St Paul’s C of E Primary School, Kingston Hill

Minutes of the Governing Body Meeting held on
Wednesday 28 November 2018 at the school (7.00 pm – 9.30 pm)

Present:

Mrs S Urry (Chair)
Miss B Thompson (Vice Chair)
Mr K Edmonds
Mr M Gill
Mrs J Hayman
Mr I Hunt
Mrs J Hurtado

Mrs C Huwendiek
Mr D Robertson
Revd A Rylett
Mr N White

In attendance was Miss Luker, Deputy Head Teacher.

The Clerk was Ms Bridgman.

The meeting opened with prayers led by Revd Rylett.

1. Apologies

Apologies were received from Mrs Clarke, Mrs Gibbs and Miss Pitfield. Governors resolved to consent to these absences.

2. Declaration of Business Interests

Governors were asked if they had any business interest to declare. No business interests were declared.

3. Non Governor Participants/Observers

Governors agreed that as there were no confidential items, Miss Luker would not be required to leave the meeting.

4. Minutes

The minutes of the meeting held on 27 September 2018 were approved.

5. Matters Arising

Safer Recruitment Training

It was noted that Miss Thompson and Revd Rylett had done the Safer Recruitment training and Ms Huwendiek is going to do this
Parent Governor Vacancy

The Clerk reported that three parents had expressed an interest in this vacancy and the closing date for nominations is 30 November 2018. Revd Rylett has also spoken to one of the parents interested in this vacancy about the foundation governor vacancy. There was a discussion on the different categories of governors and the vacancies on the Governing Body.

Road Safety

Mr Hunt gave details of the meeting held with the local councillor about the road safety issues. The Head Teacher explained that the school is producing a Travel Plan to present to the local authority. There have also been more wardens outside the school checking on where the cars are parking. It was recognised that progress was being made and the local authority is aware of the situation.

Governors thanked the Head Teacher for reprimanding parents in SPUD following the Channel Five programme on parents arguing outside the school.

Governors Visiting Policy

It was agreed to review the Governors Visiting Policy at the next meeting on 30 January 2019.

Governor of the Month

Mrs Hurtado agreed to cover January, Mr Hunt agreed to cover February and Mrs Urry agreed to cover March 2019.

It was noted that the Governor of the month visits to the school will include attending a collective worship and a RE lesson. Ms Huwendiek gave details of the RE lesson she observed in 6C. She also attended a collective worship and had lovely discussions with the Year 2 and 3 pupils about this. The Deputy Head Teacher gave details of the excellent RE lesson she observed on saints in 2G.

GDPR

The Chair queried whether Governors should use their personal email accounts to receive school papers and whether they should have a separate school email address. There is also concern that viruses may be picked up if Governors are communicating with each other and the school on their personal emails.

There was a discussion on circulating confidential papers to Governors. It was noted that the Clerk would not email any documents in respect of exclusions, disciplinary matters and other confidential issues. The Head Teacher confirmed that Governors’ personal email addresses are never given to parents.

Mr Gill agreed to set up school email addresses for each Governor.

6. Report of the Head Teacher

The Head Teacher reported that Miss Sibbald has agreed to continue teaching in 6F until the end of Mrs Ford’s maternity leave. Miss Chaudhry will be moving with her family to America at the end of term and Miss Morley has been appointed through Time Plan to replace her. Mrs Wicks is retiring at the end of term and Mrs Poole has been appointed to cover two of her three days.
The Head Teacher reported that interviews are being held for a new Bursar. There is only one person being interviewed but she is a very strong candidate.

The Head Teacher reminded Governors of the four main focusses for the school which are:

- Writing attainment of all cohorts and groups
- KS1 attainment
- Progress of disadvantaged (PPG) pupils and pupils with SEN
- KS2 and KS1 progress of high attainers

The Head Teacher reported that Mr King, School Improvement Partner, has visited the school on two occasions to set targets. Mr King’s draft report will be sent to Governors when it is available. Mr King will be visiting the school in March 2019 and wants to meet with 4-5 Governors to discuss their knowledge of the school and their preparation for Ofsted.

The Chair reported that the Ofsted Group met prior to the Governing Body Meeting and reviewed possible questions that Governors may be asked by Ofsted. She and the Vice Chair are going to review the questions and assign a Governor and a member of staff to each one. The Governor will then present the answers at a full Governing Body Meeting.

The Head Teacher reported that Mrs Penfold, Director of Education AfC, visited the school. She had been very impressed with the good work that was happening in the school.

The Head Teacher reported that the school now has a very strong PSA. The PSA is currently raising money for the playground project.

Governors asked whether the school was proactive in trying to recruit staff from different minorities especially as this may help with accessing hard to reach families. There was a discussion on the recruitment problems all schools are experiencing and how posts are advertised. It was recognised that the school would only appoint strong candidates. The Head Teacher reported that every candidate has to complete a monitoring form which is sent to HR. It was agreed that the Personnel Committee would review the school’s recruitment procedures.

Mr Gill reported that an increasing number of schools have students who want to be appointed to permanent posts when they have qualified. The Assistant Head Teacher explained that the school has not had many teaching students recently due to the number of staff changes.

7. **SIAMS Inspection**

The Head Teacher reported that Mrs Gibbs had agreed to carry out a mock inspection at the school next term. He explained that Mr Burns, SDBE, is going to attend the Governing Body Meeting on 18 March 2019 to discuss the inspection framework. Mr Burns has also led a workshop for staff.

The Head Teacher reported that the last SIAMS Inspection was in June 2014 and the next one is expected in the summer term. The Faith Group is currently reviewing the school’s s self-evaluation form.
8. **School Vision**

There was a discussion on the school’s Vision Statement. **The Assistant Head Teacher agreed to circulate the Vision Statement to Governors.**

9. **2020 Admission Policy**

Governors approved the 2020 Admission Policy.

There was a discussion on the Admission Policy giving priority to staff who work at the school as a number of local schools were now doing this. **It was agreed that the Admission Committee would consider giving priority to staff in respect of the 2021 Admission Policy.**

10. **Finance Committee**

The Chair reported that it has been agreed that the school is going to produce an IT Strategy and long term plan due to the large investment that is needed to meet the school’s changing needs. Mr Gill explained that a lot of the machines need to be upgraded and the school needs to consider the different options available.

The Chair reported that the Finance Committee is also reviewing the after school provision. It was previously agreed that the school would delay providing this in house until a new Bursar has been appointed. The school will also have to pay a 35% finders fee to Fit for Sport if any of their staff were appointed to run this provision.

The Head Teacher reported that following discussions with Fit for Sport it was agreed that the number of places available would be increased to 32. The school also negotiated a better rate for the use of the premises. There was a discussion on Fit for Sport and the difficulties parents still experience in getting places.

11. **Personnel Committee**

The minutes of the Personnel Committee meeting on 12 November 2019 were noted.

**Governors queried whether there needed to be a review of staff turnover due to the number of changes this term.** The Head Teacher explained that there were different reasons for the staff leaving. One teacher went on maternity leave and another teacher had to leave for personal reasons. The school had been planning for Mrs Ford’s maternity leave and there has been a lot of discussions with Governors about the problems the school experienced with recruiting to this post. It was recognised that staff were not leaving the school due to being unhappy and Mrs Poole is also returning to the school.

The Deputy Head Teacher reported that the school works hard to retain teachers and creates leadership opportunities for them. The school has recently lost three very long serving members of staff. There was a discussion on staffing. It was noted that 90% of the budget was spent on staffing.

The Head Teacher reported that the Site Manager is retiring at the end of the summer term. He explained that his house does not belong to the school and there will need to be further discussions with the local authority on whether this should remain as a residential property.
The Deputy Head Teacher reported that the school also takes staff’s wellbeing very seriously. She gave details of the different support provided to staff. The Head Teacher and Deputy Head Teacher will also cover classes to give staff time to cover additional tasks.

12. **Teaching and Learning Committee**

The minutes of the Teaching and Learning Committee meeting held on 11 October 2018 were noted.

13. **Agenda Items for Future Meetings**

It was agreed that the Ofsted questions, Governor Visiting Policy and the Site Manager’s House will be discussed at the next meeting on 30 January 2019.

14. **Confidential Item**

There were no confidential items.

15. **Any Other Business**

**Prospective Reception Parents**

The Head Teacher reported that Governors were correct and parents do want more information about the school’s KS2 outcomes. This was raised at the last workshop as the parents could only find the 2017 results.

**School Journeys**

The Head Teacher gave details of the Year 6 journey to the Isle of Wight on 20-24 May 2019 and the Year 4 journey to Hooke Court on 13-15 March 2019. He explained that he will be leading both these trips.

Governors approved the Year 6 school journey to the Isle of Wight and the Year 4 school journey to Hooke Court.

16. **What impact has this meeting had?**

- The Vision Statement has been developed.
- The school and Governors are preparing well for the SIAMS Inspection.
- There is a focus on staff retention and support.
- Governor continue to increase their involvement in the school

17. **Date of Next Meeting**

Wednesday 30 January 2019 at 7.00 pm

The meeting closed with prayers led by Revd Rylett.