

BANISTER PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
THURSDAY 13th DECEMBER 2018

6.15 P.M

**MINUTES**

**Those Present:**

Kate Vincent (Head Teacher)  
Peter McBride (Chair)  
Richard Congreve (Vice-Chair) (arrived during item 3)  
Peter Davison (left during item 11)  
Vivek Kholi (arrived during item 3)  
Dave Hockin  
Matthew Turpin  
Cllr. Steve Leggett  
Alistair Chaplin (arrived during item 5)  
Sam Clough

**Apologies:** Sammy Balcombe

Megan Streb  
Luke Newman

**Absent:** None.

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

**Notes:** Item 14 was moved to become item 6. Vivek Kholi and Richard Congreve arrived during item 3. Alistair Chaplin arrived during item 5. Peter Davison left during item 11.

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**1. Welcome, Present and Apologies**

Apologies were accepted from Megan Streb, Luke Newman and Sammy Balcombe.

**2. Declaration of Interest**

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	Previous Minute Number	Action	Person responsible
2	4a	5i	MT + PMB to draft letter to Secretary of State.	MT/PMB
2	4a	11b	RC to rewrite governors' points and forward to PMB.	RC
3	7b		All governors to attend a progress review if they have not yet done so.	ALL

**3c.** Governors agreed that they would wait to send a letter to the Secretary of State regarding SEND pupils until the LA's review of funding was complete.

**3d.** The headteacher had been sent through a consultation on the funding formula which was initially supposed to be approved by Governors by 18<sup>th</sup> December, however along with other headteachers, she was able to have this delayed until 11<sup>th</sup> January. It was agreed that this document would be circulated electronically and made available on Dropbox. The key part of the document was the £700,000 reduction in high needs funding.

**ACTION: DH to circulate funding formula consultation.**

**3e.** Vivek Kholi joined the meeting.

**3f.** The Chair and Headteacher suggested that the 2020 vision be replaced with an Ofsted cycle, now that the school was confident it would not be inspected again for another four years. This was agreed by the board.

**3g.** Sam Clough informed the board that the social media marketing for open days had had a good reach of approximately 2,000 people.

**3h.** Richard Congreve joined the meeting.

**3i.** Not all governors had been able to attend progress reviews and it was agreed all should aim to attend at least one progress review in the Easter term.

**3j.** It was noted that Peter Davison had created documents with different colour coding for data. It will be decided at the next TLC meeting which option is most helpful when reviewing data.

**ACTION: KP to add data colour coding to January's TLC agenda.**

**3k.** There had been a positive response to the near misses log with many parents completing entries. Additionally, residents had been emailing the school with regard to the private parking spaces at their residence being used by parents. David Hockin informed the board that he would be sending a reminder to parents in January.

#### **4. Correspondence**

There was no correspondence to discuss.

#### **5. Ofsted: Outcome and Follow Up**

**5a.** It was noted that the governors were incredibly proud of the school and teachers during the recent Ofsted inspection and, likewise, the leadership team was very proud of the governors. The governors were extremely pleased with the result of the inspection.

**5b.** It was noted that the governors' understanding of data and the school was a particular strength during the inspection.

**5c.** The headteacher advised the board to read the reports from other schools in the area who had been inspected at a similar time to understand Banister's rating in context.

**5d.** One governor felt the Ofsted report was a real asset during governor week as it allowed them to have a good level of discussion with staff around points that Ofsted had raised.

**5e.** Alistair Chaplin joined the meeting.

**5f.** Following on from the inspection, governors agreed that there should be a long term plan for deeper learning in a broad range of subjects. This will be discussed in depth at TLC meetings.

**5g.** The headteacher informed the board that there would be no changes this academic year but next year the school would address the comments in the Ofsted report around the broader curriculum. The school feels that it is not the provision of these subjects that needs addressing but how better to present the delivery of these subjects to the outside world.

**Q: Will there be an assessment of the school's current position on these subjects?**

**A: Yes, this year every subject has a leader and those leaders have mapped the skill progression across the school and where those skills fit into the topics. They are currently collecting evidence regarding the depth and quality of teaching. Once this has been done they will look at resources for next year.**

**5h.** The headteacher informed the board that the school had been randomly selected by the LA for an RE assessment. This will take place at the end of June or beginning of July. Staff had been made aware of this assessment.

**Q: Who will be carrying out the assessment?**

**A: The Standing Advisory Council on Religious Education (SACRE). They will be looking for a broad and balanced education on Christianity with other religions taught at different levels. They will also watch a collective worship assembly and look at the ways the school addresses tolerance and prejudice.**

#### **6. Governor-Staff Links**

**6a.** It was agreed that Geography, History and RE would be put under the heading 'Humanities' and the link governor would be Matthew Turpin.

**6b.** Peter McBride volunteered to be link governor for EYFS and Music.

**6c.** Sam Clough volunteered to be link governor for Literacy (Writing), Art & DT, and the Coaching Model. The Coaching Model role will be shared with Megan Streb.

**6d.** Richard Congreve volunteered to be link governor for Mathematics.

**6e.** Luke Newman is already the link governor for PE, however, as he delivers the subject himself, it was agreed that Peter Davison become a second link governor for the subject to ensure Luke Newman is held to account.

#### **7. Communication Between Headteachers and Governors**

**7a.** There was no written communication to circulate. The majority of the communication had been regarding Ofsted.

**7b.** The Chair had visited the school and supported the headteacher through the process after she received the draft report.

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

**8a.** The subcommittee reports were circulated prior to the meeting and are available in the Dropbox.

**8b.** The Nursery building works are now underway following an email vote by all governors to approve its budget of £225k. As this was higher than had been previously approved, the additional expenditure required full board approval.

**8c.** The GP committee had discussed the possibility of selling the Parent Hub once the Nursery is complete.

**8d.** The Headteacher informed the board that she and David Hockin had been discussing the ways in which the school can address the financial shortfall forecast for 2020-21. They had also been considering how best to approach concerns from parents regarding the change to school hours. One possibility, that addressed both problems, included the school running after school clubs for pupils. These decisions would be brought to the GP committee in due course.

**Q: How much is the financial shortfall forecast for 2020-21?**

**A: Approximately £200,000 assuming that there are no changes to staffing, income and outgoings. The school would expect to break even by the end of the 2019-2020 academic year.**

**Q: How are the finances for the school audited?**

**A: The LA will pick particular areas to audit and carry out an audit across a number of schools in the area. Other than that, they are not audited. However, all decisions go through SCC and there are approval processes in place. Vivek Kholi will visit the school to discuss finances at the end of the year, as he did last year. It is also possible to compare the school's value for money with other schools on the government website.**

**8e.** The board was informed that the TLC would look at the Ofsted report in the January meeting. Additionally, the TLC had been tracking Chris Nash's teaching plan and the changing structure of Y5 and Y6.

#### **9. Headteacher Report: Key Data, Looked After Children**

**9a.** The Headteacher informed the board that the progress reviews had just been carried out and the key data would be brought to the TLC.

**9b.** This academic is the first year ever that the school has had over 400 pupils. There is currently only one looked after child and two children who are post looked after. There are no children on a child protection plan or a child in need programme. A report on looked after children has been circulated via Dropbox prior to the meeting.

**9c.** EHCPs continue to rise, however EAL has remained static for some years.

**9d.** The number of new arrivals has increased this year and this has had a significant impact on Y6. There are 8 new arrivals in Y6, a year which already has several EHCPs. Of the new arrivals, the majority have limited English skills. This means that they can be disapplied from the data after SATs. Y6 this year also has a good number of greater depth pupils, however the school has already lost 2 greater depth pupils this year so far.

**9e.** Attendance is overall on the up and is the highest it has ever been at this point in the year. In this regard, there has been a change in culture at the school and parents are increasingly cooperative. As noted by Ofsted, there is no group disadvantaged by non-attendance.

**9f.** There are currently 20 teaching members of staff and there are 44 members of staff including support staff.

**9g.** The school is looking to reduce costs to streamline the SEND budget. They have been focusing on analysing the use of 1-to-1s and whether there are instances where children can be taught in groups or pairs if they are working at the same level but need the support of an LSA. There will be no staff loss in the budget cuts, it will just be a case of strategic placement of staff.

**Q: Would it be possible for Natasha Roberts to come and speak to the Governors about this?**

**A: Yes.**

#### **10. School Improvement Plan Monitoring**

**10a.** The TLC continue to monitor the SIP. Meetings have included reports regarding coaching and the reading focus. Milestones have been agreed with the relevant staff.

**10b.** Sam Clough and Peter Davison will meet prior to the January TLC meeting to discuss data.

**ACTION: SC + PD to meet to discuss data.**

## **11. SEND Update: Peter Davison**

**11a.** Peter Davison informed the board that he met with Natasha Roberts for the first time during governor week and had an introductory session with her. He noted that EduKey is of vital importance for SEND pupils, as well as Pupil Premium and EAL children.

**11b.** Nathasha Roberts was keen to spend more time in the role to go deeper into analysis of the core subjects. She is currently building a network of SENCOs to exchange ideas with.

**11c.** Peter Davison will arrange to meet with Natasha Roberts every term and the TLC will continue to receive SEND updates.

**11d.** It was noted that Ofsted highlighted SEND provision as a massive strength in terms of inclusivity, and the progress of children.

**11e.** Peter Davison left the meeting.

## **12. Pupil Premium**

**12a.** Matthew Turpin is to meet with Lynsey Heller in the new year for an update on interventions.

**12b.** A section of the Ofsted report was brought to the attention of Governors (detailed below):

*“Pupils make good progress, including disadvantaged pupils and those with special educational needs and/or disabilities (SEND).*

*Senior leaders make good use of the additional funding for pupils with SEND and for disadvantaged pupils. Staff understand the additional challenges that these groups of pupils face and provide for their needs well.*

*Disadvantaged pupils currently in the school are making good progress and achieve well. By the end of key stage 2 in 2018, their achievements were in line with those of other pupils in school in writing. The proportion of disadvantaged pupils achieving the expected standard in reading was higher than that of other pupils. Their attainment in mathematics increased sharply from 2017”.*

**12c.** The board was informed that Lynsey Heller was growing a network of leaders in the area to meet regularly and discuss best practice.

## **13. Access to School**

**13a.** The board was informed that Dr Williams had found an undergraduate to monitor the air quality around the school. At this time there had been no progress made on the monitoring of noise.

**13b.** One governor informed the board that temporary bollards had been put up at St John’s for the school run and that they were running an air quality trial for 12 months. It would be best to monitor their progress before trying to implement this for the road at the back of the school. There should be a good level of feedback from St John’s by the end of February.

**13c.** Moving forward, it was agreed that progress on this issue would start again in the new year. The Chair agreed to organise a working party meeting.

**ACTION: PM to organise an access to school working party meeting.**

## **14. Payroll: change of service provider**

**14a.** The school has been using the payroll service offered by SCC, which is currently outsourced to Capita. However, SCC are bringing the service back in-house and they do not have the capacity for schools to use the service. The school has the option to stay with Capita or find a different provider. SCC is hoping to, but can not guarantee that they will, be able to offer payroll to schools by 2020.

**14b.** The 15 schools in SCLT and the Aspire Trust had invited Capita, Portsmouth City Council, Strictly Education and Hampshire City Council to pitch to them, with the hope that all 15 schools would go with the same provider. The decision is currently between Capita and PCC, however Banister would prefer to use PCC. A consequence of using PCC is that there would be a large workload in the short-term. A collective decision is expected to be made on Monday 17<sup>th</sup> December.

**14c.** There is also a decision to be made regarding HR provision. Capita can offer a remote telephone service with the option to buy in face-to-face support when needed. PCC would offer a bespoke service for the school with a partner that the school could build a relationship with. SCC will be able to offer HR advice, however a team is not yet assembled and will not be until SCC know how many schools require the service.

**Q: Is PCC HR provision an in-house service?**

**A: Yes and the team is very stable. Testimonials from other schools are positive.**

**Q: If the short-term workload is going to be too much is there the possibility of bringing in interim support?**

**A: That would not be necessary.**

**14d.** A positive consequence of this change is that the two trusts are now working together and, regardless of decisions made about payroll, will continue to work together in the future. There will now be a joint cooperative meeting held for the business managers in both trusts.

## **15. Governor Week Feedback**

**15a.** Sam Clough informed the board that she met with Jay Cook regarding the coaching model and everything seemed to be moving forward positively. She noted in particular the impact that the new model has had on Tracy Price and Chris Nash who are now able to focus on driving coaching forward.

**15b.** Vivek Kholi informed the board that his report would soon be available in the Dropbox.

**15c.** It was agreed that moving forward the Chair would contact Ian Troup to discuss any actions governors can take following on from the Ofsted report. It was agreed that an annual meeting with Ian Troup would be beneficial to governors.

**ACTION: PM to contact Ian Troup regarding Ofsted report.**

## **16. Policy Review**

### **16a. Safeguarding and Safer Working Practices Policy**

This policy has been sent to the LA for approval.

## **17. Any Other Notified Business**

**17a.** One governor noted that there was a typing error in the Code of Conduct and the Chair agreed to rectify this.

**ACTION: PM to correct typing error in Code of Conduct.**

**Q: Do we need to have any guidance in the Code of Conduct on expected behaviour in meetings?**

**A: It was agreed that it would be beneficial if all governors could review the Code of Conduct and send any relevant feedback to the Chair. The aim is to keep the document as short and accessible as possible.**

**ACTION: ALL governors to review Code of Conduct.**

**ACTIONS:**

Page Number	Minute Number	Action	Governor- Person responsible
1	3b	MT + PMB to draft letter to Secretary of State.	MT/PMB
1	3b	RC to rewrite governors points and forward to PMB.	RC
1	3b	All governors to attend a progress review.	ALL
2	3d	DH to circulate funding formula consultation.	DH
2	3j	KP to add data colour coding to January's TLC agenda.	KP
4	10b	SC + PD to meet to discuss data.	SC/PD
5	13c	PM to organise an access to school working party meeting.	PM
6	15c	PM to contact Ian Troup regarding Ofsted report.	PM
6	17a	PM to correct typing error in Code of Conduct.	PM
6	17a	ALL governors to review Code of Conduct.	ALL