

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY
Company number 7685652

***Minutes for the Full Governors' meeting held on
Wednesday 27th February 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

Agenda

EYFS Policy

Freedom of Information Policy

Mental Health Policy

Mental Health Award

Pupil Premium Spending 2018-19 Term 2

Summary Data Report Term 2 Attainment and Progress 2018-19

Year Group Overview at end term 2 2018-19

Attended by:

Phil Ashdown PA (Chair)

Lisa Mayes (LM) (HT)

Kristina Mussnug- Barrett (KM)

Laura Crosby (LC)

Christopher Hobson (CH)

Damien Mackman (DM)

Carly Chew (CC)

Caron Short (CS)

Claire Harmer (CHa)

Laura Smith (LS)

Alexia Davison (AD)

Irene Fernow (IF)

Fiona Wall (FW)

Nataley Fryer (NF)

Jon Dearlove (JD)

Emily Longthorne (EL) (Clerk)

By Invitation:

Lucy Pryke (LP) and Tara Moran (TM): Mental Health leads

Apologies Accepted:

Annette Shakespeare (AS)

Terasa Beach (TB)

Absent:

Chris Webb (CW)

1) Welcome, apologies and declarations of interest

PA welcomed all to the meeting, with special thanks to Lucy and Tara for coming in to inform governors on mental health activity in school.

Apologies were accepted from Terasa and Annette.

2) Notification of items for AOB

1. LM- Staffing

3) Minutes of Previous Meeting held 28.11.18

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

4) Matters Arising

LM/Clerk to produce table of link governor roles and SDP responsibilities- Complete. (See Minute 11)

Clerk to add EYFS policy to this agenda- Complete.

PA drew attention to the lengthy discussion held at the last meeting about new signage preventing cars from stopping outside school. LM said that this has been implemented from half term. JD informed governors that he spoke to the council because they believed the area is within the school's lease and that fining deliveries, teachers unloading heavy bags and parents would negatively impact the school. JD opened a conversation with the legal department at the council who replied that it is experimental, and reassured him that teachers and deliveries should not be penalised. JD said he will continue the dialogue to find out how to object to any fines that come. CS asked if there was a camera installed? LM replied that there is not, but there is a car with a camera that comes around.

LC added that she had been approached by parents about the issue of parents in cars idling outside the school and wondered where the best place to take that was? CS suggested the residents association. LC said that when children start in reception parents receive information on the radius and where to park and asked if this went out every year? LM replied that it does not, but it could be used more often. LM said she will include this in her next newsletter to parents. **ACTION LM.** CHa suggested mentioning that the new parking situation was not introduced by the school. PA and CS added that driving to school is monitored in Walk to School Week. LC noted that as the catchment area expands, more parents will drive to school. LM informed governors that another local school has a similar issue. LM added that Tracey Owen monitors parking before school Monday- Thursday. CHa said that parents dropping off for Big A club are forced to use the staff car park. LS informed governors that you can park on one side of Lethbridge road for one hour.

5) Head Teacher's data report

LM circulated the Summary Data Report Term 2 Attainment and Progress 2018-19 and Year Group Overview at end term 2 2018-19 prior to the meeting. She informed governors that the current online tracking system 'School Pupil Tracker Online' is closing from December 2019 so they are looking for a new system to implement from September. LM said they are looking at what the other schools in the cluster and around Swindon use but they are unsure how the data will transfer over. KM asked if the data can be archived? LM replied that the data won't be lost but she is unsure how it will look, she will keep governors informed. CHa added that she has spoken to teachers who use 'Target Tracker.'

LM told governors that Ofsted have re-written their inspection guidance, and as part of teacher workload says 'data drop' should take place only twice per year and they will not look at internal data reports as evidence, only statutory data. PA added that the school runs data to assist themselves and not for Ofsted anyway. LM agreed as data opens conversations within the senior leadership team.

LM drew governors attention to key points from the data.

Gender difference- Year 3 has 41 girls and 28 boys, year 4 has 30 girls and 39 boys.

Year 1- Expected looks high but LM warned to be mindful that the change from the EYFS to year 1 may show that children have made excellerated progress which could even out more at the next data drop. LM said phonics data will be added soon and that the progress in phonics so far is fantastic. LM informed that they are using old phonics assessments and in term 1 28% passed and in term 2 60% passed. LM added that they have extended the expectations of phonics in EYFS which is having an impact.

Year 3- LM said that the number of children with Expected in reading and writing has dropped down which they believe is due to the transition between year 2 and year 3 and that they will progress as the year goes on. LM reported that they are pleased with the ethnic minority groups/ EAL data and the 'Race to English' intervention in year 3 and 4 is working well.

Year 4- LM said that they are pleased with the pupil premium children, of 5 in year 4, 2 showed expected progress and 3 excellerated progress.

Year 5- LM drew attention to boys' writing, she reported that four children new to the year group are all boys and EAL with a below average KS1 result or no result, however they are making good progress.

Year 6- LM said they are very pleased with the data. They are targetting six children to get to Expected in reading as they need practise with comprehension tests. LM added that Year 6 has a more significant amount of children with specific learning difficulties who they supporting as much as they can. LM said they are feeling confident about getting 80% in reading and writing SATS, which is slightly lower than last year but still about 15% above national.

KM enquired about a fluctuation in pupil numbers in the data, for example Year 3 reads 16 then 10. KM asked if this was due to children leaving school and new arrivals? LM replied that it was, as they track using previous data which can make target setting difficult. KM suggested it may be worthwhile to get information on how many children come and go as it is difficult to compare targets when they are not the exact same children. LM said that from Ofsted's point of view, anyone who arrived before Year 5 are not considered differently to children who have always been at Lethbridge. KM asked if the decrease in gifted and talented children was down to a child leaving? LM replied yes. KM suggested stating for each year group how many children left and joined Lethbridge in the academic year as in recent years there has been an increase in changes. LM agreed that there had, often due to six month contracts at Nationwide. KM added that it could have an impact on children's well-being as they are losing friends. LM agreed to add information on children leaving and joining Lethbridge in her data reports to governors.

6) SDP Progress review

Lucy Pryke and Tara Moran gave governors a presentation on Mental Health and Well-being. TM informed governors that 1in4 British adults suffer mental health problems and 1in10 children, which is equivalent to 3 or 4 per class. TM said that the key mental health problems in children are anger, anxiety/panic attacks, depression and eating problems. TM reported that 9in10 young people with mental health problems feel that they are stigmatised and 3in4 fear the reaction of their friends. TM said that you don't need to be an expert to help, you just need to open a conversation and show that you are available and care.

TM informed governors of what is already taking place in school; ELSAs, Rainbow and Sensory rooms, PHSE Jigsaw lessons, Play therapy, Young carers, Early Help Record plans, TAMHs and CAMHs. LP informed governors that through assemblies the children have been told who the ELSAs are, who they can talk to and they watched a video about mental health. LP said that every class recently took part in Laughology workshops which was supported by Friends of Lethbridge. TM explained that this gave them a tool to help them change their mindset, e.g. FLIP: focus on the positives, language, imagine and power pose. LP said they are incorporating this into Jigsaw lessons to embed it into the school ethos. LP added that they received the Healthy Schools Award, hold Anti-bullying week, Mental health day/week, Healthy Schools Council, playtime buddies and partnership with parents, including SENCO drop ins, parents evening and parents support. TM added that this information is available to parents on the website.

LP reported that nationally 83% of teaching staff feel stressed and that teaching is "one of the three most stressful occupations." LP said that there are things in place to support staff, such as Occupational Health, Educational Support Partnership, Unions and counselling through SEMH (Nylands). LP added that they adhere to NUT conditions for working hours, teachers are not required

to work lunchtimes or run clubs and they do not feel "checked up on." LP said that SLT are available on walkie talkies for support with challenging behaviour and that there is a board in the staff room where staff can thank each other to spread kindness.

LP informed governors that they have submitted the application for the Mental Health Award and next they will be analysing staff questionnaires and 7th May will be Mental Health Awareness Day.

PA thanked TM and LP and asked governors if they had any questions? LC asked if their work had made a difference with the children? LP replied that the ELSAs and interventions are running well and children are excited to attend them and that children have approached the ELSAs directly for support. CS said that she has seen children using the FLIP tool, TM added that the football team have been using it and have invented their own power pose!

TM and LP left the meeting at 7:16pm. CS then took governors to see the new Sensory Room. PA commented that the presentation was a very useful way of reporting on SDP activity. PA asked LM when they will find out if they received the award? LM said she will let governors know. **ACTION LM.** PA added that it would be interesting to see if the staff questionnaires elicit anything that is not already in place.

7) Pupil Premium update

LM circulated the Pupil Premium Spending report prior to the meeting. She informed governors that she reviews spending and progress in terms 2, 4 and 6. LM added that it can be difficult to quantify benefits for social and emotional needs, but that services are being used well and are having a positive impact. PA asked if anyone had any questions? There were no questions.

8) Safeguarding update

CS informed governors that PA had come into school for a Safeguarding walk. **ACTION PA-** Circulate notes. CS also said that they had an audit from Sarah Turner which PA also attended and it went very well and they have received verification. CS said there are a few minor points to work on and CS will inform governors on progress made by uploading information into the safeguarding folder on Governorhub. CS informed governors that as part of the audit, staff were asked to complete a survey to which there were 53 responses. CS said that Sarah was impressed with the response which enabled weighty evidence for verification. CS said that there were a few anomalies but nothing significant. PA added that the survey was extremely useful, as it checks that the policies are embedded in daily practice. CS informed governors that they are looking into a way of changing the current system from being paper-based to make it more efficient, for example including information on attendance and behavior. CS said that someone is coming in to demonstrate a software tool used by other schools which allows everyone working with children to check and log information on children which is shared with other agencies. CS added that this could also be useful for data. IF fed back that the safeguarding work at Lethbridge is wonderful.

9) Health and Safety report

CHa reminded governors of the audit from their insurance company which took place in November and that there are 11 actions from that audit, none are major concerns and she feels some are very minor. CHa said that she needs to tighten up the paper trail to provide evidence which is time consuming but needs to be done. CH suggested creating a health and safety email address which she could 'cc' every time she sends an email regarding health and safety. CHa replied that that is a very good idea however she feels the auditor wants a file of hard evidence and that if she is not in school, others can access it. LM reminded governors that the auditor is coming from an insurance point of view. CHa said that she will keep governors updated.

10) Policies :

KM asked if anyone had any comments or questions?

Freedom of Information: DM asked how the policy worked with regards to GDPR, for example it mentions asking for information on governors on the website in item 6. The governors agreed that

governors contact details have never been on the website. LM asked to look into the policy further. KM recommended postponing it to the next meeting. **ACTION CLERK-** Add to next agenda. LM asked EL to send the policy to CM for her to ask the GDPR officer to cross-reference with GDPR guidelines and check compliancy. **ACTION CLERK.**

The EYFS and Mental Health policies were approved by governors. IF added that she thought they are lovely and well written.

11) Report on HT Performance Review

PA informed governors that the review panel and an external advisor had met to review LM's performance targets and that she had met her targets and new targets have been set. PA added that they will meet earlier in the next academic year.

12) Report on SACRE letter

PA informed governors that they had received a letter from SACRE who ensure that schools are delivering the Religious Education curriculum well and from looking at our website they have said that everything needed has been published. LM said it gave a red/amber/green rating and we received green.

13) Governor Updates:

PA clarified link governor roles:

Safeguarding- Phil
Humanities- Fiona
Arts- Alexia
Sport- Chris H
English- Laura C
Modern Foreign Languages- Jon
EYFS- Annette
STEM- Nataley and Damien
SEN- Kristina
Disadvantaged- Laura S
Most Able- Terasa

PA read the suggested SDP responsibilities as follows:

1. *Reviewing the Curriculum*- Fiona, Alexia, Chris, Laura C, Damien, Nataley, Jon, Annette
2. *Behavior*- Phil and Terasa S (Lisa)
3. *Mental Health and Well-being*- Irene (Tara and Lucy)
4. *Wider Community and Social Media*- Phil (Cathy)
5. *Gender and EAL*- Kristina and Laura S (Claire and Caron)

PA suggested visiting school during this and the next term to make reporting on the SDP more effective than looking at the document and that this will give governors greater involvement and understanding which can then help set objectives for the next year.

ACTION CLERK- Circulate link roles and SDP responsibilities.

14) Renew subscription to Governor Support

PA informed governors that the annual cost of Governor Support is £1500 for the year (April to March), which excludes the cost for Governorhub. PA asked if governors had opinions on continuing the subscription? LM asked EL if she found it useful. EL replied that she did, that she receives advice as well as training from clerk's networking and 1:1 meetings. KM added that it is useful when new legislation is passed, though she added that they may not access the training enough. LM asked if there is a list of training attended to see if a course needs re-attending. EL replied that she has a list of all training taken. PA reminded governors to share training on Governorhub and let EL know so she

can keep a record. PA suggested continuing the subscription, all governors agreed. **ACTION CLERK-** Inform CM and Governor Support.

15) AOB

LM informed governors that the catering manager has handed in her notice and she is going to work in a residential care home. LM said that this gives them an opportunity to look at the systems in place as there have been a few issues with covering absences within the kitchen. LM said she will discuss this in more detail at the Finance and Staffing meeting, but wanted to reassure everyone that dinners will continue as normal. KM asked how many members of permanent staff work in the kitchen ? LM replied 3.

PA drew attention to the ESP video on the website and asked governors to watch it if not already done so.

16) Date of next meeting: *Wednesday 8th May*

17) Close of Meeting:

KM thanked everyone for attending and closed the meeting at 8 :35pm.

4) Matters Arising

Detail	Allocated to	Action
Minute 4	LM	Address parking and idling cars in next newsletter
Minute 6	LM	Inform governors when the Mental Health Award may be received
Minute 8	PA	Circulate notes from Safeguarding walk
Minute 10	Clerk	Send FOI policy to CM to forward to GDPR officer Add FOI policy to next agenda
Minute 13	Clerk	Circulate Link Governor roles and SDP responsibilities
Minute 15	Clerk	Inform CM and Governor Support of renewal of subscription

Minutes signed by On