

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY
Company number 7685652
Minutes for the Full Governors' meeting to be held on
Tuesday 26th November 2019 at 7.00 p.m. at school

To be followed by 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

Agenda
Anti-bullying policy
IDSR
Lethbridge school matrix
Safeguarding and child protection policy
Phase targets 2019-20
Revised framework
SDP

Attended by:

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

Apologies Accepted:

Damien Mackman (DM)
Jon Dearlove (JD)

1) Welcome, apologies and declarations of interest

PM welcomed everyone to the meeting. Apologies were received from DM and JD. A safeguarding register was circulated for everyone to sign. There were no declarations of interests.

2) Notification of items for AOB

- Pupil Premium Spending Plan
- Comments from AMW

3) Minutes of Previous Meeting held 25.09.19

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

4) Matters Arising

Hays: CS said 3 governors have contacted her about accessing the training, everyone else is up to date.

Bill Jerman's presentation was shared on Governorhub.

Link governors are in the process or have arranged a link visit. PA reminded governors to try and arrange a visit for term 3 if not already done so. **ACTION ALL.**

CHa created a list of dates which correspond to a link governor and this was shared on Governorhub. EM and KM attended the SDP development day.

EL added the pupil premium spending plan to this agenda (AOB).

PA shared a list of ESP events on Governorhub.

LM has acted on allergies in school.

PA informed governors that Aspens catering are now on site. LM said it is going well though there are of course a few teething problems, such as serving food in both halls in a timely manner, but this is being introduced gradually. NF asked if she has had feedback from children? LM replied that the children are very positive. PA asked if governors will be invited to the Christmas dinner? LM said yes, though it is not a typical day to observe so she will consult with catering staff about inviting governors to another date. CS added that the children are enjoying the baguette option. FW asked if parents have been informed that baguettes are on offer as parents who do not book school meals may not know about that option. LM said she will add it to the newsletter. LC asked if the 9am deadline was a challenge? LM replied no, as they do not action a list before then. AMW asked if there has been an increase in school meals yet? PA replied that it is too early to tell as it has been less than 2 weeks but they can discuss in January.

5) Head Teacher's report

LM circulated the Inspection Data Summary Report (IDSR) which is new this year. LM informed governors that Ofsted looks at this. LM informed governors that it generates statements from your data and also shows what is statistically not meaningful. LM said she has compared this with other schools. LM informed governors that no statement means all is fine and a statement can either mean really good or not so good. LM said that all the statements are positive. KM asked what 'not triggered' means? LM replied that it is not meaningful or the amount of pupils do not produce a meaningful result. KM asked about the 11 children reading in KS2? LM replied that it is not meaningful enough for a statement. LM said that the IDSR is very positive. LM pointed out that our amount of absence is below national average and below national average of similar schools. LM drew governors attention to the context of the school on page 4, showing that they are in the highest size of school and within the second largest quintile of children with an EHCP. LM said that their stability is staying high. NF asked what that means? LM replied that there are not many children coming and leaving within the year. LM highlighted that they have 14/17 ethnic groups. EM asked if there were a similar number of EAL children this year? LM replied yes, about 30%, although they may not all be new to English. KM asked if this was measured over one year? CW said that the report says 2017/18/19. LM added that our teacher absences rate is low, 1 day off compared to 4 days national average, which is an indicator of well-being. LM added that one teacher is now signed off due to an injury which may skew future results. LM pointed out that they spend £4426 per pupil whereas other schools she has compared with spends over £5k. LM said that the progress and attainment trend is pleasing as there is significant progress being made.

LM had circulated the Analysing School Performance (ASP) document at the last meeting. PA informed governors that there is Governor Support training on how to interpret the IDSR and ASP documents on Monday 21st January which would be useful to attend and to contact Anna Richardson.

LM thanked KM and EM for attending the SDP writing day and for their input. PA told governors that if they have any questions they can ask LM at any point. LM said that they are being mindful about what goes into the monitoring section and would like them to be actioned, for example by attending the events on the list.

6) SATs Targets 2020

LM had circulated the targets on Governorhub. LM added that they include a target for year 4 to keep track between the end of KS1 and KS2. LM informed governors that the numbers are based on the current cohort and their starting point, as well as discussions on where they are now, i.e. achieving higher than expected. LM added that the targets need to be inspirational, but also achievable. LM added that there were some targets in EYFS around boys and in KS1 boys' writing, as they do not want it to turn into more than a one year dip, so they have set some specific targets. PA asked if anyone had any questions? KM asked if year 4 times tables will be tracked nationally? LM replied yes, like phonics they will have the data though they do not have to publish it. AD asked if they had done the trial in school? LM replied yes, that it is on a computer and they have 7 seconds to type the answer. CS added that it is stressful and would be better as a written or verbal assessment. CH asked if they had looked at different keyboards to see if it made a difference? CS replied yes, they are trying both. LM reflected that there is now a national assessment for every year group except years 3 and 5.

7) Feedback from Finance and Staffing Committee

PA informed governors that the minutes will be circulated shortly. PA informed governors that they had their Responsible Officer visit from Bishop Fleming following the audit. PA said they will agree the accounts at the AGM tonight and that there is a Key Facts document on Governorhub that governors could read for an overview. PA fed back that the budget is showing no significant variances, though it is early in the year. PA said that they discussed the School Resource Self-Assessment which has been set by the EFSA and is detailed in the minutes. PA said that staffing-wise, 1 teacher and 1 teaching assistant injured themselves on the premises but not due to a fault of the school and are signed off work. PA said that they also discussed catering and that they won't be making a SIF bid this year as they had nothing new to offer to the heating bid.

8) Health and Safety report

CHa said that she had some good news; they had been looking into allergies and were concerned about the hazelnut tree on the KS1 playground which is protected. CHa said that they have found out that they simply need to cut the blossom so that it doesn't grow hazelnuts and can keep the tree. EM added that she checked about the tree when her daughter started as there is a minimal chance that it would cause a reaction. NF asked if they would communicate to parents about this as it is a lovely story? CHa said they will consider it. AD asked how they would regulate cake sales now they are nut free? LM replied that they will ask parents to label cakes.

CW added that the health and safety audit has been moved to January and will report back at the following meeting.

9) Policies: *Safeguarding and Child Protection, Anti- Bullying*

PA informed governors that the Safeguarding and Child Protection policy has been updated. CS said there have been a lot of changes so it is best to read the whole document. AMW asked if it works in practice? CS replied that it comes largely from their consultant but they do live and breathe by it and apply it in daily practice. PA added that he recently attended a meeting to discuss the safeguarding audit and agreed that CS, LM, CHa and EC do follow it relentlessly on a daily basis. CS thanked PA for coming in. AMW asked if training was up to date? CS replied yes, everyone has done Hays and volunteers have signed a code of conduct. KM asked if anything happens if they do not abide by the code of conduct? CS replied that nothing major has occurred as no one has broken it with malicious intent, but they have had to remind volunteers not to check their phones while on school trips for

example. PA reminded governors that if they have any questions they can ask him and these will be addressed at the next FGB meeting. PA signed the new Safeguarding and Child Protection policy.

LM asked if there were any comments on the Anti-Bullying policy? AMW asked how they communicate to parents that it has been reviewed? LM said that they publish statutory policies on the website but she could remind them in a newsletter. FW suggested drawing attention to it following Anti-Bullying week. AMW asked what the period is before parents are involved? CS replied that it is that day as they are very pro-active in calling parents, but the policy gives flexibility. AMW asked if there were any points learned from the previous year that have been added to the policy to make it more effective? LM replied that they do track incidents but there has not been a pattern. PA added that the policy has not changed much. CS informed governors that she compared the policy to other schools'. CS said that they are focusing on promoting kindness to each other all the time and that the term has broadened to include harassment. The Anti-Bullying policy was approved.

10) Governor Updates

PA thanked everyone for returning their skills audit. PA said that it highlighted 5 areas that are weaker which they will concentrate on. PA said that these include experience of HR, which the NGA values as essential. PA suggested that as they have not had many staffing issues there has not been opportunities for governor involvement. PA recommended that a couple of governors attended the Governor Support course on Trustee/ Governor role in Human Resources on Thursday 16th January. PA highlighted that another weak area was experience of being a governor, but this reflects many governors are new to the role and this will improve over time. PA reported that another weaker area was experience of being a Chair and said he could look into asking other people if they wanted to chair a meeting. PA asked if anyone had any other thoughts? PA said he will put this information into an "moving" action plan: **ACTION PA**. PA said that they will check the progress of the action plan every term.

PA said that they will discuss link governor visits, surveys and reporting in January.

PA asked if anyone had any further comments? KM informed PA that AS is unable to fulfill the role of EYFS link governor and therefore she has agreed to take it over. AS thanked KM.

11) Report on Head Teacher's performance review

PA informed the governing body that LM's performance review had taken place on the 8th October and was undertaken by the panel including Bill Jerman, school improvement partner. PA fed back that LM had met her objectives and was commended on her leadership and work over the last year.

12) AOB: *Pupil Premium policy, comments from AMW*

CHa met with LS to complete the Pupil Premium Spending Plan and LS will circulate her report shortly. LM said they will upload it to Governorhub. PA asked governors to check for any errors and let them know straight away.

AMW said she felt the school could communicate better to parents, for instance she felt she was not given much notice before parent's evening, and that many busy working parents would need more advance notice detail. AMW said she would be happy to help with this in any way. LM replied that she will check when the school office is sending out messages to parents as most dates are set very far in advance. CS suggested AMW email them with some examples. CH reflected that there is a delicate balance between getting information out and over communicating where messages are ignored. IF added that school plays are another event that notice is needed as parents do not want to miss them. LM replied that plays are arranged well in advance, it is things like trips which are subject to availability of coaches. AD added that the website is difficult to navigate. CS replied that they are aware and are building a new website. AMW asked how much is communicated on twitter as she does not use twitter. LM replied just photos as it is expensive to send photos to the website but twitter is free, therefore teachers have been told to send photos to twitter. AD asked if they had looked at Class Dojo? CS said they had in the past but could look at it again. CW added that it was new when they looked at it and that lots of the schools he works in now use it. NF asked when the new website will be running? CS replied when she and CHa get chance to organise it. NF replied that she would

be happy to help as that is her expertise and she is frustrated by the current site. CS and CHa thanked NF.

13) Date of next meeting: *Thursday 30th January 2020*

14) Close of Meeting *To be followed by AGM*

PA closed the meeting at 9.35pm.

4) Matters Arising

Detail	Allocated to	Action
5	All	Arrange/ complete link governor visit and share report
11	PA	Create action plan following skills audit results

Minutes signed by On