

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY Company number
7685652

*Minutes of the Full Governors' meeting held on
Thursday 19th May 2016 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

Collective Worship policy
Curriculum policy
English policy
Sun Protection policy
Term 4 Data report
Governor Hub Information document
Most Able Link Governor reports
PE Link Governor report

Attended by:

Patrick Weir (Chair) (PW)
Lisa Mayes (LM)
Christopher Hobson (CH)
Carly Chew (CC)
Violet McLaren (Head) (VM)
Kristina Mussnug- Barrett (KM)
Damien Mackman (DM)
Teresa Beach (TB)
Tara Moran (TM)
Arlene McLaughlin (AM)
Emily Longthorne (EL) (Clerk)
James Heydon (JH)- Chair of Friends of Lethbridge- By invitation
Lucy Pryke- School Council leader- By invitation
School council representatives from years 4/5/6:
Alice, Joe, Rachel, Mya, Marlen, Paul, Jay, Rosie and Sudarshan- By invitation

Absent:

Philip Ashdown (PA)
Chris Webb (CW)
Simone Franklin (SF)
Peter Richardson (PR)
Matthew Simpson (MS)

1) Welcome, apologies and declarations of interest

Apologies were received and accepted from Philip Ashdown, Matthew Simpson, Chris Webb and Simone Franklin. PW welcomed the school council representatives from years 4,5 and 6 to the

meeting and handed over to them. The council representatives had prepared a powerpoint presentation about their favourite parts of this year as well as topics that the Governors had asked them to discuss e.g the new curriculum, lunchtimes. They informed governors that the topics and school trips have been enjoyed by pupils across all year groups. Pupils are finding the new curriculum more difficult but they have enjoyed competitions such as the spelling bee and maths whizz. Home work projects across the school were produced with fantastic effort and children have enjoyed doing them. The council representatives reported that lunchtimes run smoothly although some pupils do not show MDSA's the same respect that they show their teachers. The school council wants to address this. The council representatives then asked questions to the governors :

Could they have more MDSA's to help improve behaviour ? VM informed them that 4 MDSA's have been employed very recently, but they can recruit more if need be.

Could Lethbridge buy the rec ? VM told them that this has been attempted in the past but Swindon Borough Council did not wish to sell it.

Could there be grass in the KS2 playground ? VM replied that there is not enough space but they do have the opportunity to go on the rec during the summer.

Could they have more play equipment ? KM asked if there was anything in particular. Marlen suggested more space hoppers as often children have to wait for a turn and it can cause arguments. James Heydon, Chair of Friends of Lethbridge, said that they were thinking about buying basketball hoops and if the school council fundraise, Friends could match their total.

PW asked how often the council meet and how do they decide what they talk about. The school council meet twice a term and have suggestion boxes in their classes. They then feedback from the meetings to their classes.

PW thanked the council representatives for coming to the meeting and doing a fantastic job. The school council members and Lucy Pryke left the meeting.

2) Notification of items for AOB

PW thanked VM for her hard work as Headteacher and said everyone is sorry to see her go. He congratulated LM on her new role as Acting Head starting from September. He asked non-staff governors to stay behind after the meeting.

3) Meeting with James Heydon, Chair of FOL

PW thanked JH for attending. It has been a year since JH met last with the governing body so he ran through a list of events that have been held since: Summer fete, Christmas card project, Christmas fete, Christmas disco, Family disco, uniform sales, cafes. So far they have raised just under £5000. There is still the Lethbridge 10k and the Summer Fete to take place. The most money this year has been spent on £1000 worth of new books across the school, £1500 on Healthy schools and lots of visitors. JH said that it is a strong committee, they have recruited a new treasurer and they are currently in the handover process with the current treasurer. JH is happy to continue as Chair for one more year. JH stated that it continues to be difficult to persuade people to help at events. However, they have set up an electronic sign up sheet for the Summer Fete which may help increase volunteers. JH asked if the clerk could circulate the link to the sign up sheet to governors. **ACTION CLERK.**

PW asked what the £1500 spent on Healthy Schools was for. TM explained that it covered 2 days of workshops about diet and exercise for all year groups, PE sessions and a comedy show about diet. This linked to Eco Schools and contributed largely to achieving Level Bronze Healthy Schools award. TM added that they will assess the lasting impact next year in order to achieve Silver. JH said they agreed to overspend on this as it is an important issue. PW enquired on the flow of request to spend. JH replied that it is working really well. JH said that he and SF, Link Governor to FOL, need to meet but that he knows how to contact her.

PW thanked JH again for his attending the meeting.

4) Notification of items for AOB

There were no items for AOB.

5) Minutes of Previous Meeting 16th March 2016

The minutes were accepted as a correct record of the meeting.

6) Matters Arising

PW has met with a parent interested in filling a Community governor vacancy. She has professional skills in project management. He plans to meet again with her and hopes to welcome her at the next meeting.

Link Governor visit reports have been received from KM, TB and CH. Others still need to be completed. **ACTION LINK GOVERNORS.**

7) Data report

The Term 4 Data report had been circulated previously. VM explained the meaning of the coding and percentages to the governors. KM asked if the report shows the percentage targets for the end of the year. VM confirmed this and said that by comparing their target to where they are now, you can see if they are on track. Year 1 are on track to meet all targets except writing at above average. Year 2 need to raise the percentage of achieving average in writing and maths. Year 3 are on track to meet all targets. Year 4 are on track apart from those reaching average in reading. Year 5 are on track except writing at average. Year 6 are on track to meet all their targets and SATS have now been completed. VM has commented in the report where intervention groups need to be added to support children in meeting their targets. Case studies on pupil premium children also need to be completed to show the interventions that have been put in place. This is something Ofsted will look into.

TB asked about the staffs' opinion of the SATS. VM and LM replied that they were all very difficult, especially the reading paper as there was insufficient time and it was very different to the sample paper. TM said that she felt that the strong emphasis on grammar hindered children's creativity. KM enquired about the year 2 papers. CC replied that they have only done the reading paper so far but it was very hard. LM added that as of this year all year 2 children sit the same level paper. LM added that they support children as much as possible during tests, for example putting them into small groups.

8) Multi academy trust

KM attended a meeting with Bishop Fleming about MAT's. She fed back that schools must be Outstanding to be able to set up a single academy trust. She said it would be best to be pro-active and set up a MAT now, rather than be forced into one. By setting one up we could have more control, for example in writing the scheme of delegation. Bishop Fleming recommended networking with other schools and meeting with the regional schools commissioner. VM has spoken to the Head of Commonweal who is looking to find partner schools to form an MAT. VM believes this would be a sensible partnership. PW added that a contact from Croft Playgroup has expressed interest in joining an MAT with Lethbridge if this is possible. PW suggested forming a working group of a few governors to research and discuss, with decisions to be made at FGB meetings. Clerk to email governors to see who would be interested in this. **ACTION CLERK.** KM added that it would be good to have a plan in place when re-advertising for a Headteacher. LM said that currently the White Horse Federation is the only option so we could gain interest by being the alternative and over time building a good reputation. DM asked if Governor Support offered any courses. LM replied that the NGA offer useful information and LM and CM are attending a meeting at Lydiard Park Academy soon. PW suggested inviting Peter Nathan, Head of Education in Swindon, to the next meeting. TB also suggested inviting Nick Capstick to offer the alternative view. **ACTION CLERK.** Governors agreed that the next step would be to speak to the Head of Commonweal, Keith Defter and his Chair/ Vice Chair of Governors. **ACTION VM.**

9) Safeguarding update

LM informed governors that since the last meeting, the Schools Safeguarding Advisor Sarah Turner has resigned. Her post is to continue, the fee to sign up is £600/£700 per year. Sarah is starting her own business, which would cost £900 per year. Most schools want to buy into her business over the

Borough's. If the Borough does not have enough schools sign up the cost would inflate. PW asked if LM needed a decision tonight. LM answered that a decision is not needed tonight as the service is free until September.

10) Health and Safety report and 11) Premises report

To be discussed at Finance and Staffing meeting and fed back at the next Full Governors' meeting.

12) Policies: Curriculum, Collective Worship, Sun Protection, English

The policies had been circulated prior to the meeting and amendments had been made. CH added that the wording of the Sun Protection policy needs to be changed to be more consistent with what happens at school. VM said she will look into this. The policy will be reviewed at the next meeting.

ACTION VM AND CLERK.

The Curriculum, Collective Worship and English policies were approved.

13) Governor updates

Link Governor reports from TB and CH had been previously circulated. TB and LM looked at how they track Most Able and at children's work books. PW asked if the More Able children know that they are on a More Able list. LM replied that children and parents are not informed as it is not required to keep a Most Able register. KM added that Gifted and Talented included the arts, sports etc and asked if that was not included in Most Able. LM answered that Most Able is academic however we still celebrate children's talents. CH met with the PE coordinators and Mr Clifton and discussed lesson planning, sports day and future tournaments. CH added that the council do not cut the grass on the rec in line with school term dates and that in the past there has been pressure before EYFS Sports Day to get it cut. TB recommended reporting to the Street Smart Council. PW suggested that this could be argued in favour of Lethbridge buying the rec and that he would have an informal conversation with a colleague at the council. **ACTION PW.**

Governor Hub was highly recommended by Tracey Owen, Clerk at Wroughton Infants as a tool for governors to share documents, messages, a calendar, access to advice and training etc. EL said that she was happy to set it up if governors would find it useful. TB added that it would be another cost when we have all the information already. CH felt that it would be useful to allow discussion between governors. He uses a closed Facebook group to organise his rugby clubs and felt that this would work well. Governors decided to try the free trial of Governor Hub, EL to set up. **ACTION CLERK.**

14) AOB

There were no items of AOB.

15) Date of next meeting: Tuesday 12th July

16) Close of Meeting

PW thanked everyone for their attendance. Staff governors left the meeting at 8 :55pm. Non- staff Governors stayed behind for a short discussion about the Headteacher recruitment process.

Summary of action points from the meeting:

Detail	Allocated to	Action
Minute 3	Clerk	Circulate link to sign up to volunteer at the Summer fete
Minute 6	Link Governors	Complete visits and reports and send to the Clerk
Minute 8	Clerk	Ask governors if they would be interested in working in the MAT sub group
Minute 8	Clerk	Invite Peter Nathan and Nick Capstick to the next FGB meeting
Minute 8	VM	Speak to Keith Defter about MAT
Minute 12	VM/Clerk	Amend Sun Protection Policy and add to next agenda

Minute 13	PW	Informal meeting with colleague about the rec
Minute 13	Clerk	Set up free trial of Governor Hub

Minutes signed by..... (Chair) on