



## St Paul's CE Primary School

### Governing Body Meeting

Spring Term: Wednesday, 12<sup>th</sup> February 2020 at 6.30pm

*Draft V3 Minutes*

#### **Present**

Mrs Liz Bayliffe-Smith	Parent Governor
Aydin Djemal	Parent Governor
Anita Amin	Foundation Governor ( <i>PCC</i> )
Ms Josie Hewitt	Co-opted Governor ( <i>staff</i> )
Dr Brendon Jones	Foundation Governor
Ms Abi Lee	Staff Governor
Ms Paula Millward	LA Governor
Mr Matt Shanahan	Co-opted Governor ( <i>Chair</i> )
Ms Jan Sorohan	Head Teacher
Mr Robert White	Co-opted Governor

#### **Apologies**

Mrs Hils Corcoran	Foundation Governor <i>Ex-Officio</i>
Mrs Jane Walter	Parent Governor

#### **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.

#### **2. Apologies**

Apologies were received and accepted from Hils Corcoran and Jane Walter.

#### **3. 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.

#### **4. Declaration of Any Other Business**

There were no items of any other business raised at this part of the meeting.

## 5. Minutes of the Last Meeting held 20.11.19

The minutes of the meeting held 20<sup>th</sup> November 2019 were approved as a true and accurate record.

## 6. Matters Arising

Action: School to email parents the UNICEF convention on the rights of the child  
This is on the school website and parents have been directed to this information.

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

JS and RW met and had a positive meeting about progress data over time.

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

This will be included in the Friday newsletter this week.

## 7. Headteacher's Report

- Governors noted this has been busy half term. The Headteacher reported many staff on maternity leave have recently returned. The numbers of staff on long term sick has reduced to just one member, the others are back in work.

**Action: School to share the GDPR audit with all Governors**

**Q: Governors noted this is the last year Brian Holmes will be working with the school. Has there been any work replacing him for next year and Governors were reminded the 26<sup>th</sup> February 2020 is his last meeting at St. Pauls?**

**Governors agreed to acknowledge the last meeting with Brian Holmes.**

Governors were informed he works in a number of schools and the south district heads are looking at a replacement. The senior QA of the LA can appoint someone for the school.

**Q: Is this a school appointment or an LA improvement officer**

The LA pays for one meeting each academic year and this is additional work which the school pays for. Brian Holmes was originally from the LA and the school continued the SLA for outside moderation. Governors were supportive of this contract and the external input to aid Governors. The Headteacher should have a SSQA name for the next meeting. (Senior Schools Quality Assurance Officer)

**S: Governors noted the linking of the topics through the RRA (Rights Respecting Award) curriculum was excellent.**

The mediation was highlighted as a positive initiative. Governors noted the Yrs5 and Yr6 reading changes and praised the non-negotiable texts which are supported by PTA funds. The new approach to free reading in Yr5 & Yr6 aims to give pupils experience from a range of texts including stories from different culture; literacy heritage and modern classics. Governors noted this is a great initiative.

**Q: Governors asked if there have been issues surrounding Chinese New Year and has there been any questions about the Coronavirus?**

One parent contacted the school from overhearing some information wrongly. The children's health is being monitored. The school has put LA posters around the

school. Children's Newsround has explained this issue well. Parents are being asked to take more notice if they have been to certain countries.

**Q: What is meant by some of the older pupils reading text that was not age appropriate?**

This often related to the language difficulty. This new approach has moved some children out of their comfort zone. There has been some positive feedback from parents about their children reading different materials.

**S: Governors are impressed with the children championing the RR (Rights Respecting) agenda and enhancing their understanding of the challenges in the rest of the world, as well as the skills being developed. Praise was given to the RR rangers.**

**Q: Has there been any feedback from parents?**

There was a workshop on Monday and it was commented that children are asserting rights at home.

**Q: Are there any culture clash issues?**

The parents' forum has discussed the RR curriculum and asked many questions and these have been addressed. Parents have been made aware that if controversial rights are dealt with parents will be informed in advance of the learning.

- The chair drew attention to the NGA (National Governors Association) website which was recommended to Governors.
- Governors were asked to inform the Headteacher if they want any other type of information in the heads report.

## **8. Behaviour and Safety of pupil's update**

- There has been one fixed term exclusion last term and one this term (the same child). The school is working with the family. Early Help and TAC (team around the child) meetings are occurring.
- Brendon Jones, the link Governor for behaviour has been involved in these exclusions. This is a Yr6 child and the school is avoiding a PX (permanent exclusion). There are many outside agencies involved and there is a plan for his transition.

**S: Governors noted the ELKLAN approach is helping with behaviour in the school.**

## **9. Pupil Premium report**

- Abi Lee informed the committee the reporting as changed in line with the new Ofsted framework which requires PP to be threaded throughout implementation, intent and impact.
- The PP grant was explained for the benefit of new Governors. Eligibility is for children who have received FSM (free school meals) at any time. Children of service personnel; children who have been looked after included previously looked after children such as adopted children, also qualify. The reason for the grant was explained and the impact of a disadvantaged home background on attainment.
- There are 86 pupils in this school bringing a grant of approximately £111,000. The PP report is uploaded onto the school website when Governors approve the report. In 2020/21 there will be an increase of £25 per pupil. This school has children of service personnel and children who are looked after in this PP group. The school has the right to include other children who are disadvantaged but not eligible for PP.

- In Early Years, the gap has reduced in prime areas but increased in GDL (good level of development). These children are now in KS1 and are being targeted. GLD assessment tends to be English and Maths focused so this will be the areas being targeted. The prime assessments relate to a wider range of skills and learning such as outdoor learning.
- KS1 non-PP achieved higher than PP children but if you remove the SEND children from the data the opposite is the case, PP attain higher than non-PP. Also, in KS2 Yrs3-6 non-PP children attain higher but when you remove the SEND support and EHC plan pupils the gap is diminished. The progress between EYFS to KS1 shows the gap reduces. Progress from KS1 to KS2 shows the gap reduces massively.
- Of the children who left KS2 in 2019 their results were compared to their 2015 KS1 results. The gap in reading attainment reduced from 35% to 12%, a reduction of 22.5%. In writing the gap reduced from 21% to 12.5%, a reduction of 8.5%. In maths the gap reduced from 23% to 6.2%, a gap of 16.8%.
- The actions are highlighted in the report and the successes were reported.

**Q: What are 'before school' interventions?**

These are sessions run from 8.30am to 9.00am where the children receive extra tuition on prior knowledge. This improves the confidence. More PP children attended the breakfast club. There were aspirational visits and a debating group. The actions for the next year are included in the report. The monitoring of ELKLAN is now in place. Higher achieving PP pupils are also receiving interventions. The creative writing club targets PP children. There has been an increase in cultural trips; play therapy; maths on the move (identifying gaps in maths through sports) and the Forest School is now offered lower down the school.

**Q: Over time there is an increase in gaps for maths from KS1 to KS2 and then this reduction. Why is this?**

Yes, maths is spikey and this reflects the different cohorts.

**Q: Have you done anything different over the time?**

The strategies are the same but each child represents 12% in the data.

**Q: The decrease in the gap shows the PP funding is working, is that correct?**

Yes, this is correct. The report explains the impact of the funding.

**Q: Is there a gender difference in the PP attainment and progress?**

No, there is no gender difference. There is an issue with higher achieving pupils slowing down progress in KS2.

**Q: Is your PP cohort a high number?**

The proportion of PP in St. Pauls is below the Manchester average, this school is close to the national average.

- The school is focusing on all children including PP and SEND accessing all aspects of the curriculum?

**Q: How do you ensure all eligible PP are identified?**

- Part of the admissions process requires parents to provide their national insurance number. The programme used automatically updates when benefit status changes. The move to UFSM (universal free school meals) did see a reduction in applications so this action was taken.

**Action: School to email the PP report to Governors.**

**10. Committee reports – to receive**  
Curriculum Committee draft minutes 15.01.20

**Action: Clerk to email the curriculum committee minutes to all governors and invite questions to Jane Walter (chair) and Jan Soroan.**

Resources Committee draft minutes 05.02.20

*Governors were reminded there were some confidential issues discussed at the committee. Confidential items are reported in the Part 2 Confidential minutes*

- The reduction in pupils' numbers will be monitored (this is always included in the headteachers report). Reception numbers for 2020 are not yet known. Numbers seem to be lower across the city
- Marketing has been discussed and a leaflet will be shared with Governors (by email) before distribution. The school website will include the national recognition of the school attainment.
- It is known nationally primary numbers are dropping but it was felt marketing is needed. There is a twitter feed and the school is raising its focus more. The church congregation is also declining. UC (universal credit) might be having an impact and cause more mobility in the area as this is an area where people might not be able to afford to live. The staff are aware of the need to fill the school.

**Q: Is the budget based on static numbers?**

There are currently 342 pupils and the PAN (published admission number) is 354. The nursery is full. The committee has taken a pessimistic view on income and student numbers so this budget might improve. Going forward the budget is based on 350, eight more pupils. The type of pupils is significant as SEND children require additional support from within the school budget and PP children attract more income. This school has benefited from the extra 15 hours grant in the nursery as this school does have eligible parents (both parents working) but this cannot be included in the budget until this known. The reception numbers are crucial. If reception is not full more savings will need to be identified.

**S: Governors gave formal thanks to Josie Hewitt and Jan Soroan for making the difficult decisions. Governors stated they were confident the school is being stewarded well.**

## 11. Finance Update

SFVS (School Financial Value Standard)

- This is an annual review with compliance questions about spending and outcomes and benchmarks against other schools nationally. This is a new reporting system and is based on retrospective data for 2018/19. The benchmarking data shows the school is in line with other schools nationally. The resource committee looked at the macro enabled dashboard and were satisfied with the explanation of the thresholds.

**Q: Is the dashboard based on self-assessment?**

This is external benchmark against other schools.

**Q: Were we not to be sufficiently compliant what would happen?**

Governors would be expected to ensure the school does comply. This is sent to internal audit at the LA.

**Q: How often is this completed?**

The SFVS is completed annually

- The school completes the evidence in the comments section and Governors have to be satisfied they are familiar with this evidence.

**Governors formally approved the SFVS**

#### Revised school budget January 2020

- The resources committee minutes detail the discussions undertaken. The committee recommends approval of the revised budget for 2020/21.  
**Governors formally approved the revised budget for 2020/21**

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

#### Nursery Admissions

The only change to this policy is the inclusion for the school to reserve the right to charge parents for extra hours on a means tested basis

#### **Q: Have you charged for nursery provision before?**

Yes, but not enough people bought the additional hours. Then the government brought in 30 hours free care subject to eligibility criteria.

**The Nursery Admissions Policy was approved**

#### Model Policy for NQT Induction

This is a model policy from the LA. NQTs will now have to undertake a two-year induction and there are other changes. This school does not have any NQTs but may in the future.

**Governors formally adopted the Model Policy for NQT Induction**

### **13. Governing Body Matters**

#### Link Governor reports

- Brendon Jones had submitted a link Governor report from a visit undertaken on the 31<sup>st</sup> January 2020. The visit was to review the behaviour in the school. He reported ELKLAN is being used effectively. The consequence slip has been redesigned using ELKLAN. Behaviour continues to be excellent in this school. Brendon Jones also looked at behaviour over lunchtime and reported the buddy system works well. Staff feedback was good. The next visit will involve meeting staff and will be in the first half of the summer term. This will be reported back to the next FGB meeting.
- Rob White has met Jenny Power in November in role has the SEND link Governor. Rob White met the Headteacher in January to review progress over time.

#### Governors skills analysis 2019/20

The majority of Governors have not completed the Governor skills questionnaire which is used to identify support and training needs.

**Action: the school will resend the Governor skills questionnaire.**

#### Training attended

New Governors have been invited to training. The chair reported on MGA training. Matt Shanahan will support any aspiring chairs in the way he was supported by Brendon Jones.

Anita Amin thanked the chair for induction training.

### **14. Any Other Business**

- Jeff Smith the local MP is attending the school on the morning of 28<sup>th</sup> February 2020. He will meet with the Headteacher and the Yr3 and Yr4 groups to talk about his MP

role. The Rights Respecting rangers will talk to him about rights and other children may have questions.  
The fire risk assessment will be shared at the next finance meeting

#### 15. Dates of Next FGB Meetings

- 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 6.30pm

#### Governor days

- Friday 20<sup>th</sup> March 2020 morning session.

Signed Remote Meeting Covid-19 Date 13.5.20  
Matt Shanahan (Chair)

*Meeting closed at 20.00*

#### Summary of actions

- Action: School to share the GDPR audit with all Governors
- Action: School to email the PP report to Governors. ***This has been actioned***
- Action: Clerk to email the curriculum committee minutes to all governors and invite questions to Jane Walter (chair) and Jan Soroan. ***This has been actioned***
- Action: the school will resend the Governor skills questionnaire. ***This has been actioned***