

FULL GOVERNORS' MEETING

Minutes of the meeting held on

Thursday 26 March 2015 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: HT report against SDP

Report from Governors Development Group

Policies: Work/life balance, Leave of absence, LGPS Pension Scheme Discretions, and positive handling.

Link Governor reports SEN

Minutes from F&S

Present:

Philip Ashdown PA

Rob Davies RD

Simone Franklin SF

Gillian Grayson GG

Violet McLaren VM (*Head*)

Arlene McLaughlin AM

Damien Mackman DM

Lisa Mayes LM

Kristina Mussnug KM

Peter Richardson PR

Chris Webb CW

Patrick Weir PW (*Chair*)

Lindsay Marcer (*Clerk*)

1) Welcome apologies and declarations of interest

Apologies were received and accepted from Tara Moran, Caron Short and Richard Waylen. John Baker had arrived but was unable to gain access to the building due to the new security system.

2) Notification of items for AOB

There were no items of other business.

3) Minutes of Previous Meeting held 9th February 2015

These had been circulated and were accepted subject to completion of the attendance list and would be signed following this amendment.

4) Matters Arising

- 1. A Safeguarding training date would be emailed and information sent out for those who could not attend. ACTION LM.**

2. A Governor recruitment exercise had elicited 2 responses and was in progress. ACTION CLERK

3. There was an action to look in more detail at the complaints policy. This would therefore not be approved at this meeting and should be deferred to a later meeting. **ACTION GG/PR/PW**

4. There were 2 link visit reports on this agenda and others were being arranged. ACTION ONGOING

5. The pecuniary interests register was awaiting one new entry. ACTION LM.

6. The action to find out if pupils still produced their own newsletter was carried forward. ACTION VM

7. The action to consider new means of improving accuracy in writing was carried forward. ACTION Staff Governors

8. Information on dates for open evenings would be incorporated into action from the Governor Development group as detailed under item 7 of these minutes.

9. The condition report had been circulated.

10. Action for Government Development group to consider how to inform parents about link visits was ongoing. ACTION Governor Development group

11. Appointment of a link Governor for PE was still to be determined. ACTION PW

12. Appointment of VC for FGB is covered under item 14 of these minutes.

13. The Green Flag eco award has been added to the website.

5) Head teacher's report against SDP

VM introduced her papers highlighting that data for the end of term 4 had been submitted from all teachers and that moderation has confirmed similar practices between classes. Focus has been on marking standards as it was a priority for OFSTED who will look through books at the quality and impact of marking.

The first spelling and maths bees had taken place which encourages pupils to do more at home. Teachers have reported that children have been practising their times tables and spelling.

Over the next 3 months attention would be given to considering the new assessments procedures for September, consultation had taken place with other cluster heads to try to agree the judgements to be used. There is no guidance for HT's .

Achievement data had been considered and a group of 6 boys in years 4,5, and 6 who were just below average were being encouraged to review their work regularly with two meetings having taken place. They were enthusiastic about this new approach and are motivated to improve. Mrs Owen will meet with the groups at the end of each term and report her findings to the HT and to classteachers.

The Anti bullying policy was updated in line with new regulations and this was also followed up with a special assembly to highlight the topic. OFSTED would look at how incidents are dealt with and how familiar children are with procedures to follow.

As regards teaching and learning a 2nd round of observations had been completed, the last one on French. Some actions were arising and pupils were going to start learning French in year 1. SF asked if the school used French speaking parents to help. VM said that she could check this possibility.

Under Leadership and Management, it was reported that the students mentored by experienced teachers and phase leaders in school had performed very well this year. The 3 NQT's in school are all on course to pass their induction year and the Schools' Direct student is also on track to pass.

RD took over chair as PW had to leave the meeting.

6) Safeguarding Update

It was noted that there is 1 child on child protection plan.

7) Report from governors' development group

A document had been circulated to update Governors about the work of the group. Attendance at meetings of F&S and FGB should be highlighted at the next FGB. **Action clerk**

It was agreed that a schedule of events for Governors to attend would help individuals to assess where they could best add value. **ACTION PW/VM**

Permanent badges for Governors that could be worn not only at FGB meetings, but also at visits would give more visibility to the role of Governors. These visits could be good opportunities to combine with questionnaires for parents. **ACTION: Clerk/Office to source badges.**

Newsletters should be supportive and add weight to what school is doing.

8) Health and Safety report

The recent audit was positive. An action plan was included to update check lists, and an ipad app was being sourced to take pictures of any areas of concern.

The fire risk assessment action plan is still awaited.

Legionnaires reporting and checks procedures have been changed. The school has outsourced some of this work.

9) Premises report

The asset management survey had been circulated to Governors. A walk around had been positive with a few highlighted items: fencing for which the grant had been approved and work will start during term time, conservatory roofing and wiring both of which were not considered critical but were included on the action list. A new boiler may be a priority to sort out next year, and may be the subject of a bid for additional money.

The all weather play surface would be arriving soon and a quote was being obtained for artificial turf.

One small bit of ceiling work was still to be done .

10) F&S update

The minutes of the last meeting had been circulated. PA highlighted that now the fencing bid had been successful this will have increased the rollover and give available money for other things.

A new oven had been approved by the Committee, as well as new chairs and tables for the classrooms. PA noted that additional expenditure was mainly being concentrated on 1-off items to ensure that in the longer term the School was not overcommitted to ongoing expenditure.

Details of next year's grant had been available at the Committee meeting and in summary the position appeared to be good.

Policies that had gone to the Committee were agreed.

11) Multi- academy trust

VM explained that a meeting had taken place in February to discuss this was attended by representatives of cluster schools. A talk had been given by Faringdon Multi Academy Trust (MAT) to give background on what it's like to belong to a MAT. She said that in that case it came across as being secondary led. Lethbridge are in a different sort of cluster group to their situation as the

primary schools in the Faringdon MAT are small. The potential advantages for Lethbridge were not clear. It was agreed at the end of that meeting to put the item on hold.

The Governors agreed that it would be important to monitor the situation post-election in case it became mandatory. We should continue to actively engage with the ideas and potential. Let's be informed, aware, consider pros and cons.

12) Policies

The FGB approved policies on Work/life balance, Leave of absence, LGPS Pension Scheme Discretions, and positive handling.

Policies on outdoor learning, emergency plan and FOI publications scheme would be carried forward to the next meeting. **ACTION CLERK**

13) Governor updates

Link visits

Two link Governor reports were on the agenda for consideration however the Maths report was deferred as JB was not in attendance. **ACTION Clerk**

KM talked through her report. on SEN noting that some of the statemented children can be challenging. It is important to liaise appropriately with their parents. Generally the attainment gap is closing which is very positive. The new code of practice from September had been effectively implemented. Extra parents' evenings were taking place for parents of SEN children.

LM said that there is not sufficient support for KS1 special needs in Swindon and the Council is actively looking to open a facility. In the meantime it can be very difficult to accommodate this need.

The Governors noted this report.

Vice- chair of FGB

RD agreed to be vice-chair of FGB.

14) AOB

There was no other business

15) Date of next meeting

The date of the next meeting was agreed as 21 May 2015.

16) Close of meeting

RD closed the meeting at 21.05

Minutes approved by:.....(Chair) on

Summary of Action Points from this meeting

| DETAIL | ALLOCATED TO | ACTION |
|---------------|---------------------|--|
| Minute 4 | LM | Arrange safeguarding training and/or documentation |
| Minute 4 | Clerk | Governor recruitment |
| Minute 4 | GG/PW/PR | Revise complaints policy |
| Minute 4 | All | Arrange link visits |
| Minute 4 | Clerk/LM | Update pecuniary interests register |
| Minute 4 | VM | Find out if pupiis were still producing a newsletter |
| Minute 4 | Staff Governors | Consider new means of improving accuracy in writing |
| Minute 4 | Gov Devt Group | Consider how to inform parents about link visits |
| Minute 4 | PW | Set up link Governor for PE |
| Minute 7 | Clerk | Item on attendance at meetings for next FGB |
| Minute 7 | PW/VM | Compile calendar of events for Governors to attend |
| Minute 7 | Clerk/Office | Source badges for Governors |
| Minute 12 | Clerk | Policies on Outdoor learning, FOI and Emergency plan to next FGB |
| Minute 13 | Clerk | Maths link visit report to next FGB |

