

BANISTER PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY

THURSDAY 23rd MAY 2019

6.15 P.M

**MINUTES**

**Those Present:**

Kate Vincent (Head Teacher)  
Peter McBride (Chair)  
Vivek Kohli  
Peter Davison  
Dave Hockin  
Alistair Chaplin  
Sam Clough  
Luke Newman  
Megan Streb (arrived during item 6)

**Apologies:** Matthew Turpin  
Cllr. Steve Leggett  
Richard Congreve  
Sammy Balcombe

**Absent:** None.

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

**Notes:** Dave Hockin left the meeting during items 2 and 6, and rejoined the meeting during items 3 and 6.  
Megan Streb arrived during item 6.

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**1. Welcome, Present and Apologies**

Apologies were accepted from Matthew Turpin, Cllr. Steve Leggett, Richard Congreve and Sammy Balcombe.

**2. Declaration of Interest**

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

**2b.** Dave Hockin left the meeting.

**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
1	3b	SC + PD to meet to discuss data.	SC/PD

**3c.** The board was informed that an outside company, known to Rose Road, could assess the building should the need arise and back up any concerns that the school had over safety issues for children with mobility problems. However, the company would not be able to provide precise numbers of such children that the

building is able to accommodate safely. It was generally agreed that a member of the SLT would benefit from a meeting with Rose Road's Healthy & Safety officer.

**3d.** Dave Hockin rejoined the meeting.

#### **4. Correspondence**

**4a.** Governors were informed that SCC's Green City Charter Launch had been rescheduled for 20<sup>th</sup> June and some children, staff and the chair had been invited. It was noted that the children were still excited about attending this delayed event.

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

**5a.** There had been communication between the Headteacher and the Chair regarding a complaint raised, however the issue would remain confidential in case governors were required to attend a panel.

#### **6. Subcommittee Reports and Matters Arising**

##### **6a. GP Committee**

**6aa.** The minutes of the previous meeting had been circulated prior to the FGB meeting.

**6ab.** Governors were informed that the Milky Way club had launched earlier than expected but was running successfully.

**6ac.** The projected budget for the next two years was now looking more positive. The projected spend for the year 2019/20 was £2,102,689, and £149,277 would be carried over at the end of the year 2018/19.

**Q: Does the school have any plans to spend large sums of money for the following two years?**

**A: Money will be spent on regeneration and replacements rather than any new projects. The school is currently discussing the possibility of fitting suspended ceilings in classrooms to improve the acoustics and reduce noise transference.**

**6ad.** Dave Hockin left the meeting.

**6ae.** The board was informed that the school would have no NQTs for the academic year 2019/20.

**6af.** David Hockin rejoined the meeting. Megan Streb joined the meeting.

##### **6b. TLC Committee**

**6ba.** The minutes of the previous committee meeting had not yet been approved by the Chair and it was agreed that they would be sent to governors at a later date.

**ACTION: PM to send KP approved TLC minutes for circulation.**

#### **7. Budget Approval**

**7a.** The proposed budget had been circulated prior to the meeting. Governors unanimously approved the budget.

#### **8. SIP Monitoring**

##### **8a. How Governors Will Monitor SIP 2019/20**

**8aa.** Governors agreed that the meeting with Ian Troupe had proved useful. A summary of the meeting had been circulated to all governors who attended.

**8ab.** It was agreed that governors required a top level SIP, that was no more than two pages, with the school's overall plans, end goals, and milestones. The milestones should then be written into the school calendar and governors meetings, and should form the main topic of the headteacher's reports once a term.

**8ac.** It was agreed that link governors for each milestone would be useful.

**8ad.** Governors agreed that their goal for the 2019/20 would be to build a new SIP monitoring system. By the end of September the draft SIP should be approved and in place. Link governors should be allocated by Christmas and have completed their first visit to the school.

**8ae.** It was agreed that Megan Streb would come into school to discuss the objectives for next year after the senior leadership team had been consulted.

## **8b. Maths Update**

**8ba.** It was agreed that the Maths Update would be moved to the next TLC.

## **ACTION: KP to add Maths Update to June TLC agenda.**

## **9. Headteacher's Report**

**9a.** There had been an influx of new children since the previous FGB meeting. There had been no changes to the number of EHCPs, although there were two EHCPs in progress and two were written and ready to go through. However, the school needed to put through four more to reach their target.

**9b.** The committee was informed that 20% of EAL children had EHCPs, however those children accounted for nearly 75% of all EHCPs. The other 25% of EHCP children were white British.

**9c.** Turbulence was up to 17% again after a quiet autumn. There had been 34 children leave since the beginning of the academic year and the majority had returned to their home country.

**9d.** English was still the most frequent language in the school. Polish was the most frequent language spoken by EAL children, with Urdu almost as frequent as Polish.

**9e.** 19% of the school's EAL children were disadvantageded.

**9f.** 27 penalty notices had been issued for absence this year, however there had been no prosecutions. There were 30 children whose attendance was below 90%, however, 24 children had 100% attendance. YR's attendance was still lower than the rest of the school however it was improving year on year. It was noted that the attendance officer did a very good job of chasing absences. The school had also started to look at repetitive patterns of absence as it was possible to prosecute if the same parents took their children out of school year after year.

**9g.** The school had appointed two third year teachers for the upcoming academic year, both of whom had been appointed on fixed term contracts.

**9h.** The headteacher would take over the role of SENCO while the current SENCO was on maternity leave. Her keeping-in-touch days had been planned to coincide with EHCP reviews and she had expressed an interest to return to the school after her maternity leave.

**9i.** Governors who came into school for SATs week were thanked for doing so. The headteacher informed the board that generally the children had responded well to SATs and they displayed good test techniques. It was the first year the school had carried out two sittings for SATs, to ensure that children who required one-to-one support were working with known adults, and the children responded well. In all rooms there were invigilators and those monitoring the invigilation.

**Q: Were there any obvious areas in which the school could have provided more learning time throughout the year?**

**A: The KS2 paper was very fraction heavy and there were some shape and space questions which the children did not seem comfortable with. However, the school will analyse this further after the papers have been marked.**

9j. The board was informed that the school had elected to participate in the EYS baseline project and the Y4 multiplication tests in June. The multiplication tests would become compulsory next year but the school felt it would be beneficial to know what to expect.

9k. It was requested that information about trips the children had taken be put on the school website.

**ACTION: DH to add information about this year's trips to the website.**

9l. The school hoped that for the academic year 2019/20 they would be able to provide an overview of trips to parents with an approximate price for all trips. This would allow parents to pay off trips in instalments.

9m. It was agreed by governors that staff should be thanked for volunteering their time for residential trips. Governors agreed that £300 be allocated to buy staff vouchers to thank them for their hard work and commitment.

## **10. Policy Review**

### **10a. Religious Education Policy**

10ab. The document had only been made available a few hours prior to the meeting. As such, it was agreed that any feedback from governors should be sent via email prior to the end of the half term. It was noted that collective worship was still to be added to the policy.

### **10b. Online Safety Policy**

10ba. It was requested that the lead teacher for Online Safety should report to TLC.

**ACTION: Online Safety lead to attend TLC meeting.**

10bb. The online safety policy had been slightly reworded to include the fact that children have their own passwords, aside from children in YR. The school was not giving out the Wi-Fi password to visitors routinely. The school uses filters that have been set up by SCC which blocks all social media.

### **Q: What were the origins of the Online Safety policy?**

**A: Partly from SWGfl.org, a charity specialising in online safety, partly National Online Safety, which runs a safety accreditation scheme, and partly from within school.**

10bc. The Chair was allocated as the governor link for online safety.

## **11. SEND Update**

11a. One parental request for an EHCP had been turned down by panel and this was now being challenged.

11b. In regard to the upcoming YR, one parent had made it known that their child would likely need an EHCP, however the nursery had not initiated this process so the school could not expect any financial support for the child until at least Easter 2020. Another child had been flagged by the nursery, however the parents have requested the nursery do not share any information.

### **Q: Does the school know how many wheelchair users will be in the upcoming YR?**

**A: The school is still trying to ascertain this information, visits to the nurseries will commence after the half term.**

11c. It was noted that due to the tightness of the budget in the coming years, the school and governors might face some difficult decisions regarding the support provided to children with an EHCP. Currently the school

provides additional support that is not deemed necessary by the EHCP but that the school feels is valuable for the child. The headteacher and the SENCO will be reviewing all EHCP children, including the targets set and the provisions required. The outcome of this would be brought back to governors.

**12. Access to School**

**12a.** The air quality monitoring conducted by the undergraduate student had come to an end and he was in the process of writing up the findings. The school was expecting to hear the results in June. However, crude monitoring which had been carried out by the Travel Plan Officer in Archers Road and Banister Gardens indicated that the air quality on Archers Road was considerably worse.

**12b.** The governors were informed that prior to submitting planning permission, the school could invite a planning officer to discuss likely objections and how these might be overcome for the cost of £300. It was agreed that this would be a worthwhile exercise.

**12c.** It was noted that all the ward councillors seemed to be in support of opening the back access to the school. Governors were informed that closer to the submission of the application, the school would ask parents to write to their councillor in support of the planning application.

**12d.** The school was planning on putting the application in over the summer break. It was suggested that the school consider a consultant when writing the application. It was agreed that this issue would be brought back to governors closer to the time.

**13. Governor Week**

**13a.** The next Governor Week was due to take place on w/c 10<sup>th</sup> June. A presentation to SLT was set to take place on 10<sup>th</sup> June at 3:30pm regarding Visible Learning. It was agreed that it would be positive for SLT to feed back to governors about the presentation. A professionals meeting was also scheduled for 13<sup>th</sup> June with Tammy Marks.

The following visits were agreed for Governor Week:

- Alistair Chaplain with Brain Boast regarding the Online Property Maintenance
- Peter McBride with Tracy Price regarding KS1
- Vivek Kholi with Ellen Brodigan regarding R.E.
- Sam Clough with Chris Nash regarding Maths (this would take place w/c 17<sup>th</sup> June)
- Luke Newman with children who are potential GDS for maths.

**14. Any Other Notified Business**

No other business was brought to the board’s attention.

**ACTIONS:**

Page Number	Minute Number	Action	Governor- Person responsible
1	3b	SC + PD to meet to discuss data.	SC/PD
3	8ba	KP to add Maths Update to June TLC agenda.	KP
4	9k	DH to add information about this year’s trips to the website.	DH

4	10b	Online Safety lead to attend TLC meeting.	
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