



**St Paul's CE Primary School**

**Governing Body Meeting**

Autumn Term: Wednesday, 20th November 2019 at 6.30pm

**Minutes**

**Present**

Mrs Liz Bayliffe-Smith	Parent Governor
Mrs Hils Corcoran	Ex-Officio
Aydin Djemal	Parent Governor
Anita Ameen	Foundation Governor ( <i>PCC</i> )
Ms Josie Hewitt	Co-opted Governor ( <i>staff</i> )
Ms Abi Lee	Staff Governor
Ms Paula Millward	LA Governor
Mr Matt Shanahan	Co-opted Governor ( <i>Chair</i> )
Ms Jan Sorohan	Head Teacher
Mrs Jane Walter	Parent Governor
Mr Robert White	Co-opted Governor

**Apologies**

Dr Brendon Jones	Foundation Governor
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**In attendance**

Ms Kathy Crotty	Clerk
Jenny Power	Senior Assistant Headteacher

*Any text in red bold italics represents Governor question (Q); challenge (C); Governor and/or clerk support (S). Black bold upright represents decisions and actions.*

**1. Welcome and Introductions**

- Governors were welcomed to the meeting by the chair of the GB Mr Matt Shanahan. Anita Ameen and Aydin Djemal were welcomed to their first meeting.

**2. Apologies**

Apologies were received and accepted from Brendon Jones.

**3. Update on parent governor elections / proposed changes**

Matt Shanahan reported Matt Shanahan and Jane Walter were returned on the parental election for another four-year cycle.

**Governors agreed Matt Shanahan will become a co-opted Governor and Aydin Djemal who was elected third would fulfil the vacant parent role.**

#### **4. Declaration of Non/Pecuniary Interest**

There were no pecuniary interests other than those declared on the website. Matt Shanahan has one child at the school; Rob White has two children at the school; Jane Walter has two children in the school; Liz Bayliffe- Smith has one child in the school and Aydin Djemal has one child in the school.

#### **5. Minutes of the Last Meeting held 25.09.19**

The minutes of the meeting held 25<sup>th</sup> September 2019 were approved as a true and accurate record.

#### **6. Matters Arising**

There were no actions from this meeting.

#### **7. Headteacher's Report**

##### School Development Plan / Strategic Improvement Plan

The Headteacher had submitted the plan in advance of the meeting and invited questions.

**C: *Governors asked about staff on long term sick and asked is it workplace related?***

Yes, the school is working with the HR company (Peaks and Plains) and is following the attendance policy

**Q: *Does this absence impact on teaching?***

Parents have been informed and a supply teacher is employed. Ms Power is sharing this class to ensure continuity.

**C: *This school has always had a low absence among staff so are things changing?***

The budget challenges are having an impacting but this is not thought to be affecting significantly.

**Q: *Governors asked about confidentiality when discussing staff absence?***

The chair explained Governors are expected to be confidential and the committee structure allows for detailed discussion. The clerk explained the purpose of the Part 2 Confidential minutes.

**Q: *Governors referred to the SDP (self-development plan) and asked are others taking on teacher duties from the absent staff.***

The reallocation of other duties is not occurring at the moment but this may be covered if the sick is long term. The absence has been for four weeks and will be reviewed if this is longer term.

**Q: *Governors asked about the SEF (self-evaluation form) which indicates the school remains 'good' during this transition year.***

The expectation is when all changes are put in place the school will go back to outstanding in line with the new inspection framework.

- Governors were informed there is a Parent Forum from on the 6<sup>th</sup> December 2019 between 9.00 and 10.00am. The forum will look at the Rights Respecting Award and the link Governor is Liz Bayliffe-Smith. Hils Corcoran was invited.
- Some parents complained about the lack of a KS2 (key stage 2) nativity and they have been written to.

**S: *Governors who are parents stated the Rights Respecting curriculum is progressing well.***

**Action: School to email parents the UNICEF convention on the rights of the child.**

- Rob White raised a query about the Governor role to review progress over time and suggested this might not be needed given the new Ofsted framework. Rob White is the link Governor who was asked to look at this internal data and how progress is measured. The progress of children is still monitored by staff, even though Ofsted will no longer look at internal data. Teachers workloads are being monitored and assessment drops are now reduced. It was felt this link Governor role was still needed.

**Action: Jan Sorohan, Matt Shanahan and Rob White to meet to review the Link Governor focus on progress data over time.**

- Pupil Attendance is 96% and this is consistent.

**Q: Does attendance week impact on pupil attendance.**

It is hard to know which specific initiative has an impact. Attendance week and other initiatives are proving effective.

- The Headteacher reported on an article in last Sundays Times Newspaper which placed St. Pauls CofE Primary school 147<sup>th</sup> in the whole of the UK based on the SATS results in 2018. The article listed the top 250 state schools out of 27,000 16,500. This school is almost in the top 1% of the country.

**S: Governors formally congratulated the school for the excellent education enjoyed by pupils in this school.**

## 8. Behaviour and Safety of pupils - update

- There are no issues to report at this meeting. There has been no bullying, racist or other incidents and no exclusions.

## 9. SEND update

### SEND Report for school website

- Jenny Power reported this is an inclusive school and the report detailed the initiatives. St. Pauls is now officially a Communication Friendly School having achieved the ELKAN award. The school has received a certificate which is valid for three years. The Speech and Language Therapy work in the school means the staff are now much more aware.
- Four children have EHC plans and some new children in reception are being assessed. There is one application for EHC plan in progress. The parents are pleased with the provision the children receive.
- Rob White works with Jenny Power and informed Governors the upcoming meeting will explore autism friendly initiatives and the costs. The ethos of this school is quality first teaching and this applies to all children. Staff are being very flexible at the moment in relation to staff absence and changing their roles in order to meet the needs of children with plans. The funding takes a long time to be allocated to the school even though the child needs support at the start, and these are city wide issues.

**Q: The House of Commons report on SEND was damning about the provision, has the school received any formal communication to share with parents?**

No, there has been no communication with schools since this report was issued.

*Abi Lee left the meeting at 19.30*

## 10. Approval of term dates for 2020/21

- The Headteacher informed Governors the proposed term dates for 2020/21 follows the LA pattern. The INSET (in service training) days avoids always being a Monday.

### **Governors approved the following INSET Days**

- 1<sup>st</sup> and 2<sup>nd</sup> Sept 2020, (children start school on Thursday 3<sup>rd</sup> September).
- 2<sup>nd</sup> November 2020
- 1<sup>st</sup> April 2021
- 25<sup>th</sup> June 2021

### **Q: Will the two-day week in September 2020 affect attendance?**

The Headteacher reassured Governors split weeks tend to not affect attendance in this school.

### **Governors formally approved the term dates for 2020/21**

### **11. Sports Premium report (taken before item 9)**

- The sports premium funding was explained as part of the Olympic legacy and every year the report is presented to Governors. This report was following a new format and this is more succinct. The impact statement was shared. The aims include fitness added onto the government's agenda. The funding for 2019/20 is the same as 2018/19. The expenditure might be £600 over budget on the new action plan, but the PTA will add funds to the forest school and this may balance out. The summary has been linked to the new Ofsted framework explaining intent, implementation and impact.
- CITC (City in the community) has worked with EYFS (Early Years Foundation Stage) and the school is aiming for the silver awarded. Yr1 and Yr2 have one less session of PE. The school employs Mr Callaghan, a sports specialist to upskill the staff.
- The new actions include an increase of targeted children struggling with gross motor skills; 'maths on the move' club which is done through physical exercise; and play leaders for children at KS1. CITC will increase their input from 0.5 hours to one hour with EYFS which only costs £712 for the whole year.

### **Q: Do CITC offer provision for KS2?**

Yes, but this is more expensive. The CITC for KS2 has not been as good in the school.

- Each year group expectations were videoed and the school will do the same for outdoor games this year.
- In competitions different children are invited as this is an inclusive school. This might affect the results. Children are prepared for competitions and the numbers of competitions have increased.
- In the primary skills coaching the school works with aspire which is recognised as a quality provision. They work with the staff offering a more bespoke training plan for individual teachers.

### **Q: What is a forest school?**

This is outdoor learning, and this is difficult at this school due to lack of outdoor grounds. Pat Callaghan works with the school and is visiting the local areas to identify appropriate learning environments. Ladybarn Park and Fog lane park are suitable and this is aimed at PP (pupil premium) children and vulnerable children.

This will be initially for Yr3 to Yr6 and will be rolled out to younger children in time. Activities range from building fires to team building.

### **Q: Is there additional funding for forest schools?**

School was not aware of any additional funding for forest schools.

### **Q: How much time is spent on this?**

There are 14 children in each group for one hour per week.

Staff will be able to run the forest school initiatives after their training is complete.

### **Q: Is this offered in other schools?**

Yes, in schools where they have school grounds. Forest Schools can be used for daily mile and outdoor activities.

**Q: Will the children walk to these parks?**

Yes, the children can walk to these parks.

**S: Walking children to school and for swimming was praised**

**Q: Is the Forest school going to impact on Yr6? Girls decline exercise as they get older.**

The data shows a 12% dip from last year but this was a different cohort. The Yr6 cohort last year had four children with EHC plans and there was no gender difference. Mr Callaghan has reported this school has higher levels of fitness.

**Q: This provision gives a minimum of two hours PE across the school, does this always happen?**

Yes, this can be indoors when it is too hot. Rain does not stop PE. All activities are risk assessed. Occasionally shows and school events might impact on this.

**S: The increased skills and knowledge of staff was praised by Governors along with praise for the succession planning occurring in this area.**

**Q: Governors asked about the British Cycling BMX?**

This has been explored and the trainer will come into the school and can provide bikes. Some free sessions have occurred with the older children. Governors asked for the profile of this to be raised with parents. (This is run at Platt Fields).

## **12. Committee reports**

### Curriculum Committee draft minutes 24.10.19

- Anita Ameen and Aydin Djemal were invited to join the curriculum committee.
- The chair Jane Walter reported the committee had identified the Strategic Impact Plan has now been completed, and all targets were achieved.

### Resources Committee draft minutes 06.11.19

- The chair Paula Millward reported the committee had discussed training on the national funding formula. The committee agreed to continue the SLA (service level agreement) for GDPR (general data protection regulations) with Global policing. Staff attendance discussed at length.
- The committee approved the DfE and LA recommended pay award of 2.75%. The in-year deficit of £85,231 was discussed. The Committee aims to review various scenario planning based on different pupil numbers. This will be reported at the FGB.
- Commissioning a Fire risk assessment was approved. The SBM reported the LA will do undertake the fire risk assessment for free and this is being arranged.

### Verbal update from Pay Committee 06.11.19

- The Pay committee met and approved all Headteacher recommendations for pay progression which were included in the budget planning.
- The Headteacher Performance panel has met and there was a positive report provided from Brian Holmes, the Headteacher has met all targets and Governors were informed this was a good review.

## **13. Policies – for review and approval**

### Business Continuity Plan

There has been some minor updating of contact details

**Governors formally adopted the Business Continuity Plan**

### Premises Management Plan

There have been no changes since the last approval

## Governors formally adopted the Premises Management Plan

### 14. Governing Body Matters

#### Link Governor reports

- Liz Bayliffe- Smith reminded Governors of the Governor day and explained the purpose of this activity. The priorities to review include reading, science, and some committees such as the worship committee and Rights Respecting committee. Governors might want to look at the strategies employed by the teachers and review children's workbooks. The session will start at 1pm and end at 3.15pm. The session will start observing the children reading and meeting the subject leader. The outcome will be reported back at the next GB
- Most Link Governors have planned their meetings with staff.

#### Governors skills analysis 2019

Governors were reminded to complete the analysis on googledoc.

#### Training attended

New Governors were encouraged to attend the One Education new governor induction training.

### 15. Any Other Business

- The chair reported on an event to celebrate the schools 175<sup>th</sup> anniversary. The school linked with Southway Housing to invite their older communities. A letter has been received from an attendee congratulating the school for a wonderful time.

**Action – Include the letter to the school (175<sup>th</sup> anniversary celebration) in the next correspondence to parents.**

### 16. Dates of Next FGB Meetings

- Wednesday 12<sup>th</sup> February 2020 at 6.30pm
- Brian Holmes visit 26<sup>th</sup> February at 6.00pm
- Wednesday 17<sup>th</sup> June 2020 at 6.30pm
- Wednesday 15<sup>th</sup> July 2020 at 6.30 pm

#### Governor days

- Thursday 28<sup>th</sup> November 2019 1pm
- Friday 20<sup>th</sup> March 2020 morning session.

Signed.....



Matt Shanahan (Chair)

Date.....

12<sup>th</sup> February 2020

*Meeting closed at 20.00*

**Summary of actions**

- Action: School to email parents the UNICEF convention on the rights of the child
- Action: Jan Sorohan, Matt Shanahan and Rob White to meet to review the Link Governor focus on progress data over time.
- Action – Include the letter to the school (175<sup>th</sup> anniversary celebration) in the next correspondence to parents.