

BANISTER PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
WEDNESDAY 12th DECEMBER 2019

6.15 P.M

**MINUTES**

**Those Present:**

Kate Vincent (Head Teacher)  
Peter McBride (Chair)  
Vivek Kohli  
Peter Davison  
Dave Hockin  
Matthew Turpin  
Richard Congreve  
Luke Newman  
Romana Syed  
Marion Clelland  
Laura Racioppi

**Apologies:** Megan Streb

Sam Clough  
Cllr. Steve Leggett

**Absent:** None.

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

**Notes:**

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**1. Welcome, Present and Apologies**

**1a.** Apologies were accepted from Megan Streb, Cllr. Steve Leggett and Sam Clough.

**2. Minutes and Actions of Previous Meeting**

**2a.** All actions were completed except for the following which remain ongoing:

Page Number	Minute Number	Action	Governor-Person responsible
3	6b	KV to circulate social media crib sheet	KV

**2b.** The Chair had not written to Sandy Hopkins and Cllr. Hammond , as he felt it was inappropriate given the upcoming election. The board agreed.

**2c.** The board was informed that communication with the admissions officer had been positive. They recognised the impact of having a high EAL and SEN pupil population at Banister, and therefore no more alternative preference offers would be made. The school confirmed that this has happened. It was agreed that the school would ask this to continue for another term.

**2d.** Romana Syed joined the meeting.

**2e.** In answer to concerns raised at the previous FGB meeting, the board was informed that children who are new to the country do not get put to the top of the waiting list, and fall in line with the normal waiting list

criteria. The school was now able to check this as they have access to the waiting list. Two offers had been challenged and it had been agreed the admissions team had made a mistake.

**2f.** The Chair signed the minutes of the last meeting.

**2g.** Laura Racioppi joined the meeting.

### **3. Correspondence**

**3a.** The majority of correspondence had been regarding planning permission.

**3b.** The board was informed that a complaint had been raised with regard to using amplification for an external broadcast. The complaint had originally come to an end over a year ago, and the council had deemed that Banister was not a nuisance. However, the complaint had arisen again.

**3b.** One parent governor had applied to be a representative on a consultative panel with the council but was turned down because he had previously stood for a local council position.

**3c.** The board was informed that the Independent Lifeboat Stations were fundraising and were offering to come in to schools to talk about their work. The Chair passed the correspondence to the Headteacher to be considered by the School Council who decide which charities to support.

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

**4a.** The school had access to an anonymised waiting list for the 2020 intake of YR. The board was informed that there had been 112 applications, 42 of which were first choice, and 38 of which were 2<sup>nd</sup> choice, however the deadline was not until 15<sup>th</sup> January and it was expected that there would be a lot of late applications. The school had approximately 10 more first choice applications than they had done the same time the previous year.

**4b.** It was noted that the Saturday open day had been a success and may have contributed to the number of first choice applications.

### **5. Subcommittee Reports**

**5a.** GP Report

**5aa.** The board was informed that the budget was broadly as expected, although the current forecast for teachers' pay was less than at the beginning of the year due to losing a member of staff.

**5ab.** It was noted that the delay in the financial reporting system had caused some disruption. However, the board was informed that since the GP meeting things had improved somewhat. The response from both the primary headteachers and business managers was cohesive and Business World had issued an apology. Governors expressed their concern at the impact that this delay was having on the school. It was recommended the school keep a record of the financial implications of the delay with a view to claiming compensation.

**5ac.** The board was informed that the committee would be having an in-depth look at the Milky Way account, at the next meeting, so governors had a better understanding ahead of discussions around the after school club.

**5ad.** SCC had visited the school to report on Health & Safety and the results were very good.

**5b.** It was agreed that, due to Sam Clough's absence, governors would be updated on TLC at the next FGB meeting.

### **6. SEND Update**

**6a.** Peter Davison had circulated a PowerPoint prior to the meeting. Highlights from the data included the results for writing in KS2, and EYFS development, which were above local and national averages. All results at

KS1 were above or within 10% of national average. Reading was the weakest area, however children were now expected to read an extra 1000 words an hour in Y6 SATs. It was agreed that this data would be explored in greater depth at TLC.

***Q: How has the new data format effected the way in which governors can make comparisons?***

***A: Governors are still receiving the data in the same format. Although calculations are being done differently by the school, they are coming to the same conclusions from a different angle.***

## **7. Terms of Reference**

**7a.** New governors were informed that FGB, TLC and GP all have terms of reference that could be found in the Dropbox. It was agreed that all governors would review the Terms of Reference to be discussed at the next meeting.

**ACTION: All governors to review FGB Terms of Reference.**

**ACTION: KP to add Terms of Reference to Spring 1 FGB agenda.**

**7b.** It was agreed that all governors would come in by the end of the school term to sign the code of conduct, even if they had already done so, to ensure that all governors were aware of the code and signatures were up to date. It was agreed that all governors would read the key document regarding keeping children safe in education, and sign to say they have done so at the same time.

**ACTION: All governors to read the code of conduct and keeping children safe in edu doc, and sign the record sheet to say they have done so by 20<sup>th</sup> December.**

## **8. Headteacher's Report**

**8a.** The headteacher circulated the Designated Looked After Children Report. The board was informed that the school had one looked after child and one child who was adopted, post looked after. The looked after child was making good progress and had good attendance but would be moving schools on 20<sup>th</sup> December as they had been given their long term placement.

**8b.** The headteacher circulated a document comparing population breakdowns with schools in the trust. Although the trust covers a small geographic area, Banister had a much higher percentage of SEND pupils aside from The Polygon School, a school for boys with special educational needs. Banister had the highest percentage of new to English pupils. The percentage of EAL pupils in each school could almost be directly correlated with attainment.

**8c.** Governors discussed how the school was informed about pupils' languages and how the school communicated with parents regarding this.

**8d.** The board was informed that Banister was above average in the trust for EYS and phonics attainment. The school was slightly below average in reading, but above in maths for KS2. Overall the document showed a strong profile for the school.

**8e.** Governors asked the school to provide a safeguarding update. It was agreed that this would be added to the FGB agenda every term. The school informed the board that there had been one incident of bullying but there was no discrimination involved.

**ACTION: KP to add safeguarding update to Autumn 1, Spring 1 and Summer 1 FGB agendas going forward.**

## **9. SIP Monitoring**

**9a.** It was agreed this would be discussed at TLC.

## **10. Equality and Gender Equality Monitoring**

***Q: Is there a reason ethnicity among teaching staff is not included?***

***A: There is no data available for comparison. There are only two teachers in the school who are not white British, this is not a conscious decision of the school.***

**10a.** One governors asked how far Banister was going to de-gender the school experiences for pupils and whether there were any subconscious gender expectations that could be addressed. The school informed the board that gender had been explored with the children when they were looking at global goals and leaders in the community.

**10b.** The board was informed that Banister made an effort to treat pupils as individuals rather than looking at subgroups. In addition to the school's ethos that pupils can achieve anything they want to, it was hoped this helped further eliminate subconscious gender expectations.

**10c.** It was noted that the school had a good ratio of male:female teachers for a primary school setting, and the same could be said of the support staff. The school had also recently had three emergency services to visit and all of the speakers were female.

## **11. Policy Review**

**11a.** It was agreed by the board that any SCC model policies adopted by the school would not be brought to meetings for discussion in the future, unless any changes had been made.

***Q: The Teacher's Model Pay Policy states it been consulted on with staff and/or the recognised trade unions – what feedback did they give?***

***A: The school is not aware of the feedback, but SCC informs the school that the policy has been approved by the unions.***

***Q: Should we include a line about in-year admissions in the Admissions Policy, or are we purposefully leaving that out b/c of previous turbulence?***

***A: There is no need to differentiate.***

**11b.** It was agreed that the consultation for the Admissions Policy would start on 13<sup>th</sup> December.

**11c.** All policies were agreed by the board.

## **12. Governor Week Feedback**

**12a.** Sam Clough had completed a visit form which had been circulated to governors prior to the meeting.

**12b.** The Chair had met with Tracy Price to discuss YR and would provide feedback in due course.

## **13. Any Other Notified Business**

**13a.** One governor asked for the PSHE policy to be circulated. It was noted that the new PSHE requirements would become statutory in September 2020. PSHE would be added to the next FGB agenda.

**ACTION: DH to circulate PSHE Policy.**

**ACTION: KP to add PSHE Policy to Spring 1 FGB agenda.**

**ACTIONS:**

Page Number	Minute Number	Action	Governor- Person responsible
1	2a	KV to circulate social media crib sheet	KV
3	7a	All governors to review FGB Terms of Reference.	ALL
3	7a	KP to add Terms of Reference to Spring 1 FGB agenda.	KP
3	7b	All governors to sign code of conduct and keeping children safe in edu doc by 20th December.	ALL
3	8e	KP to add safeguarding update to Autumn 1, Spring 1 and Summer 1 FGB agendas going forward.	KP
4	13a	DH to circulate PSHE Policy.	DH
4	13a	KP to add PSHE Policy to Spring 1 FGB agenda.	KP