

BANISTER PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
THURSDAY 11th JULY 2019

6.15 P.M

**MINUTES**

**Those Present:**

Kate Vincent (Head Teacher)  
Peter McBride (Chair)  
Vivek Kohli (arrived during item 7)  
Peter Davison  
Dave Hockin  
Alistair Chaplin  
Sam Clough  
Megan Streb (left during item 10)  
Matthew Turpin  
Cllr. Steve Leggett  
Richard Congreve  
Sammy Balcombe (arrived during item 10)

**Apologies:** Luke Newman

**Absent:** None.

**In attendance:** Katie Pevreall (Clerk)

**Notes:** David Hockin left the meeting during item 8 and rejoined the meeting during item 10. Item 14 was moved to become item 8.

---

**1. Welcome, Present and Apologies**

Apologies were accepted from Luke Newman.

**2. Declaration of Interest**

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

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

**3a.** The minutes of the previous meeting were signed by the Chair.

**3b.** All actions were completed except for the following which remain ongoing:

Page Number	Minute Number	Action	Governor- Person responsible
4	10b	Online Safety lead to attend TLC meeting.	

**3c.** Due to a change in staffing, it was decided the Online Safety Lead would meet with TLC in Autumn 1 of next academic year.

**ACTION: KP to add Online Safety Lead to Autumn 1 TLC agenda.**

**Q: Is the school now aware of how many wheelchairs users are entering YR next year?**

**A: The school believes one wheelchair user will enter YR next year.**

#### **4. Correspondence**

**4a.** Governors were informed that Derek Wiles had contacted the school regarding a school in crisis elsewhere in the city. Several members of senior leadership, including the Headteacher, had been to meet with staff at the school and had agreed to help the school during the last full week of term as a short-term triage before medium-term measures were put in place for next academic year. Governors were assured that visits to the school would not negatively impact Banister's own pupils in any way. Governors noted that this was a tribute to the quality of our management and were pleased that the LA had recognised this.

**Q: How has the senior management team reacted to this request?**

**A: For the most part they have seen it as a great opportunity to practice different approaches to management.**

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

**5a.** The Headteacher and Chair have met several times and discussed confidential staffing and pupil issues.

#### **6. Headteacher's Report**

**6a.** The board was informed that pupil attendance was the best it has ever been and was now above the national and local average. It was noted that next year the figures for pupil attendance would be heavily impacted by two pupils, one of whom was due to have an operation, and the other was a YR pupil with severe medical complications. As such, governors would be provided with figures with and without those pupils next year.

**6b.** It was noted that staff attendance for the year 2018/19 had been positive and that the bulk of the absences were due to long-term absences of four non-teaching staff. It was also noted that these absences had not been due to difficulties at work but rather difficult and turbulent personal lives. Teacher absences are at an historic low and well below national average.

**6c.** Governors were informed that SATs results would be addressed in more detail in the upcoming TLC.

Although the results were not yet confirmed, the following results were predicted:

Maths: 78% attainment, rising to 84% after disapplication.

Writing: 78% - 83% attainment

Reading: 57% attainment rising to 64% after disapplication.

GDS: 18% which is above both LA and national average for combined GDS.

The value-added scores show significant improvement in writing and mathematics. The reading results were not as good as hoped.

Governors congratulated the staff on the writing and mathematics results

**Q. Do we know why the reading results were lower than expected? And what can we do to improve them?**

**A. This Year 6 has only had two terms of the new reading approach. The new approach is producing good progress further down the school. We should see significant improvements in the reading scores next year, after the pupils have had nearly two years on the new approach.**

#### **Subcommittee Reports**

##### **7a. GP Committee**

**7aa.** The budget was currently on track, although there would be changes in wages due to a shift in staffing structure next academic year.

**7ab.** No changes were proposed to the Charging & Remissions policy, which was approved.

**7ac.** Five children had attended the Green City Charter which was a great opportunity.

**7ad.** It was agreed that a drop-in session for consultation with residents regarding access would take place.

**7ae.** Vivek Kohli joined the meeting.

**7b.** TLC had been postponed to 12<sup>th</sup> July.

## **8. Access to School**

**8a.** The drop-in session had now taken place and several people from the surrounding area had attended. It had since been decided that the school would apply for a 6 month trial pedestrian back access.

**Q: Who will be monitoring the road to discourage cars?**

**A: Brian Boast, David Hockin and Kieran Murison would take this role this between them.**

**8b.** It was agreed that, to ensure that parents had adequate time to express their opinion regarding the planning permission, we would delay the application to September. The application could take up to 13 weeks to process. David Hockin would confirm timelines with the planning officer.

**8c.** David Hockin left the meeting.

## **9. Trust Governor**

**9a.** It was brought to the board's attention that Richard Congreve's term came to an end on 1<sup>st</sup> July. The vote to co-opt him as Trust Governor for another term was unanimous.

## **10. SIP Monitoring**

**10a.** Peter Davison and Sam Clough had met to discuss data. The board was informed that governors hoped to improve data analysis to monitor the SIP with the use of milestone and by incorporating data updates into the Rhythms of the Year. It was noted that the second week of term was best for governors to assess progress on milestones.

**10b.** Sammy Balcombe joined the meeting.

**10c.** The Chair met with Tracy Price to discuss KS1, and Vivek Kholi met with Ellen Brodigan to discuss RE.

**10d.** Megan Streb left the meeting.

**10e.** David Hockin rejoined the meeting.

**10f.** The board was informed that SACRE had now visited the school. They were impressed by our collective worship and expressed an interest in using children from Banister for a video. SACRE's report would be shared with governors as soon as the school had received it.

## **11. Policy Review**

### **11a. Admissions Policy**

**11aa.** There were no changes to the policy, aside from updating it to the year 2020/21.

**11ab.** It was agreed that governors would discuss the 2021/22 policy in the first Autumn 1 FGB meeting next academic year. Richard Congreve agreed to check the policy against any upcoming changes to guidance.

**ACTION: RC to check Admissions policy against upcoming guidance.**

**ACTION: KP to add 2021/22 Admissions Policy to first Autumn 1 FGB agenda.**

## **12. Leadership Development**

**12a.** The board was informed that the SENCO's maternity leave had started earlier than planned.

**12b.** The purchase of Visible Learning technology was currently on hold after a session held by the company left the school unsure that the investment was still worthwhile. The school was currently seeking answers from the company and hoped to speak with other schools who had already used the technology.

**12c.** One LSA had been successfully accepted onto teacher training next year in conjunction with the University of Winchester. He will do his training on the job, at Banister, but will be at another school for Spring 1, and as such the school had hired another full time LSA.

**12d.** Governors discussed the membership of the Headteacher's Performance Review team for next academic year. It was determined that membership would be agreed at the first FGB meeting of the next academic year after governors had revisited the guidance on numbers and terms of office.

### **ACTION: SC to check guidance re: Headteacher Performance Review**

## **13. SEND Update**

**13a.** Three upcoming YR students, who had been enrolled through general admission, had since had EHCPs agreed, however the school had been named without consultation, as such they were raised with the LA. One pupil had been allocated 20 hours, but the school felt that this was insufficient, their request for 30 hours was approved. Another pupil had very complex medical needs and as such the school would require a member of staff solely to monitor them. The school had recommended that Banister was not the best fit for the third pupil due to their complex needs.

**13b.** A governor informed the board that the charity Re:Minds had expressed an interest in offering the parents of SEND pupils at Banister a coffee morning at the school. The charity is also happy to provide training to schools regarding SEND issues.

### **ACTION: SC to shared Re:Mind details with KV.**

**13c.** It was noted that the Headteacher was due to meet with Tammy Marks on 17<sup>th</sup> July.

## **14. Pupil Premium Update**

**14a.** Peter Davison, Matthew Turpin and Lynsey Heller had met to discuss EduKey and informed the board they would share their notes soon. The governors noted that although there was financial data in the system, it was not directly linked with the budget cost per intervention. It was agreed this was something that could be made available to governors in the next academic year.

**14b.** The board was informed that the school was hoping to build upon the current LSAs' skillset so that each LSA could be allocated according to their strengths. This would help streamline the intervention process and prevent doubling-up.

**14c.** It was noted that the following academic year, the format for EduKey reports in every area would be the same and would allow for termly reporting. As such it would make the data more accessible to governors and easier to compare to different areas in the school.

## **15. Governor Week Feedback**

**15a.** One governor had attended the puberty consultation with parents delivered by the Headteacher. It was noted that the Headteacher had done a great job of discussing sensitive topics with a diverse cohort, however governors questioned whether this might be covered earlier in the year.

**15b.** The city had gained funding for PSHE in conjunction with health which has funded access for every school to PSHE Association website and all their resources. PSHE would become statutory again in September 2020. Guidance could be found on the DfE website.

**ACTION: RC to share DfE’s PSHE guidance.**

**16. Any Other Notified Business**

**16a.** It was noted that some governors had attended the upcoming YR parents evening, however they had not managed to speak with any parents. It was questioned as to whether this was the right forum to meet parents of upcoming YRs. It was agreed that a parents’ morning would take place on 9<sup>th</sup> September for those dropping off their children for the first time and any governors who were able to attend would do so.

**ACTION: SC to liaise with PTA re: parents’ morning.**

**16b.** It was agreed that an election would be carried out to recruit two new Parent Governors in the Autumn term of the next academic year.

**ACTIONS:**

Page Number	Minute Number	Action	Governor- Person responsible
2	3c	KP to add Online Safety Lead to Autumn 1 TLC agenda.	KP
3	11ab	RC to check Admissions policy against upcoming guidance and legislation.	RC
3	11ab	KP to add 2021/22 Admissions Policy to first Autumn 1 FGB agenda.	KP
4	12d	SC to check guidance re: Headteacher Performance Review	SC
4	13b	SC to shared Re:Mind details with KV.	SC
4	15b	RC to share DfE’s PSHE guidance.	RC
5	16a	SC to liaise with PTA re: parents’ morning.	SC