

BANISTER PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
THURSDAY 26th November 2020

9.00 AM

**MINUTES**

**Those Present:**

Kate Vincent (Head Teacher) (joined during item 7)  
Peter McBride (Chair)  
Dave Hockin  
Matthew Turpin (joined during item 3)  
Marion Clelland  
Samantha Clough (left during item 12)  
Cllr Steve Leggett  
Peter Davison  
Richard Congreve  
Romana Syed  
Luke Newman  
Laura Racioppi (joined during item 7)  
Vicky Boothman

**Apologies:** Vivek Kohli

Megan Streb

**Absent:** None.

**In attendance:**

Katie Pevreall (Clerk)

**Notes:**

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**1. Welcome, Present and Apologies**

**1a.** The Chair welcomed everyone to the meeting. Apologies were accepted from Vivek Kohli and Megan Streb.

**2. Declaration of Interest**

**2a.** Governors did not declare an interest in any of the agenda items.

**3. Minutes and Actions of the Previous Meeting**

**3a.** The Chair agreed to sign the minutes of the previous meeting. All actions were completed.

**3b.** Matthew Turpin joined the meeting.

**3b.** The SBM had sought advice on admissions tiebreakers and confirmed that this was already written into the policy. It was agreed that in the event of a tiebreaker the admissions team at Southampton or another school in the trust would carry out the draw.

**4. Correspondence**

**4a.** Correspondence from Ofsted had been circulated prior to the meeting.

**4b.** The Chair had been contacted by Green City Tracker. It was agreed that this would be discussed at the end of the meeting.

## **5. Communications Between Headteacher and Governors**

**5a.** There was no communication to discuss.

## **6. Headteacher Report**

**6a.** The Headteacher was regrettably late to the meeting as she was dealing with another matter and it was agreed this item would be dealt with upon her return. (See p.3 Item 8)

## **7. Subcommittee Reports**

### **7a. GP**

**7aa.** Governors were informed that the committee had discussed the DPO report which included a data protection breach from the last 12 months. The committee had been happy with the report.

**7ab.** There had been an underspend for teaching staff which was a result of the increase in teachers' pensions being funded. This income had not originally been anticipated. The budget was otherwise on track and the school expected to end the year with a surplus balance between £100,000 and £125,000.

**7ac.** Laura Racioppi joined the meeting.

**7ad.** It was noted that governors had discussed the Premises Management Policy and the competency of the people undertaking tests within the school.

**7ae.** Governors were informed that staff wellbeing had been good, with negative tests helping to keep staff anxieties low. There had been some minor changes to the risk assessment following V8 of the government guidelines. It was also noted that two lunchtime supervisors were shielding on full pay.

**7af.** It was noted that Covid-19 remained the priority for Health & Safety. A fire drill had been successfully carried out. Additionally, the school had seen the best uptake on flu immunisation it had ever had.

### **7b. TLC**

**7ba.** The school had adapted the curriculum as a result of the current situation, and this had been put into place since September. The school had identified some commonality in gaps in learning including reading for meaning in KS2 and missing number problems in KS1.

**7bb.** It was noted that governors had seen an anonymised table with details about each individual child's needs. Governors felt a lot of work was going into identifying gaps and addressing them effectively.

**7bc.** Governors had discussed an incident which required a bubble to isolate due to a positive test. It was noted that by 11am the following morning 22 of the 29 children had completed online learning.

**7bd.** The school had initially had concerns regarding a drop in attendance following the positive test but there had been very little impact.

**7be.** Governors had seen the SIP and noted that the two priorities remain the same:

- Addressing the gaps from learning with regard to COVID 19 and lack of schooling
- Ensure wellbeing is the priority for children and staff during the pandemic

**7bf.** It was noted that governors had reviewed the RSE policy which had recently been updated as a result of the new statutory guidance. Governors could review the policy and send any questions or comments to the clerk to pass on to the HT.

**7bg.** Sam Clough had met with Chris Nash to discuss KS2, the Chair had met with Tracy Price to discuss KS1, Marion Clelland had carried out a wellbeing visit and Laura Racioppi had carried out a PSHE review meeting as part of governor week. All reports would be available in the Dropbox.

**7bh.** Kate Vincent (headteacher) joined the meeting.

**7bi.** Laura Racioppi discussed her visit with governors and noted that there was no cause for concern.

## **8. Headteacher Report**

**8a.** It was noted that the number of children having free school meals was increasing.

**8b.** The school noted that approximately 27% of the school's population had taken some time off as a result of Covid since the start of the Autumn term. This included a total of 108 days off for staff. The school was keeping very clear records of who was unable to be on site and when they were due back. In addition to this, the school was tracking children who were isolating who would normally receive free school meals and which children required online learning. It was noted that all of this was taking up a large amount of time.

**Q: Is there anything governors can do to help?**

**A: To have an understanding of the current workload and to think before asking the school to take on any new initiatives. SLT has done everything possible to minimise the impact on teachers.**

**Q: How are SLT making sure they avoid burnout?**

**A: SLT are supporting each other and taking steps back when they need to.**

**Q: Does the school have a plan in place in the event a member of SLT has to take time off?**

**A: The Headteacher and SBM are trying to keep as much physical distance as possible from Chris Nash and Tracy Price to reduce the chance of all four members of staff having to have time off at the same time. If that were to happen the school would have to shut. Despite the physical distance SLT are still communicating regularly.**

**8c.** It was noted that the number of members of staff at the school with more than five years experience was increasing. It was acknowledged that while this was good for the school in terms of knowledge and skills, there would be a financial implication that would need to be monitored closely.

**8d.** It was noted that some schools in the city had been consulted about reducing their PAN number. Banister had not been contacted regarding this.

**Q: Previously the school has talked about reducing the PAN but not dropping a whole form. Would it be financially viable to reduce the PAN by 5-10%?**

**A: With our current staff and their current experience, yes. However if our existing team stays with us and a increasing number have over five years experience then the school would need full form.**

## **9. Governance**

### **9a. Reconstituting the Governing Body**

**9aa.** Governors had agreed the new Instrument of Government via email prior to the meeting. It had also been agreed at the most recent board meeting for trustees. It was agreed the clerk would send the Instrument of Government to Glenda Lane for it to be signed and sealed.

**ACTION: KP to send instrument of government to Glenda Lane.**

### **9b. Skills Audit**

**9ba.** Governors reviewed the Skills Matrix and noted that the board did not currently have expertise in HR. It was agreed that the Chair would come up with suggested courses and ask for volunteers to complete the training.

**ACTION: PM to find HR training for governors.**

### **9c. Parent Governor**

**9ca.** It was noted that there was a vacancy on the board for a parent governor. It was agreed that a letter would be sent to parents in the coming days via parent mail.

**ACTION: KP to send letter to parents re: parent governor election.**

### **10. SEND Update**

**10a.** Peter Davison informed the board that he would be arranging a meeting with the SENCO in the coming weeks. She had already provided him with a copy of the latest SEND report which showed that the numbers were similar to previous years. The report showed 112 SEND pupils, approximately 28% of the total school population which was over double the national average.

**10b.** It was noted that the main need identified by the SENCO was Speech, Language and Communication.

### **11. Wellbeing Governors**

**11a.** Since the previous FGB Marion Clelland had met with Chris Nash to discuss the wellbeing of staff and pupils in KS2. It was noted that the two key issues were to avoid the burnout of the headteacher and to measure improvement of wellbeing across the school. It was acknowledged that to avoid increasing SLT workload the best way to monitor this was in discussions with staff.

**11b.** Marion Clelland had attended another training session about key questions to be asking during this time. It was noted that although updates from pupils would be difficult in the current circumstances it might be something to pursue in the Spring term.

**11c.** The Chair had also attended the wellbeing webinar run by the NGA. He noted that a lot of the suggestions that had been given, the school had been doing for some time now.

**11d.** Governors acknowledged the work that the school had been doing to ensure the wellbeing of their staff and pupils in the current circumstances and congratulated them for their success so far.

### **12. Policy Review**

**12a.** Samantha Clough left the meeting.

**12b.** All policies had been circulated prior to the meeting and reviewed by governors. It was noted that they were all SCC model policies.

**12c.** Governors agreed to adopt the Statement of procedures for dealing with allegations of abuse against staff; the Teachers Pay Policy; and the Staff Discipline, Conduct and Grievance Procedure.

### **13. Governor Week Feedback**

**13a.** There was nothing to report that had not already been discussed.

### **14. AOB**

**14a.** It was noted that the school was a Green City Charter member but that the school did not have a carbon management plan to be carbon neutral by 2030. Governors acknowledged that they did not want to increase the workload for SLT and suggested forming a group of governors, staff and pupils who could meet virtually or outside to discuss ideas.

**14b.** The school agreed that they would ascertain which members of staff would be interested in this project and that the group could meet for the first time at the end of January.

**14c.** The board briefly discussed the public sector pay freeze and the negative impact among teachers.

**ACTIONS:**

<b>Page no.</b>	<b>Item</b>	<b>Action</b>	<b>Person Responsible</b>
3	9aa	KP to send instrument of government to Glenda Lane.	KP
4	9ba	PM to find HR training for governors.	PM
4	9ca	KP to send letter to parents re: parent governor election.	KP