

**LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY Company number 7685652**

**FULL GOVERNORS' MEETING**

Minutes of the meeting held on

**Tuesday 13<sup>th</sup> October at 7.00pm 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:** Minutes of previous meeting

KS1 School profile data  
KS2 School profile data  
SEF September 2015  
SDP 2015-16  
2014/15 Term 6 summary report  
Year group overview targets  
Pupil Premium spending summary  
Job descriptions- Chair/Vice Chair/ Committee Chair  
Scheme of Delegation  
Governors' Code of Conduct  
Declaration of Interest form  
Parents' Questionnaire results  
School Report Card  
Website Audit September 2015  
Prospectus 2015-16  
Policies

Present: Philip Ashdown PA  
Teresa Beach TB  
Rob Davies RD  
Simone Franklin SF  
Chris Hobson CH  
Emily Longthorne (Clerk)  
Violet McLaren VM (Head)  
Arlene McLaughlin AM  
Damien Mackman DM  
Lisa Mayes LM  
Kristina Mussgnug KM  
Peter Richardson PR

Caron Short CS  
Chris Webb CW  
Patrick Weir (Chair)

**1) Welcome, apologies and declarations of interest**

Apologies were accepted and received from Tara Moran and Matthew Simpson.

**2) Notifications of items for AOB**

There were no items for AOB.

**3) Minutes of Previous Meeting held 13<sup>th</sup> July 2015**

These had been circulated prior to the meeting and were accepted as a correct record.

**4) Matters arising**

Minute 4: RD to circulate ICT report

Minute 4: Learning walk completed

Minute 4: Website has been updated

Minute 4: Governor communications letter sent to parents

Minute 5: Feedback to parents on new school timings sent in letter to parents

Minute 6: Powerpoint on British Values still to be circulated

Minute 7: Incentivise take up of PP, newsletter to be sent to parents

Minute 9: Letter on attainment sent to parents

Minute 11: PW to complete Safeguarding report

Minute 15: Inclusion of cycling in healthy schools policy to be done at next FGB

Minute 15: Admissions policy updated

Minute 16: AM analysed the results of the parent survey

Minute 16: VM to investigate problems with school meals and circulate findings

**5) Appointment of Chair and Vice Chair**

PW stated that he was happy to continue as Chair and all Governors supported this. RD has come to the end of his term of office which has left a vacancy for Vice Chair. TB and KM both volunteered for the position. TB and KM left the room so that Governors could discuss.

Governors agreed to appoint KM as Vice Chair as she has served the school as a Governor for a longer period of time.

**6) Scheme of Delegation**

The Scheme of Delegation had been circulated prior the meeting. The only change is that there is now only one Committee - Finance and Staffing.

**7) Review Pecuniary Interests Register**

Declaration of Pecuniary Interest forms were available at the meeting for anyone who had not yet completed one. Any outstanding forms need to be returned to the school office as soon as possible.

**8) Confirm attendance of Head at Safer Recruitment training**

VM has been booked onto the course to attend in November. (26<sup>th</sup> November)

**9) Data report from Head**

VM reported that performance was good across the whole school. The focus for this year is minimising the gender gap between boys' and girls' writing. VM noted that boys are meeting the national average but not enough are exceeding it. Small groups of boys are not meeting

the average, particularly in the current year 5 group. They are to visit Commonweal to meet an author and take part in a writing competition with year 10 mentors to improve motivation. Year 5 also has three teachers working to close the gaps with small groups. VM stated that teachers have been made aware of any groups of children they have who are currently underachieving. SF stated that the KS1 and KS2 data results were fantastic and the graphs showing the school results against the Local Authority were very effective. SF questioned if VM could share these with parents. SF enquired about the Pupil Premium children scoring below average in KS1. LM checked the data and only one child in KS1 with a Statement did not pass. CH enquired if the school knew what the new data reports would look like with the new curriculum. VM said that they are unsure. CS attended the Somerset Literacy meeting and fed back that Lethbridge is currently doing more than other schools in terms of data and opportunities for mastery. LM reported that in order to push on most able children, they will go onto the next year's work if appropriate. VM reported that year 5 and 6 will be put into sets for Maths after half term. **ACTION VM- SHARE GRAPHS**

VM reported that expectations were agreed in SLT and phase teams, and targets have been set for this year for all year groups. VM reported that current year 6s are expected to do as well as or better than the previous year 6s which is a positive for the first year of the new tests.

PW said that an explanation of terminology such as mastery will be added to the next Governors letter to parents. **ACTION PW**

#### **10) Pupil premium report 2014/15**

LM reported that PP children at Lethbridge are doing as well as the other children. LM added that PP children without SEN are doing better than Non-PP children. This year the percentage of PP children at school has dropped from 11% to 8% due to adopted children leaving school and fewer parents signing up due to free school meals. PR referred to a news report stating that the national average percent of PP was 4% meaning Lethbridge is above the average. LM reported that a large sum of the PP money was spent on year 5 teachers to support groups and on year 1 phonics interventions. Expenditure on Educational Psychologists has been dropped as not enough progress was made to warrant the cost. LM added that the school could share PP successes.

**ACTION PW- SHARE IN NEWSLETTER**

#### **11) New School Development Plan, link to Vision and SEF**

VM reminded everyone that the Vision statement is Live, Learn and Achieve at Lethbridge. VM explained the format of the SDP, reporting that there are three priorities for each category and bullet points on how the school will achieve them. VM reported that the aim stated in the SEF is for progress and attainment to remain high using the new curriculum and for the school to create a culture of achievement. TB questioned if the catchment profile had changed. VM explained that there had been an increase in EAL children at Lethbridge and children with statements who are not from the catchment area. VM reported that a focus is on staff to be involved in their own development and they plan for cluster school staff to observe each other and do planning together. LM is doing a project for her NPQH course where she will set up a cluster booklet of expertise.

PW added that in the Community/ Partnership with parents section, Governors could raise their profile by having coffee mornings where parents can meet with Governors and discuss solutions to any issues. Governors could also raise their profile by providing newsletter updates and a calendar of events.

VM stated that the school is grading itself as Outstanding. The Governors agree to this self-assessment.

#### **12) New Prospectus**

The new prospectus had been circulated prior to the meeting. VM stated that there had only been a few minor changes such as the Head Boy/Girl and updated data results and photos. British values has also been added to the prospectus. PW confirmed that the Governors are supportive of the new prospectus.

#### **13) Head performance review**

The date of the performance review will be decided at the next FGB meeting. VM was asked by the Governors to forward possible dates for performance management. **ACTION VM**

#### **14) Performance related pay policy**

The policy has been circulated prior to the meeting. PW stated that the policy is following national guidance. The Governors approved the policy. Date to be set for Pay Panel to review Headteacher performance and its recommendations to be reported back at next FGB.

#### **15) Feedback from F&S committee**

PA informed Governors that the next meeting is 23<sup>rd</sup> November which will include the audit. The Scheme of Delegation was checked to confirm the structure of the committee which is: 3 community members, 2 parents, 2 members of staff and the Head. There is a vacancy for a community governor. KM has joined the F&S committee as part of her new role as Vice Chair.

#### **16) Governors statement on behaviour**

VM reported that Governors need to provide a statement on how the school manages behaviour, endorsing the behaviour policy. PW will create and circulate the statement. **ACTION PW**

#### **17) Website compliance report**

The website audit had been circulated prior to the meeting. VM reported that the governor page had been updated, the company number was on the website and the SEN and Equality policies had been added.

VM reported that a summary of pecuniary interests needs to be added. **ACTION CLERK**

The Governors' statement on behaviour needs to be added. **ACTION PW**

The SEN report is still to be completed and put on the website in November.

PR added that the Safeguarding and LAC reports need to be sent to the Local Authority by 18<sup>th</sup> December. LM has these reports, to be checked with PW. **ACTION LM/PW**

#### **18) Policies**

The following policies had been circulated prior to the meeting: Admissions, Child Protection, Behaviour, Collective Worship, Sex and Relationships, EYFS, Whistle Blowing, Teachers' Pay, Induction and Governors' Code of Conduct. VM reminded that only statutory policies need to be approved by Governors. VM had made amendments to the policies following feedback from TB and KM. VM thanked staff that had helped update the policies. PW confirmed that the Governors approve the policies.

All Governors need to sign the Code of Conduct and return to the school office. **ACTION ALL**  
CH asked if Governors could have a list of policies and review dates. **ACTION CLERK**

#### **19) Governor updates**

The Link Governors were confirmed as:

PW- Safeguarding and Values  
SF- English  
DM- Maths  
CH- P.E  
KM- SEN/LAC/PP  
TB- Most Able  
SF- FOL Link

As RD has come to the end of his term, there is a vacancy for ICT link governor.

The parent survey results were analysed by AM and had been circulated prior to the meeting. AM reported that they were great results. CH suggested that the results were sent to parents. It was agreed that the school was well led and managed. AM reported that some negative comments are contradictory or reflect the time of year the survey was sent out. Comments about bullying were very specific. Repeated themes in the parents' comments were sports day, homework, progress meetings and clubs. CS suggested that Governors reiterate the homework policy and LM suggested that parents are involved in organising sports day. LM rebuffed the comments made about the cost of school trips. AM suggested that parents could have a comments box in the school office. SF added that there was good feedback from parents about the projects, although parents could be made more aware of these. PW stated that he will invite parents in the governor letter to a coffee morning where parents can give their input on the repeated themes and meet with teaching staff and Governors, including CH (link governor for P.E) and Governors can respond assertively to any negative comments. **ACTION PW**

PW also added that a calendar of events including link visits and events will be shared with parents. **ACTION PW/CLERK**

RD has come to the end of his term of office. PW thanked RD for a long service to the governing body, through several important changes to the school such as becoming an academy. PW said that RD will be missed. RD thanked the governing body. KM is the new Vice Chair.

CS has also come to the end of her term. PW thanked CS for her time as a staff governor. There is now a vacancy for a staff governor. **ACTION CLERK**

PW stated that the vacancy for a community governor would ideally be filled by someone with experience with health and safety, HR, ICT or project management. PW suggested Governors use Involve to recruit a new governor. TB added that she has had experience of Involve not being effective. DM recommended the use of ESCOSS. RD added that he will use his link with Nationwide to enquire if any staff are interested. TB informed Governors that Zurich pay the school £200 if a member of Zurich staff is a governor. PW will add the community governor vacancy to the parents' letter. KB suggested that it be made clear that parents can suggest someone they know for the role who is not a parent at school. **ACTION PW**

## **20) AOB**

There were no items for AOB.

## **21) Date of next meeting**

Governors agreed the next meeting is to be on Tuesday 1<sup>st</sup> December at 7pm.

## **22) Close of meeting**

PW closed the meeting at 8:48pm.

<b>DETAIL</b>	<b>ALLOCATED TO</b>	<b>ACTION</b>
Item 9	PW	Newsletter to parents- explain terminology of new curriculum
Item 10	VM	Share PP data report graphs
Item 10	PW	Share PP data report successes in newsletter
Item 13	VM	Forward dates for performance management
Item 16	PW	Complete Governors' statement on behaviour
Item 17	CLERK	Add summary of pecuniary interests to website
Item 17	LM/PW	Check Safeguarding and LAC reports
Item 18	ALL	Sign Governors' Code of Conduct
Item 18	CLERK	Circulate list of policy review dates
Item 19	PW	Invite parent to coffee morning to discuss themes in parents survey
Item 19	PW/CLERK	Calendar of events to be shared with parents
Item 19	PW/AM	Liaise on parents' survey results and add to newsletter
Item 19	CLERK	Inform staff of Staff Governor vacancy
Item 19	PW	Include in newsletter to parents vacancy for Community governor

Signed by Chair of Governors .....

Date .....