

**A meeting of the Local Governing Board of  
St Peter's CE Primary School  
held 11<sup>th</sup> July 2022 at St Peter's School**

**Present:** Linda McPhee (LM), Paul Griffiths (PG), Will Naylor (WN), Gina Clark (GC), Charles Stones (CS), Helena Fishburn (HF), Emily Crankshaw (EC), Alan Garrow (AG)

**In attendance:** Sue Thom (Governance professional)

**Apologies:** Helen Bromley (HB)

**Quorum Met?** Yes

**Time of late arrivals/exit/meeting inquorate:** None

## 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	Welcome and apologies for absence and to determine whether any absences should be consented to. <ul style="list-style-type: none"> <li>• Helen Bromley absence apology accepted</li> </ul>	
2	Declaration of interests, pecuniary or non-pecuniary. Note rules on confidentiality. <ul style="list-style-type: none"> <li>• None</li> </ul>	
3	Determination of confidential items. To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection <ul style="list-style-type: none"> <li>• None</li> </ul>	
4	Notification of any other urgent business previously notified to the Chair. <ul style="list-style-type: none"> <li>• None</li> </ul>	
5	Minutes of the previous meeting held Monday 28 <sup>th</sup> March 2022. <ul style="list-style-type: none"> <li>• Mins approved by all.</li> </ul>	
6	Matters arising from the minutes / Correspondence <ul style="list-style-type: none"> <li>• No correspondence</li> <li>• All actions from previous meeting completed unless noted below.</li> </ul>	

Summary of Actions from Pervious Meeting still to be completed					
Date of Original Meeting	Item No.	Who	Action	Original Deadline	Completed or New Deadline
28/03/22	10	LM	Identify link governor for Quality of Education	As soon as possible	As soon as possible
28/03/22	10	WN	Attend DSL meeting to understand detail of process – some follow up still required.	None specified	26/09/22
28/03/22	14	LM and GC	Staff wellbeing meetings – some follow up required.	11/07/22	
7	Dates of future meetings <ul style="list-style-type: none"> <li>Draft meetings dates were approved by all.</li> <li>It is noted that the finance meetings need to be moved so that figures are available for FGB meetings.</li> </ul>				PG: to ensure dates correlate with trust and LGB meetings, then amend and circulate

## PART 'B' – SCHOOL IMPROVEMENT

No.	Item	Action
10	<p><b>Staff Illness</b>  <i>Question: Why is there such a difference between TA and staff attendance figures?</i>            It was confirmed that two members of staff, both TAs, are on long term sick leave with no prospect of return. This impacts on every aspect of school life including staff wellbeing and finances.</p> <p><i>Question: Are both these members of staff within the second half of their 12 month absence? And what is the plan for their return?</i>            They are both within the second half of their 12 month absence process. They have both attempted phased return but are both off sick again. Phase returns will begin again once GPs advise that this is an option.</p> <p><b>9 Class Restructure</b>  <i>Question: Were there many questions about the restructure?</i>            There were a few questions after initial publication of restructure but not many at all.</p> <p>It was acknowledged that the school restructure has been really well handled and the feedback sheet was well structured.</p> <p>It was discussed that all feedback gained by some governors was focused on individual children not the overall structure of the school.</p> <p><b>PAN Discussions</b>            Detail in HT report</p> <p><i>Question: Are any other schools are reducing their PAN?</i>            This data would not be available until Autumn, after the deadline for applications. It is noted that there were no figures for overheads considering this reduction and that this maybe viewed as not aspirational for the school, there was agreement that the reduced budget would need to be managed correctly. Headteacher acknowledged this and said that he believes it would be manageable as the main cost is staffing, which would be reduced by natural attrition.</p> <p><i>Question: What the impact will this have on staff?</i>            Headteacher acknowledges that impact on staff is the highest risk but with a strategic plan it could be managed naturally, and at present none of the staff have presented any major concerns. Opportunities are also available within trust if needed.</p> <p><i>Questions: Will the reworked curriculum be transferable to single class intake?</i>            This has been in mind when rewriting curriculum and would be relatively simple with 2 year cycle in KS1 and 4 year cycle in KS2. It is noted that the National Curriculum is not</p>	

	<p>designed to be delivered to mixed year teaching which would be a benefit of the PAN of 30.</p> <p><i>Would a reduced PAN result in a change within the school community? What impact would the lack of movement within peer groups have, if there was not the option of mixing year groups, as the benefits of mixed year teaching are clear?</i></p> <p>The headteacher mentioned that the impact of a one class intake would result in a sense of community within a year group, and there would be certainty of where they would be going next. It is also a massive undertaking each year of restructuring class population.</p> <p>One governor presented that it was the right thing to do as it is inevitable, so though it could potentially not be seen as aspirational, it is more helpful to make this change strategically.</p> <p>It was discussed that this could be the real future of the school and that making this decision strategically would be a more manageable future, as opposed to a varying future if the PAN is kept at the current number. Marketing would need to be a focus for the future to avoid even further shrinkage, HT agreed this is already a focus and would continue to be.</p> <p>The future of the building was also discussed in relation to the possibility of opening a preschool. This could be managed by the school, or privately, with difference use of spaces. Chair offered the full support in any processes required to move this forward which the headteacher was appreciative of, however initially the support of the board would be required to ensure the smooth transition to the PAN of 30 before more detailed strategic discussion around the use of the building in the future.</p> <p><b>Discussion</b> Chair asked for a vote for reducing PAN to 30. All voted yes.</p> <p>It is noted that the members made it clear that their understanding at this point is that it is reversible, that finances would need to be reviewed fully before final decision and that the final decision will be made by the trust.</p> <p>LM: We have given approval with understanding that final approval is to be made by end of Autumn Term.</p> <p><b>SDP 2022-2023 next steps and link governors for 2022-2023</b> It was acknowledged that the governors and school have had some really good working relationships and a good oversight of all areas. All have looked at the priorities of next year and beyond. This is working well for the headteacher and the school, so he was happy to continue to work in this manner.</p> <p><i>Question: How often will these visits be needed and for how long?</i> Headteacher requested that ideally these would be completed once a half term, 2 different approaches in each half term. Template timetable has been drafted already. The chair acknowledged that now we are post covid hopefully we will be able to be in school more. The headteacher agreed this would be welcome.</p>	<p>ACTION: PG carry out full consultation to all stake holders and present findings in November meeting.</p> <p>ACTION: PG to circulate timetable of visits, and governors to strive for these visits to be completed</p>
11	<p><b>Academic Outcomes Summary</b> Ref document <i>Outcomes Information To Date</i>. Explained process for end of KS1, multiple times tables test and end of KS2 assessments.</p> <p>School have Implemented a new assessment process to enable clear overview. This has resulted in a really positive picture, more detail in the report of cohort. New teaching practises have also been implemented this year. Teachers have handover of each year group to ensure support needs are identified.</p> <p><i>Question: There are some gaps in the data, is there a reason for this?</i> The reason for this is that the teacher has only just been given the data today, which will be inputted as soon as possible.</p> <p><i>Question: Does this data reflect a stable cohort, were they an able group when they joined in EYFS?</i></p>	

	<p>It was confirmed that it was a mixed cohort when they started the school, and have had a lot of changes within it (with pupils joining and leaving the school). EAL make good progress and teaching has had all subject areas covered, they have depth of knowledge and can apply it in different areas. It was acknowledged that there is a great variation in approach to education within the EAL pupils.</p> <p><i>Question: Do the termly meetings monitor individual pupil outcome?</i> The termly meetings do not necessarily confirm the outcome for individual pupils, but rather they have a year group or subject focus, from which a report is written.</p> <p>HF was thanked for her outstanding grip on the data, and that this would be a good opportunity for the governors to be more involved in the school.</p> <p>The external validation was valuable and useful and all staff felt pride in this achievement, not just the KS2 staff but the whole school felt proud of the outcome.</p> <p><i>Question: Is there a reason that DSK 1 group have significantly lower outcome than the national expectation?</i> HF confirmed that this data is not mandatory but has been included to help staff understand the cohort and support them throughout their time at St Peter's.</p> <p>It was agreed that the results were really impressive, and congratulations should be shared with all staff and Mrs Collins.</p>	
<p><b>12</b></p>	<p><b>Block Teaching</b> Previous meeting explained block teaching approach. Kate Loundes has given positive feedback with this approach. Subject leaders have changed due to staff changes, but that is all in hand. Some areas have been with a really clear strategic module, this will be rolled out in September and will be published on the website at this point.</p> <p>SLT are confident that the subject leaders are well prepared and are in a good position to support staff. Kate Henderson has worked really hard on developing this. Teachers have said there is more clarity and feel more supported.</p> <p><i>Question: Can a middle manager attend a FGB meeting so that their perspective of block teaching and subject development be ascertained?</i> This was agreed but it was suggested this could also be gathered during a visit.</p> <p><b>PSHE (RSE additional resource(Year 6) consideration and discussion)</b> A decision was previously made by governors to introduce physical health teaching in year 5 not year 4, for which resources are now in place. There is an additional resource from "Operation Ouch", which could be used with year 6 as it has more depth. School need governor approval to begin using this resource.</p> <p><i>Question: Are parents able to see all the resources delivered to the pupils?</i> Yes, all materials are accessible to parents and there have been no withdrawals from this learning so far. School has also developed links with police, with them coming in and delivering sessions on county lines etc. It is felt that these sessions start conversations with children at home as all information is shared.</p>	<p><b>ACTION:</b> PG to put block teaching information on website. Deadline: 29/09/22</p> <p><b>Actions:</b> Governors to watch Operation Ouch to make an informed decision about it's inclusion in curriculum material. Deadline: 26/09/22</p>
<p><b>13</b></p>	<p><b>Committee Meeting Reports</b> <b>Quality of Education</b> A monitoring visit was completed which was very useful and was very impressive. This year there has been little flexibility to allow senior leaders to monitor standards of teaching and learning with classroom visits. This has been addressed for next year when time will be made on a regular basis for this to happen for staff and governors.</p> <p><b>Finance</b> 1 page summary available and was read out to all governors. Economical climate is going to hit schools. Staffing has been well controlled and going down to 9 class structure is a good approach. It was acknowledged that the school finances are incredibly well controlled and that the school make the most of every penny.</p> <p>It was discussed that the school are going to go to tender for catering to try and reduce the deficit in this department.</p>	<p><b>ACTION:</b> WN to complete a monitoring visit report. Deadline: 29/09/22</p>

	<p>Budget has been submitted and accepted, which means there will be a deficit next year due to energy costs increasing.</p> <p>It was confirmed that the school are going into bidding for more efficient heating system, but will be still cost to run.</p> <p>The headteacher thanked the governors for their time for completing monitoring visits, it is helpful and valued. You are all very welcome.</p>	
<b>14</b>	<p><b>Monitoring and Evaluation / Link Governor Visits</b> Covered in previous sections.</p>	
<b>15</b>	<p><b>Building Development</b> It was confirmed that there is a huge amount of work going ahead over the summer. There is a report on TEAMS. School have a very good working relationship with LHL and Amanda Foster's working relationship in that is invaluable.</p> <p><i>Question: Is the playground fully funded?</i> There is a phased approach within an ongoing plan, but all summer works are funded and the school continue to actively look for funding streams.</p> <p><i>Question: Is the roof work being completed this summer?</i> It was confirmed that LHL have been in the roof space and have assessed this work as not needed at present.</p> <p><i>Question: Has the funding been redirected?</i> It was confirmed that the trustees have been made aware that the spending needed to be redirected, which they approved.</p>	
<b>16</b>	<p><b>Wellbeing</b> There is a report available which provides a summary of the meeting with staff.</p> <p>Chair acknowledged that it was very interesting to hear teacher perspective and was very lovely staff to talk with. They were very complementary of HF and gave examples of this, but also concerned about her workload. HF responded that as a staff they are a welcoming team and that everyone works together toward the vision and for the children. PG supported this by saying that the SLT do a very good job of being patient, compassion and thoughtful with a team approach. Example of this is where supply staff are now contracted to work at St Peter's next year. It was acknowledged by governors that it is nice to hear this positive perspective.</p> <p>Overall, there was really positive feedback with the new report template and improved communications. There were the expected comments of workload and work/life balance but was quite balanced.</p> <p>It was acknowledged that TA per class would be ideal, but it is unlikely that schools will ever have this again.</p> <p>Headteacher confirmed that even when recruitment is funded recruitment is difficult at present.</p>	
<b>17</b>	<p><b>Safeguarding</b> Document represent comprehensive response to report.</p> <ul style="list-style-type: none"> <li>• All actions to be expected by December.</li> <li>• Trust have also recognised that one piece of technology is needed for safeguarding.</li> <li>• The changes were strategic and necessary.</li> <li>• Comments would not be put on SDP as they are relatively easy to implement and are due to be completed by December 2022.</li> </ul>	
<b>18</b>	<p><b>MAT Business</b> Page 9/10 of HT report – there is a clear marker on chapter 2, and the establishment of the MAT.</p>	
<b>19</b>	<p><b>Policies</b> Notification of the implication of a Trust policy for managing allegations against staff.</p>	
	Meeting closed 8.27pm	