block teaching programme?</b> PG: Yes, will send out. Come in and see too.</p> <p><b>WN: What is block teaching?</b> PG: Teaching one subject intensively (some are unsuitable for this e.g. Math, English, French, PE</p> <p><b>WN: What happens when attendance falls below a certain level?</b> PG: That would be a really good subject to follow that process in detail</p>	<p>PG and HF to continue implementation to prepare for this.</p> <p>PG to circulate external adviser report when it comes plus previous reports for WN</p> <p><b>Action:</b> WN to come in for a DSL meeting (every Tuesday morning 9-10am) to come and understand the detail of this process.</p>
11	<p><b>Committee Meeting Reports Quality of Education:</b>  Monitoring Activities: Inclusion and Data meeting. A monitoring report was completed and sent to the HT.</p> <p><b>Finance:</b> Deficit has gone up because of staff absence, this will be</p>	<p><b>Action:</b> LM to circulate monitoring form and all future monitoring forms to be stored in TEAMS <b>Ac/on:</b>  <b>All governors on future visits</b></p>

	<p>covered by the reserve. The aim is to have an in-year balanced budget (restructuring classes)</p> <p><b>Buildings:</b> CS spoke to general building improvement. LHL Group appointed – providing good direction and has highlighted areas where the school doesn't need to spend money. North side roof – intention to scaffold and conduct this work over Summer. Walkways and Fire-escape – good news. We are not required to replace (because not an intrinsic safety feature). Pirate Ship and outside facilities. Plan a programme of continuous improvement beginning this Summer.</p> <p><b>WN: What's the plan for the playground?</b> PG: Design plans available for governors to view, the pirate ship will be replaced with a modern up to date play equipment. Access: Various improvements planned. Asbestos report lapsed over Covid period. Fire Safety. Expecting new fire evacuation soon. Safeguarding: digitised Fun Club and Catering not covered by the school's risk assessment:</p>	<p><b>to record</b> safeguarding questions which are raised during the visits(Cf. St Aidan's experience)</p> <p><b>Action:</b> Amanda Foster checking on First Aid supplies and required elements equipment</p>
12	Monitoring and evaluation PG to identify useful monitoring opportunities	
13	<p><b>Premises Buildings &amp; Health and Safety</b></p> <p>Nothing added to previous discussions in HT report section and Committee reports.</p>	
14	<p><b>Wellbeing</b></p> <p>14. Wellbeing Survey. Positive + some points to give further thought. 1 - 3 staff consistently answered negatively. GC: Recommended additional support for line managers. GC: Sleep an issue in several responses and mental health. PG: We have 'Health Assured' and Education Support Partnership – access up to 6 free counselling sessions. There was meant to be a Trust training day but cancelled due to Covid. A sleep workshop was planned.</p> <p><b>GC: Are you thinking about rescheduling?</b> PG, EC and HF: Lots going on and lots signposted each week.</p>	<p><b>Action:</b> LM and GC to come into school and talk with staff about wellbeing.</p>
15	<p><b>Safeguarding</b></p> <p>LM updated how she and HB had been able to include a safeguarding element in their recent visit. Governors were reminded that wherever visiting they should consider an element of safeguarding.</p> <p>PG updated governors that the DSL team meet weekly and have now clarified elements of roles.</p> <p>It was agreed that subject to DBS clearance WN will begin to take an overview of safeguarding with a view to taking on SG Governor role.</p> <p>Safeguarding Audit. Change of date on the audit – moved to 17<sup>th</sup> May LM unable to attend, alternative arrangement to be made.</p> <p>Also see policies section 17.</p>	
16	<p><b>MAT Business</b></p> <p>The MAT CEO is currently absent from work. Some temporary leadership capacity has been secured by the MAT. They are conducting a review including talking to all MAT HT.</p> <p>The MAT has appointed Mark Colbourn to be 0.5FTE Primary Improvement adviser. Mark has visited St Peter's once for an initial visit. He will visit most half terms with a curriculum focus. He leads a MAT HT QE meeting once every three weeks and also is overseeing all the Trust network groups.</p>	
17	<p><b>Policies</b></p> <p>Subject to minor alterations that will be emailed by GC to PG the following polies were approved;</p> <p>Exclusion, Attendance, RS, Anti-Bullying, Safeguarding, Peer on Peer, CP Updated, CP Summary.</p>	<p>GC to email PG proposed wording changes.</p> <p>PG to make changes and publish updated versions on website.</p>

Meeting closed 8.10pm