

**St Mary's Primary School  
Meeting of the Governing Body  
Monday 15<sup>th</sup> June 2019 6pm  
Minutes**

**Present:** J Pearce (Head) (JP), J Williams (Chair) (JW), B Timms (BT), K O'Sullivan (KOS), T Shepherd (TS), L Cox (LC), J Reid (JR), G Pearce (GP),

**Apologies:** M Theobald (MT), M Troni (MAST)

**In attendance:** Andrew Hill (Clerk)

No	Item	Who
1	<b><u>Opening Prayer</u></b>  The meeting opened with a prayer at: 18:05	
2	<b><u>To receive apologies and approve absences</u></b> <ul style="list-style-type: none"> <li>• M Theobald (MT) - approved</li> <li>• M Troni (MAST) - approved</li> </ul>	Chair
3	<b><u>To declare any conflict of interest that may arise during the meeting</u></b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
4	<b><u>To approve the minutes of 13<sup>th</sup> May 2019 meeting and sign by the Chair</u></b> <ul style="list-style-type: none"> <li>• Minutes approved and signed off by chair</li> </ul>	JW
5	<b><u>To consider any matters arising and actions from meeting of 13<sup>th</sup> May</u></b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
6	<b><u>To receive notification of any other business for item 14</u></b> <ul style="list-style-type: none"> <li>• Email passwords</li> <li>• School uniform policy</li> <li>• Staff Survey</li> </ul>	
7	<b><u>Head's Update</u></b>  Staff members - G Pearce and L Cooke give a presentation on school assessment data. Various results for each year group are shown and compared to averages from the County and Nationwide.  <b>Attendance</b> <ul style="list-style-type: none"> <li>• Overall attendance figures looking good.</li> </ul>	Head

	<ul style="list-style-type: none"> <li>○ Lowest group is year 6 but there is a child regularly absent with a medical issue.</li> <li>○ Still receive requests for holidays during term.</li> <li>○ JP to send out reminder to parents in September on how attendance totals are taken into account during an Ofsted review.</li> </ul> <p><b>Quality of education</b></p> <ul style="list-style-type: none"> <li>● Inset in September for middle leaders.</li> <li>● Idea is for all classes to have some kind of forest school access during the year.</li> <li>● There is a SEN issue which is creating challenging circumstances at the moment. It is having significant impact across the board including financial impact on school and is emotionally draining for staff.</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>● New staff member joining reception class in September. <ul style="list-style-type: none"> <li>○ She has already started doing some work and training in the school for which she will be compensated.</li> </ul> </li> <li>● Despite someone leaving JP has managed to compile TA timetables without a need to employ someone else.</li> </ul> <p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>● 29 joining reception class, this is less than anticipated given interest over the year.</li> <li>● 30 will be in Nursery.</li> <li>● Overall 235 pupils which is close to the most the school has ever had.</li> </ul> <p><b>SEN and Safeguarding</b></p> <p>Due to some recent issues with the schools neighbours abusing pupils and staff through the fence JP has spoken with Oliver Heald. He will look into it and measures to prevent it such as fencing will be considered.</p>	
8	<p><b><u>Budget</u></b></p> <ul style="list-style-type: none"> <li>● Finance committee met in May/June during which they reviewed what Laura had prepared.</li> <li>● DOWAT is increasing their top slice.</li> <li>● Teacher's Pension is increasing but will mainly be covered by grant.</li> <li>● Current surplus of 13k but may reduce by 5k if a child receiving pupil premium leaves.</li> <li>● School is in a reasonably strong position although is dependent on pupil numbers staying the same.</li> <li>● Finance committee is happy with it.</li> <li>● FGB is happy to sign off.</li> </ul> <p>JW thanks JP and Laura for their work on it. Audit report was outstanding which makes the governors jobs easier as it is something they do not need to worry about.</p>	

	<p><b>Finance System</b> BT spoke with Laura regarding the DOWAT changing their finance works to a more centralised system and that it might have an impact on smaller schools.</p> <p><b>BT Comment</b> - Think some kind of risk planning for coming school year would be prudent as it could impact the services we use and offer including the breakfast and after-school clubs.</p> <p><b>Question</b> – Do you see any immediate risk?</p> <p><b>Answer</b> – There may be some disruption initially but not a huge amount.</p> <p><b>Comment</b> – Once the go live date is confirmed the finance committee should meet to discuss and plan.</p>	
9	<p><b><u>School Expansion Update</u></b></p> <ul style="list-style-type: none"> <li>• Planning permission has been granted.</li> <li>• Revised quote has gone up by 50k due to changes to the foundation, and the amount of fencing required.</li> <li>• Still within the estimates we had, and funding is in place but reduces our contingency fund.</li> <li>• Friends of the school will work on fund raising to help cover fixture and fitting costs.</li> <li>• Development should begin in summer.</li> </ul>	
10	<p><b><u>Safeguarding – Report on notable incidents</u></b></p> <ul style="list-style-type: none"> <li>• Issue with neighbour discussed in previous item.</li> </ul>	
11	<p><b>GDPR Update</b></p> <ul style="list-style-type: none"> <li>• No update</li> </ul>	BT
12	<p><b><u>To receive Committee minutes</u></b></p> <ul style="list-style-type: none"> <li>• Personnel minutes on Basecamp</li> <li>• Staff survey was the main thing discussed. <ul style="list-style-type: none"> <li>○ Results were positive and staff feel supported by the leadership team.</li> <li>○ Some of the stress and strain the staff are under has caused some friction.</li> <li>○ Good support structures in place and these were acknowledged</li> <li>○ SEND issue has caused some extra stress.</li> </ul> </li> </ul> <p><b>JP comment</b> – Normally I would try and find a way to resolve something like this but in this instance there is not much more I can do.</p> <ul style="list-style-type: none"> <li>• TAs would like more feedback on their performance, currently it is quite informal.</li> </ul> <p><b>Question</b> – Regarding the area of friction, some people answered that there was never any friction. Could this be classed as them not being challenged?</p>	Committee Chairs

	<p><b>Answer</b> – I think the word is open to interpretation and in this case errs on the negative side.</p>	
13	<p><b><u>Governor Update</u></b></p> <p><b>Governor training</b></p> <ul style="list-style-type: none"> <li>• GP completed the conflict training on the new e-learning tool.</li> </ul> <p><b>GP comment</b> – My daughter did work experience at the school and thought it was great so credit to the school!</p> <p><b>Governor visits</b></p> <ul style="list-style-type: none"> <li>• BT attended KS1 and KS2 music concerts.</li> <li>• BT spoke with Louise about ICT.</li> <li>• 4 Governors attended Sports Day.</li> </ul> <p><b>FGB meeting dates 2019/2020 school year</b></p> <ul style="list-style-type: none"> <li>• 16/9/2019</li> <li>• 02/12/2019</li> <li>• 03/02/2020</li> <li>• 11/05/2020</li> <li>• 13/7/2020</li> </ul>	All
14	<p><b><u>To receive any other business as notified in item 6</u></b></p> <p><b>Email passwords</b></p> <ul style="list-style-type: none"> <li>• FGB are reminded to make sure their passwords are secure.</li> </ul> <p><b>School Uniform</b></p> <ul style="list-style-type: none"> <li>• School has received a request from female pupil to amend the School Uniform policy so that girls can wear trousers or shorts if they wish.</li> <li>• LC held a pupil’s forum but there was not much support for this.</li> <li>• Only one request so no real consensus.</li> </ul> <p><b>JP comment</b> – Think we would lose some of the school identity if the kilt were to be done away with.</p> <ul style="list-style-type: none"> <li>• TS proposes no change to current policy.</li> <li>• FGB (and pupils) in agreement is that the current policy stays for now but will be looked at during the next policy review</li> </ul> <p><b>Staff Survey</b> – see previous section.</p>	
15	<p><b>Close of Meeting</b> - 19:43</p>	