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St John & St Francis Church School
Minutes of Full Governors Meeting
1st March 2017 at 5.45 pm

Present:

Yvonne Rouffet (Chair)
 Lisa Farley (Head Teacher)
 Hannah Dyer (Staff Governor)
 David Durston (Vice Chair/Safeguarding Governor)
 Melissa Bryant (Staff Governor)
 Alexis Piper (Deputy Head Teacher/Observer)
 Natalie Paull (MAT Appointed Governor)
 Jess Stedman (Trainee Clerk)
 Donna Brewer (Business Manager)

Apologies:

Phillipa Warton-Browne (Parent Governor)

Non Attendance:

Andy Sandercock (Governor)

1	Welcome & Apologies		Action
		YR - Welcomed everyone. PWB sent apologies with JS which were accepted by the Governors.	
2	Opening Prayer		Action
		HD opened the meeting with a prayer which was written by pupils of the school. YR asked HD to thank the children on behalf of the governing body. DD asked if the prayer could appear on the school website? YR agreed. This will be passed to AP/JS for upload.	AP/JS
3	Declaration of Interests		Action
		None declared.	
4	Finance Report		Action
		<p>DB emailed finance documents prior to the meeting regarding the revised budget.</p> <p>DB & LF reviewed current budget and were happy that it falls in line for accounts in month 5. DB shared spreadsheet showing what budget was and how it stands now, these are set in May/June time so changes have to be made throughout the year. Each section on spreadsheet was discussed.</p> <p>When Pupil Premium was discussed, YR asked how quickly the changes to PP budget come through? DB said the Local Authority decide eligibility via our applications. There is a very quick turnaround on these. This is shown in our PP increase of £16.5 thousand. Staffing expenditure – lots of staff changes, ie: YR5 teacher seconded, and MB back filled this position, because MB newly qualified this has reduced</p>	

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Date: 2.03.2017

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		<p>expenditure, and MB's position as PE Lead has been back filled with Premier Sports for the rest of the academic year.</p> <p>Supply costs, because of an insurance we buy into as a school, the school are insured after day 6 of sickness. We are on top of our supply budget which also covers courses/training for teachers etc.</p> <p>Admin staffing – KF left as Receptionist/Administrator and JS was taken on to cover Reception while JH increased her hours to take on more admin. DB to leave her post, and new Business Manager will be full time. YR asked what is the difference between Agency Staff & Supply Staff? DB said that we have a bank of Supply Staff who she contacts directly and have been working within the school for some time. Agency Staff are used for extra staffing needs. We could also use the Apprenticeship Scheme, this proved successful when KF worked in the office. There is no difference in the application process. School has to pay apprenticeship levy and new SBM will be asked to explore costs as should get levy back if employ apprentice.</p> <p>DB said that Maintenance/supplies and services/resources/Premier Sports all fall under same category and this is budgeted to err on the side of caution as these items can change on a regular basis. A saving has been made regarding the IT services – LF said that our designated IT support gets a lot done during his one morning a week at the school and this appears to be working.</p> <p>DB – our bottom line figure on the spreadsheet shows a surplus. LF said that the MAT like schools to carry forward 7 – 10% and we should be on track. DB then moved on to next handout which showed 3 year forecast. If all figures are correct we should have extra budget for additional 10 children next year. HD asked if our surplus is definite? DB said this is correct, and the MAT will not let school set a budget in deficit.</p> <p>HD proposed the Finance Report, MB seconded. YR thanked DB for compiling and distributing the budget information for the meeting.</p> <p>DB left meeting.</p>	
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5	Minutes of previous meeting and matters arising		Action
		<p>Date of NP visit have now changed from 01/03 to 29/03.</p> <p>YR, Item 13 – cut and paste error regarding text in this section.</p> <p>YR, Item 14 – YR contacted CP to confirm protocol regarding Head Teachers increment discussion. Confirmation was given that Staff would be included in these discussions but that the HT appraisal targets, salary and salary point remain confidential. YR had forwarded the business plan to the MAT but required LGB approval for it to be processed.</p> <p>YR asked if all Governors were happy for full increment to happen? All agreed.</p> <p>DD asked if JS could display a colour coding legend on next set of minutes to determine what highlighted text means? JS agreed to do this.</p> <p>DD proposed minutes of last meeting, NP seconded.</p>	JS

6	Inspection Dashboard		Action
		<p>A copy of this was handed out at the last meeting and comments were invited.</p> <p>Qs from NP: What phonics interventions are in place for the 30% of disadvantaged pupils not meeting the expected standards in Year 1, and for the 20% not meeting the expected standards in Year 2? If there are interventions in place, when will we expect to see an impact? LF - These are done by class teachers and TAs during the school day. Impact is seen when SPTO updated. Children are now exposed to letters and sounds and other phonic teaching not just Read Write inc as previous. YR2 teachers are very good at picking out where the gaps are. Invested in more phonic based books, books aimed at boys and KS1 children. NP asked if when she visits on 29/01 to look at SPTO, will she be able to see any gaps? LF said yes. DD asked if the children are encouraged to take part in the Bridgwater Library Reading Challenge which takes place over the Summer Holiday? LF said that this was done last year and the school will be promoting this again along with the reading/maths challenges which are set by AP/CC every week.</p> <p>What work is being done to improve attendance and persistent absence for FSM and SEN pupils? Has any PP</p>	

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		<p>money been spent to address this, how long has it been in use and what impact is it having?</p> <p>LF explained that she and JH have been working on a spreadsheet which tracks attendance very quickly. She has been asked to share this with the rest of the MAT. The spreadsheet enables tracking/report and works alongside Scholarpack. Can also flag PP/SEN children.</p> <p>DD – is there a proof reading system regarding any correspondence being sent from Scholarpack ie: mail merge etc? LF – yes and letters adjusted to be more personal if necessary. YR asked if there was a problem regarding attendance at the school? LF – there are some problems regarding persistent/consistent lateness. When meetings with parents take place, a routine and ways to help adopt it is discussed. Everything now monitored regularly.</p> <p>Are there interventions in place to support the Key Stage 2 Middle Prior Attainers who are not disadvantaged as they are 6 pupils below the National Average? LF – yes, we have After School Clubs happening and intervention clubs for KS2.</p> <p>Key Stage 1 Maths seems to be doing better than Key Stage 2. Can you tell me what is (or could be put) in place to prevent that drop when pupils move from Key Stage 1 to Key Stage 2? LF explained that the introduction of the new curriculum meant that the gaps were more pronounced. HD also explained that when the curriculum changes, the way in which assessments are carried out also changes. LF said that MAT training is good and there are no discrepancies. Our school is very good at reacting to change. Maths focus for the school and AP working hard to embed ‘uplift’ in KS2.</p> <p>Qs from YR: Why do the ‘high attainers’ appear to have lost momentum? LF said that the change in curriculum may be a feature in this. Also, one particular class encountered much change and this can have an effect on their learning.</p> <p>Is the present allocation of pupil premium meeting the needs of our disadvantaged children compared with 2015-16? LF – teaching staff are now fully aware of which children are PP and last year this wasn’t the case. YR also suggested that separating the PP allocation will make it easier to track how affective this is. DD asked if now the interventions are in place, will the SLT review this regularly? LF explained that EC showed a document she is working on today to highlight interventions and this will be tracked to see how affective interventions are and how we can improve. YR pointed out that Raise</p>	
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		Online will be changing and asked why? LF said that this will not be known until the new format is released.	
7	Parent & Pupil Questionnaire		Action
		YR asked if the need for the questionnaires is a requirement? LF explained that it is good practice and the pupil specific one will be done during the school day. The parent questionnaire is based on Ofsted key parental questions and also there is a church school distinctiveness set of questions. HD said it will be good to compare the outcomes to last year's questionnaire. LF asked if everyone is happy with the questions? All agreed and NP said that it will be interesting to see the collated results.	
8	Pupil Premium		Action
		LF gave an update on where we are as a school regarding our increase in funding following our recent application. A statement will be posted onto the website. All staff will be given a list of the PP interventions taking place, and all the PP children have been 'tagged' on the system so progress can be tracked. EC/DB/LF to meet to set tracking and discuss funding.	EC/DB/LF
9	AOB		Action
		Confidential Item	
	AOB (continued)		Action
		YR said how proud she was of the children who represented the school at the installation of the new vicar at St Francis Church. LF read out a thank you she received from Revd Dr Simon Bale, he will be coming to meet LF & YR on 10/03 to look around the school. HD said thank you for the Lent Poster. There are some nice things organised for Easter this year. DD asked if there is a tracking system for what Governors need to look at each month at the meetings. LF – yes, the MAT has set one up which LF & YR work to when setting the agenda. DD asked about possibility of new governors? YR – yes, we have 2 prospective governors at the moment. 1 has already completed the application and has sent this direct to the MAT. Another who would like to come and look around so a meeting will be organised and we also have 1 potential parent governor. The meeting ended at 7.15pm.	
11	Date of next meeting	29 th March 2017 at 5.45pm	

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