

**A meeting of the Local Governing Board of St Peter's CE Primary School held
Monday 11th March 2024 in person at 6pm**

Present In attendance: Paul Griffiths (PG), Linda McPhee (LP), Alam Garrow (AG), Gina Clarke (GC), Jessica Eaton (JE), Janet Parker (JP)

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 <i>LM welcomed all governors to the meeting and clarified that the meeting would be focussing on just one of the points due to OFSTED</i>	
2	Apologies for absence and to determine whether any absences should be consented to. <i>None declared</i>	
3	Declaration of interests, pecuniary or non-pecuniary. <i>None declared</i>	
4	Determination of confidential items <i>No confidential items planned</i>	
5	Notification of urgent other business <i>None declared</i>	
6	Minutes of the meetings held on <i>29th Jan 2024 – the minutes were agreed to be an accurate reflection of the meeting.</i>	PG to add to the website
7	Matters arising from the minutes <i>The matters arising as detailed in the summary of actions in the previous meeting.</i>	
8	Dates of next meeting <i>Monday 20th May 6pm in person</i>	

PART 'B' – SCHOOL IMPROVEMENT

No.	Item	Action
9	<p>Discussion was had about Ofsted arrangements for the following day. 3.45 was agreed at the time with WN, GC and AG attending. Also HB if available and JE in reserve if not.</p> <p>Question What areas will they be looking at? Response Early reading, Maths, History, Phonics, will speak to HF about PSHE.</p> <p>Question Did you suggest History? Response Yes it felt like the right choice, other subjects lead from it.</p> <p>Question Is she interested in EC? She's happy for EC to sit in and contribute.</p> <p>Question How do people feel? Response It is stressful, everyone cares. It isn't perfect but we have enough strong, good points.</p> <p>Question Who are they seeing in EY? Response It's an ungraded inspection, all 5 areas not specifically covered. Doesn't need to meet EY lead as it's not specifically covered.</p> <p>Question Is there much absence this week? Response In theory everyone should be in. DR and KM coming in as extras.</p> <p>Question Will people from the trust be here? Response No, if I need them I can call.</p>	
10	<p>Staffing Restructure</p> <p>HF has accepted a position as a Headteacher.</p> <p>LP Congratulations to HF, delighted to see her move on and wondering how we will ever replace her.</p> <p>PG I have reflected on her role and how it has evolved over the years. We have two strong leaders currently, both looking for the next step, one of whom will probably look elsewhere otherwise. For one individual, the combination of what they already do and HF's role would be too much. An option would be to split the role and have 2 assistant heads.</p> <p>Role 1: 0.4 leadership, rest of the week teaching Role 2: 0.5, non teaching This could be a good use of skills and will make a financial saving - £62000 over 4 years.</p> <p>Question Do we also recruit a teacher? Response We would advertise internally for 2 assistant heads and also advertise for a new main pay scale teacher.</p> <p>Question With the 0.5 role, is that enough time to cover the SENDCO role and assistant head? Response The savings will allow for flexibility, supply could be an option. Her role can be very busy and adding another day is a lot. Will have to manage it as it goes along. We would have to consider the same for the other role, the individual in question would need relief time – HLTA cover. She also leads the maths trust network.</p> <p>Question Would she continue as Maths lead? Response She would need to add Assessment and be a DDSL.</p> <p>Question How confident are you that this would be enough to hold her? Response It would be more beneficial to be assistant head compared to deputy. Could offer L2 – L6.</p> <p>Question Are the costs (in the paper) just salary, or do they include 'on costs'? Response Yes the they include all on costs.</p>	

	<p>Question Would the 0.4 leadership role take a pay cut initially? Response Discussion around this, will look into this.</p> <p>Question Is there some flexibility in these roles? If you need to be out of school, who will step up? Response In DH job description, they are required to step up, need to find out if this is true of an assistant head. We would ask at the time, what is the best way to go forwards. There would be a nominated person.</p> <p>Question Do you have to have a deputy head? Response Other schools don't, can be managed in different ways.</p> <p>Question If we can't recruit an ideal teacher and have to have an ECT, will that be possible? Response We would have to find that resource, I am optimistic that we would find someone. If we didn't get applications of a good standard we could do a job share.</p> <p>Question Would a SENCO be able to step up and teach if necessary? Response She isn't looking to do it generally but she can if need be, she has done today for instance.</p> <p>Question With the £62000 saving, does the teacher salary come out of that? Response No, saving is aside from teacher salary.</p> <p>Question If we didn't have those two people, would you still look to recruit 2 assistant heads? Is there longevity? Response Things evolve, if one of them leaves, we may have a new person ready to take their place. It feels like the right thing.</p> <p>Question Will it be more work for you? (PG) Response In theory no, more help will be needed initially with assessment. There are other people at the trust to draw upon. I don't foresee a big chunk of extra work.</p> <p>Question Are there any negatives to this idea? Response There will need to be clarity, decisions to be made about who steps up when PG not there etc. Need guidance from the trust.</p> <p>Question Deputy head salary could be higher, which could keep one of the candidates longer. Would you also cut out the possibility of putting SENCO back to just that role? Response Yes they would be permanent roles. It would be harder to move to a deputy head role in future. You could advertise internally for a deputy head.</p> <p>Question Does HF have a view on the plan? Response She doesn't know about this plan yet but it is worth asking her. Doing things in the appropriate order.</p> <p>Question What do people think? Do we want to stay with current model or do we want 2 assistant heads? Response All very happy with the option of 2 assistant heads.</p> <p>The Governors gave unanimous support for the restructuring of the senior leadership team; from a deputy HT to two assistant HTs.</p> <p>PG Interviews potentially to be held WC 8th April.</p>	<p>Look into pay for 0.4 leadership role</p> <p>Make necessary contingency plans, in the event of head teacher being unavailable</p> <p>Have a discussion with HF about the plan</p> <p>Arrange internal advertisement/interviews</p>
<p>11</p>	<p>Headteacher Report Update</p> <p>No outsiders – potential collective worship resource. Teaches acceptance. Can people look at the resources and give opinions.</p>	<p>Governors to look at resources</p>
<p>17</p>	<p>AOB None</p>	

Summary of Actions			
No	Action	Agenda Item Link	Who
6	Make necessary contingency plans, in the event of head teacher being unavailable		PG
7	Have a discussion with HF about the plan		PG, HF
7	Arrange internal advertisement/interviews		AF, PG
9	Governors to review No Outsiders resources		Governors
9	PG to add minutes to the website		PG
12	Look into pay for 0.4 leadership role		PG

The meeting closed at 7pm.