

BANISTER PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
WEDNESDAY 12th JANUARY 2020

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

Apologies: Marion Clelland

Laura Racioppi
Katie Pevreall (Clerk)

Absent: None.

Notes:

1. Welcome, Present and Apologies

1a. Apologies were accepted from Marion Clelland, Laura Racioppi and Katie Pevreall.

2. Declaration of Interest

2a. Governors did not declare an interest in any of the agenda items.

3. Minutes and Actions of Previous Meeting

3a. 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

3b. DH confirmed that all governors had signed to confirm they had read the Governors Code of Conduct and the KCSIE parts 1 & 2. The hard copy evidence is to be stored with the signed FGB minutes.

3c. The Chair signed the minutes of the last meeting.

4. Correspondence

4a. The chair advised that he had written to Clodagh Freeston (SCC Service Manager – Education Strategy, Planning and Improvement) to challenge her previous statement that “whilst we could close year groups to in year admissions we cannot refuse in year applications to Year R (if places are available) and that we can only control numbers by changing the PAN for this cohort.” The Chair said that Clodagh Freeston had promised to

clarify the legal position and return to the school. Richard Congreve added he believed that Year R was no different to the other year groups but it might be worth checking "School Regulations 2012".

5. Communications Between Headteacher and Governors

5a. The headteacher shared examples of the SEND resources currently in use within the school. The headteacher suggested that it would help governors understand the increasing complexity of needs that the school needed to provide for. Examples included:

- PECs books
- chew toys for sensory and autism needs
- sensory tiles to improve balance and provide a sensory experience through the feet
- handwriting grips to help with fine motor skills
- Mini playdough pots to help develop hand muscles
- Sound therapies
- Core disks to sit on and help develop a stronger core
- Desk barriers to reduce distractions
- Ear defenders
- Weighted blankets
- Fidget boards to rest feet on under a desk
- Research literature for staff

5b. The headteacher explained that the school had been developing a research library including online reference and written text that staff could access to cultivate a deeper understanding of specific needs and help LSAs in particular develop smart targets linked to the particular need of the child. The headteacher then expanded on the work she had been doing with the LSAs as part of her current SENCO responsibilities and how LSAs had each chosen a child from the SEND register that would benefit from further investigation. This is invaluable work, but as a coaching programme it was supporting the LSA community in becoming self-learners.

Q: Given the investment in LSAs, how stable is the community and we in danger of training and then quickly losing individuals?

A: It is an incredibly stable body of staff. The majority of the staff are long serving and very loyal members of staff.

Q: This is fantastic work by the school for our SEND children, but how are we doing as regards our more able?

A: We are on plan and have invested in our more able by securing Ian Troup to do some work with us. We are talking about greater depth in all subjects through our Subject Leaders.

Q: Are we getting the balance right; are we in danger of doing too much for our SEND children?

A: We have a duty of care to provide the very best provision for every child on roll. Whilst we are incredibly inclusive we also recognise when we are not the best fit for a child. The LA know that we are not afraid to challenge if we believe we are the right school to provide for an individual child's needs.

The Chair said that he had attended the SCLT board meeting last week, which is now chaired by Prof Julie Hall, Deputy Vice-Chancellor of Solent University. He explained that he had urged the Board to be seeking a way move the Trust forward and to be thinking strategically about how it might best work with the likes of the Aspire and Reach trusts.

6. Admissions to Year R

It was recognised that this was the first time in the school's history that the school had no spaces after parents had indicated their first choice. It was noted that five years ago this had been a key strand of the governors' 2020 vision for the school. One governor said that it was amazing that this had been achieved and it was a massive step towards becoming a "destination school".

Romana Syed noted the school's reputation in the local community was strong.

7. Subcommittee Reports

7a. GP Report

7aa. The board was informed that the budget review showed that the school was circa £30k better than the original forecast and this was primarily due to the unexpected loss of a teacher mid-year and the decision to cover the role internally.

7ab. It was noted that the Capital account had been discussed and the Committee would be considering options for how best to use these funds before bringing proposals and options to FGB.

7ac. The board was advised that the committee had review the accounts for the extended day provision (Breakfast and Milky Way after school clubs). It was noted that the Milky Way club was working fantastically well and that it had also proved successfully financially. Governors were told that Milky Way staff had been empowered to spend some of the surplus funds to continually improve the provision and that the committee would further consider how best to invest any surplus the provision generated. It had been decided to leave the pricing unaltered for the rest of this year.

7b. TLC report

7ba. Peter Davison talked about the work he had undertaken reviewing the use of Sports Premium Funding and that he had been pleased with the work that had been done to ensure the school's P.E provision was accessible by all.

7bb. Sam Clough advised that the committee had celebrated the Year R 2020 admission preferences and had reviewed the work being undertaken in school with the Subject Leaders. It was noted that Chris Nash had recently started an 18 month course through Ambition Leaders which focussed on the curriculum and would further support him in effectively coaching subject leaders. Tracy Price talked about the level of questioning and how this was having a positive impact on the wider curriculum and further improving teacher practice.

7bc. The board were told that the committee had heard further detail of the training LSAs have received regarding SEND provision.

7bd. The board was informed about the school's "Freedom Friday" initiative and the positive impact it had on staff wellbeing.

Q: Have we got a written record of the many different health and well-being initiatives the school have implemented?

A: No, but we can easily do so.

ACTION: DH to produce written summary of existing and planned wellbeing initiatives.

7be. The board debated the possibility of surveying staff on the subject of employee satisfaction and wellbeing. It was suggested that staff had been asked to complete a number of surveys recently due to subject leaders seeking information from them.

Q: What have we asked staff relating to wellbeing?

A: We have not conducted a specific survey, but have asked related questions within surveys.

ACTION: DH to provide summary of staff surveys undertaken.

8. Headteacher Report

8a. The headteacher report was circulated in advance of the meeting and the Chair invited questions.

Q: How has the new Year 5 teacher settled?

A: The new teacher has proved to be a great addition to the team. We are pleased to report that we have recently offered a permanent contract which has been accepted.

Q: Are you anticipating any changes next year?

A: It is possible we may see a number of changes. We are anticipating at least one, but it could be two or three. Staff have been very open and up front i.e. one member of staff has talked about their partner potentially having a job opportunity in another part of the UK. We have advertised for a KS1/KS2 teacher with a view to interviewing potential candidates in March. Initial enquiries have been positive.

Q: Do we routinely perform exit interviews?

A: The Chair speaks to all departing staff, but may not always create a formal record of the conversation.

ACTION: Chair to produce formal record of any future exit interviews.

8b. Peter Davison shared that during his data analysis he had asked questions regarding staffing costs and pupil/teacher ratios:

Q: For Pay we're in lower quartile & are in fact at the bottom of the mean Average salary in Southampton, is this because of the specific mix of teachers we have at Banister?

A: We have seen a higher proportion of newly qualified teachers through our ranks, which when added to a young headteacher and relatively inexperienced SLT gives you a lower salary bill. It should be noted that expensive doesn't necessarily buy you the best outcomes. We currently have no NQTs (first time in the six years). Additionally we have correctly withheld pay progression for some teachers and only award TLRs when truly warranted.

Q: We are in the top quartile for pupil to teacher ratio. Is this because we have larger classes, or fewer non-class based teachers, or is there another reason?

A: Our class size of 30 isn't out of step with the rest of the city and despite our turbulence we do manage to stay relatively full, supporting our assertion that we are becoming a school of choice. When we get to see the data for this year we'll undoubtedly have dropped out of the top quartile due to the addition of Maternity cover in Year 1, an extra teacher in Year 5 and an unqualified teacher in Year 6. It should be noted that the differentials are relatively small within this data set.

9. Safeguarding Update

9a. The headteacher confirmed that we do not currently have any Looked after Children on roll. It was noted that the city had received some adverse publicity regarding safeguarding following a well-publicised complaint, which had come on the heels of the RI Ofsted inspection of children's social care services.

10. Terms of Reference

Terms of Reference for the FGB were agreed.

11. Data: Progress Reviews

11a. Peter Davison highlighted the fantastic progress made in Maths and Writing which resulted us being in the top 20% nationally for KS2. Reading progress was described as consistent

Q: Have we got any data relating to Reading progress this year.

A: Progress is okay but the ongoing turbulence has a big impact on the data. It should be remembered that we now 30% SEND including 15 EHCPs and a further 6 in progress.

Q: When are the 6 pending EHCPs expected to be submitted?

A: We are hoping to complete 2 before half-term and then the next 2 by the end of the Spring term.

12. Policy Review: PSHE Policy

12a. Matthew Turpin said that he had reviewed the policy and had a number of recommended edits.

ACTION: MT to email suggested edits to PSHE policy to the school.

Q: Are we ready for September?

A: Yes, we have been working closely with the PSFE association. We are in line with published guidance and on track to deliver in line with our plan. Demystifying the LGBT agenda is our biggest challenge, particularly in KS2.

Q: How are we communicating with parents?

A: The policy has been built on the back of parental workshops and we have communicated to parents before sessions have been run with the children. The work undertaken with Year 5 and 6 children saw just one child being withdrawn from the lesson and none of the Year 5 parents from last year have raised any concerns as Year 6 parents this year.

12b. Matthew Turpin advised that he had attended a session last year as a parent and governor and had been impressed with the sensitivity and skill with which the headteacher dealt with parental concerns and questions.

12c. Governors discussed the different cultural perspectives and that it was important that the school continue to engage and inform parents. The headteacher reiterated that the school continued to urge the children to seek to understand.

13. Governor Week Planning (March)

13a. Governors confirmed work that had already been planned, including KS2 SATs readiness, Pupil Premium review, Leadership focusing on subject leaders and a policy review of the "Supporting children with medical conditions" policy.

14. Any Other Notified Business

14a. LN advised that the new playground markings (funded by the additional money received under the Healthy Pupil Capital Grant) are scheduled for installation on Monday 24 February (INSET day). LN explained that the markings were in the form of an active trail around the edge of the playground. The markings can be used in conjunction with an interactive app on an iPad.

RC asked about progress made in ensuring the school would not be dependent on Sports Premium funding in the future. LN confirmed that he was delighted with the progress made and that the school were not dependent on the continuation of funding.

ACTIONS:

Page Number	Minute Number	Action	Governor- Person responsible
1	3a	KV to circulate social media crib sheet	KV
3	7bd	DH to produce written summary of existing and planned wellbeing initiatives	DH
3	7be	DH to provide summary of staff surveys undertaken	DH
4	8a	Chair to produce formal record of any future exit interviews	PM
5	12a	MT to email suggested edits to PSHE policy to the school	MT