



<b>MINUTES OF THE FULL GOVERNING BODY MEETING</b>		
<b>Date</b>	<b>21<sup>st</sup> March 2018 at 6pm</b>	
<b>Venue</b>	<b>St James CE Primary School; extended schools room</b>	
<b>Present</b>	<b>Andy Gait Chris MacIntosh Gareth Badelley (6:30pm) Gavin Shortall Jess Kippen Jo Gait Jo Westhead Lynda Newton Pete Baylis Steve Lomax</b>	<b>DBE governor Parent governor Foundation governor Headteacher Parent governor (Chair) Foundation ex officio governor Staff governor Foundation governor (Vice-Chair) Foundation governor Associate member</b>
<b>Apologies</b>	<b>Paula Robinson Hilary Jones</b>	<b>Foundation governor Foundation governor</b>
<b>Absent</b>	<b>Imran Naseem</b>	<b>Resigned today</b>
<b>In attendance</b>	<b>Laura Nicholson</b>	<b>Clerk</b>

*For all sets of minutes and backing papers it is taken that all have been pre-read and coverage is therefore limited to: • accuracy • action points • challenge*

The meeting met its quorum

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion</b>	The Chair welcomed all to the meeting, including Gareth Badelley who is the new Foundation governor to the board. The apologies of Paula Robinson and Hilary Jones were received. Governors were informed that Imran Naseem has resigned from the governing board with immediate effect.
<b>Decision:</b>	<b>RESOLVED: that the apologies of the above-named governors be accepted.</b>

<b>AGENDA ITEM 2</b>	<b>DECLARATION OF INTERESTS</b>
<b>Discussion</b>	There were no new declarations of interest on the agenda.

<b>AGENDA ITEM 3</b>	<b>DECLARATION OF ANY OTHER BUSINESS</b>
<b>Discussion</b>	There were no declarations of AOB.

<b>AGENDA ITEM 4</b>	<b>PART ONE MINUTES OF THE LAST MEETING (15<sup>th</sup> February 2018)</b>
<b>Discussion</b>	Governors reviewed the minutes which were circulated prior to the meeting.
<b>Decision</b>	<b>RESOLVED: that the minutes be accepted as a true and accurate record. The Chair signed the minutes.</b>

<b>AGENDA ITEM 5</b>	<b>MATTERS ARISING</b>
<b>Discussion</b>	Item 5: GS to include with the next set of papers, some governor resources e.g. governor visits proforma. <b>Action completed. Papers are now stored in the Governors area of the website and also sent by email.</b>



	<p>Item 6:</p> <ul style="list-style-type: none"> <li>• JKippen to look into the free governor training available through the NGA. <b>The SBM has paid for a year's subscription to the NGA. Governors will receive log in details in due course.</b></li> <li>• LNic to send through the information about NGA training to GS/JK. <b>Completed.</b></li> <li>• School to look into buying membership of the NGA. <b>Action completed.</b></li> </ul> <p>Item 9: GS to follow up with pupil voice action re approach to fix-it and development. <b>To address on the Summer term agenda.</b></p>
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AGENDA ITEM 6	GOVERNING BOARD BUSINESS
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Membership 1 x LA governor. Imran Naseem has resigned his post as of today. The proposal is to appoint Steve Lomax as LA governor subject to the appropriate process. Steve was happy to take on the role. Laura Nicholson will contact governor services at MCC and advise them of the governors' decision and request (<a href="#">Action Laura Nicholson</a>).</li> <li>• Governor training attended and its impact Lynda Newton reported that she had attended training on how to be an outstanding governing board. Governors asked for feedback. Lynda explained that this focused on being supportive, questioning the School, holding the school to account and visiting the school to gain a better understanding. There was a focus on academies and how Ofsted hold MATs to account.</li> <li>• Governor training required Jess Kippen will look into NGA governors training (<a href="#">Action: Jess Kippen</a>).</li> </ul>

AGENDA ITEM 7	GOVERNOR MONITORING VISIT REPORTS SINCE LAST MEETING
<b>Discussion</b>	<p>There have been no visits recently but there are two coming up in the summer term. Jess Kippen will attend a restorative practice session for Y5 and a SATs visit this term. The Foreign Languages visit will take place in due course with Hilary Jones.</p>

AGENDA ITEM 8	REVIEW OF GOVERNOR SELF EVALUATION & ACTION PLANNING 2017-18
<b>Discussion</b>	<p>The following governor priorities were agreed for this academic year:</p> <ol style="list-style-type: none"> <li>1. Governor open day for staff and governors; <b>A staff/governor day is being planned for next term.</b></li> <li>2. Reading for pleasure; awards given to children in assemblies by governors (highlighted especially for non-parent governors every half term). <b>Lynda and Steve will attend School this Friday to present books to children.</b></li> <li>3. Development of the outside space; forest school classroom at the back of the school. <b>The outdoor classroom is currently being built.</b></li> <li>4. Continue to embed system of governor visits and subject links:             <ol style="list-style-type: none"> <li>1. <b>Andy Gait – Maths visit (summer 1 2018)</b></li> <li>2. <b>Hilary Jones – Foreign Languages (spring 2 and summer 2 2018)</b></li> </ol> </li> </ol>

AGENDA ITEM 9	HEADTEACHER'S REPORT, including School Development Planning Monitoring
<b>Discussion</b>	<p><b>Focus Question: Pupil Premium update</b> Mr Shortall explained that the school undertook an assessment-based system which has recently been found to not be the best way of working for the School, although there were some benefits. A new way of assessing children has been accessed called Renaissance.</p>



This should make it easier to track progress and show how the School is adding value. It had been difficult to track progress year on year under the previous system which was also a pressure on staff in relation to assessment practice. A more robust system was needed to track progress and allows teachers to inform on future planning etc. However, the School had always anticipated that it would take two or three years into the new curriculum and national assessment system to be established. The system currently only assesses Maths and Reading. There have been moderation checks for Writing to ensure assessment of marking is accurate.

**Q: Is Universal credit going to affect how many children will receive FSM?** A: It could do. If eligible parents don't apply for FSM they won't receive it. The School sends letters out periodically to encourage applications. Universal credit would affect the families who are eligible for FSM. The School would have to find out how Pupil Premium would be calculated. Recently the school has had to direct some families to food banks. **Q: Governors asked how they and the School could support those families?** A: Mr Shortall cautioned that the school staff are already working above and beyond their roles in supporting families and cautioned not to overload staff. However, the School recognises the challenges some families face and will follow up with support wherever possible.

As a result of this discussion, it was proposed that the focus question for the summer term 2 meeting is: *Potential impact of the changes to universal credit and the impact on this school.*

For the week of SATS, the breakfast club will stay open past 9am, and the whole class will attend to get a breakfast, before the SATS start.

**Q: Regarding pastoral based support, the quality of this is excellent. Is there anyone not in PPG also accessing this?** A: Jo Westhead explained that all children eligible for PPG are offered pastoral support. This Premium has to be aimed at children from disadvantaged backgrounds. If any other children benefit from this that is acceptable. Forest Schools has been a great success. Governors praised the school for their work on this.

#### **Attainment:**

Children in KS2 took part in online testing during the Spring Assessment period. Tests were taken in Reading and Maths and each child who took a test achieved a Norm Referenced Standardised Score. The Normed Referenced Standardised Score is an age standardised score that converts a student's "raw score" to a standardised score which takes into account the student's age in years and months and gives an indication of how the student is performing relative to a national sample of students of the same age. The average score is 100. A higher score is above average and a lower score is below average.

#### *Reading*

Children who qualify for Pupil Premium average NRSS: 97

Children who do not qualify for Pupil Premium average NRSS: 103

#### *Maths*

Children who qualify for Pupil Premium average NRSS: 102

Children who do not qualify for Pupil Premium average NRSS: 109

**Pupil attendance:** Mr Shortall reported that the Spring term has seen some very high absence figures due to illness. One class had 50% attendance. It will be very difficult to make this up in the year.

#### **Staff absence:**

Over the last academic year, the % absence for teaching staff was 2.8% for the year. For Support staff absence was at 5.6% over the last academic year.



In the Au1 2017 there was 0.59% teacher absence. Support staff had 1.94% absence. In Au2 2017 there was 0.69% teacher absence. Support staff had 10% absent.

Since Christmas, staff absence has risen sharply. In Spring term 1, teacher absence was 10.95% and support staff absence was 17.16% . In Spring 2, there was 12.88% teacher absence and support staff absence was 6.45%.

The reason for this was a significant amount of flu and bug viruses. This term has been extremely demanding and a strain on the school staff. Credit was given to all staff involved who could continue. Staff morale has dipped. Absence has also had an impact on the budget due to supply cover being needed. Mr Shortall expressed his thanks to the staff for continuing under difficult circumstances. It was noted that staff whose attendance is exemplary usually, were off such was the ferocity of illness in the School. Mr Shortall reported that he had to step in to teaching commitments and other fill-in roles. Governors asked how they could help. It was explained that acts of kindness are going to be organised from the governors.

**Q: Are there any trends to track regarding complaints?** A: There have been no formal complaints since Mr Shortall has been Headteacher. There have been some informal complaints but none to bring to governors.

**Q: Has pupil attendance locally been similar to St James recently?** A: Yes. St Andrews figures were very low. Mr Shortall reported that attendance figures from MCC have been received for all Manchester Schools. St James is improving on last year's figures. In Spring, a more accurate comparison will be possible. Illness has been an issue all term. It has been unprecedented.

**Q: Is Y1 attendance better than other year groups?** A: Attendance figures are year to date. The target is 96%. When Y1 were in Reception their attendance the year before was around the same.

Question for summer term 1 FGB meeting:

- Pupil voice update

Question for summer term 2 FGB meeting:

- Potential impact of the changes to universal credit and the impact on this school.

AGENDA ITEM 10	COMMITTEE REPORTS
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• <b>Teaching &amp; Learning committee</b> (12.3.18) Governors noted the minutes.</li> <li>• <b>Finance &amp; Premises committee</b> (21.3.18 – verbal update) The budget is in a steady position. Governors approved the SFVS audit document which must be submitted to the Authority before the 31<sup>st</sup> March 2018. Minutes will be circulated in due course.</li> <li>• <b>Admissions committee</b> (26.2.18) There are 64 applications for 30 places in Reception. This is in keeping to previous years. The concern was that there are 28 applications for 26 nursery places. 3 of those were for part time places. The Nursery has offered places out now. If the School doesn't fill the places, this could affect the ratios and funding. Ratios have to be 1 teacher to 13 children. If there are 14 places, the Nursery would have to employ another teacher which would not be financially viable. It was suggested that the School could look at wrap around care. Open days will be set up and invitations will be sent out. Governors noted the minutes.</li> </ul>



<b>AGENDA ITEM 11</b>	<b>PROCEDURES / POLICIES FOR REVIEW/APPROVAL</b>
<b>Discussion</b>	There were no policies or procedures for review or approval.

<b>AGENDA ITEM 12</b>	<b>ANY OTHER BUSINESS &amp; ITEMS FOR NEXT MEETING</b>
<b>Discussion</b>	There was no AOB for discussion.

<b>AGENDA ITEM 13</b>	<b>DATE OF NEXT MEETINGS</b>
<b>Discussion:</b>	<ul style="list-style-type: none"><li>• 24<sup>th</sup> May 2018 at 6pm</li></ul>

<b>AGENDA ITEM 14</b>	<b>CONFIDENTIAL MATTERS</b>
<b>Discussion</b>	There were no confidential matters for discussion.

**There being no further business the meeting closed at 7:10pm**