

BANISTER PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
THURSDAY 10th OCTOBER 2019

6.15 P.M

MINUTES

Those Present:

Kate Vincent (Head Teacher)
Peter McBride (Chair) (left and rejoined the meeting during item 5)
Vivek Kohli (joined the meeting during item 1)
Peter Davison (left the meeting during item 5)
Dave Hockin
Matthew Turpin
Richard Congreve
Luke Newman (left the meeting during item 5)
Romana Syed
Marion Clelland
Laura Racioppi

Apologies: Megan Streb

Alistair Chaplin
Cllr. Steve Leggett
Sam Clough

Absent: None.

In attendance: Katie Pevreall (Clerk)

Notes: Vivek Kohli joined the meeting during item 1. The Chair left and rejoined the meeting during item 5. Luke Newman and Peter Davison left the meeting during item 5.

1. Welcome, Present and Apologies

- 1a. Apologies were accepted from Megan Streb, Alistair Chaplin, Cllr. Steve Leggett and Sam Clough.
- 1b. Romana Syed, Marion Clelland and Laura Racioppi were welcomed to their first meeting.
- 1c. Vivek Kohli joined the meeting.

2. Minutes and Actions of Previous Meeting

2a. All actions were completed except for the following which remain ongoing:

Page Number	Minute Number	Action	Governor-Person responsible
2	7a	RC to check Admissions policy against upcoming guidance and legislation.	RC

2b. The Chair signed the minutes of the previous meeting.

3. Correspondence

3a. Luke Newman had attended SELF where Banister had been commended for their SEND approach.

4. Communications Between Headteacher and Governors

4a. It was agreed this would be addressed later in the meeting.

5. Headteacher's Report

5a. A document was circulated to the board detailing the 'bumps' in the road to excellence that Banister was facing since the beginning of the academic year.

5b. It was noted that YR was proving to be a challenging intake. In addition to this, the rest of the school was already at 11% turbulence with 16 leavers and 30 joiners since the beginning of the academic year.

5c. A Y1 teacher was due to go on maternity leave in January. A replacement for her had been found, and they would start working with the current teacher from November. It was hoped this would have no impact on the children as there would be a sufficient overlap.

5d. There had been some safeguarding issues in YR which had involved social services intervention.

5e. There had also been changes to the Ofsted schedule which meant that the SEF, which had previously been completed, would need reworking.

5f. The Chair left the meeting.

5g. There had been a number of SEND challenges with regard to the new intake, particularly in Y5. They had transferred with no support in place and no identification of their needs.

5h. The switch from Aggresso to Business World was supposed to take place in April last year, but the school was still waiting for full access. This prevented the school from being able to produce reports and pay bills for four weeks prior to the meeting.

5i. The Chair rejoined the meeting.

Q: Has this impacted on being able to pay staff?

A: No, because the school switched payroll provider, this process is entirely separate.

Q: How much extra time will it take for the Business Manager once access to the new system is in place?

A: It is likely it will take 2-3 working days to clear the backlog.

Q: Is it a better system?

A: It will have little impact on schools. The long term impact of the change will be useful to other parts of the council.

5j. The board was informed the school had had an unexpected resignation and a member of staff would be leaving in January.

5k. The school had increased its EHCP hours by 105 since July, however there were a number of EHCPs still to be written and two EHCPs were being submitted imminently. The board was informed that writing EHCPs took a considerable amount of SLT time, with reports taking approximately six hours to write after all the evidence had been collected over six months. Due to the six month evidence collation, the school was often having to fund entire academic years before a children received their EHCP. When a child had an EHCP the school still funded the first 12 hours of support. It was noted that high levels of EHCPs and a lack of funding was an issue for many cities in the UK.

5l. It was agreed that governors would write a letter as a governing body to Sandy Hopkins, Southampton City's CEO regarding an inclusive agenda for all schools in the city. In addition to this, governors would invite Ms Harris and Councillor Hammond, Leader of the Council, to visit the school.

ACTION: PM to write to Sandy Hopkins and Chris Hammond to visit the school.

5m. The board was updated on the school staff, including that two Lunchtime Assistants had left.

5n. It was noted that while the various 'bumps' in the road were having a big impact on SLT, there was currently no impact in the classrooms.

Q: What support does SLT need?

A: For governors to understand that data might take a little longer to reach governors this year.

5n. Peter Davison and Luke Newman left the meeting.

6. SIP Monitoring

6a. The Keeping Safe in Education policy was being updated and the audit had been done. The policy was in the Dropbox and it was agreed that Vivek Kohli would review it.

ACTION: VK to review Keeping Safe in Education policy.

6b. A crib sheet for governors regarding social media was to be circulated by the Headteacher.

ACTION: KV to circulate social media crib sheet.

6c. It was agreed that David Hockin would recirculate the online safeguarding course.

ACTION: DH to recirculate safeguarding course.

7. SEND update

7a. The school had lost five pupils with EHCPs last year, and gained five this year. Three were due to be written by Christmas and two were currently under assessment. The school was currently 27% SEND.

Q: Once the EHCP is in place is the funding backdated? Is this an LA policy or statutory?

A: It is not backdated as per DfE policy.

7b. Due to the high levels of SEND need at Banister, including many pupils not having their needs identified prior to coming to Banister, it was agreed that the Chair would write a letter to the admissions officer to see if there was anything that could be put in place to help the school. The letter would be copied to Tammy Marks and Derek Wiles.

ACTION: PM to write letter to admissions officer.

8. Policy Review

8a. It was noted that Banister's admissions policy would need to be consulted on this year as it had not been consulted on for seven years. This was required even if no changes were to be made. DH reported that for in-year admissions, pupils coming from out of area took precedence over those on waiting lists. Governors thought that this did not seem fair.

Q: Are waiting lists procedures SCC policy or statutory policy?

A: The school is unsure and will seek clarification.

ACTION: DH to clarify waiting list procedures.

8b. The policy would be brought to the next FGB.

ACTION: KP to add admissions policy to Autumn 2 agenda.

8c. Vivek Kohli would review the Safeguarding and Safer Working Practices Policy.

ACTION: VK to review Safeguarding and Safer Working Practices Policy

ACTIONS:

Page Number	Minute Number	Action	Governor- Person responsible
1	2a	RC to check Admissions policy against upcoming guidance and legislation.	RC
2	5l	PM to invite Sandy Hopkins and Cllr Hammond to visit the school	PM
3	6a	VK to review Keeping Safe in Education policy	VK
3	6b	KV to circulate social media crib sheet	KV
3	6c	DH to recirculate safeguarding course	DH
3	7b	PM to write letter to admissions officer	PM
3	8a	DH to clarify waiting list procedures	DH
3	8b	KP to add admissions policy to autumn 2 agenda	KP
3	8c	VK to review Safeguarding and Safer Working Practices Policy	VK