

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY
Company number 7685652

***Minutes for the Full Governors' meeting held on
Tuesday 29th November 2016 at 7.00 p.m. at school***

Followed by the AGM

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:

RAISEonline Summary report
Anti-bullying policy
Charging policy
Foreign Language policy
Handwriting policy
Homework policy
Mental and Written Calculation policy
Safeguarding and Child Protection policy
Pay policy
Penalty Code of Conduct policy
RE policy
SEN policy
SDP 2016
SEF September 2016
School Strengths
Phase Targets
Letter from Bradley Simmons
Response to Bradley Simmons
Final Accounts
Letter of Representation

Attended by:

Lisa Mayes (LM)
Carly Chew (CC)
Terasa Beach (TB)
Damien Mackman (DM)
Chris Webb (CW)
Kristina Mussgnug- Barrett (KM)
Julie McLaren (JM)
Patrick Weir (PW)

By invitation:

Cathy Millen (CM)
Claire Harmer (CH)

Apologies received from:

Matthew Simpson

Simone Franklin
Christopher Hobson
Philip Ashdown
Tara Moran
Patrick Weir for late arrival

1) Welcome, apologies and declarations of interest

KM welcomed everyone to the meeting and informed governors that PW would be arriving a little late. JM completed her declaration of interest form.

2) Notification of items for AOB

- *LM- Letter from Bradley Simmons, Ofsted Regional Director*

3) Minutes of Previous Meeting held 22.09

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

4) Matters Arising

Some declaration of interest forms are still outstanding. **ACTION- TM, MS, SF.**

The Pay panel agreed a date and have met.

The Whistle blowing policy has been amended.

The Link governors have been sent the email addresses of their subject coordinators.

JM is taking on the role of Community Link Governor and AM is taking on the role of Early Years Link Governor.

5) Head Teacher's report

The RAISEonline Summary report and School Strengths document had been circulated prior to the meeting. LM explained that RAISEonline is structured differently this year, now beginning with KS2 Data, then KS1, then EYFS and finally the School Context. The End of Year data for EYFS is now tracked with end of KS1. KS2 progress is tracked across all subjects to give them an overall score. An area which was highlighted was Disadvantaged children's progress in maths, particularly disadvantaged girls. This is now an area to focus on. LM fed back that there are lots of strengths (see School Strengths document.) The SDP was updated today during an SLT meeting. LM feedback key areas to focus on: Teachers performance management targets are now going to be linked to the SDP. LM hopes at least 85% of KS1 pupils will pass the phonics screening check this year. Pupil Voice will be used more often. There will still be focus on closing the gap between boys' and girls' writing, but this is not a priority at the moment. LM informed governors that all performance management meetings are up to date. The targets being linked to the SDP means that all staff share responsibility. JM asked if staff are happy with this. LM and CC agreed that they were. LM added that they have found grids that break down the Teacher's standards into focused targets based on their level of experience. LM reminded governors that she is happy for them to email her with any questions. PW joined the meeting.

6) SATs Targets 2017

The Phase targets had been circulated prior to the meeting. LM explained that there were now targets for each phase, including end of Year 4, to share accountability in each phase group. The Phase targets are based on the cohorts' previous attainment and progress, as well as any gaps in learning or concerns. LM explained that it was easier to set targets for Year 6 this year as we now know what scaled score constitutes Expected Progress and High Attainment. This was still unknown last year with the introduction of the new curriculum. The school has now also been able to standardise expectations regarding on Higher Depth/Mastery across the school. KM asked if the scaled scores for Expected Progress and High Attainment were likely to change. LM replied that this was unlikely. KM said that progress should be better this year, as attainment for the current Year 6 cohort was not as high at the end of KS1. CH added that this year group have had the new curriculum since Year 4 and are further through the curriculum than they were last year. CH also added that attainment last year

were very good despite being less prepared. LM said that they hope SATS results to be significantly above the national average.

7) Safeguarding audit and 8) Annual review of Child Protection Procedures

LM informed governors that the Safeguarding audit takes place every year. This year has been different as Sarah Turner has set up her own company, which the school is now using. LM reported that everything was in place, but that there needed to be more focus on online safety. Kylie Humphries and Katie Westcott are taking responsibility for improving this and have updated the policy. KM asked if the issues were happening in or out of school. LM replied out of school as in school the children are always supervised on the computers and there are also filters. The issues are involving friendship group problems on social media. LM explained that issues outside of school often have an impact on learning and time in school dealing with the issues. CH asked Community Support to come in last year and has asked them to come back again this year as she feels children are using social media at an increasingly younger age. PW asked if there had been an update for parents. LM and CW explained that the last time parents had been invited to an Online Safety talk a few years ago, attendance had been very low. The official age guidelines for using social media have been sent out to parents and are on the website. CM said that parents do not feel it is an issue as they are talking to their own peers and therefore this is not a “stranger danger” issue. LM informed governors that as part of Anti-Bullying week a questionnaire was given to pupils which included questions on cyber bullying. The results are still being finalised. PW asked if there was a good time for his Safeguarding link visit to take place. LM said that Sarah Turner is coming to a staff meeting in January. PW said he is happy to attend the meeting. PW asked if LM was happy with Sarah’s work. LM fed back that she is doing a fantastic job and keeps her up to date with guidance. KM reminded governors that there was an online safeguarding training course to complete. **ACTION GOVERNORS.**

9) Feedback from Finance and Staffing Committee

DM fed back the main points which were covered in the meeting on the 24th November. This included the Auditor’s report from Bishop Fleming and CM’s financial report. DM informed governors that ways of saving money need to be considered for the year after next.

10) Health and Safety report

CW informed governors that he and CH had walked around the site and found no concerns.

11) Premises report

CW fed back that the new fencing had been completed. However, the Victorian pillars remain an issue as they are unsafe but the Conservation Officer from the council refused to give permission to have them taken down. The temporary fencing around the pillars remains as a safety precaution. CW informed governors that it was agreed at the Finance and Staffing meeting to reapply to have them taken down and focus on getting public support. TB asked if they were visibly unsafe. CW replied that you can see where parts have been chipped off. CM reported that it would cost £10k to rebuild them with original stone. CW said that nearer the time parent support will be asked for.

CW also informed governors that the bid to refurbish the toilets goes out next week. This has been reduced from £240k to £100k. This is the only bid this year. CM added that it is required to fund some of the cost ourselves, which will be done through fundraising. LM said that parents do complain about the toilets so fundraising should be well supported. PW thanked CW for his feedback.

12) SDP- Governors

LM informed that at the last meeting she reminded governors that their involvement is necessary to achieve Outstanding in Leadership and Management. PW asked if there were particular actions governors could take. LM replied that the Link Governors need to take on the role as a ‘critical friend.’ JM asked if there were guidelines as she feels she would find them useful as a new governor.

ACTION CLERK. PW asked KM and TB if they had any comments following their recent visits. KM said that she felt that she was not very helpful to her subject coordinator. TB said that when she was

a governor at her previous school, she received a copy of the action plan. LM said this would be a good idea to focus link visits on the key points of the action plan. AM added that this way it would be easier to demonstrate where governors added value. JM asked how governors were involved in planning/strategy. LM replied that governors are invited to the annual SLT strategy planning day in July. JM said perhaps governors could be more involved in these. CM added that KM attended the last strategy day and added input about homework prizes, which was very valuable. CM said that governors could lend their skills, for example PA is very helpful with his accountancy experience. PW suggested governors complete a skills audit and vacancies could be filled where skills are required. **ACTION CLERK- Set up skills audit.**

13) Policies

From F&S: Teachers' pay, Charging, Lettings.

Child Protection 2016, Homework, Mental and Written Calculation, SEN, Anti-bullying, Foreign languages, RE, Handwriting, Penalty Notice Code of Conduct- new policy.

LM explained that Swindon Borough had published a new policy, which outlines fines for term time absence. It states that time off during term time should not be approved if a pupil's attendance is less than 95% in the 12 weeks prior to the application. LM added that there is room for professional discretion, but is unsure if it is flexible enough. Governors discussed their thoughts on fines as a deterrent. Governors agreed that we should be consistent with the borough and adopt this policy. KM said that she felt that the Foreign Language policy was too ambitious. LM agreed that it should reflect practice. **ACTION LM/ SUBJECT COORDINATOR.**

The other policies were all approved.

14) Governor Updates

PW thanked TB, SF and KM who have completed Link Governor visits. There was no feedback from recent training courses.

15) Report on Head Teacher's performance

The performance review has been completed.

16) MAT working group up-date and discussion

Governors were updated from the MAT working group on actions since the last meeting. PW thanked governors for their helpful comments and the MAT working group will feedback at the next meeting.

17) AOB

- *Letter from Bradley Simmons, Ofsted Regional Director*

PW asked if the letter had affected staff. CH replied that it had not affected staff at Lethbridge as staff here know that the letter does not apply to them. TB asked if there had been a response from parents. LM replied that there had not and therefore they had not drawn attention to the letter.

18) Date of next meeting: *Thursday 2nd February*

19) Close of meeting: *To be followed by AGM*

PW closed the meeting at 8:55pm.

Summary of action points from the meeting:

Detail	Allocated to	Action
Minute 4	TM, MS, SF	Complete and return declaration of interest forms
Minute 8	Governors	Complete online safeguarding course
Minute 12	Clerk	Circulate Link Governor guidelines
Minute 12	Clerk/ Governors	Create/ Complete skills audit
Minute 13	LM/ Subject co-ord	Look into Foreign Languages policy

Minutes approved by on