

BANISTER PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
THURSDAY 12th SEPTEMBER 2019

6.15 P.M

MINUTES

Those Present:

Kate Vincent (Head Teacher)
Peter McBride (Chair) (left and returned during item 4)
Vivek Kohli
Peter Davison
Dave Hockin
Sam Clough
Megan Streb
Matthew Turpin
Richard Congreve (left and returned during item 4)
Sammy Balcombe

Apologies: Luke Newman

Alistair Chaplin

Clr. Steve Leggett

Absent: None.

In attendance: Katie Pevreall (Clerk)

Lynsey Heller

Notes:

1. Welcome, Present and Apologies

Apologies were accepted from Luke Newman, Alistair Chaplin, and Clr. Steve Leggett.

2. Declaration of Interest

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

3. Governor Co-options

3a. It was noted that the next FGB meeting would be Alistair Chaplain's last, as such the governing body would have two parent governor vacancies. It was decided that an election should be held as soon as possible. Governors agreed that it would be an asset to the governing body if new parent governors were able to provide insight into Mental Health, Social Care and/or Community Engagement. It was agreed the positions would be advertised with these areas highlighted.

ACTION: KP and PM to facilitate parent elections.

3b. It was also noted that there were two co-option vacancies that the governing body should try to fill this academic year. Governors were keen to engage with prospective governors from local businesses.

ACTION: MS + SC to reach out to prospective governors.

4. Election of Chair and Vice-Chair

4aa. Peter McBride was the only candidate for Chair. He left the room.

4ab. Governors discussed the need for succession planning and noted that very few governors had in-depth knowledge regarding the role of Chair. It was agreed that understanding the role of Chair would be a goal in

the SIP for governors this year. It was unanimously agreed that Peter McBride would be Chair. The Chair rejoined the meeting.

4ac. Richard Congreve was the only candidate for Vice-Chair. He left the meeting. It was unanimously agreed that Richard Congreve would be Vice-Chair. Richard Congreve rejoined the meeting.

4ad. It was noted that Sammy Balcombe was stepping down as Staff Governor. The board thanked him for his time. A new Staff Governor would attend the next FGB.

4b. Subcommittees and Individual Roles

4ba. The committee membership was agreed as follows:

TLC: Kate Vincent, Sam Clough, Peter McBride, Peter Davison, Matthew Turpin

GP: David Hockin, Vivek Kohli, Megan Streb, Cllr. Steve Leggett, Peter McBride

4bc. Sam Clough was happy to remain as Chair of TLC, and Vivek Kohli was nominated as Chair of GP. These roles would be formally agreed at the first meeting of each committee.

5. Confirm dates of FGB and Sub-committee meetings

5a. It was requested that the GP meeting originally scheduled for 23rd September take place on 7th October due to uncertainty surrounding a number of key policy decisions/funding considerations. The postponement was agreed.

6. Register of Business Interests

6a. The Register of Business Interests was completed by all governors present. Alistair Chaplin, Cllr. Steve Leggett and Luke Newman would be asked to complete the register electronically.

ACTION: KP to circulate RoBI to AC SL and LN.

7. Minutes and Actions of Previous Meeting

7a. All actions were completed except for the following which remain ongoing:

| Page Number | Minute Number | Action | Governor-Person responsible |
|-------------|---------------|--|-----------------------------|
| 3 | 11ab | RC to check Admissions policy against upcoming guidance and legislation. | RC |
| 3 | 11ab | KP to add 2021/22 Admissions Policy to Autumn 2 FGB agenda. | KP |

Q: What was the experience like at St Monica Primary School for SLT?

A: It was a good opportunity for growth for SLT. Banister is keen to continue open lines of communication with St Monica and remotely facilitate coaching.

Q: Would Banister be prepared to offer similar support to other schools?

A: Yes, however it would depend on the need of the school in question. While Banister has the capacity and capability to support other schools through SLT, Banister must remain the priority.

7b. It was noted that more guidance regarding admissions had been released over the summer holiday and this would need to be taken into consideration.

7c. Banister was on track to implement statutory PSHE guidance by September 2020.

7d. The parents morning had been very successful and it was agreed that regular informal drop-ins would be held once a term in partnership with the PTFA.

8. Correspondence

8a. Governors had been invited to attend a safeguarding course on 2nd October.

8b. There is a vacancy for a parent governor representative on the LA's Scrutiny panel. Matthew Turpin is going to apply.

8c. It was agreed the Chair would circulate the details for the upcoming LA/SGA meetings, and that the board would try to have at least one governor attend each meeting.

ACTION: PM to circulate LA/SGA meeting details.

9. Key Targets for 2019-20

9a. Due to adjustments in the Ofsted schedule, some alterations had been made to the key targets. The targets were focused on addressing Intent, Implementation and Impact. It was noted that Banister's main challenge would be the focus on curriculum, as many students do not attend Banister from YR through to Y6. Banister would have to bridge the gap between a child's previous experience and the Banister experience.

9b. The targets and respective governor links were as follows:

Obj. 1: Review, adapt and amend curriculum to ensure progression of subject skills and specific knowledge in all foundation subjects. - Sam Clough with Kate Vincent.

Obj. 2: Fully embedding the new approach to the teaching of mathematics. - Vivek Kohli with Sammy Balcombe.

Obj. 3: Strengthen the teaching of reading so that pupils apply their higher-order reading skills confidently. - Peter Davison with Hayley Joy.

Obj. 4: Strengthen even further the quality and effectiveness of teaching and learning through the provision of high quality feedback - to be monitored through previous three objectives.

Obj. 5: To review, revise and adapt media presence to celebrate attainment and progress success within the local community. - Matthew Turpin with David Hockin.

Q: Will there be milestones and targets to support these objectives?

A: Yes, we can provide data at TLC meetings.

Q: How will progress be measured for objective 4?

A: Through qualitative data. The school has asked staff and students to fill out a questionnaire at the beginning of the academic year to gauge baseline perceptions. The same questions will be asked at the end of the year.

9c. The new targets would be discussed at the next TLC, with a more in-depth discussion taking place at TLC Autumn 2.

ACTION: KP to add key targets to TLC agenda for Autumn 1 and 2.

10. Any Other Notified Business

10a. A governor noted that the Milky Way club might benefit from higher quality resources. It was agreed that budget could be allocated to obtain other resources and that the children had already been asked what they would like for the club. The Milky Way budget would be discussed in greater depth at the next GP meeting.

10b. It was agreed that Sam Clough would speak to the PFA about acquiring new dressing-up items for YR.

ACTION: SC to approach PTFA re: dressing-up items.

ACTIONS:

| Page Number | Minute Number | Action | Governor- Person responsible |
|-------------|---------------|--|---------------------------------|
| 1 | 3a | KP and PM to facilitate parent elections. | KP/PM |
| 1 | 3b | MS + SC to reach out to prospective governors. | MS/SC |
| 2 | 6a | KP to circulate RoBI to AC SL and LN. | KP |
| 2 | 7a | RC to check Admissions policy against upcoming guidance and legislation. | RC |
| 2 | 7a | KP to add 2021/22 Admissions Policy to Autumn 2 FGB agenda. | KP |
| 3 | 8c | PM to circulate LA/SGA meeting details. | PM |
| 3 | 9b | KP to add key targets to TLC agenda for Autumn 1 and 2. | KP |
| 3 | 10b | SC to approach PFA re: dressing-up items. | SC |