

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY
Company number 7685652

***Minutes for the Full Governors' meeting held on
Tuesday 9th July 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
Governors Code of Conduct
Head teacher end of year report
Head teacher end of year report final
Standing Orders
Keith Defter Governance review
Mental health award final
Scheme of Delegation
SDP 2018-19 update
Exclusion report 2018-19

Attended by:

Phil Ashdown PA (Chair)
Lisa Mayes (LM) (HT)
Kristina Mussnug- Barrett (KM)
Laura Crosby (LC)
Christopher Hobson (CH)
Carly Chew (CC)
Claire Harmer (CHa)
Alexia Davison (AD)
Irene Fernow (IF)
Annette Shakespeare (AS)
Caron Short (CS)
Laura Smith (LS)
Fiona Wall (FW)
Nataley Fryer (NF)
Angela Mackenzie-Wilson (AMW)
Emma Mann (EM)
Emily Longthorne (EL) (Clerk)

By Invitation:

Keith Defter (KD) - Governance Review
Eco Warriors- Jed, Lucie, Imogen H, Imogen S

Apologies Accepted:

Chris Webb (CW)
Damien Mackman (DM)

Absent:

Jon Dearlove (JD)

1) Welcome, apologies and declarations of interest

PA welcomed everyone to the meeting. He introduced himself to the Eco-Warriors and thanked them for attending the meeting.

2) Presentation from Eco- Warriors

Jed, Lucie, Imogen H and Imogen S gave a powerpoint presentation which informed the governing body of the criteria they cover to achieve the Green Flag award, which was renewed this year. They discussed biodiversity, energy, litter, waste, transport, the school grounds, water, healthy living and marine life and how this is implemented in school. The eco-warriors informed governors that they meet regularly and produce minutes of the meetings. They showed charts which compared energy usage between year groups and to previous years. The eco-warriors informed governors that the whole school eco project this year took place during STEM week and was 'Grand designs- homes of the future' and climate change and parents were invited to the STEM fair to see the finished projects.

PA thanked the eco-warriors and invited them to introduce themselves. PA asked if anyone had any questions.

AMW asked if the school received money for the recycled crisp packets. Lucie replied that they do. AS asked to see their bar chart and for further explanation. Imogen S explained that each point represents a projector or light and that year 6 are in the lead.

PA asked to see the other chart and asked how they are doing in comparison to previous years. IH replied that it had reduced from 12,000 in 2015 to 7,000 this year.

AS asked if they feel anymore could be done. Imogen S replied that there is always room for improvement but they are doing really well. Lucie added that they want to reduce the use of black plastic in school.

IF asked how they get their ideas and targets. LM replied that they come from the guidance for the Green Flag award. CS added that there are also things that the students are passionate about e.g. marine life, and this is used in response planning.

KD asked if all Lethbridge students are as passionate as they are. Imogen S replied that most are, there are just a few who are less aware. KD asked how they could be made aware. Imogen S said that they display the school eco code in every classroom and around school.

AMW asked if anyone can become an eco warrior. Imogen H replied that elections take place at the start of each year and if you are interested you say why you should be elected and what you would do and then 4 children from each year group are elected.

LC asked if the children change every year. Imogen H replied yes, so that everyone gets a chance. IS added that she has done it twice, in KS1 and in KS2.

LM thanked the eco warriors for their presentation and for answering the questions. IF added that she was very impressed with their presentation. PA thanked the eco warriors and the governors all clapped. The eco warriors then left the meeting.

3) Governance Review with Keith Defter

PA welcomed back KD who had since the last meeting undertaken a governance review and had issued a report, which is on Governorhub. KD said it was nice to be back. KD informed governors that he had looked at the website and the 10 responses to the questionnaire which had been triangulated with documents that had been collated by the clerk. KD fed back that the governing body is in pretty good shape and there is lots of evidence of excellence practice. KD said that they should aspire towards outstanding governance and has therefore made some recommendations for the future. KD highlighted the main points:

Website: KD said that the website is accessible, colourful and has lots of evidence and they just need to maintain the quality.

Vision: KD said that there is evidence of governors contributing to the vision however they could be more explicit in how they communicate what they achieved with the wider community.

Visits: KD liked the link governor approach of 2 visits per year and commented that the most able report was very good quality. KD stated that in the last year there was less evidence of reports and they should be discussed at meetings.

Senior Leadership Team: KD reflected that there is evidence of a trusting relationship between SLT and governors and a good relationship between the Head and the Chair. KD said that there is evidence of challenging the Head teacher and holding her to account and to keep this up. KD added that he recommends that they draw on other people's perspectives, not just LM, for example the School Improvement Partner. PA added that this is fair to say, but they draw information from the deputy heads but could bring more external people in for support and clarification.

New Governors: Everyone introduced themselves to EM and AMW. KD invited them to new governor training within the ESP, dates to be confirmed, and stated that it is critical to undertake training.

Clerking: KD stated that the clerking was good, efficient and professional.

SDP: KD said that the SDP is good, has smart targets and is detailed. KD asked why they go a year without reviewing the SDP. LM replied that link governors come in for visits which relate to a SDP target and teachers attend FGB meetings, for example to inform on the mental health award. KD asked if LM had a mid-year performance review. LM replied not with the School Improvement Partner. KD highlighted that it is important to evidence review and changes to the SDP and be specific to the Ofsted gradings.

Skills Audit: KD suggested that they hold a skills audit as the 2015 one is now obsolete and that they should review if the full governing body has people with the right skillsets.

Training: KD said that there is not much evidence of training for this year and to make sure governors regularly attend training and it is logged.

Impact: KD reflected that they need to be more positive on the impact they make as the responses showed a lack of confidence. KD recommended that they reflect on their achievements at the end of each academic year. KD also recommended succession planning.

KD summarised that there is lots of good practice and they should be more confident. PA asked if there are any questions.

NF said she missed the last meeting and enquired about the questionnaires. KD replied that they showed similar results.

NF informed KD that she and other governors attended the SDP planning day. KD said that this is very good practice.

FW asked if KD had any suggestions for communicating to a wider audience. KD suggested newsletters, parent surveys and appropriate consultation. CS suggested a governor section in the newsletter to reflect on the term. FW agreed, and said this is similar to what Friends do. NF said that they could take turns to write it, e.g. she would write a comment following STEM week as STEM link governor. AMW asked if they ask parents for their advice too. KD replied that it is important to give parents a voice where appropriate. KD suggested adding 'What we do' to the governors page of the website.

IF said she is about to write her first link governor report and thanked KD for bringing an excellent example to her attention.

KD informed governors that the ESP now contains 11 members as Dorcan Academy has joined and the priorities are behaviour, high expectations and well-being.

KD brought the new Ofsted framework to governors attention.

PA thanked KD for his governance review. KD thanked the governing body for having him and left the meeting.

PA reflected that KD made valid points and his review was very helpful. PA suggested at the next meeting they discuss targets for visit reporting. KM said it would be nice to be invited in specifically LM suggested that they use the yearly planner to plan link visits in time with events. PA suggested linking it to the Governorhub calendar.

LC asked if the link governors would change in September. PA suggested he sends out a note asking who is happy with their role or would like to change. **ACTION PA.** LM added it would be great if they linked to the SDP and that she is currently writing the latest version. PA suggested creating a governance strategy folder on governorhub. **ACTION CLERK.**

4) Co-opt Chris Hobson

PA informed everyone that CH's four year term as a parent governor had expired, however there was a vacancy for a community governor so he was asked to stay on which he agreed to. PA said that they needed to formally ratify this at the meeting tonight. There were no objections so PA welcomed CH back to the governing body.

5) Notification of items for AOB

PA reminded governors to contact himself or the clerk if there are any items of business that they have in advance, but if there are any last minute items these can be raised now and discussed later in the meeting. There were no items of AOB.

6) Minutes of previous meeting held 08.05.19

The minutes were accepted and signed as a true record of the meeting. There were no items from the minutes which required following up.

7) Matters arising

EL had circulated the governance review questionnaires to absent governors and returned responses to KD.

LM had started a log of traffic and parking issues. AD commented that there have been lots of tickets given out along Quarry road as it is now residents parking. LC added that they appear to target school times. PA suggested that they review the issue next year alongside the Swindon Borough Council review. AMW asked if there had been improvement in people not stopping outside school. LM replied that there is on the days that a member of staff is out there but they do not have the resources for staff to be outside twice every day. PA said they will continue to monitor the situation.

EL had added the link to the SEN toolkit to the Parental Complaints policy.

PA reminded governors to try and complete link governor reports by the end of this term. **ACTION ALL.**

8) Head Teacher's report

LM had circulated the end of year report and mental health award on Governorhub.

LM informed governors that the large target is the curriculum as the new Ofsted framework emphasises the curriculum, therefore they are currently curriculum mapping. LM hoped this would be completed this academic year, however it is taking longer than anticipated so will carry into next academic year's SDP.

LM brought to attention the number of exclusions this year, 6 children in total, and discussed the support in place for 2 children currently in KS1 who have had multiple exclusions for disruptive behaviour and violence against staff. LM informed governors that the children have SEMH needs. LM said they exclude children for several reasons: to send a message to the child that their behaviour is unacceptable, to send a message to their parents that the behaviour is unacceptable, to send a message to other children and families that they do not want their education to be affected and to

send a message to staff that they do not want to affect their mental health and well-being. AMW asked if the parents are working with them to ensure the behaviour does not happen again. LM replied that the children who have been excluded once have learnt from it. LM informed governors that the children with multiple exclusions are receiving support from play therapy, Nylands outreach team and 1:1 TAs. LM said that it is a journey for parents to accept help. LM informed the governors of intervention work in place next year to support an individual child and the governors discussed this at length. LC asked if the 2 children in KS2 who have had exclusions have been excluded previously. CS replied that it is not an extreme measure, and comes after a long time of support and intervention. LM circulated an exclusion report 2018/19 for Terms 1, 2 and 3 for schools in Swindon. LM stated that this is public information and it is useful to compare with other schools. LM added that Swindon has higher than average amounts of exclusions but is one of the poorest funded boroughs. AS reflected that exclusions send a message outside of school. LM agreed that parents need to know that the behaviour is unacceptable. AS asked if the children had Autism or ADHD would the outcome be the same. LM answered that the children still need to know that certain behaviour is unacceptable for adult life, but they would be receiving plenty of support. AMW asked if they talk with other schools about what is working well around exclusions. LM replied that they communicate within the cluster. KM asked if the exclusions this year are the youngest ever. LM replied that previously exclusions were for fighting between children but violence towards staff is a new issue.

LC asked if 47 safeguarding reports are normal. CS replied that the previous year had 99 as there was a lot of training around reporting and that 47 seem reasonable. LM added that of the 47, there were 20 that were significant enough for them to refer for help. KM asked if they ever receive safeguarding concerns from parents. CS replied that they do, largely about online safety and social media. KM asked if these are recorded and how many have they received. LM replied that they are recorded and there were less than 10. IF asked if the reports showed an overlap in the same children. CS replied that there is some overlap for upper KS2 children around online safety.

LC asked if there was provision for ELSA training for more staff this coming year. LM answered that the Borough offered free training for 2 people per school, that they can access other training for staff but they will not be officially an ELSA.

PA asked if there were any further questions, which there were not. PA reflected that the SDP is a comprehensive document and thanked LM for her report.

9) Measuring attainment

LM circulated the KS2 data this morning in addition to the data for other year groups.

PA asked why in the EYFS results the Self-confidence and Self-Awareness result is 1% lower than national, when all the other data is better than national. KM asked what is measured in SC&SA. LM and EL replied speaking in a familiar group, trying new activities, being independent and knowing when they do and don't need help. EL suggested that the number of children with SEN and EAL is probably why the result is below national. KM added that EAL children could be less confident to speak in a group. LC asked how this is measured. LM replied through teacher judgements and observations, but it has to be child-initiated to be a truthful observation. LM said she will discuss the data with Caroline Valderey and plan provision. AMW asked how the children are assessed. LM replied observations, photos, adult directed activities and child initiated activities together build a picture of the child's development. AMW asked if this is verified by someone else. LM replied that they moderate within the cluster regularly to match expectations, and also every few years they are officially moderated. LM informed the governors that they were moderated in EYFS last year and they were happy with their judgements. LM added this is similar to KS1 and KS2 moderations. LM added that the KS2 writing moderation this year went very well and they were complimentary of the standard of the children's books.

LM reminded governors that the KS2 SATS results are provisional as there are a few that they want to check. LM said that the results for Expected are down slightly but Greater Depth is up. LM said that every child who could have passed has passed and they have all done as well as they could so they are very pleased. PA congratulated LM and all staff. PA reflected that the results are still substantially above the national and asked if they are in line with the targets. LM replied that the targets she sets are very aspirational at 89%.

10) Safeguarding update

PA asked if there was anything additional to bring to attention. CS informed governors that there are some documents that she will share on Governorhub shortly: Keeping Children Safe in Education has been updated, for example it includes new aspects of abuse; Relationships Education will inform the school's policy for 2020; and Teaching Online which is new guidance to reflect on. **ACTION CS/CLERK.** CS said that a link governor for Relationships Education would be helpful.

LC informed CS that there is a program called Goldilocks that is being sent to every primary school in the UK and has links for parents to help with online safety. CS thanked LC and asked her to send it to her. **ACTION LC.**

CS added that the online safety parents' evening was successful and has prompted parents who work for BT to come back to help with phone safety.

PA reminded CS that new governors would need safeguarding training. CS asked EL to send her their email addresses. **ACTION CLERK.**

PA thanked CS for her update.

11) Health and Safety update

CHa stated that there was nothing to update on.

12) Report from Finance and Staffing Committee

PA passed on DM's apologies. He informed governors that the meeting focused on the budget and the tender for catering. PA stated that the budget needs to be formally agreed today. LM circulated a recently updated budget. PA said that the overall message was that lots of work had been done, including difficult choices and they have managed to produce a balanced budget and not eat into the reserves. PA informed governors that year 1 and 2 are looking positive. PA said that they have a duty to set a budget and there is pressure from the EFA for a balance budget.

PA asked if there were any questions. LM added that Lorraine from FS4S met with Cathy today and in year 2021-22 they have budgeted to receive an extra £50 per child in funding.. PA reminded governors that they have set budgets on a known fixed income but costs are increased which show a deteriorating picture, however the turnout is often not as bad as budgeted, for example year 3 is currently showing a slight negative but the funding will increase. KM asked if they knew the funding formula for next year. LM replied that they did not. CH enquired about the 8% maximum allowable carry-forward note that they discussed at the meeting. PA responded that it is not applicable for academies and it is down to software. PA added that as our reserves are 150k and it is not a concern that this too high.

PA asked governors if they could formally approved the budget for next year. The budget was approved.

AMW enquired about the catering contract. LM responded that the tender has gone out and potential bidders are coming to visit the school next week and it is on the agenda to form a committee to assist with the tender process. LC asked if they will replace the catering team. LM replied no, just the management. PA informed governors that they discussed at the meeting a sub-committee being formed to include staff and governors who will be involved in the decision making. AMW said she would be happy to volunteer as her career is in procurement. PA thanked AMW and said that they aim to meet in September, date to be agreed. AMW asked if they have an idea of when they will assess the bids. LM replied that they do, but would need to check. LM added that they have tweaked the rating scales to suit their wishes, for example they do not want to compromise on quality. PA said bidders will give presentations in September in which they can challenge any information they put forward.

13) Governor updates

PA asked if anyone had anything to feedback from any training. AMW and EM replied that they attended the induction training with Governor Support and it was very useful. PA informed them that KD runs new governor training for the ESP group from a different angle and would recommend they attend it. PA added that it is open to anyone (regardless of experience) and there will be sessions in the autumn term.

KM and LS had posted link governor reports. LS shared that her report was following a learning walk focusing on gender and there was nothing significant presented but CHa is doing some further investigation in EYFS. CHa added that they predicted this year's year 6 girls would do well in maths and this can now be analysed. PA asked if there were any questions. LM added that the EYFS data shows that the gap is closing. IF said that she had positive pupil feedback about the reading ambassadors.

14) Policies: *Scheme of Delegation, Governors Code of Conduct, Standing Orders*

There were no changes made to the policies and they were approved. PA reminded governors that they could change the Scheme of Delegation in future if it was felt appropriate.

15) AOB

None.

16) Date of next meeting: Wednesday 25th September 7pm.

17) Close of Meeting

PA reflected that it had been another good year which had showed excellent progress as evidenced by results and other aspects of school life and demonstrate lots of hard work. PA thanked everyone for their work this year and wished them a good summer. PA closed the meeting at 9 :05pm.

7) Matters Arising

Detail	Allocated to	Action
Item 3	PA	Send note on Governorhub for Link Governor preferences
Item 3	Clerk	Create Governance Strategy folder on Governorhub
Item 7	All	Complete link visits and reports
Item 10	CS/Clerk	Circulate safeguarding documents on Governorhub
Item 10	LC	Send Goldilocks information to CS
Item 10	Clerk	Send emails to CS for Hays safeguarding training

Minutes signed by On