

## **LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY**

**Company number 7685652**

### ***Minutes for the Full Governors' meeting held on Thursday 1<sup>st</sup> February 2018 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.*

#### **Supporting Papers**

Agenda

Values Education policy

PPG Term 2

Pupil Premium Spending year 2017-18 term 2

SDP 2017-18

Summary Data Report Term 2 Attainment and Progress

#### **Attended by:**

Phil Ashdown PA (Chair)

Lisa Mayes (LM)

Kristina Mussnug- Barrett (KM)

Alexia Davison (AD)

Laura Smith (LS)

Fiona Wall (FW)

Nataley Maysey (NM)

Jon Dearlove (JD)

Damien Mackman (DM)

Annette Shakespeare (AS)

Chris Webb (CW)

Terasa Beach (TB)

Tara Moran (TM)

Carly Chew (CC)

Emily Longthorne (EL) (Clerk)

#### **By Invitation:**

Caron Short (CS)

Claire Harmer (CHa)

#### **Apologies received from:**

Christopher Hobson (CH)

Simone Franklin (SF)

Hayley Jackson (HJ)

Laura Crosby (LC)

#### **Absent:**

Arlene McLaughlin (AM)

Peter Webster (PW)

## 1) Welcome, apologies and declarations of interest

PA welcomed everyone to the meeting. He reminded governors that at the last meeting KM's term of office had finished and therefore a nomination form for parent governor applications was sent out. The only nomination received was from KM so she is consequently re-elected as a parent governor.

## 2) Notification of items for AOB

There were no items for AOB.

## 3) Minutes of Previous Meeting held 29.11.17

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

## 4) Matters Arising

EL had circulated the statutory policy review list.

All had been reminded to read the school prospectus, no comments were made.

The questions from the SIP have not yet been circulated due to PA having a hard copy. EL said she would be happy to photocopy them for everyone if that would be easier. **ACTION PA/CLERK.**

EL had circulated Keeping Children Safe in Education.

CS had not yet circulated the safeguarding quiz, she has just received one that she will circulate.

EL had sent CHa a list of all governors' email addresses for Hays online training. CHa explained that there is lots of material to read and questions to answer which will give you a percentage mark. CHa said you can re-do it until you get 100%, any score above 90% is acceptable. LS had completed it and fed back that there was a lot to read so she completed it over a few days. CHa recommended doing this. The email from Hays had gone into some governors' 'Other' folder so they had not previously seen it. **ACTION ALL COMPLETE TRAINING.**

LM reminded governors that CM needs their DBS applications completed as soon as possible. FW said she needed to bring in her passport, could she just go to the school office? PA replied yes, and added that CM needs them quite urgently. **ACTION NEW GOVERNORS.**

The key facts document from Bishop Fleming had not yet been circulated as it is a hard-copy.

**ACTION PA/CLERK.**

LM amended the wording of the PP at the meeting.

EL had sent link governors and subject coordinators each other's email addresses to arrange link visits.

## 5) Head Teacher's data report

LM had circulated her report prior to the meeting. LM explained that the presentation was different to previous, which was very attainment focused, as it now shows progress based on the end of their previous key stage. LM said that top line attainment is very good, so their focus is on progress. LM said that year 1 maths levels for above average looks low, but this is due to the amount of the curriculum aspects they have covered so far and it will rise as the year goes on. LM mentioned that year 4 are showing a gap between prior attainment and where they are now. LM said this could be due to new children in year 4. KM commented that they have fallen behind quite a lot, and asked if they use their prior attainment from their last school. TM replied that they had quite a lot of children with no prior attainment records as they have come from another country. LM said year 4 need to make accelerated progress and they will monitor this. LM fed back that year 3 had not shown a dip between end of KS1 and beginning KS2, which is common. KM commented that the year 6 children with SEN had fallen behind, from 46% above average to 9%, and asked if there was an explanation for this. LM said she would need to have their individual information to comment on the reasons why, but some of them may be different children new to the school. PA said it must be difficult with increasing mobility, as previously there had not been much.. LM agreed and said that recently there have been lots of children with parents who work at Nationwide for 6 months/1 year, then return. PA enquired about the difference between boys and girls attainment, are girls still generally attaining higher. LM said they were, apart from in above average maths, and this is reflected on the SDP. PA asked LM to explain the symbols. LM said that E is Emerging, D is Developing and S is secure, this reflects how many objectives they have learnt so far. LM said the # is their ability to use the objectives

in other areas of their learning independently. PA asked if anyone would be interested on going on a Data Monitoring course. LM added that their data package includes termly updates which are useful and well attended, if anyone is interested. PA asked if there were any typical interventions in place. CS said that the core interventions are 'nippy numbers,' 'acceleread/ accelewrite' and precision teaching. LM said that the interventions they used are trialled by the Sutton Trust so they know they work well. LM added that as well as booster groups, teachers may revisit aspects that children found difficult as part of their classroom teaching. PA thanked LM for her report.

## 6) SDP Progress review

LM circulated the SDP prior to the meeting, which has been updated to include what they have done so far. LM said that she wants to get governors more involved in the SDP, by inviting them to come into school to work on it with teachers, so that ownership is shared. LM said maths booklets were coming up if anyone wanted to assist with these. TM added that she was meeting NM, as part of her STEM role. AS said she would be interested in helping. TM asked EL to send her AS' email. **ACTION CLERK.** LM said that there are lots of things coming up that they would like to get governors involved in. LM said that they have been working on the Teaching and Learning policy, they have made a list of what they want in every lesson and next they will build on it by discussing what those things will look like. LM said she will invite governors to this staff meeting. PA asked her to please post it on Governorhub. NM asked how often staff meetings occur. LM said they are weekly, but she will let them know which one she would like them to attend. LM added that this will improve governors' involvement, rather than taking all information from her. PA added that this would also support their link governor roles, however even if it is not your link role it would still be valuable to get involved as it will improve monitoring. PA said that the objectives are all still relevant and being worked on. PA reminded governors that it is important to write up their link visit report on a timely basis. EL reminded governors that there is a template and past reports in the Link Governor folder on Governorhub. JD asked if he should send it to EL once completed. LM said to first send it to the member of staff you met with so they can check it. PA added that it is good practice to send a draft to the teacher and they can complete their comments section, then it can be added to Governorhub. LM asked if anyone had made contact with their subject leader. AS, NM, FW and JD said that they had all made contact or already met with them. TB had also completed her link visit. PA reminded governors to contact himself, LM or EL if they need any help rather than wait until the next meeting to ask. PA asked how the boys writing sessions were going. CHa replied that they had their second workshop with Andy Cope writing narratives and it went well. KM enquired about how they got responses for Pupil Voice on Computing, Safeguarding and SEND. CS replied that they get a sample for each class, including members of each 'group.' CS added that Katie Westcott actually asked every child in school for the Computing survey. KM asked for the questions and a summary of the answers. **ACTION CS, CHa, LM.** TB mentioned that she did witness the children being asked about computing. FW, NM and AD said they had received questionnaires to complete with their child. PA asked how the parent workshops were going. CHa replied that they were fairly well attended, some parents may have attended them with a previous child so as the curriculum because less new attendance may drop. LM added that Beverley Leaver wants to set up Phonics workshops in which parents work with their child. PA asked if there had been any issues regarding the new uniform policy. LM said that the main issue is footwear, she will send a reminder to parents that from September grey will no longer be allowed, however so far most children have been wearing black as clothes are being replaced. CS commented that the school looks much smarter.

## 7) Pupil Premium update

LM had circulated the pupil premium funding and spending for this year. LM had added how many children benefit from each spend, as requested by KM previously. LM said that she had an interesting talk with other head teachers about spending PPG funding on CPD. LM said that previously they had not thought about it, and had spent funding on resources, trips etc. LM said it might be helpful for the future to spend some money on training e.g. for emotional support. KM agreed that it would be useful as it would still benefit the children. LM added that they use Sutton Trust's evidence when choosing what to buy. PA queried the numbers; he noted that the amount of children changed from 17 to 18 to 20. LM replied that there are actually currently 25 children receiving pupil premium, however there are discrepancies because of the way the funding is allocated, such as we have funding for previous year 6s but not the new starters, until the next census. KM asked if those eligible had been signed up for pupil premium in reception, as governors had previously discussed free school meals possibly

stopping parents applying. LM replied that there were no children in EYFS with pupil premium funding, however she cannot say it is because of free school meals, it could be to do with the application process. KM asked if they had any year 3 children being added to the register, as the school meals are no longer free that could give an indication. LM replied no, but they had a couple of siblings where only one was on the register, which they are looking into. FW enquired if they have to reapply each year. LM answered that once you have received it, you are funded from then on, even if it was only for a month. CS added that it is a sensitive subject and you just have to hope that parents come forward. TM said that it is mentioned in letters for school trips which could be an incentive to apply. LM stated that with regards to paying for trips, they will still help those who are hard-pressed but not in receipt of pupil premium, as long as they can give evidence. NM asked if that is at LM's discretion. LM replied yes, that they know their families and they want the children to be able to go on trips so are happy to support them.

## **8) Safeguarding update**

CS informed governors that the safeguarding audit had taken place by an external auditor and all statutory standards had been met and she was very pleased with the work being done. CS said she will circulate the audit report and the action plan to achieve best practice. **ACTION CS.** PA added that the external auditor was very thorough and vigorous with her analysis, and reminded governors that safeguarding is a considered daily.. CS said that she had sent out a voluntary survey which had 58 replies and the auditor was impressed with the response. CS thanked any governors who had completed it.

## **9) Health and Safety report**

CW informed governors that the audits for Fire and Health and Safety have both been booked, to take place in March. LM asked when they would have the audit reports back. CW said they should have both back by the end of March, which will go to F&S. PA asked who the auditors were employed by. CW replied Borough Council. CW said that otherwise the only thing to mention was that a fire evacuation procedure had taken place after school, a few minutes after the bell for home-time had gone. CW informed governors that an alarm panel had been accidentally knocked whilst going down the stairs and a cover has now been put on it. CW added that they had never done a drill at this time before and they have since been working on a procedure. KM said that it must be difficult as KS2 teachers don't know who has left. LM replied that they now have fire marshals to check the toilets and corridors. CW said that the fire marshals have been appointed for drills at difficult times, as they are unnecessary whilst the children are in class as teachers know where they are. CHa reported that there had been issues with the archway doors being closed, separating parents at the front of the school from their children lined up on the KS2 playground. CHa said she will send a letter to parents reminding them that they can access the KS2 playground via the alley to Quarry Road, and that once they have collected their child they should leave the premises. CS added that the children were very well behaved when lining up.

## **10) Update from Finance and Staffing**

DM reported that the F&S committee had met last week and that the key points from the meeting were that; in CM's finance report, the rollover was higher than expected but negated by increased staff costs so the rollover is back at what was expected. DM said LM reported that a TA had left at Christmas and had been replaced by a TA on a fixed-term contract, there had also been an issue with Catering Staff who needed time off for compassionate reasons. LM informed governors that lunchtimes will be back to normal next week. DM informed everyone that CW had submitted the bid for the heating and that the toilets refurbishment was going well, apart from a small issue with a toilet door being delayed. DM said Friends had found a grant to help fund the library and planning application had been submitted for the removal of the pillars. LM said that once the application is up she will remind parents to make comments. CW reminded governors that the council want the school to pay for the removal of the pillars and rebuild them using the original bricks, which will involve cleaning them, making it a cost of about 1k per pillar. PA thanked DM and noted that the minutes will be circulated shortly.

## **11) Policies**

The Values Education policy had been circulated prior to the meeting. LM had highlighted the changes in yellow, noting that the changes were to bring the policy more in line with practice, not changes to the school ethos. PA confirmed that the 22 original policies were condensed into 6 core policies. PA suggested changing the acronyms to the full meaning. **ACTION CLERK.**

### 12) Governor Updates

Link visits had been discussed earlier in the meeting. PA enquired how the training for new governors with Keith Defter had gone, assuming well, as they wanted to go again. NM said it was very engaging. FW said she felt it was a safe place to ask questions and clarify things. PA said that it is positive to meet other governors in the partnership schools. TB asked if the cost of the training is included in what we pay Keith Defter. PA replied that it is. TB added that we also pay for Governor Support which provide training courses. FW and NM said they are also attending their new governor training. PA informed governors that governor support want commitment if we are going to buy into their service next year. He added that they are dropping their newsletter as they felt it is duplicating the NGA one. PA informed governors that it will cost £1470 for the year, which includes subscription to the NGA. KM asked if Bridget was back. PA did not know. LM wondered if one school in the strategic partnership pay for Governor Support, could the training be cascaded. PA said that it would be reliant on Keith Defter's continuation and funding. KM said that Governor Support are good as they bring in professionals as well as feeling involved with other Swindon schools, however that the courses do repeat so once you have done them all that is it. FW said there wasn't much notice for courses. PA replied that they send a catalogue of training in the new year and then the briefings highlight the upcoming courses. LM asked if there was any Data Protection training. PA replied 19th April. TB asked if they would like her husband to come in. LM said yes please as they need a Data Protection Officer who is independent from the school. PA said he felt that with so many new governors it would seem a risky time to pull out, but we need to justify the spending by attending lots of courses.

### 13) AOB

LM asked EL if there had been any comments on the revised Admissions policy. EL replied that there had not. The Governing Body therefore accepted and approved the Admissions policy.

**14) Date of next meeting:** *Wednesday 14<sup>th</sup> March at 7pm.*

### 15) Close of Meeting:

PA thanked everyone for attending and closed the meeting at 8 :29pm.

Detail	Allocated to	Action
Minute 4	PA/ Clerk ALL New governors	Circulate SIP questions and key facts document Complete Hays safeguarding training Complete DBS applications
Minute 6	LM/CHa/CS Clerk	Share Pupil Voice questionnaires and results Send TM AS' email address
Minute 8	CS	Circulate Safeguarding audit report and action plan
Minute 11	Clerk	Amend Values policy- acronyms

Minutes signed by ..... on.....