

BANISTER PRIMARY SCHOOL
OFSTED COACHING (4 P.M. - 6 P.M.)
AND
MEETING OF THE FULL GOVERNING BODY (6.15 P.M.)
THURSDAY 11th OCTOBER 2018

MINUTES

Those Present:

Kate Vincent (Head Teacher)
Peter McBride (Chair)
Richard Congreve (Vice-Chair) (arrived during item 4)
Peter Davison
Dave Hockin
Matthew Turpin
Cllr. Steve Leggett (arrived during item 4)
Luke Newman
Alistair Chaplin
Sam Clough
Megan Streb
Vivek Kholi

Apologies: Sammy Balcombe

Absent: None.

In attendance: Katie Pevreall (Clerk), Ian Troupe (left after agenda item 1)

Notes: Peter McBride, Alistair Chaplin, Vivek Kholi, Luke Newman, Megan Streb, Peter Davison, Ian Troupe and Katie Pevreall attended agenda item 1.

Cllr. Steve Leggett and Richard Congreve arrived during agenda item 4.

All other governors arrived before agenda item 2.

Agenda item 2 started at 6:07pm which was earlier than scheduled.

1. Ofsted Coaching Session 4pm - 6pm

Ian Troupe delivered a coaching session to governors to prepare them for an Ofsted visit. As a result it was agreed that the Chair would make the report from the last Ofsted inspection, the SEF and the Raise Online data available to all governors on Dropbox.

ACTION: PM to make the report from the last Ofsted inspection, the SEF and the Raise Online data available to all governors on Dropbox.

2. Welcome, Present and Apologies

Apologies were accepted from Sammy Balcombe.

3. Declaration of Interest

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

4. Minutes and Actions from Previous Meeting

4a. All actions were completed aside from the following which remain ongoing:

Action Number	Minute Number	Action	Governor- Person responsible
1	5f	MT to send contact details of Fareham HT to KV	MT
4	5i	MT + PMB to draft letter to Secretary of State.	MT/PMB
7	8f	PMB to circulate a few Code of Conducts (NGA, Key, etc.) for consideration	PMB
8	8g	RC to email KP sample agenda and minutes.	RC
10	11b	PMB to circulate updated 2020 Vision	PMB/KV
11	11b	RC to rewrite governors' points and forward to PMB.	RC
15	13f	SC to handle social media advertising for admissions	SC

4b. Sam Clough requested that a budget be agreed for social media advertising. The board agreed that a spend of up to £50 for each open day would be acceptable and Sam Clough informed the board she would publish the first round of advertising at the weekend.

4c. Dave Hockin reported positive feedback from both extended day providers and staff re: change of school hours. As such, the proposal would go out to parents on Friday 12th October with the option for parents to give feedback before the end of half term. Parents will be informed that their responses will be reviewed by the Headteacher and governing body, and a decision made, after half term.

5. Correspondence

Governors did not bring any correspondence to the board's attention.

6. Communications Between Headteacher and Governors

The board was informed that the following communications had occurred since the last meeting:

6a. The headteacher had presented local and national data against the school to Governors and shared the trends that are emerging.

6b. The Chair and the headteacher had met with Tammy Marks (to be discussed during item 8.)

6c. The Chair has visited the school to review the recruitment process and single central register.

6d. The Chair supported the PTFA at the MacMillan Coffee Morning

6e. Matthew Turpin met with Lynsey Heller regarding disadvantaged children.

6f. The Governors held the first safer access working party meeting with representatives from the PTFA and parents.

7. Subcommittee Reports and Matters Arising

7a. GP Report

The board was informed that the budget was redrafted at the previous GP meeting. All changes to the budget were staff expenditure changes due to an increased number of LSAs and a slight difference in predicted expenditure on teachers and actual expenditure.

The board agreed all changes to the budget. The figures are: Expenditure £2,179,279, Income £1,928,537 Balance £96,526

7b. TLC Report

The board was informed that the last TLC meeting agreed the priorities for the academic year, confirmed the governor visits for the year and discussed the school-wide focus on reading.

The board was informed that Tracy Price and Chris Nash attended the TLC meeting and that SLT had agreed that all teachers be encouraged to read more children's literature in order to foster a love of reading among students.

It was suggested that all governors attend at least one progress review during the year so that they understand the process.

ACTION: All governors to attend a progress review if they have not previously done so.

Richard Congreve had been nominated to be the link governor for high attainers in maths. He accepted.

Peter Davison had streamlined the data for the progress review and that this document, with narrative, is now available in Dropbox. Additionally, Peter agreed to complete the colour coding for this document over the weekend.

ACTION: PD to complete colour coding on data.

The headteacher informed the board that Lynn Ross would like to speak to a selection of governors on 5th November. It was agreed that it would be best to meet her at 9am.

A governor requested that Lynn Ross's meeting with governors be minuted and circulated to any governors unable to attend.

ACTION: Any governors able to attend the meeting, please contact the chair. Minutes of meeting with Lynn Ross to be circulated by KV.

8. Headteacher Report

8a. Looked After Children

It was agreed that the report on looked after children be moved to the next FGB meeting.

8b. Meeting with Tammy Marks (Update)

The Chair and headteacher had met with Tammy Marks to discuss the percentage of SEND pupils in the school. Tammy Marks informed the school that she recognised the city-wide problem and that Banister is one of four schools in the area with an unmanageably high percentage of SEND students. Tammy is actively trying to protect these schools and encourage parents to look at other options for their children.

Tammy completed an SEND audit for the school and the school shared data with her regarding the percentage of SEND children and the expected number of EHCPs for this academic year.

The headteacher informed the board that the school faced particular challenges in regards to EAL pupils. The LA could not provide language speakers for pupils in order to carry out an assessment to rule out language as the anomaly for pupils. As such many EAL students that Banister feel need an EHCP are not getting them.

Q: What are the financial implications of EAL students not getting EHCPs?

A: The school funds the first 12 hours per week of all EHCPs, but, without the top-up, the following 8 hours are also having to be funded by the school. There are currently three children in this position and the extra funding the school is having to provide is equivalent to an LSA's salary.

9. School Improvement Plan monitoring

9a. It was noted that the upcoming governor week will play a part in monitoring the SIP.

It was requested that all governors attend a lesson during the November governor week. It was agreed that governors would email their availability to Dave Hockin so that governors can attend a variety of subjects across all key stages.

ACTION: Governors to email DH availability re: attending lessons in governor week

9b. Link governors were assigned as follows:

Health & Safety: Alistair Chaplin (Governor) and Brian Boast (Staff)

SEND: Peter Davison (Governor) and Ms Roberts (Staff)

EAL: Vivek Kholi (Governor) and Ms Jones (Staff)

Disadvantaged: Matthew Turpin (Governor) and Ms Heller (Staff)

Migration/Turbulence (and financial implication): Vivek Kholi (Governor) and Mr Hockin (Staff)

Languages: Megan Streb (Governor) and Ms Wheeler (Staff)

Science: Richard Congreve (Governor) and Ms Bell (Staff)

It was agreed a table of link governors be created and put in the Dropbox.

ACTION: SC/KP to create a table of link governors.

10. SEND Update

This agenda item was discussed in the Headteacher's Report.

11. Access to School Update

The board was informed that parents, governors, and representatives from the PTFA had met with Professor Williams who had advised that clean air would unlikely be a compelling argument for opening the rear access to the school.

It was agreed at the meeting that safety was the biggest concern for the school and parents. As such, it was recommended that the school begin a log of near misses. In order for this to be effective, the forms must be easy to fill in, and for parents, pupils and staff to be made aware of the process.

It was agreed that Richard Congreve would send the Business Manager a copy of the form used at Springhill. It was also agreed that the subject be discussed at the next PTFA meeting so that awareness can begin to circulate via word of mouth.

The board was informed that another meeting would be held in a few weeks' time to discuss the progress being made.

ACTION: RC to send KV near misses form.

ACTION: PTFA to be made aware of near misses log.

12. Policy Review

12a. Safeguarding and Safer Working Practices Policy

Matthew Turpin informed the board that due to the length and complexity of the document, he was still working on policy. He has currently mapped the policy against the audit, highlighting any changes he has made, and will bring the policy back to the next FGB meeting with any other comments.

ACTION: MT to update the board on Safeguarding and Safer Working Practices Policy at the next FGB meeting.

13. Any other notified business

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

ACTIONS:

Page Number	Minute Number	Previous Minute Number	Action	Person responsible
2	4a	5f	MT to send contact details of Fareham HT to KV	MT
2	4a	5h	PMB to correspond with Tammy Marks re: SEND pupils	PMB
2	4a	5i	MT + PMB to draft letter to Secretary of State.	MT/PMB
2	4a	8f	PMB to circulate a few Code of Conducts (NGA, Key, etc.) for consideration	PMB
2	4a	8g	RC to email KP sample agenda and minutes.	RC
2	4a	11b	PMB to circulate updated 2020 Vision	PMB
2	4a	11b	RC to rewrite governors' points and forward to PMB.	RC
2	4a	13f	SC to handle social media advertising for admissions	SC
3	7b		All governors to attend a progress review.	ALL
3	7b		PD to complete colour coding on data.	PD
3	7b		Minutes of meeting with Lynn Ross to be circulated.	KV
4	9a		Governors to email DH availability re: attending lessons in governor week	ALL
4	9b		SC/KP to create a table of link governors.	SC/KP
4	11		RC to send KV near misses form.	RC
4	11		PTFA to be made aware of near misses log.	PM
5	12a		MT to update the board on Safeguarding and Safer Working Practices Policy at the next FGB meeting.	MT