

BANISTER PRIMARY SCHOOL  
 MEETING OF THE FULL GOVERNING BODY  
 THURSDAY 10<sup>th</sup> OCTOBER 2024  
 9.00 A.M. IN SCHOOL (HYRBID)

**MINUTES**

Present	Initials	Apologies	Initials
P K McBride	Mac		
Kate Vincent	KV		
Peter Davison	PD	<b>Absent</b>	<b>Initials</b>
Matthew Turpin	MT		
Nic Waight	NW		
Steve Leggett	SL	<b>In Attendance</b>	<b>Initials</b>
Emily Fellows	EF	Cody Pevreall (Clerk)	CP
Holly Smith	HS	Tracy Price (DHT)	TP
Luke Newman	LN	Simon Crispin	SC
Ali Laghari	AL		
David Anthony	DA		
Megan Streb	MS		
Vivek Kohli	VK		

**No**

**Actions**

**1 Welcome, present and apologies**

**1a** Mac welcomed everyone to the meeting. There were no apologies. Simon Crispin was welcomed to the board as a potential new governor.

**2 Declarations of Interest**

**2a** None were declared.

**3 Minutes and Actions from Previous Meeting**

**3a** The minutes of the previous meeting were agreed as a true record.

**3b** Two additional governors were required for the HTPM as a governor could not do it for more than three years. LN and DA would join, and MS would continue to be on the committee. Kevin Barnett from Freemantle would be the external advisor.

**3c** Following an election, Ali Laghari was elected as the new parent governor.

**4 Correspondence**

**4a** During the Summer, Mac had written to our MP, Satvir Kaur, on behalf of the city's four cooperative trusts requesting clarity regarding the SEND funding processes, schools' funding in general and the policy about academisation. He had received a reply from Catherine McKinnell, Minister for School Standards, via Ms Kaur, stating that they are conscious of the need for better funding for schools and SEND, but awaiting the Budget decisions. There were no plans for changing the structure. Failing schools would be transferred to MATs, if this was deemed to offer the best outcome.

- 4b** The school was waiting for correspondence from Leader in Me following the assessment for Lighthouse status the previous Friday.
- 4c** AL joined the meeting.
- 4d** The board discussed possible ideas for celebration if the school was awarded Lighthouse status.

---

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

- 5a** None.

---

## **6 Subcommittee Reports**

*GP*

- 6a** The committee had met earlier in the week and the key topic had been the budget. Much of the conversation had been around the formatting and reporting so that governors could have a clearer understanding of the financial position of the school. There were concerns about the position not being clear so that strategic decisions could not be made. SL would be meeting with the SBM to discuss reporting and find a process that worked for the school and governors.

- 6b** The committee had also spoken about the MilkyWay accounts and the reduction in debt. The current system combines the value of future books with monies owing from bookings used under the single heading 'debt'. A breakdown would be provided at the next meeting.

*TLC*

- 6c** The focus of the meeting had been the Summer data from the previous year. There were no concerns in the data and examples of very positive outcomes particularly in Y6 and phonics. The pupils are working at or above local and national averages in all areas except greater depth writing. This is being addressed in the current SIP.
- 6d** It was the first time the committee was using the new reporting format. It was reducing the workload for the school and minimising opportunities for human error.
- 6e** A schedule had been set for the rest of the year to review data and speak to staff about SIP objectives.

---

## **7 Filtering and Monitoring**

- 7a** The documents had not been circulated with sufficient time for governors to read them prior to the meeting so it would be discussed at the next meeting.

---

## **8 Headteacher Report**

- 8a** The school's attendance was above national average. However, attendance was still being impacted by holidays. The new DfE guidance for this was much stricter. A lot of holidays had been taken in the first week of term. The impact of this was significant as it was the week that class routines were established, and friendships reestablished after the holiday.

- 8b** Due to the diversity of the school's community, illnesses were easily spread and this also impacted attendance.
- 8c** Lateness had reduced, however there was 399 lates so far this term. This was from a small group of children in the same small group of families and was being addressed.
- 8d** SL had met with Lynsey Heller to discuss attendance and the new guidance that had been brought in.
- 8e** 32% of the school is now PP, which is a significant increase. EAL has reduced significantly but the school is anticipating that this will rise throughout the year. Fifteen new pupils have joined since the beginning of the year so far.
- 8f** EHCPs were at 3.3% however it was likely that this would rise throughout the year. EAL pupils could not have an EHCP application submitted until they had been at the school for six months to allow for language acquisition.
- 8g** The headteacher had attended training for handling school complaints. The DfE was advising that their model policy was used, and the suggestion from the training was to amalgamate the SCC and DfE policies together. EF volunteered to support the school in reviewing this policy. It would be brought to the next FGB meeting. **EF**

---

## **9 Safeguarding**

- 9a** The safeguarding training had been circulated to all governors and governors were reminded to completed it ASAP.

***Q: Has the school seen a change in how safeguarding concerns were dealt with since the family safeguarding model had been brought in?***

***A: The process is lengthier because the school is often having to refer.***

- 9b** VK left the meeting.
- 9c** The school was finding it challenging that fewer other professionals were involved with families.

---

## **10 Policies**

- 10a** The following policies agreed by those present:

*Behaviour Policy*  
*Pay Policy*  
*Disciplinary Policy*  
*Grievance Policy*

- 10b** The Safeguarding and Complaints policies would be brought to the next meeting. **KV/FGB**

---

## **11 Governance**

- 11a** The following links were agreed:  
PD with Tracy Price for data  
LN with Tom Harris

SL with Lynsey Heller and Y2  
EF with Sarah Holland and Christina Price  
DA with Sarah Holland and the TAs  
MT with Nic Waight for English and Adam Wooten for YR  
MS with Sarah Holland and Nic Curtis for Science  
SL with Sarah Lovelock for ICT  
Mac with Sam Stott for Maths

- 11b** SC left the meeting
- 11c** Following a discussion, SC was unanimously co-opted to the board. He rejoined the meeting.
- 11d** SC would be linked with Ciara Flannery for Art  
AL would be linked with Adam Wooten for Geography

---

**12 AOB**

- 12a** TP would circulate the recommended questions for monitoring visits with teachers. **TP**
- 

**ACTIONS**

Page	Item	Action	Resp.
3	8g	EF to work with school on complaints policy review	EF
3	10b	Safeguarding and Complaints policies to be reviewed at next meeting	KV/FGB
4	11a	Mac to ensure all governors are in contact with their linked teacher	Mac
4	12a	TP to circulate recommended questions to governors	TP