



**Minutes of meeting of the Full Local Governing Board of  
St Peter's CE Primary School  
to be held 6.00pm Monday 14<sup>th</sup> November 2022 at St Peter's School**

**Present:** Paul Griffiths (PG), Emily Crankshaw (EC), Linda McPhee (LM), Charles Stones (CS), Alan Garrow (AG), Gina Clark (GC), Helen Bromley (HB)

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

**Apologies:** Helena Fishburn (HF), Will Naylor (WN)

**Quorum Met?**

**Time of late arrivals/exit/meeting inquorate:**

**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**

<b>N o</b>	<b>Item</b>	<b>Action</b>
1	<b>Apologies for absence; are the reasons for all the above absences consented?</b> Helena Fishburn and Will Naylor – reasons accepted	None
2	<b>Declaration of interests, pecuniary or non-pecuniary</b> No new	None
3	<b>Determination of confidential items</b> None. Governors were reminded of the confidential nature of discussion at meetings.	None
4	<b>Notification of urgent other business</b> None	None
5	<b>Minutes of the meetings held on</b> All sets of minutes were approved	None
6	<b>Matters arising from the minutes</b> None	None
7	<b>Dates of next meetings</b> <ul style="list-style-type: none"> <li>• Monday 13<sup>th</sup> March 2023, 6pm at St Peter's School</li> </ul>	

Date of Original Meeting	Item No.	Who	Action	Original Deadline	Completed or New Deadline
11/07/22	13	WN	Monitoring meeting reports outstanding from WN <ul style="list-style-type: none"> <li>• 1 for safeguarding meeting.</li> <li>• 1 for SCR meeting.</li> </ul>	26/09/22	By end of term  WN WN and PG
29/9/22	10	CS and WN	Complete KCSIE		WN By end of term
29/9/22	11	WN and GC	Read SOD and SDP		By end of term
29/9/22	13	All	To complete or send estimated completion date of all training to ST		By end of term

### PART 'B' – SCHOOL IMPROVEMENT

No	Item	Action
8	<p><b>Governor Update</b></p> <ul style="list-style-type: none"> <li>• Skills Audit Results <ul style="list-style-type: none"> <li>○ Still 2 outstanding to be completed by March meeting.</li> </ul> </li> <li>• Training <ul style="list-style-type: none"> <li>○ Discussion to be carried over to March meeting, however a look at the results we have collated thus far does not identify an urgent need within the team.</li> </ul> </li> </ul>	<p>2 outstanding, to be completed for March meeting</p> <p style="text-align: center;">ST</p>
9	<p><b>Headteacher Update</b></p> <ul style="list-style-type: none"> <li>• PAN consultation <ul style="list-style-type: none"> <li>○ The majority of responders are in support of the change.</li> <li>○ Q: Has this been financially reviewed any further? <ul style="list-style-type: none"> <li>▪ Financing has been looked at by Clare Dowson and the conclusion is that the school would be financially viable within the trust.</li> </ul> </li> <li>○ Q: How would the single year teaching affect flexibility within class teaching. <ul style="list-style-type: none"> <li>▪ It was recognised that it reduces the option of being able to separate siblings, friendship groups or teachers – we do have to acknowledge that loss of flexibility but this is true of many schools and school would work closely with all families which would be affected by this.</li> </ul> </li> <li>○ Q: Is single year teaching easier than mixed year teaching? <ul style="list-style-type: none"> <li>▪ The school view of whether mixed or single year group teaching is best is not driving the choice, though there is a simplicity of single year teaching which will benefit the pupils.</li> <li>▪ The family group system, where all year groups have time together, would enable pupil role modelling to still be able to develop. This may be reintroduced but in a new way which is more manageable.</li> </ul> </li> <li>○ Q: Children that are higher achievers, would they have access to higher maths books for example</li> </ul> </li> </ul>	<p style="text-align: center;">After a full consideration of the PAN and implications for the education of pupils the governors agreed to reduce the numbers from September 2023-2024.</p> <p>PG will inform the trustees</p> <p style="text-align: center;">PG will do summary for parents on 15/11/22</p>

- Yes, this is the case now and would not change in the future.
  - Q: Will classes have the same teacher for 2 years? This is seen as a good thing by the majority at present.
    - That is a strategic question that needs to be discussed with the trust, but the teachers may not become experts in their year if this was implemented as they would be changing which year they teach each year to stay with the same cohort.
    - Natural attrition and professional development would enable teacher movement.
  - Q: How transparent do the board want to be for communicating response?
    - It was agreed a summary within the newsletter is enough, and we have reflected all outcomes in the FAQ.
  - Diocese have given their approval for the PAN reduction.
  - Other actions will need to wait until 2023, when intake numbers are confirmed.
  - Q: Does the local authority have a say on this reduction
    - No, it is the trustees decision to make.
  - LM: Thank you for being so transparent and for sharing the information so thoroughly and openly.
- SIAMS update
  - 2023 new scheme from September 2023, we are not on the list for inspections within the next year.
  - There are some changes to the criteria.
    - Schools will now be looked at with 6 key questions, as opposed to the previous 5.
    - They are moving from 1-4 grading to just 1-2 grading, it does the job or doesn't do the job of being church distinctive school.
- SDP
  - PG has developed the termly objectives, which is now on TEAMS.
  - The team can acknowledge that operational matters have impacted on this, in particular staff absence has a big impact.
  - Q: Have we got dates for these?
    - Yes, these were emailed out today
  - We have received Kate Lounds report.
    - Block teaching is unusual and presented some interesting challenges to keep an eye out for.
    - PG has spoken to other schools which use this approach and has taken their advice and experience in using this scheme.
  - Q: How do you sustain knowledge over blocks?
    - We have started by looking at the weighting of the subjects and ensure there is a rationale for each subject weight.
    - Feedback on history has been actioned and the long term plan has already been adjusted in response to feedback.

Governors to respond to PG email.

	<ul style="list-style-type: none"> <li>▪ Spoken to staff with regard to time spent on subjects, this varied between key stages. Each Key Stage does approach things differently due to curriculum expectation and staff absences.</li> <li>▪ Things have already been changed to try and enable more time to be given to block teaching. For example collective worship was at 2pm for KS1 and 2.30pm for KS2, which created pockets of time which were not useable. Collective worship is now at the end of the day for all, alternating days in the hall/classroom, this enables a full lesson to be taught in the afternoon before collective worship at 2.55pm.</li> <li>○ Q: Is it more tricky at KS2 due to the expectation or does it reflect secondary school? <ul style="list-style-type: none"> <li>▪ No it isn't like secondary school teaching.</li> <li>▪ And no, the difficulty comes from staff shortage, not curriculum expectation.</li> <li>▪ There are also some simple solutions to the difficulties that are being faced by staff, which Paul is trying to encourage staff to come to him with and ensure that they feel their points of view are heard and responded too.</li> </ul> </li> <li>○ Q: Does the shorter attention span of KS1 pupils effect their use of block teaching thus their engagement isn't as comprehensive as KS2 pupils? <ul style="list-style-type: none"> <li>▪ This isn't the case, it was that the KS1 team have less time to spend on block teaching due to their working with small groups in the reading scheme, this takes more time and less subject content is delivered.</li> <li>▪ Governor comment: KS1 had not trialed block teaching last year due to introduction to Little Wandle, and they have found it a little tricky to action block teaching this year, but only due to lack of confidence in a new approach.</li> </ul> </li> <li>○ Q: Are there opportunities within the trust to develop depth of knowledge for each subject. <ul style="list-style-type: none"> <li>▪ Yes, each curriculum lead has access to information on TEAMs where they can ask questions and share knowledge.</li> <li>▪ They are good for teachers as there are experts within the trust that can be drawn on.</li> </ul> </li> <li>● SEF <ul style="list-style-type: none"> <li>○ Very nearly there with this.</li> <li>○ Quality of Education committee are in school tomorrow who will look at this document. <ul style="list-style-type: none"> <li>▪ To be looked at in March meeting</li> </ul> </li> </ul> </li> <li>● 2023 admissions update/marketing effective <ul style="list-style-type: none"> <li>○ Q: How are the applications looking for 2023? <ul style="list-style-type: none"> <li>▪ They are on par with this time last year.</li> <li>▪ We have had a healthy number of tours, 37 1:1 tours have been completed and we have 10 siblings.</li> <li>▪ The strategy has had a lot of effort and thought put</li> </ul> </li> </ul> </li> </ul>	<p>SEF to be added to March agenda</p> <p>ST</p>
--	--	--

	<p>into it. We have been active online but having spoken to potential families during tours word of mouth is still the most popular/valued method of finding out about a school.</p> <ul style="list-style-type: none"> <li>▪ Governor commented that the school being in the media is not only good for potential families, but also for present families. There is a sense of pride when school is in the media and good news is shared.</li> </ul> <ul style="list-style-type: none"> <li>• Recommended for SLT pay awards <ul style="list-style-type: none"> <li>○ Picked up by PG and chair outside of meeting</li> </ul> </li> </ul>	
10	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Receive budget reports <ul style="list-style-type: none"> <li>○ It was confirmed that reserves are still very strong and thus the school is in a very strong position.</li> <li>○ 3 areas that challenge the budget are; <ul style="list-style-type: none"> <li>▪ Increased staffing costs</li> <li>▪ Teacher pay awards</li> <li>▪ Energy costs <ul style="list-style-type: none"> <li>• Budgeted for the government maximum but this is only in place for 6 months, so once the announcement is made on Thursday this could change greatly.</li> </ul> </li> </ul> </li> </ul> </li> <li>• Update on premises <ul style="list-style-type: none"> <li>○ Building work completed in the summer have come in on budget.</li> <li>○ Some snagging, front door and hatch to be completed.</li> <li>○ Governors, and pupils, agree the playground is brilliant.</li> <li>○ FOSP have done a fantastic job of the butterfly garden.</li> <li>○ Classroom 3 has been improved to give better access.</li> <li>○ Front playground; we have had approval for access to be changed and fence to be put along the front. This can be completed on a live site so we don't need to wait for the holidays.</li> <li>○ A company has been found that came in on budget and they have time to do it, thus work should now be completed within the next 3 to 4 weeks.</li> <li>○ This will improve staff well-being and family experience of the site.</li> <li>○ It is acknowledged that even though the school have a strong working relationship with Englefot, we need to ensure competitive tenders are going out for all future work.</li> <li>○ It was mentioned that there are several areas of school of Risk Assessments that have not been updated since school improvement has been completed, however these are outstanding due to ongoing work and these will be done once work completed. These are being reviewed regularly by governors to ensure safety, until all work is completed.</li> </ul> </li> </ul>	<p>CS will check with WN that this information isn't being duplicated by him.</p>

	<ul style="list-style-type: none"> <li>• Update on Staffing <ul style="list-style-type: none"> <li>○ Q: What would happen if the government would increase class sizes? <ul style="list-style-type: none"> <li>▪ This is extremely unlikely within primary schools.</li> </ul> </li> </ul> </li> <li>• Buildings Update <ul style="list-style-type: none"> <li>○ Application for school improvement funding is going through, we are through to the second round, the outcome of which will be confirmed in January.</li> <li>○ It was discussed that heating engineers that specialise in church buildings have been in to take a look at the heating system, the outcome of which seems to be that it is not as bad as we initially thought.</li> <li>○ Then hopefully the grant, which will be confirmed in January, will most probably cover the refurbishment.</li> <li>○ If this funding doesn't materialise we would then have to take the information from the aforementioned company and make a long term plan for the boiler, however it was confirmed that trust funds will most probably be able to cover the cost of boiler.</li> </ul> </li> </ul>	
11	<p><b>Sub-Committee Meetings</b></p> <ul style="list-style-type: none"> <li>○ Quality of education feedback. <ul style="list-style-type: none"> <li>▪ Due to change of date there is nothing to report at this meeting</li> </ul> </li> <li>○ Finance and buildings update <ul style="list-style-type: none"> <li>▪ As detailed in point 10</li> </ul> </li> </ul>	
12	<p><b>Staff Well being</b></p> <p>GC and LM had an additional meeting with Early years and KS1 staff as a follow up to the staff survey. Please see the monitoring report on TEAMS.</p> <p>In response to the report the governors raised questions regarding the level of TA support and recruitment of new staff and communication between staff and SLT.</p> <p>On the whole it was acknowledged that the staff came across as highly committed to the children and the changes necessary to move forward.</p> <p>Within our meeting this evening there was a discussion as to what support is provided and the rationale behind it, including historical support and how changes to this may impact the team, and what support could be provided in the future. There are some TA staff shortages within the department which is acknowledged and school are working hard to overcome this.</p> <p>They feel that block teaching and changes to PAN is a really positive move forward for their workload. If we have 30 in 2023 intake the 30 PAN would be implemented next year, so they will benefit from this sooner rather than later.</p>	
13	<p><b>Safeguarding Update</b></p> <ul style="list-style-type: none"> <li>• Accident reporting, staff that are delivering the first aid are not able to put directly onto ScholarPack (SP), the hand written form is being given to the office which is time consuming to input onto SP, and though this would be the ultimate reporting process, for it to be</li> </ul>	WN to do visit

	<p>put onto SP, it was agreed that the paper based system is sufficient and meets all requirements.</p> <ul style="list-style-type: none"> <li>○ Incidents in Academic year so far; <ul style="list-style-type: none"> <li>▪ 128 incidents in September, 1 going to hospital</li> <li>▪ 142 in October, 2 going to hospital</li> <li>▪ 67 in November so far <ul style="list-style-type: none"> <li>● Though these numbers read as quite high it is felt we are not overreporting and that all records are essential and necessary.</li> </ul> </li> </ul> </li> <li>● Case work overview <ul style="list-style-type: none"> <li>○ Governors need to be aware of the level of concern within the school. <ul style="list-style-type: none"> <li>▪ PG has brought together a report from CPOMS to provide an overview for the governors.</li> </ul> </li> <li>○ Online pupil access is recorded as a class at present, in January individual login will be implemented which will enable pupils to be monitored individually so focused support can be provided as opposed to generic class support.</li> <li>○ Q: How many PCs do we have? <ul style="list-style-type: none"> <li>▪ Slightly over 100 laptops, however the firewall is not on each PC it is connected to the network so the number of units is not an issue when considering safeguarding monitoring linked with ICT access.</li> </ul> </li> </ul> </li> <li>● Post SG review actions <ul style="list-style-type: none"> <li>○ Not discussed due to WN's apologies</li> </ul> </li> <li>● Trust SG network <ul style="list-style-type: none"> <li>○ Not discussed due to WN's apologies</li> </ul> </li> <li>● DSL conference <ul style="list-style-type: none"> <li>○ Not discussed due to WN's apologies</li> </ul> </li> </ul>	<p>Points not discussed due to WN apologies to be added to March agenda ST</p>
14	<p><b>MAT Business</b></p> <ul style="list-style-type: none"> <li>● The Chairs meeting is next week so any MAT business will be reported to the LGB in March.</li> <li>● The trust have appointed an estates manager, starting in January, which will have a big impact in the buildings maintenance workload being undertaken by PG and Amanda Foster at present.</li> </ul>	<p>Add to March agenda ST</p>
15	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>● Flexi Schooling <ul style="list-style-type: none"> <li>○ This item is to be carried forward as initial request been delayed</li> </ul> </li> </ul>	<p>Add to March agenda ST</p>
16	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>● There has been a request to discuss the uniform policy, this will be carried forward to the March meeting. <ul style="list-style-type: none"> <li>○ Some language has already been adjusted within the policy to reflect the concerns raised, but this will be discussed further in March.</li> </ul> </li> </ul>	<p>Add to March agenda ST</p>
<p>Apologies for absence and reasons to Governance Professional Sue Thom- s.thom@asnrfellowship.ycst.co.uk</p>		