

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY Company number 7685652

***Minutes of the Full Governors' meeting held on
Monday 30th November 2015 at 7.00 p.m. at school***

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

Annual Report to GB on Children in Care
Behaviour Policy
British Values powerpoint
Learning walk report
Raise Online
School Safeguarding Audit
SDP 2015-16
SEN Information Report
SEN Policy
Year group overview targets

Attended by:

Patrick Weir (Chair) (PW)
Philip Ashdown (PA)
Peter Richardson (PR)
Arlene McLaughlin (AM)
Matthew Simpson (MS)
Teresa Beach (TB)
Lisa Mayes (LM)
Christopher Hobson (CH)
Carly Chew (CC)
Tara Moran (TM)
Chris Webb (CW)
Violet McLaren (Head) (VM)
Kristina Mussgnug- Barrett (KM)
Emily Longthorne (Clerk)

1) Welcome, apologies and declarations of interest

Apologies were accepted and received from Damien Mackman and Simone Franklin.
Matthew Simpson completed his declaration of interest form.
PW introduced new staff governor Carly Chew and all governors introduced themselves.

2) Notification of items for AOB

There were no items for AOB.

3) Minutes of Previous Meeting held 13th October

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

4) Matters Arising

Minute 9: The Governor newsletter is outstanding, to be sent out at the end of term as a Christmas message. A coffee morning will be scheduled for January.

Minute 9: VM shared data graphs.

Minute 17: The pecuniary interest register is on the website.

Minute 18: A policy review list has been circulated.

Minute 19: A Calendar of events needs to be completed.

Minute 19: Staff governor vacancy advertised and filled.

5) Dates for all meetings for the year

A list of dates had been circulated prior to the meeting.

6) Head Teacher's report

VM circulated a summary of Lethbridge's strengths from RaiseOnline. There were no weaknesses identified. VM reported back from RaiseOnline that Lethbridge is in the highest quintile for school size and there has been a large increase in the amount of EAL children. Lethbridge is in the middle quintile for SEN but the top quintile for children with a statement. The phonics score is well above the national average but not as high as hoped, this will be a focus for the year. LM added that four children included in that data have statements. The EYFS score is above the national average (n.b. this set of data shows 2014 results, 2015 results are higher) and KS1 and KS2 achieved well above the national average with all children meeting or exceeding their expected progress targets. Lethbridge is in the top 7% of schools nationwide. PR praised staff for fantastic data. PW added that from a meeting with the external advisor that the top 20% of schools are typically outstanding and that progress at Lethbridge is even higher than attainment. PA added that it is exceptional to have such high figures across the board and congratulated VM and all staff. VM reported that the results were shared in a newsletter and are on the website.

VM then discussed the SDP. As part of Leadership and Management, LM is completing a cluster project for teachers to share expertise and advice as part of her NVQH course. Also, English and Maths subject leaders are having cluster meetings every term which they feedback at staff meetings. Both LM and VM have completed Safer Recruitment training in November.

VM encouraged governors to look at the British Values displays in the Old Hall before leaving.

In Teaching and Learning, lesson observations have all been completed. 100% of lessons were marked as Good or above. 75% were marked as Outstanding. All Good lessons had some Outstanding aspects. The book scrutinies showed good evidence of progress and effective marking. The Pay Panel have met and accepted VM's recommendations which will now be processed as part of School Performance Management. The year 5 boys enjoyed their day at Commonweal where they had an inspirational talk from an author. Their work now needs to be finalised and the best five submitted. They will attend an award ceremony at Commonweal on the 16th January. It is hoped that the exercise will improve the Year 5 boys' writing attainment. VM reported that EYFS used new baseline assessments where they scored slightly below the national average, which leaves scope for progress.

VM reported that there are two main challenges for the year. Firstly, teaching the new curriculum and developing a useful system of assessment. Secondly, the amount of children with statements and the challenges they present, coupled with a lack of support and appropriate advice from the local authority. There have been two fixed term exclusions this term. PW referred to the Behaviour policy, asking if there could be two Governor panels to deal with the issues. One to help before exclusion and one for appeals. VM said she will check the behaviour policy. **ACTON VM.**

KM added that Lethbridge is still below average for number of statemented children compared to other Swindon schools.

7) SATs Targets 2016

VM said that targets are being set using last year's results but with the new assessment criteria to decide what is considered average, above average etc. PW added that maintaining the high results is a challenge.

8) Safeguarding audit
9) Annual review of Child Protection Procedures

LM circulated the School Safeguarding audit 2014-15 which now includes Prevent. All staff are currently completing their Child Protection online training. LM offered to send the training to Governors. **ACTION LM.** LM reported that there have been two separate referrals to Children's services for assessments and also Child Protection conferences attended for another pupil. PW asked if it was difficult to include Prevent of Radicalisation in the Safeguarding policy. LM fed back that Sarah Turner and the borough were good at providing model policies and also helping to review individual children's records. LM added that Prevent is not a major concern at Lethbridge but one member of staff has returned a Child Protection form due to a comment made in an RE lesson. The Safeguarding Action Plan is to be sent to the LA by 18th December. **ACTION LM.** LM also circulated an Annual Report on Children in Care. There are currently no children in care at Lethbridge but LM added that the school is prepared and the SENCO is attending training on Children in Care. This report also needs to be sent to the LA. **ACTION LM.** PW reflected that Lethbridge previously scored Outstanding for Safeguarding and thanked LM.

10) Feedback from Finance and Staffing Committee

PA fed back on the main points from the Finance and Staffing meeting on the 23rd November, including the auditors meeting with Simon Morrisson from Bishop Fleming. The minutes will be circulated shortly. **ACTION CLERK.** VM added that a new Teacher had been appointed starting in KS1 after Christmas.

11) Health and Safety report

LM reported that the Fire Safety audit will be on the 25th February and the H&S audit will be on 3rd March. CW said that they are working through points from the last audit, for example new fire doors have been fitted.

12) British Values

The Powerpoint on British Values and reports from the Learning Walk had been previously circulated. PW said that the Learning Walk was a positive experience and fits in well with the Values of the school.

13) Governor Newsletter

PW to complete before the end of term. **ACTION PW.**

14) Premises report

CW reported that the fencing project on the KS1 playground was now complete and the playground had been extended to include a larger grass area. The car park and Forest Schools area are also complete. CW is currently awaiting planning permission to fit new fences in the KS2 playground. Next year, CW hopes to refurbish all the toilets. The bid needs to be in by the 16th December. PR asked CW if the school's heating system could be updated as it is difficult to control. CW answered that this is on the agenda for next year.

15) Policies

VM pointed out that the Behavior policy included more detail on exclusion and the governors statement on behaviour. TB had sent some comments prior to the meeting which have been amended. The Governors approved the policies. Clerk to update the policies. **ACTION CLERK.**

16) Governor Updates

PW again welcomed CC to the Governing Body. PW and Clerk to work on meeting dates for Link Governor visits. **ACTION PW AND CLERK.** KM added that a Health and Safety governor needs to be appointed. PW said that previous governor Rob Davies is helping to recruit a new Community Governor with Health and Safety experience.

17) Report on Head Teacher’s performance review

Staff Governors left the meeting following the AGM and the remaining Governors discussed the Performance review which is now complete.

18) AOB

VM invited all governors to attend the Christmas Lunch on the 16th December.

19) Date of next meeting: Tuesday 2nd February

20) Close of Meeting: PW closed the meeting at 8:25pm.

21) AGM

Summary of Action Points from the meeting

Detail	Allocated to	Action
Minute 4	PW/ Clerk	Calendar of Events
Minute 6	VM	Check Behavior Policy for Governor panels
Minute 8/9	LM	Send Safeguarding and LAC reports to LA by 18 th December
Minute 8/9	LM	Send Governors passwords for online CP training
Minute 10	Clerk	Circulate F&S committee minutes
Minute 12	PW	Governor newsletter to be completed by end of term
Minute 15	Clerk	Update policies
Minute 16	PW/ Clerk	Set meeting dates for Link Governor visits

Signed by (Chair) on.....