

BANISTER PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
THURSDAY 15th DECEMBER 2022
9.00 A.M. IN SCHOOL (HYBRID)

MINUTES

Present	Initials	Apologies	Initials
P K McBride	Mac	Christina Spiers	CS
Kate Vincent	KV	Marion Clelland	MC
Peter Davison (Remote)	PD	Steve Leggett	SL
Vivek Kohli (Remote)	VK	Nic Waight	NW
Matthew Turpin (Remote)	MT		
Megan Streb (Remote)	MS		
Ibrahim Enemosah (Remote)	IE		
		Absent	Initials
		Romana Syed	RS
		Luke Newman	LN
		In Attendance	Initials
		Katie Pevreall (Clerk) (Remote)	KP
		David Hockin (SBM)	DH

No	Actions
1	Welcome, Present and Apologies
1a	Mac welcomed everyone to the meeting. Apologies were accepted from CS, MC, SL and NW.
2	Declaration of Interest
2a	None were declared
3	Minutes and Actions from Previous Meeting
3a	KV had spoken to primary heads regarding the trust governor vacancy but had no responses. She would follow this up. KV
3b	The following remained ongoing: Governors to complete safeguarding training ALL SL to complete safer recruitment training SL LN to refresh safer recruitment training LN
4	Correspondence
4a	SCC had put to consultation schools returning the £1,500 for school improvement that had previously been given to the LA but was now directly given to schools. This would go through schools' forum.
4b	There were currently 2.5 SIOs in the city and one was due to retire.
4c	The school had been advised that they had been nominated for a national star for school travel. The regional final was due to take place in March and if successful the school would go through to the national final in July.

Q: Why has the school been nominated for this?

A: The school has carried out a series of activities with high engagement.

4d Governors congratulated Debbie Jauncy in the office for her hard work.

5 Communications Between Headteacher and Governors

5a The Chair met with the Head several times, with discussions focussed on staffing, specific children and parental support issues.

6 Subcommittee Reports and Matters Arising

GP

6a GP had carried out pay committee and agreed all pay recommendations.

6b The committee had discussed the energy usage for after school activities and found that the community-based approach to lettings could continue as there was very little additional cost to the school for these lettings

6c The school was predicting a £34,000 overspend in salaries and an unspent balance of £92,000 which was lower than the original projection.

TLC

6d Governors had looked through the SEF and Mac had since circulated information for input on Behaviour and Attitudes. At the meeting, governors reviewed what had already been put in and compared it to the view of SLT. There was some difference between governor views and SLT views, reflecting different approaches.

6e It had been agreed that the responsibility of the SEF would be split, and each member of TLC had been assigned a different area and TLC as a whole would take ownership of Quality of Education.

6f The committee also noted that, as the document was evolving, it would be useful to receive versions throughout the year so that progress could be tracked more easily.

6g The committee had reviewed the phonics data. Yr R has made a very good start, Y1 and Y2 had been behind in some areas. Following advice from the new phonics scheme, some elements have been retaught to Y1 and Y2 and they are now making better progress. The next data drop would be reviewed in January.

6h The committee had also reviewed EYFS data which would be reviewed again in January.

6i Governors had reviewed the RSE policy and noted that a governor needed to be named in the policy, this would be PD.

6j The SEF document was now in GovernorHub and governors were requested to email comments to Mac any time they were in school and saw evidence linked to the SEF.

ALL

7 Headteacher Report

- 7a** Lynn Ross, the SIO, had ratified the school's judgements in the SEF, including the RI judgement for Quality of Education. Mac would circulate the related documentation to all governors. The SIO had noted that the school had strong capacity to continue to improve. **Mac**
- 7b** The SIO had noted that the focuses in school were clear and the correct areas of focus. The school would be looking at teachers' pedagogical knowledge and understanding. Composition and effect in writing would also be a focus area for improvement.
- 7c** The SIO had advised that KV include priorities on a termly basis and KV was already working on this.
- 7d** The school would be looking to take the strong intent for subjects and focus on the implementation of those subjects. The SIO had done a deep dive in history and noted that the intent was good. She would do another deep dive on her next visit in March.
- 7e** The school were working with subject leaders to create lesson observation templates for them to use to assess the quality of teaching and learning in their subject. These templates would use Ofsted language and would then be uploaded to perspective light to allow subject leaders to identify areas of development.
- 7f** Phonics was currently a strength across the school and the SIO was particularly pleased with the quality of phonics teaching in YR.
- 7g** The data showed that Maths and Reading was a strength across the school.
- 7h** The SIO noted that governors have a clear understanding of the school, and are working to deepen this, but that they did not have a good reply to the question of how they challenged the head to good effect. Discussing this, governors noted that the challenge to the head comes from their close monitoring of outcomes, and success in achieving the agree SIP targets.
- 7i** Banister had been invited to become a member of a writing focus group of schools. KV had attended a session and spent the day with five schools discussing planning, curriculum, lessons, and outcomes. There were some elements of good practice that KV would be implementing.
- 7j** The English Hub had also conducted a phonics review with the school and had also agreed with the school's judgements. She had suggested putting in an additional booster for the bottom 20%. This would be a fourth session of phonics a day for these children as all children got two sessions and the bottom 20% already received an intervention. KV had decided not to do this as she felt that, although phonics learning was important, it should not be detrimental to learning in other subjects.
- 7k** The English Hub advisor had suggested streaming in Y1. KV was considering this being mindful of the groupings and which groups children would learn best in.

- 7l** A member of staff had visited Springhill for a showcase day and found that they did seven hours of Maths each week and nine hours of Phonics and English each week. KV had concerns about narrowing the curriculum if the school increased their hours of Maths and English.
- 7m** It was noted that governors should monitor subject leadership prior to the Spring 2 FGB. Governors were welcome to observe lessons with subject leaders. Governors agreed to provide their availability to KV and KV would then facilitate subject leadership time. **ALL**
- 7n** Governors requested that TLC review the observation sheets in the January meeting. **TLC**

8 Pupil Premium Statement

- 8a** This was not yet fully costed and would be made available to governors in January.
- 8b** MT and PD would review the PP data. **MT/PD**

9 Safeguarding Update

- 9a** KV had attended an increasing number of CIN, CP and pre-meetings in the weeks prior. Safeguarding continued to follow the trend of increasing in frequency closer to a school holiday.
- 9b** Parents' evening gave parents the opportunity to discuss some concerns in terms of financial pressures. The school had responded by ensuring more food was available in the morning for parents. Christmas gifts had also been donated for some children such as gloves, scarves, pajamas, soft toys and pens and pencils. The school had also been able to source some sleeping bags for parents who were unable to turn the heating on and needed extra warmth. A clothes drive had taken place, and these had been shared appropriately between families. The school had looked at how to provide wrap around care.
- 9c** DH and KV were exploring how they could best utilise the surplus of the after-school club money for a food-based pantry accessible to parents at all times without having to have someone run the pantry. The school had been working with one parent who was looking to register as a charity to enable her to pick up and distribute more goods than she was currently able to.
- 9d** The school now had six DSLs following the successful training of two DSLs.
- 9e** An application had been made to decelerate a child due to start YR next year whose birthday was 31st August based on them being the youngest in the class and benefiting from an extra year. DH, KV and Mac had met to discuss this and refused on the basis that there were no additional needs or exceptional circumstances beyond the child's birthday. The school would continue to monitor deceleration applications on an individual basis.

10 Governor Visits		
10a	VK had visited the school for a health and safety site walk with the site team. There were some minor points highlighted but there were no areas of concern. There were some areas of the school where the rate at which the school needed to renew or maintain these areas was increasing due to the school building beginning to age. VK would provide a report to governors.	VK
10b	Mac had completed his data protection qualification and had subsequently conducted a data audit. The school held minimal data and no more than was necessary. Test results and progress reports could be held more securely but this was a minor concern. Most financial information was held offsite with other agencies.	
10c	MT had visited YR to discuss writing and phonics. MT had seen good retrieval work and a good approach to early writing. MT would arrange to visit NW to discuss writing more broadly.	
11 Policies to Review		
11a	The Capability of Teaching Staff and Capability of Support Staff policies had been agreed by unions and were in line with statutory requirements. Governors agreed to adopt these policies.	
11b	It was agreed that DH would request a copy of Portsmouth's Dealing with Allegations of Abuse Against Teachers and Other Staff Policy and this would be reviewed at the next GP meeting.	DH
11c	The Attendance Policy would be brought to the next FGB.	FGB
12 AOB		
12a	None.	

Page	Item	Action	Resp.
1	3a	KV to follow up re: trust governor vacancy and primary heads	KV
1	3b	Governors to complete safeguarding training	ALL
1	3b	SL to complete safer recruitment training	SL
1	3b	LN to refresh safer recruitment training	LN
3	6j	Governors to send any SEF information to Mac	ALL
3	7a	Mac to circulate SIO report	Mac
4	7m	Govs to give availability to KV for subject lead visits	ALL
4	7n	TLC to review observation sheets	TLC
4	8b	MT and PD to review PP data	MT/PD
5	10a	VK to provide H&S visit report	VK
5	11b	DH to request Dealing with Allegations Policy from Portsmouth	DH
5	11c	Attendance Policy to be reviewed at next FGB	FGB