

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

6.15 P.M

MINUTES

Those Present:

Kate Vincent (Head Teacher)
Peter McBride (Chair)
Richard Congreve (Vice-Chair)
Peter Davison (left during item 6)
Sammy Balcombe
Dave Hockin
Matthew Turpin
Cllr. Steve Leggett
Luke Newman
Alistair Chaplin
Sam Clough
Megan Streb (arrived during item 4)

Apologies: Vivek Kholi

Absent: None.

In attendance: Katie Pevreall (Clerk)

Notes: Peter Davison had to leave at 7PM. Agenda item 11 (SEND) was moved forward to become agenda item 5 to accommodate this.

1. Welcome, Present and Apologies

Apologies were accepted from Vivek Kholi.

2. Declaration of Interest

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

3. Governor co-options

The board agreed to formally appoint Cllr. Steve Leggett as LA governor.

4. Election of Chair & Vice Chair

4a. It was proposed that Peter McBride remain as chair. The proposal was seconded and agreed.

4b. It was proposed that Richard Congreve remain as Vice-Chair. Seconded and agreed.

4c. The headteacher proposed the position of shadow Chair. This notion was generally agreed upon and is to be revisited at a later date to allow governors time to consider this role.

4d. Sub committees and individual roles

GP: Alistair Chaplin, Vivek Kholi, Megan Streb, Cllr. Steve Leggett, Peter McBride and Dave Hockin

TLC: Sam Clough, Luke Newman, Matthew Turpin, Peter Davison, Sammy Balcombe, Peter McBride and Kate Vincent.

Governors were reminded that the Chair of each committee would need to be elected at the first meetings of the academic year.

5. SEND (Peter Davison)

5a. Peter Davison presented the Banister School SEND Summary which had been circulated prior to the meeting. This document is also available in the DropBox.

5b. This summary was informed by a 146-page SEND review, for Southampton and Portsmouth. Peter Davison noted that there were recommendations made in this document that were included in the summary. The governors were advised that following on from this document the next step would be to arrange a meeting with the LA when they have adopted the recommendations put forward.

5c. Q: Is there anything in this summary that the school should be prioritising or putting in place now?

A: We have done all that we can so far. Nothing further can be done before there is a meeting with the LA.

5d. The headteacher put forward some questions to ask the LA:

1. In light of the SEND review and local budget cuts, how will the LA ensure that all students entitled to ECHP funding receive said funding?
2. How many applications are made for EHCPs in the city? Would it be possible to have a breakdown of these figures by school with a percentage EHCPs in the overall student population?
3. How many EHCPs are applied for in a nursery setting?

5e. Matthew Turpin informed the board that he had attempted to seek advice from the NGA on the matter however he found them to be extremely unhelpful. However, he had met a head from a school in Fareham who would be happy to share her experiences He will send the contact details to the Headteacher.

ACTION: MT to send contact details of Fareham HT to KV

5f. Q: If accepting a high percentage of SEND pupils has a negative effect on our existing pupils, does this count as discrimination against our existing pupils?

A: No, not accepting that pupil would be discrimination against them.

5g. The governors generally agreed that the percentage of SEND pupils at maintained schools was a citywide issue and that academy schools should be pressured to accept a fair proportion of SEND pupils. Tammy Marks is the key person to be working with on this issue. The headteacher has been trying to arrange a meeting with Tammy Marks. The Chair will also write to her. Tammy Marks will be speaking at the Southampton Education Forum The headteacher and Chair will attend.

ACTION: KV to arrange meeting with Tammy Marks

ACTION: PMB to correspond with Tammy Marks

5i. Q: Is it worth bringing the issue of the percentage of SEND pupils in each school in the city to the attention of the Secretary of State?

A: Yes.

ACTION: MT + PMB to draft and send letter to Secretary of State on behalf of governors.

6. Skills audit

6a. The Chair thanked the board for completing their skills audit. Only one remains to be submitted.

6b. The Chair brought to the board's attention a Skills Summary document that he had put together ahead of the meeting and advised that the document was also available in Dropbox.

6c. The Chair identified that the board had a limited understanding of SEND, and limited expertise in curriculum development, school assessment and progress/attainment; property estate management; knowledge of HR policies and procedures; and change management. For the most part, this should not be an issue as the professionals of the school have that expertise, however, gaps in knowledge that can be filled, should be.

6c. The Chair noted that the strengths of the board are its commitment to the school and the promotion of diversity. The board also has good people skills, and strengths in financial management.

6d. In order to address some of the gaps in knowledge made clear by the Skills Audit, the board agreed that they would ask Ian Troup to provide a coaching session for the governors. Ian Troup would be visiting in October to assist with the Headteacher's Performance Management Review.

ACTION: PMB to contact Ian Troup to confirm date of Performance Management Review and ask about a potential coaching session.

6e. The Head will run a training session of understanding data.

6f. Steve Leggett will undertake new governor training. PMB to send him details.

7. Register of Business Interests

The Clerk did not provide a register for the governors to declare their pecuniary interest and it was agreed the Clerk and the Chair would circulate this document via email as soon as possible.

ACTION: PMB + KP to circulate Register of Business Interests

8. Minutes and Actions from Previous Meeting

8a. All completed, except these remain ongoing:

Action Number	Page	Minute Number	Action	Person responsible
2	1	3	AC, VK, MT, DH, SL to work on working group alongside PTA, residents and other interested parties in September on planning access.	AC/VK/MT/DH/SL
6	2	5a	PMB to circulate a few Code of Conducts (NGA, Key, etc.) for consideration	PMB
12	2	5b	RC to share agenda of standing items from Springhill to show rota	RC
13	2	5b	All governors encouraged to attend Governors/LA meetings. PMB will circulate invitations when they arrive.	PMB
16	3	5b	PMB and KV to meet with Tammy Marks from SEND team.	PMBB/KV

Matters arising

8b. The Chair and Vice-Chair attended a meeting of IT and Customer Experience at the LA. Some of the issues when it came to finding the school and applying for it were being resolved. The wording on the website has been changed to make it clearer to prospective parents of pupils that they need to enter in the school's postcode and not their own, and parents are encouraged to visit schools before applying. The Council's interactive map will show the schools that are close to their home.

8c. The Chair confirmed that a new clerk had been appointed and that she would start her training the following day (Friday 14th September). A governor asked whether it would be possible to share resources with the new Clerk that were obtained at a training session. It was agreed that a sample of an agenda and minutes would be distributed to the Clerk.

8d. All governors agreed that they had no comments concerning the minutes from the previous meeting. The Chair signed the minutes.

9. Correspondence

The governors confirmed that there was no correspondence to bring to the board's attention.

10. Confirm dates of FGB and Sub-committee meetings

The governors noted that the date of the first TLC meeting had been moved from 28th September to 5th October.

11. Banister 2025 Vision: Key Targets 2018-19

11a. Our long term vision remains the same, but the document needs to be updated from 2020 to 2025, and this year's key targets written into it.

11b. Governors identified the key issues this year as Reading, Maths, SEND, Leadership Team Development, Governor's Leadership, and High Attainers.

ACTION: PMB to circulate updated 2020- 2025 Vision

ACTION: RC to rewrite governors points and forward to PMB.

12. School Improvement Plan monitoring

12a. Q: How will the school monitor progress of key targets over the academic year?

12b. The governors agreed that the progression of Reading and Maths would be discussed at TLC meetings throughout the year. A summary would then be presented termly at FGB meetings.

12c. The governors agreed that SEND would become a standing item on the FGB agendas for the academic year. Peter Davison will produce a termly report for the FGB.

12d. Megan Streb will be monitoring leadership improvement, and report on progress once a term, with a full report at the end of the year. Some progress monitoring would be discussed at TLC meetings. It was agreed that the Headteacher and Megan Streb would create an action plan for leadership improvement to tie in with the Rhythms of the Year.

ACTION: KV + MS to agree time to put together action plan for leadership improvement.

12e. The governors discussed the percentage of high attainers in the school and agreed that the goal

was to identify talent in pupils earlier so that figures about high attainment accurately reflected the talent within the school.

13. Admissions and Marketing

13a. The Chair and SC had put together a draft brochure for the school which was circulated at the meeting. The Chair advised governors that this brochure was designed with aspirational, stable parents in mind.

13b. The governors discussed whether the statement about after school groups in the brochure accurately represented what was on offer. It was agreed that if there was a greater demand than the current capacity allowed that a discussion would take place as to whether the school could offer a greater number of places.

13c. It was noted that a duplicate image was used in the brochure, and that it should be removed.

ACTION: KV to supply alternative image. PMB to update brochure.

13d. A governor asked how the school was planning to distribute the brochures when they are printed. It was agreed that the school would target specific nurseries as well as placing the brochures in dentists, doctor's surgeries and the nearby universities.

13e. A governor suggested that the wording be changed on the front of the brochure in reference to the open days so that it was clearer to prospective parents that they were to attend one of the times and not both. The Chair agreed to change this.

Action: PMB to change brochure wording to 'or' in place of 'and'.

13f. The governors discussed the use of social media in promoting the school. For a small sum of money, the school can target advertisements in certain postcode areas and in a certain demographic. Sam Clough agreed to handle the school's social media pages.

ACTION: SC to handle social media advertising for admissions.

13g. The governors discussed the dates for the school open days and DH informed the board that SLT had agreed to a Saturday morning opening to enable working parents to attend.

14. Access to School: Working Party brief

The governors discussed that this issue was ongoing and that the next step was to arrange a meeting involving parents and governors.

ACTION: PMB to contact Rachel (PTFA) and set up meeting.

15. Proposal to Change School Hours

15a. It was proposed that the school day begin at 8:45AM and end at 3PM, 20 minutes earlier than at present. The governors were informed that this would be beneficial as it would allow teachers to have a better work/life balance and make it easier to resolve problems at the end of the day when pupils

are not collected by their parents. At the present time, school clubs finish at 4:20, allowing for 15 minutes for the parents to collect their child before any action is taken only leaves 25 minutes before social services switch to their out of hours service. This has caused problems in the past and left the headteacher with pupils still uncollected well into the evening.

15b. Q: How regularly are children left uncollected at the end of the school day?

A: Every single day there are approximately 6-12 pupils left uncollected. There are a few pupils that are regularly in the position, however, largely they are different pupils every day.

15c. Q: Will the proposed hours impact the number of hours pupils spend in lessons?

A: No, the school day will start and finish earlier and no impact will be made on the time spent in lessons.

15d. Q: Will parents be consulted on this change?

A: Yes, however staff and extended day providers will be consulted first. If an agreement is reached with them then the parents will be consulted.

15e. The impact of after school clubs was discussed by the governors, as well as concerns that parents may not be happy with 20 minutes less childcare in the afternoon. The Headteacher suggested that this change may well lead to an increase in after school clubs as teachers might be more willing to volunteer their time if they don't have to stay at school so late.

15f. It was agreed that if there is a strong feeling among parents that this change is unwanted then the idea will be revisited at an FGB meeting. Otherwise the change will be implemented in January.

ACTION: DH to organise consultation with staff and EDPs re: change of school hours.

16. Policy Review

16a. Changes to Admissions Arrangements Policy (Academic Year 2019/20)

DH informed governors that there are no changes since last year.

Q: Has the school double checked that it is still compliant with legislation and regulations?

A: Yes, there was a meeting with the admissions team last Wednesday.

16b. Capability of Staff (Professional Support for Teaching Staff) - Proposal of Two Year Review

The governors were informed that the policy the school adopts is the Southampton City Council model policy.

It was agreed that where the school adopted Council model policies on areas where we buy in services from the Council, e.g. HR, those policies will not need to be seen by the Board.

16c. Freedom of Information Publication Scheme

DH informed the other governors that all the data protection policies were changed when the new GDPR legislation came in. It was agreed that a review of the Freedom of Information Publication Scheme was to be discussed at a later date.

16d. School Behaviour Policy

It was agreed that no changes were to be made to this policy.

16e. Walking Home Policy

Q: When year 5 and 6 pupils are walking home without parents, are they allowed to walk home with their younger siblings?

A: This is a parental choice. However, if the school has concerns as to the distance, route or behaviour of the young siblings then the headteacher will have a conversation with the parent. Ultimately it is the parent's decision.

17. Any other notified business

The headteacher requested that a record of Communications between Headteacher and Governors become a standing item on FGB agendas.

ACTION: KP to ensure Communications Between Headteacher and Governors becomes a standing item on FGB agendas.

18. Dates of Next Meetings

The next FGB meeting will take place on 11th October at 6:15PM

The next GP meeting will take place on 24th September at 9AM

The next TLC meeting will take place on 5th October at 9AM

ACTIONS:

Action Number	Minute Number	Action	Governor-Person responsible
1	5f	MT to send contact details of Fareham HT to KV	MT
2	5h	KV to arrange meeting with Tammy Marks re: SEND pupils	KV
3	5h	PMB to correspond with Tammy Marks re: SEND pupils	PMB
4	5i	MT + PMB to draft letter to Secretary of State.	MT/PMB
5	6d	PMB to contact Ian Troupe to confirm date of Performance Management Review and ask about a potential coaching session.	PMB
6	7	PMB + KP to circulate Register of Business Interests.	PMB/KP
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
9	8h	RC to put together agenda of standing items.	RC
10	11b	PMB to circulate updated 2020 Vision	PMB
11	11b	RC to rewrite governors' points and forward to PMB.	RC
12	12d	KV + MS to agree time to put together action plan for leadership improvement.	KV/MS
13	13c	PMB to remove duplicate image from brochure.	PMB
14	13e	PMB to change brochure wording to 'or' in place of 'and'.	PMB

15	13f	SC to handle social media advertising for admissions	SC
16	14	PMB to arrange first meeting of working party on access to school	PMB
17	15h	DH to organise consultation with staff and EDPs re: change of school hours	DH
18	17	KP to ensure Communications Between Headteacher and Governors becomes a standing item on FGB agendas.	KP