

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY

Company number 7685652

**Minutes for the Full Governors' Meeting held on
Tuesday, 6th July 2021**

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:

Agenda

CAG Summary Report 2021-22 Budget 28th June

Data Protection policy Review June 2022

Blue Kite Presentation Slides

Attended by:

Phil Ashdown PA (Chair)

Lisa Mayes (LM)

Christopher Hobson (CH)

Jon Dearlove (JD)

Emma Mann (EM)

Chris Webb (CW)

Nataley Fryer (NF)

Carly Chew (CC)

Caron Short (CS)

Claire Harmer (CHa)

Irene Fernow (IF)

Alexia Davison (AD)

Laura Crosby (LC)

Fiona Wall (FW)

Margaret Smith (MS) (Clerk)

1) Welcome, Apologies and Declarations of Interest

PA welcomed everyone to the meeting and mentioned that it was nice to meet MS in person and welcomed her again to the Governing Body.



Apologies received from Laura Smith (LS), Angela Mackenzie-Wilson (AMW) and Annette Shakespeare (AS)

There were no declarations of interests.

2. Notification of items for AOB:

None.

3. Minutes from last meeting 20.05.2021

The minutes were agreed to be a true reflection of the meeting. PA said he will Post a copy on GovernorHub when signed.

4. Other Matters arising

CS had reminded everyone to look at the training slides available on GovernorHub. PA asked who had looked at these, as he had intended to discuss this at the meeting. Most people had not had the opportunity to look at the slides yet, and so PA requested that they familiarise themselves ready for the next meeting to provide their feedback. **Action: All**

MATs: It was agreed that we would re-engage with the process and that further presentations would be held - the last one, by Blue Kite Academy Trust, had been back in November 2019, so most people might not remember much of the detail and hence the presentation this evening from them. LM and PA went to visit Lydiard Park as agreed and a presentation by them had been set up for next week. PA said that hopefully that would provide a good comparison. He said that there is not a great deal of choice given our criteria and both appear as a potential fit for the school.

Finance: PA recapped that we had agreed to purchase laptops and whiteboards and asked whether CW had now actioned this. CW replied that yes, he had.

LM had agreed to put up a list of Link Governors – PA queried this and was informed by LM that she had done this.

PA queried whether CHa had taken care of the H&S tweaks yet, which she confirmed she had.

PA asked whether there were any other matters – All agreed there were not.

5) Governors' updates

- -Governor Link visits

PA said that LM had sent out a list of subject Leads, and queried whether any of the Governors present had made contact yet. NF said she was conscious that she had STEM and was teamed up with Damon, who had left, and therefore she needs a new partner. PA recapped on the list of who does what.. LM said there are not enough governors for every subject and that they would have to make decisions on that. PA agreed that they would pick up on this at the first meeting in September and give some additional thought to the gaps.



- -Appointment of Vice Chair

PA requested that everyone consider the Vice Chair role in readiness for next year and to contact him, or email him regarding that.

- -Governors plans for next year

PA said that Kristina Mussnug Barrett has resigned from her role and that six governors will be coming to the end of their terms in September, which AD and LS have confirmed they will not be continuing. NF mentioned that she is concerned that she is not bringing much to the meetings, but in response PA assured her that she and everyone does add something worthwhile to the process and the GB. The changes brought about by Covid-19 were discussed and PA agreed that it had been a strange eighteen months and that everyone had lost tangible contact to an extent, as formal link governor visits, for example, would have run far more effectively otherwise. The value of the process is in the engagement, which has been stifled to a large degree by the unavoidable situation that has come about. LM mentioned that struggling schools are still having Ofsted visits but generally they are well behind on their visits so Lethbridge, for example, would probably have had a visit in June. It will probably be around a year now until the next one. PA said that they were going to set up some training regarding Ofsted visits, so we can refresh and consolidate our knowledge of the excellent things the school does and the things that are improving.

PA mentioned that we will remain in the ESP next year and will be getting Keith Defer in to provide an update on its work in the next academic year.

LM confirmed that the Early years presentation due to be provided by Caroline Valderey has been put back to into next year

- -Governor Renewals

PA said that we need to consider filling the Parent Governor vacancies now or delaying it into the new year. On reflection the meeting decided it should be done late on. PA mentioned that Governor Support Services bulletins were on GovernorHub.

6) Approval of budget

PA advised that we needed to formally approve the budget for next year. He noted that income is better this year with an increase in the minimum funding guarantee for pupils. This has placed us in a fortunate position as it has meant that the funds available to spend will have a real impact on improving the school. PA confirmed that CM provided a detailed breakdown of the budget at the last F&S meeting. He explained that year three will show a negative budget, which is to be expected as income remains static, but that will not actually be the case. In fact, the finances more recently are the best they have ever been for quite some time and we are in a position now to make a capital bid and be able to fund our required proportion.

LM said that they have increased teaching hours by 1.6 and are taking CHa and CS out of class, as with the added COVID situation they need to make sure that the children are ready for secondary school. There will also be additional teaching hours for KS1 as the children have missed the early math

PA

and reading skills that would normally have been covered by now. The children were not at school during this very important transition period and so it is important to address that now.

EM asked if this was being funded by the Covid catch up payment. LM said No, it was with the Pupil premium funding and in fact, the catch-up payment is only £4,500 in total (not per pupil)..

PA explained that with some funding that the school receives is ring fenced which means we would have to show specifically what that is spent on.

PA asked that it be minuted that the budget includes contract renewal for Classmaids with a 2% increase.

PA asked if we could agree that the budget had been formally approved. Unanimously agreed.

7) Policies

PA said that we have a Data Protection Policy to approve. LM said that it is provided by an external company, who provide services for the school and it is money very well spent as they have the expertise in these matters and it therefore the policy is fine. PA said this was Ok with him and that the meeting formally ratified this policy.

LM said that the school had received a Subject Access Request which is the first request ever. This meant that the policy was given a rigorous testing and it works.

CH asked if that is something that we want to continue with, and LM stressed that we definitely should as you have the correct guidance in these situations then. For example, everything from the parents is filtered by the service, rather than going directly through the school.

8) Safeguarding update

PA invited CS to provide an update. CS said that they haven't had volunteers in school for quite a long time. All volunteers from last month onwards have all their paperwork in place from a safeguarding perspective – even people who have been coming in for years. They have staff inductions to do as well for TAs etc., and as they have not seen people face to face, they have been able to put their own courses on Hays which means that people can get started online and evidence of it being completed is also available then. CPOMs is being updated in readiness for September - 'Keeping Children Safe in Education' – and will be shared as soon as available. CS explained that various issues such as behavior are responded to each day and that there are over 1300 on CPOMs. CS said that there is a really healthy paper trail to help and support children. CHa mentioned that new teachers can look back on CPOMs and see the record, which is very useful. CS added that they ringfence things which are confidential also.

EM said previous problems have undoubtedly been exacerbated due to the effects of COVID-19, which CS agreed was correct. These issues within families would be pre-existing problems that have been made worse by the situation with the virus and its knock-on effects,

PA thanked CS for her contribution.

9) H&S update Inform/Discuss

PA asked for CHa to provide an update. CHa referred to Gavin Williamson's intention to close bubbles in schools from the 19th July. She said that it would be a case of balancing some of the things that have proved beneficial more recently with the previous ways of doing things that had worked in the past. PA thanked CHa for her update.

10) Finance and Staffing update

The last meeting concentrated on reviewing the Budget for next year. **11) MATs**

· Presentation by Blue Kite Academy Trust

PA welcomed Gary Evans CEO Blue Kite Academy Trust and Bob Buckley, Deputy CEO Blue Kite Academy Trust.

Some of the points that were raised during the presentation were as follows:

- The Trust consists of eight schools currently but will shortly increase to nine.
- Values
- Prepare children for the 21st Century
- Getting the right people
- Each school has its own governing body responsible for specific things.
- Growth – big enough to offer good services.
- Doing its best for Swindon
- Supporting teaching and learning
- Inspire
- Lighthouse – inclusion.
- Community and Charity
- Conversion to a MAT would take approx. 4-6 months

Afterwards there was lengthen discussions

PA mentioned that there will be a further meeting next week with Lydiard Park at 7.00 pm.

12) AOB

None.

13) Date of Next Meeting:

- To be confirmed and a date will be sent out.

14) PA closed the meeting at 9.13. pm

4) Matters Arising:

Detail	Allocated to	Action
4.	All	Review Training Slides GovHub

Agreed:  27/9/2021

