

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY

Minutes for the Full Governors' meeting to be held on Thursday 28th September at 7p.m. at school

Our duties as governors are:

- *to encourage all governors to contribute to all items discussed and speak freely and openly*
- *to be accountable, think strategically and act as a critical friend*
- *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.*

Attended by:

Lisa Mayes (Head) (LM)
Philip Ashdown (Chair) (PA)
Kristina Mussnug- Barrett (KM)
Teresa Beach (TB)
Chris Hobson (CH)
Carly Chew (CC)
Tara Moran (TM)
Jon Dearlove (DM)
Hayley Jackson (HJ)
Alexia Davison (AD)
Laura Crosby (LC)
Peter Webster (PW)
Laura Smith (LS)
Nataley Maysey (NM)
Fiona Wall (FW)

Apologies received from:

Arlene McLaughlin
Annette Shakespeare
Simone Franklin

Absent:

Chris Webb
Damien Mackman

Supporting papers:

Art policy
Attendance policy
Child Protection policy
Looked after children policy
Computing policy
EYFS policy
Educational Visits policy
Health and Safety policy
History policy
Most Able policy
Science policy
Phase Targets 2017
Prospectus 2017-18
Pupil Premium Spending 2016-17
SDP 2017-18
SEF September 2017

1) Appointment of New Governors

PA welcomed all to the meeting, with a special welcome to the prospective governors. PA asked the prospective governors to leave the room so that their appointment can be agreed. PA had circulated a note prior to the meeting explaining who would be appointed as a parent/community/co-opted governor. Governors agreed to appoint all the prospective governors. The new governors returned to the room. PA informed them that they had now all been appointed. PA asked everyone to introduce themselves; governors went around the room stating their name and role. PA said that if the new governors had any questions then please contact himself or the clerk.

2) Welcome, apologies and declarations of interest

PA reminded all governors to complete a declaration of pecuniary interest form and sign the Governor Code of Conduct. **ACTION ALL.**

3) Appointment of Vice-Chair

PA explained that the scheme of delegation states that the governing body must have a Chair, Vice Chair and Committee Chair which are usually appointed at the first meeting of the academic year. PA informed governors that as he was elected Chair at the last meeting, therefore tonight they only need to appoint a Vice Chair. PA said that KM is the current Vice Chair, however her term of office ends in December so a new Vice Chair needs to be appointed soon. There were no nominations so KM agreed to continue as Vice Chair until December.

4) Notification of items for AOB

1. PA- Update from Finance and Staffing.

5) Minutes of Previous Meeting 11.07.17

CH stated that he felt that the minutes needed amending to state that there was a lengthy debate about the Uniform policy. **ACTION CLERK-** Add sentence "There was a lengthy debate that included these points:"

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

6) Matters Arising

CM had made changes to the contact details on the Emergency Plan.

KM had updated the Uniform policy which has been circulated to parents.

Governors had arranged a "meet and greet" session with prospective governors.

7) Data report from Head

LM had circulated the SEF and End of Year targets prior to the meeting. LM referred to the End of Year data at the bottom of the SEF. At this point, CH recommended new governors to download the Governorhub app as it allows documents to be viewed offline, once they are able to access it. LM fed back that in all year groups we are above national average. LM referred to the tables of phonics data. LM informed governors that in KS1, most children take the phonics screening test in year 1, those who don't pass in year 1 retake it in year 2. The pass rate at the end of year 2 is 97% and those who have not passed have SEN. LM said that the challenge for Lethbridge is demonstrating progress from the end of KS1 to the end of KS2 as attainment is consistently high. LM explained that the writing score is slightly below national due to the curriculum change, the old level 3 would now be "greater depth" which is more difficult to achieve, and this is something the school is working on this year. LC asked if the children's scores would pick back up as they go up the school. LM replied that the issue is that 52% achieved a level 3 at the end of KS1 but 25% achieved "greater depth" at the end of KS2 so it looks like they are not making progress. CS added that "greater depth" is more in line with the old level 6. CH agreed, adding that level 6's were exceptional. LM added that progress scores have improved since last year. This afternoon progress scores for individual children/ groups of children that did not make expected progress have been released and LM will be reviewing this data .. HJ asked if we can compare our scores with other schools. LM replied yes, after December when the league tables have been released.

LM referred to the end of year data for those not at the end of key stage. She pointed out an error, in Year 3 77.6% achieved expected level for Maths, not 72%. LM explained that as children get older it is easier to identify those who work above expected, which is why year 1 looks lower. LM also explained that there are differences in cohorts e.g the amount of children with SEN/EAL. These groups will be targeted for intervention work and it is on the SDP. The new governors felt it would be helpful to receive a list of acronyms to help them read the data. **ACTION CLERK.** CH asked why the data for science looks different. LM replied that for science, you are either working above or below. LM said she is very pleased with the data. JD said that he felt he had only been told good points. LM replied that we do want better progress scores and are working hard to achieve them. PA thanked LM for her data report.

8) Pupil Premium Report 16-17

PA explained that the purpose of monitoring pupil premium spending on children is to ensure its purpose of closing the gap between the attainment of disadvantaged children and the others is effective. PA added that schools are legally required to monitor allocated spending for pupil premium children. LM explained that PP is allocated to children who are eligible for free school meals, have parents in the armed forces, are looked after or adopted. LM said that as we don't get much PP funding we have to spend it carefully to make sure they can achieve their best, for example on academic support or trips. LM had circulated the Pupil Premium spending for 2016 prior to the meeting. KM asked if the data could include PP funding that benefitted those who are not PP, for example Rainbow group benefits those with social/emotional needs, who are not always disadvantaged, or an additional TA in class benefits the other children too. LM said she could include that in the data also. LM added that there are families who are not eligible for PP but are hard pressed and we include them. JD asked if Ofsted would only be interested in those receiving PP. LM replied yes, but they would be able to have a conversation about why we include the other families. KM reminded governors that at the recent Ofsted inspection they were happy with how money was being spent. PA raised an issue that some who qualify for PP do not request it. TB asked about the 3 children in last year's year 2 in which 2 did not meet expected reading and 1 did not meet expected writing/maths. TB asked if they also had other issues e.g SEN. LM replied that they would. PA informed governors that no data should be child specific and all information is confidential. LM asked EL to add the PP plan for this year on the next agenda. **ACTION CLERK.**

9) New School Development Plan

LM had circulated the SDP prior to the meeting. LM informed governors that the SDP is updated as the year goes on. She explained that it is organised by Ofsted criteria. LM went through some key points with governors:

Leadership and Management- LM said this year they will be developing the roles of non-core subject leaders and also governors. PA said that governors need to increase their involvement in school and knowledge of subjects other than English and Maths. PA said that link governors are a useful way of improving this, however due to time constraint; PA will call a separate meeting before the next FGB to decide link roles. **ACTION PA.**

Teaching and Learning- LM informed governors that they want to narrow the gap between boys' and girls' writing, from EYFS onwards which was mentioned heavily during the Ofsted inspection. LM added that the gap in EYFS is 8% compared to the national of 13%. CS added that it is a world-wide issue. JD asked if the Ofsted report was public. LM replied that there is a link on the website.

EAL- LM informed governors that the amount of children with EAL has gradually increased. However, this year the percentage of EAL in the whole school is 12%, in EYFS is over 25% which is a big change. LM informed that there isn't a majority of one cultural group, that there is a diverse intake of cultures. LM said that they want to create an EAL Champion role across the school. TB asked if there is any software that could be used to help support the children. LM replied that they are looking into it. LM added that EAL outcomes at the end of KS2 are very good. FW asked if 'EAL' includes bi-lingual children. LM replied that it does. JD asked if they get the information from parents. LM replied that parents fill out a form when they apply; some are reticent to say that English is not their first language; however staff get the correct information through conversations with parents. LM said that the increase of EAL children brings more funding, which is positive.

10) New Prospectus

LM circulated the new prospectus prior to the meeting. KM said she had been unable to open it as it is in Microsoft Publisher. LM said she would circulate it again in a different format. **ACTION LM.** LM explained that it had just had a few changes from the previous one, to include quotes from the recent Ofsted inspection. PA said it would be formally agreed at the next FGB meeting. **ACTION CLERK-** Add to agenda.

11) Head performance review - date to agree

PA explained that it is the role of the Governors to review the Head Teacher. He informed governors that the performance review consists of a panel of 3 governors, usually the Chair, Committee Chair and another governor.) One governor from last year's performance review must be present at the next review. PA, KM and Patrick Weir performed LM's review last November. They also get advice from Bill Jerman, the School Improvement Partner. TB asked why the review takes place in November, as she went on a training course which recommended doing it earlier in the academic year. PA replied that the requirement is for it to be completed by December and that after the summer holidays, it can take a while to find a suitable date/time. LM added that some performance targets are set with data requirements which may not be available early in the academic year. PA, KM and another non staff Governor will perform the next performance review and will report back at the next meeting.

12) Admissions

LM explained the two types of admissions, new starter (EYFS) and in year. Previously both have been done by the borough, however last year the service was poor and there were empty spaces with families eager to fill them but they were left waiting. LM said that therefore we have taken control of our in year admissions. The borough sends the waiting list and we contact parents in line with our admissions policy. PA agreed that this system was much better for families. LM informed governors that they will be completed in blocks throughout the year; the first round has been completed. LM informed governors that the census is held on the 5th October and to receive the most funding we need a full school so now we can organise new starters to start before the census. LM said that they have so far reduced 13 spaces to 6 and a new waiting list was received today. LM said that governors need to monitor that the school is being fair with admissions, PA, TB and KM met with LM to check the first round of admissions was in line with the admissions policy. LM said that there should be a group of 3 governors who meet for 5-10 minutes to check the admissions when required throughout the year. PA asked if governors would please consider being part of this group, especially those who are available around the school day. PA said that himself, TB and KM would check tonight's list after the meeting has closed.

13) Policies

Art, Attendance, EYFS, Children in Care, Computing, History, Health and Safety, Most Able, Science, Child Protection/Safeguarding, Educational Visits

TB and KM sent amendments prior to the meeting which had been completed. PA reminded governors that it is best to send any comments to the clerk before the meeting in order to save time.

Additional amendments:

Computing policy- CH suggested cutting the specific list of programs and adding a sentence to inform parents that we "stay up to date."

Child Protection- Last year's policy had been circulated. CS has recently updated the policy which will be reviewed at the next meeting.

Educational Visits- KM suggested removing the 'Governors' section as it does not reflect practise, and it is not the role of the governors to monitor school trips. KM suggested adding the parents' code of conduct for trips onto the policy.

Health and safety policy- TB mentioned the policy states that one member of each sex will accompany mixed parties on residential trips if aged 9 or over. TB asked if this happens in reality as there are few members of male staff. It was agreed that the policy would be amended to "where possible, one member of staff of each sex will accompany mixed parties on residential visits if aged 9 or over." TB also mentioned the section on private car use; she asked how often this happens as perhaps the school should have business use insurance for this purpose. LM replied that it is this rarely occurs, but she would look into it. **ACTION LM.**

The governors discussed the Attendance policy. LM notified governors that it had been written in line with new guidance from the Borough which means parents could be charged for taking their child out of school in term time. TB agreed that there should be a deterrent. CH asked how often absences are approved. LM replied that she marks absences as unauthorised frequently and only authorises term time absences in exceptional circumstances. CH asked if the last day of school would be marked as unauthorised, as many prefer to travel on that day. LM replied that the policy gives her the discretion to authorise absences but also not to authorise those who repeatedly take term time holidays. TM agreed, stating that there are children who repeatedly miss the last day/days of term. TB added that once marked as unauthorised, it is the Borough who decides if parents are fined. HJ asked what criteria are used to decide if it will be fined. KM replied that they look at the previous 12 weeks attendance. LM said that she cannot remember a family ever receiving a penalty fine and that they would prefer to work with the family to improve the child's attendance. PA agreed and said he felt the policy was good.

LM brought to attention that governors only need to approve statutory policies, currently governors review and approve all the policies. LM asked if governors would prefer to just review the statutory ones. Governors agreed. LM suggested a small group of governors have the responsibility of reviewing policies. TB volunteered as she enjoys checking them. LM thanked TB. **ACTION-** TB and Clerk prepare a list of statutory policies and review dates.

14) Governor Updates

PA reminded governors of the Briefing document from Governor Support which contains training opportunities and information and governors can feedback from the training. PA said that due to time constraints, he will call a separate meeting to decide link governor roles. **ACTION PA.**

15) AOB

1. Update from Finance and Staffing

The minutes of the Finance and Staffing meeting have been circulated. PA informed governors that the rollover is 25k more than expected which has been added into the contingency; however our financial issues have been added to the Risk Register. PA notified governors that the new toilets in EYFS/KS1 playground have been completed. PA said that there are spaces on the Finance and Staffing committee for new governors who are interested. PA added that it is not ideal for himself to be the Chair and Committee chair so if anyone would like the position to let him know. **ACTION PA-** Circulate note.

16) Date of next meeting: Wednesday 29th November at 7pm

PA reminded governors that the next meeting will also include the Annual General Meeting. PA also informed governors that the next Finance and Staffing meeting will include a visit from the auditors, Bishop Fleming. PA asked new governors to consider joining the Finance and Staffing committee. **ACTION PA-** Send out a message asking if anyone wants to join the Finance and Staffing committee.

17) Close of Meeting

PA thanked the governors for attending the meeting and closed the meeting at 9.05pm.

Matters Arising:

Detail	Allocated to	Action
Minute 2	ALL	Return Declaration of Interest forms and Code of Conduct asap
Minute 5	Clerk	Amend minutes to describe length of discussion on the Uniform policy
Minute 7	Clerk	Circulate list of acronyms to new governors
Minute 8	Clerk	Add PP plan to next agenda

Minute 9/14	PA	Call a meeting to organise Link Governor roles
Minute 13	TB/Clerk LM	Prepare a list of statutory policies and review dates Look into business insurance for private car transport
Minute 10	LM Clerk	Circulate the Prospectus in another format Add to the next agenda
Minute 15/16	PA	Circulate note to governors asking to join Finance and Staffing committee/ Chair

Minutes approved by on