

BANISTER PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
THURSDAY 21st SEPTEMBER 2023
9.00 A.M. IN SCHOOL (HYRBID)

MINUTES

Present	Initials	Apologies	Initials
P K McBride (Chair)	Mac	Peter Davison	PD
Vivek Kohli	VK	Christina Spiers	CS
Steve Leggett	SL		
Megan Streb (Remote)	MS		
Ibrahim Enemosah (Remote)	IE		
Luke Newman	LN	Marion Clelland	MC
Nic Waight	NW	Matthew Turpin	MT
Kate Vincent (Headteacher)	KV	Romana Syed	RS

Absent	Initials

In Attendance	Initials
Katie Pevreall (Clerk)	KP

No	Actions
1	Welcome, Present and Apologies
1a	Mac welcomed everyone to the meeting. Apologies were accepted from PD and CS.
2	Declaration of Interest
2a	None were declared. Governors were reminded to please declare their interests on governorhub.
3	Election of Chair & Vice Chair
3a	Mac was unanimously elected as Chair. MS was unanimously elected as Vice Chair.
4	Sub-committee Membership
4a	Membership was agreed as follows: TLC: LN, MT, MS, PD, Mac GP: CS, IE, VK, SL, Mac, NW
4b	The board briefly discussed governor recruitment and it was agreed that governors would ask in their local communities.
5	Minutes and Actions from Previous Meeting
5a	The minutes of the previous meeting were agreed as a true record.
5b	LN to refresh safer recruitment training remained ongoing. LN
5c	The clerk would send KV a list of governor emails so that they could complete their safe-guarding training through the National College. KP
6	Correspondence
6a	Lynn Ross was not currently able to work with the school due to family circumstances. The school was waiting to hear from Derek Wiles about their SIO allocation.
6b	Governors were concerned that the school was likely to have an Ofsted inspection soon and did not have an SIO. There were further concerns about the LA's capacity to support as SIOs retired. Q: What can governors do to ensure that this is addressed, and support is in place? A: This can be raised at governors' forum. It has previously been raised at schools' forum.

Q: Is there anyone that the school can pay directly for this support?

A: It's possible but the person that the school would like to approach may not have the capacity.

7 Receive SIP

- 7a** The SIP was still being drafted and governors had reviewed the SEF information on perspective light. The themes that would be in the SIP had been provided to governors prior to the meeting and were as follows:
1. GDS writers and readers – ensuring conscious control across fiction and non-fiction, confidence in tackling questions presented in multiple ways and giving evidence for answers.
 2. Fluency of WTS / lower expected children in Maths – specifically manipulation and connection between numbers and related mathematic themes e.g. fractions, decimals and %.
 3. Attendance – particularly the persistent absentees (PA) with less than 90% attendance and those historically with PA across more than one year group.
 4. Embedding adaptive teaching across foundation subjects to ensure all children are able to access and demonstrate their knowledge and understanding and the use of quality instructional resources to support this.
 5. Developing delegated leadership to impact on whole school objectives from Subject Leaders, Year Leaders to Senior Leaders
- 7b** In the staff meeting the previous day, staff had all identified the same themes. Writing was a concern across the trust, city and nationally. Banister had the additional challenge of many children starting at the school mid-key stage with little or no English.
- 7c** MS had met with Sam Stott to discuss Quality of Education and discuss the plans for the current academic year. The pedagogy sessions were continuing for staff with a focus on mastery of learning and making children independent learners. All teachers would be part of these sessions, and this would be supported through coaching sessions and monitoring to see how well these strategies were being embedded.
- 7d** For the past year, TLC had been discussing the progression of skills for children to ensure they were secure in a skill before being asked to move on and governors felt it was positive that this same approach was being taken with staff.
- 7e** After school sessions would be given to subject leaders to focus on subject knowledge and this was a positive step in subject leader development. The school's main message was to ensure consistency across the school.
- 7f** Mac had also conducted a monitoring visit and the same themes of consistency, quality of education, coaching and subject knowledge came through in his conversations. Mac had met with Tracy Price and they had discussed embedding adapted teaching across the school. They also wanted to ensure that there was a wider range of clubs for personal development.
- 7g** Governors agreed to monitor the progress of this continuously through TLC, book looks and regular conversations with teachers rather than focusing on milestones. Governors would agree questions to ask at visits so there was consistency in monitoring.

ALL

- 7h** SL had visited with Sam Stott and Lynsey Heller to discuss early years. There had been a significant improvement in EYFS results from 60% in 2022 to 75% in 2023. However, this was still 6% lower than the school's scores in 2018. EYFS provision had previously been graded as RI in the SEF but over the Summer had been graded as Good following the hard work of the team the previous academic year. SL stated that the impact of targeted training could be seen. Staff were keen to work with other schools and observe best practice. The team had identified areas of improvement including ensuring they were meeting the needs of SEND children effectively. SL would visit again in January.
- 7i** PD had met with Natasha Roberts to discuss SEND. The school had identified that children with SEND who were not making expected progress were those with dyslexia. As such, the school had purchased Nessy which provided dyslexia support.

8 Agree Terms of Reference

8a The following documents were agreed:

FGB Terms of Reference 2023-24

GP Terms of Reference 2023-24

TLC Terms of Reference 2023-24

Pay Terms of Reference 2023-24

Scheme of Delegation 2023-24

9 Safeguarding Training and KCSIE

9a This had been discussed in item 5

10 Governor Business

10a Mac would contact parents through parent mail regarding the parent governor vacancies. **Mac**

10b The board would like to recruit governors with community knowledge, an education background, or who had knowledge of women in STEM.

11 Meeting Dates 2023-24

11a The clerk would survey governors about their preference for meeting times for the FGB. **KP**

11b It was agreed the meeting originally scheduled for 28th March would be rescheduled to 21st March.

11c The Pay committee would meet straight after the FGB on 12th October.

11d MS would organised the HTPM.

12 AOB

12a None

Page	Item	Action	Resp.
1	5b	LN to refresh safer recruitment training	LN
2	5c	Clerk to send governor emails to KV for safeguarding training	KP
3	7g	Governors to agree monitoring questions	ALL
3	10a	Mac to contact parents re: parent governors	Mac
4	11a	Clerk to survey governors re: meeting times	KP