

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY

FULL GOVERNORS' MEETING

Minutes of the meeting held on

Thursday 4 Dec **2014 at 7.00 p.m. at school**

Our duties as governors are:

- **to encourage all governors to contribute to all items discussed and speak freely and openly**
- **setting vision, ethos and strategic direction**
- **holding the Head Teacher to account for the educational performance of the school and its pupils**
- **overseeing the financial performance of the school and making sure its money is well spent**
- **to respect confidentiality**
- **to declare any conflict of interest related to any agenda item**
- **to ensure that previously circulated papers have been read prior to the meeting.**

Supporting Papers:

School performance data
SDP progress report
OFSTED RAISE online report 2014
Safeguarding audit update

Present:

Philip Ashdown PA	Lisa Mayes LM
John Baker JB (from minute 7)	Tara Moran TM
Rob Davies RD (from minute 7)	Kristina Mussnug KM
Simone Franklin SF	Peter Richardson PR (from min 7) PR
Gillian Grayson GG	Caron Short CS
Violet McLaren VM (<i>Head</i>)	Matthew Simpson MS
Damien Mackman DM	Chris Webb CW
Lindsay Marcer (<i>Clerk</i>)	Patrick Weir PW (<i>Chair</i>) (from minute 10)

1) Welcome apologies and declarations of interest

Apologies were received and accepted from Arlene McLaughlin and Richard Waylen. As PW was likely to be late PA Chaired the meeting until his arrival.

2) Notification of items for AOB

There were five items of other business. The first item was dealt with in the absence of PW as it concerned the expiry of his term as a Parent Governor which was due in April 2015. The Governors agreed that they would want him to continue as Chair of Governors and it was therefore agreed that he could be appointed as a community governor assuming his willingness to continue.

3) Minutes of Previous Meeting held 7th July 2014

These had been previously circulated and were accepted and signed as a true record of the meeting.

4) Matters Arising

1. There were several Governors requiring Safeguarding training either as new appointees or as refresher training. LM would be contacting them to make the arrangements. ACTION LM
2. DBS checks were underway as necessary.
3. Recruitment had taken place for Governor vacancies, there would be a further exercise in the New Year. ACTION Clerk
4. PW would be undertaking a safeguarding visit in January.
5. Correspondence had taken place with parents.
6. The PP report had been seen by the F&S Committee and would in future go to FGB.
7. Staff had been informed that the workplace review would not take place.
8. Work was ongoing to consider the complaints and whistleblowing policies. ACTION GG/PR/PW
9. The report of complaints and praise had been circulated to Governors.
10. The plans showing property boundaries had been circulated.

6) Review of Pecuniary interests register

The Clerk reported that not all returns had been received and the review was postponed until the next meeting. ACTION Clerk to add to agenda for the next meeting.

7) Head teacher's report

The Headteacher provided a report on progress against the school development plan to governors. Highlights were as follows:

- Year 1 and KS1 results in 2014 were outstanding, KS2 was good
- Teachers' performance management has been carried out and the first round of observations has looked at the impact of teaching over time. All practice is at least good, and Term 2 data results should be very positive across the school
- Aspirational targets have been set for all year groups
- Work scrutiny shows that longer mornings in KS2 are having an impact on progress as they have longer to spend on completing English and maths tasks
- All teachers have received 2 twilight training sessions in French. They will team teach next term and be observed in Term 4 to see what impact the training has had on their confidence
- The new reception area will get new furniture delivered in January. We will then work on displays to make the most of the area
- All classroom ceilings are now repaired and all children back as of 8th December. Remaining rooms, including the old hall, will be completed by the end of February half-term
- We will re-bid for a grant to have the Forest Schools area made secure

VM had circulated reports on SDP and RAISE online. She highlighted the school's performance noting that its achievement had been 12% above the national average for phonics in Year 1 and that the year 2 phonics results had a 95% pass rate compared to 66% nationally indicating that the Soundcheck was having a positive impact. KS1 results had been outstanding. KS2 had been above the national average in all subjects. There had been some challenging pupils so this was an excellent result. The fact that value-added was over 100 for a cohort with 32.4% special needs was a good result. Achievement at level 5 was better than achievement at level 4. One child had been wrongly marked which affected the current data but this would be rectified when the validated results are published. VM noted that staff had done outstanding work to bring on any pupils who were underachieving and recorded her appreciation to them.

The vision statement had been updated at start of this year. A 3 year version which looked at longer term priorities was written in July 2013 which could be revisited perhaps by the governor development group.

PA noted that this was a comprehensive report and the governors recorded their appreciation to staff. In particular, that in spite of the ceiling problems, they had continued to work without detriment. CS also said that the children had been extremely resilient and adapted admirably.

8) Safeguarding Audit

LM had circulated a report. There was little change from previous years as safeguarding was already well embedded. The action plan had been updated to show enhancements and safeguarding was constantly monitored.

Training and refresher training was required for some staff and Governors and LM would contact those who needed it. ACTION LM.

The FGB formally approved the safeguarding audit.

9) Feedback from F&S Committee

PA provided a summary of the meeting held on 17 November 2014, the details of which are recorded in the minutes of that meeting.

10) Financial update

It was reported that emergency funding had been granted covering the cost of repairs and the and costs of the surveyor for the collapsed ceilings. SF expressed her gratitude to the school for keeping parents informed about the status of the classroom repairs.

Overall the school was in a strong financial position and consideration could be given to investing in new projects. Options would be considered by the F&S committee and brought back to FGB. **ACTION: Clerk to add to next F&S Agenda.**

11) HT performance review

This item was considered at the end of the meeting once staff governors had left. The discussion is minuted separately as a confidential item.

12) Health and Safety

It was noted that an outside inspection would take place in the week of the 26 January.

13) Premises

CW reported that a meeting would take place with the surveyor tomorrow to plan the work schedule that is remaining.

The sports area project would commence in the spring.

14) Pupil Premium update

This item had been covered at the recent F&S meeting and there were no further updates.

15) Policies

The safeguarding policy had been updated to incorporate the latest legislation. It was noted that the schools safeguarding officer monitors the issue. The policy was approved.

16) Governor updates

PW said that membership of the governor development group was now confirmed as PW, MS, GG, SF, Clerk with one vacancy for a staff governor. [clerk's note- TM has volunteered to fill this place.]. The group would report progress to the next FGB.

The current status of link governors was confirmed as: PW- child protection, RD - ICT, JB - numeracy, KM - SEN, GG- Literacy. KM volunteered as link governor for Pupil Premium and PW said that he would accompany her on a visit. SF said that she would be willing to be a link governor and would go on a literacy visit with GG to learn about the role. All link governors were asked to arrange their visits for next term and provide reports via the clerk to FGB.

VM said that she would be happy to talk though the link governorship role with anyone who wanted to know more.

ACTION all governors to arrange visits and clerk to keep a record.

The topic of aligning link governors and their reports to the SDP should be discussed by the governor development group. ACTION Clerk to include on the agenda for the development group.

The Clerk reminded the FGB of the training available through governor support.

17) AOB

VM reported that support staff had been offered 2.2%

DM reported on a recent development session that he had attended.

AM had requested that community governors be added to the circulation list for parent mail in order to keep them informed. ACTION clerk to ask CM to add all community governors to parent mail.

15) Date of next meeting

The date of the next meeting was agreed as 9 Feb 2015.

16) Close of Meeting

PA closed the meeting at 20.45

Minutes approved by:.....(Chair) on

Summary of Action Points from this meeting

DETAIL	ALLOCATED TO	ACTION
Minute 4	LM	Arrange safeguarding training
Minute 4	Clerk	Governor recruitment
Minute 4	GG/PW/PR	Revise complaints policy
Minute 6	Clerk	Add pecuniary Interest form to next meeting agenda
Minute 10	Clerk	Consideration of projects to go to next F&S meeting
Minute 16	All	Arrange link visits
Minute 17	Clerk	Speak to CM regarding parentmail circulation