

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY
Company number 7685652

*Minutes for the Full Governors' meeting held on
Wednesday 15th March 2017 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

End of term EYFS data

SEF

SDP

Employer's discretions policy

Foreign Language policy

Leave of Absence policy

Outdoor Learning policy

Attended by:

Patrick Weir (PW)

Philip Ashdown (PA)

Lisa Mayes (LM)

Christopher Hobson (CH)

Carly Chew (CC)

Kristina Mussnug- Barrett (KM)

Arlene McLaughlin (AM)

Terasa Beach (TB)

Tara Moran (TM)

Damien Mackman (DM)

Simone Franklin (SF)

Emily Longthorne (Clerk) (EL)

By Invitation:

Claire Harmer (CHa)

Apologies:

Chris Webb

1) Welcome, apologies and declarations of interest

PW welcomed all to the meeting. Apologies were accepted from Chris Webb. PW informed governors that since the last meeting, Matthew Simpson and Julie McLaren have resigned as governors.

2) Notification of items for AOB

PW- 1 item regarding Head teacher recruitment- Non staff governors to stay behind and discuss after the meeting.

3) Minutes of Previous Meeting held 2nd February

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

4) Matters Arising

Governors were reminded to complete the Hayes online child protection training, more have been completed/ in process of completion. **ACTION GOVERNORS.**

Most governors still to return skills audit. **ACTION GOVERNORS.**

PW's link visit report is still to be completed. **ACTION PW.**

Governor Support has been notified of continued subscription.

Clerk has given LM a list of the policies and review dates so that they can be reviewed by subject leaders prior to meetings.

PW suggested governors discuss the vacancies during item 14.

5) Head Teacher's report

The SDP and SEF had been circulated prior to the meeting. LM informed governors of a few key points:

- Pupil Premium- Pupil Premium funding is being spent appropriately throughout the school. CHa and CS have been observing PP children in lessons and scrutinizing books. They have been focusing in particular on PP girl's maths. LM stated that they feel that the interventions in place are good, and progress and attainment are very close to other children's data.
- Cluster work- The cluster Heads have visited each other's schools in the role of a 'critical friend.' LM reported that the Head of Robert LeKyng has been a very helpful mentor. KM asked if there had been any feedback from their visit to Lethbridge. LM replied that it had all been very positive. PW asked if they had given us anything to consider. LM answered that they had not yet but that it had been useful seeing other schools and getting ideas.
- Anti-bullying ambassadors- 2 children from years 2,3,4 and 5 attended anti-bullying training and fed back to LM ideas to put in place. Parents were asked in the questionnaire how they feel bullying is dealt with and the response was very good.
- The SEF had been amended slightly to make the language more positive and clear, for example to make it easy to find evidence. SF asked what had prompted LM to do this. LM replied that it was brought up in another school's recent Ofsted inspection. LM added that they need to demonstrate that the small areas to improve are small and being worked upon, and that overall we believe we are Outstanding. LM informed governors of a website 'Watchsted' where you can see where recent inspections have taken place and read their reports. LM feels that the Outstanding reports sound like what happens at Lethbridge. PW asked if there was a third party who could test the SEF before Ofsted. LM is in the process of contacting a School Improvement Advisor, recommended by the cluster. AM asked if he had experience of Outstanding schools. LM replied that he doesn't just work in Swindon so will have a varied experience, but she will check.
- PW asked how many parent questionnaire's they received. LM answered 127 which is a good number for a reasonable sample. PW asked if there will be a response to parents. LM replied that there will be once the data is collated.

6) EYFS Date update

LM informed governors that at the last meeting, they had discussed data for years 1-6 and would now discuss EYFS data. A report had been circulated prior to the meeting. At baseline, when they started school, 71% were working at expected or above. This has increased as the children have made good progress. CH asked if the data took into account the age of the child, as some leave Reception year still aged four. LM replied that the overall data does not, however individual data does take into account when they were born. LM added that on RaiseOnline it shows that our summer born children do better than autumn born children nationally. LM informed governors that a focus is the gap between boys and girls writing, which is being encouraged with engaging topics, e.g dinosaurs, and activities. LM said she is pleased with the EYFS data.

7) Safeguarding update

There was nothing to report.

8) Health and Safety report

CHa has attended a training day on Educational Visits. CHa said she found the course encouraging and positive. They were impressed with all the trips we provide, such as PGL in year 2, Braeside in year 4, Redridge and Berlin in year 6. She added that it is uncommon for a primary school to offer a trip abroad. CHa has updated the Educational Visits policy and risk assessments and has fed back to staff at a staff meeting.

PW asked if there had been a safety inspection since the last meeting. CHa replied that the Fire Safety inspection had taken place but the written report had not yet been received. This will be fed back at the next Finance and Staffing meeting.

9) Premises report

There was nothing to report.

The fencing planning permission and toilet refurbishment bid is still ongoing.

CH asked if there was a cost for the temporary fencing. KM replied that she believes it has been lent to us for free. LM added that there have been no complaints about the fencing.

LM informed governors that the new dishwasher has decreased overtime costs for kitchen staff.

10) Update from F&S Committee

PA fed back that the main purpose of the last meeting was to discuss the budget. Cathy Millen, the school's business manager, had informed governors that the finances had improved since the last meeting due to a confirmation of increased SEN funding, which was more than budgeted for. PA said that Cathy also mentioned possible restructuring of expenditure for next year on the basis of being part of a MAT.

LM added that one teacher in EYFS has been signed off until the end of this term. Staffing has been covered, now with a regular supply in place. The two other teachers will conduct her parents' evenings. SF asked how the parents have responded. LM replied that most parents have been patient and understanding. The phase leader has attended Stay and Play sessions so that parents can ask any questions. SF asked if she will return to her class. LM replied that it would go through Occupational Health, most likely a phased return. LM informed governors that a TA is also off on long term sickness.

11) Multi- Academy trust update

KM attended the last MAT working group meeting on 08.03.2017. She informed governors that the same schools are still interested. One school is recruiting a new Head teacher, which has slowed down the process. The school business managers are working together on a finance proposal for the MAT. KM said that the ideal time to set up as a MAT would be with a start date of 1st of September 2017. This is mainly for financial reasons, as it would save auditors costs, but it would also be nice for parents to start in line with the new school year. LM added that she and Cathy met today with a secondary school Head to discuss the application and that at the next meeting the application will be filled in. KM informed governors that there would be a Board of Members for the multi academy trust consisting of 3-5 people, a Board of Directors consisting of 10-12 people and local school committees. SF asked if they would split the members and directors equally between schools. KM replied that in a MAT the idea is not to have every school represented, but that members and directors need to be chosen based on skill sets. However, as the proposed MAT is starting off as a fairly small collaboration, it would be nice if each school could suggest some members and / or directors to be considered. PW asked how we would find members. LM replied that ideally they would be an ex-pupil or parent who holds a position in the community, perhaps working in law or for a charity. SF asked if the governing body would no longer exist. KM answered that the current governing body would be replaced by a committee for each school. The responsibility delegated to these committees needs to be negotiated, but would most likely focus on teaching and learning and children's well-being. PW informed governors that since the last meeting, Matthew Simpson and Julie McLaren have both resigned from the governing body. PW asked if governors thought it was a good time to recruit. AM said that parents may prefer to be on the local committee as they would focus on the children and not be put off by the financial matters. SF asked what value the local committee has. PA replied that local governing board would still act as a 'critical friend', holding the head teacher to account over progress and attainment of children at the school. TM added that local board governors can have more impact directly related to outcomes for children, for example in link governor roles. PA said that he feels that we should recruit as the MAT may be delayed and that we should look for people with an interest in

teaching, safeguarding and welfare. PW asked for ideas on how to attract new governors. KM said that the induction pack for new governors could be more detailed and interested people could meet with the chair to find out more. SF suggested an open meeting. AM agreed and suggested a coffee morning at drop off time. PA suggested attending the new parent Open Evening. AM said that new parents may feel overloaded with information. EL suggested attending EYFS Stay and Plays. KM informed everyone that she has been approached by someone interested, so it may simply be a case of first writing an advertisement. PW asked EL about feedback from Governor Support. EL relayed that she had been informed that the average size of a governing body is 14. Our governing body of 18 governors, plus head teacher, is large for a primary school. PW suggested Cathy could look into the mechanics of changing the scheme of delegation. PA added that the ratios of staff/parent/co-opted governors need to be considered. CH asked if the ratios were flexible. PA replied that the ratio between staff governors and non-staff governors are fixed in the Articles of Association. PW asked if anyone was happy to take the lead on governor recruitment, and work on a recruitment message and induction pack with the Clerk and ask Cathy about changing the scheme of delegation. TB offered.

ACTION TB. LM and PW thanked TB.

PW asked if there had been any communication to staff and parents about MATs. KM replied that the school recruiting a Head is waiting until a Head has been appointed, then everyone can communicate to parents and staff. CH asked if there is a deadline for the paperwork to be submitted. KM answered that approval is quick; however they want to apply a few months in advance of September in case changes need to be made.

PW asked governors to think about if they would be interested in being a member or director and also put forward people they feel would be good for the role. **ACTION GOVERNORS.** KM said she would circulate the desired skillset. **ACTION KM.** CH asked when it would be appropriate to ask. PW replied we should await more information and approach people around April time.

12) Ofsted update

LM informed governors that Swindon is having additional inspections and that our inspection is imminent. LM said that Ofsted usually call by lunchtime the day before they are arriving. LM suggested that when they call, a meeting for governors is held that evening to see who is available to attend the inspection. PW asked how many governors would be expected. LM said that one of the cluster schools had 6 governors attend, however she feels Ofsted would expect less. LM offered to send out a briefing about Ofsted. **ACTION LM.** LM said that the Head of Robert LeKyng, who had a recent inspection, is happy to attend our next FGB meeting. **ACTION CLERK- INVITE.** CH asked how long it takes to get the result. LM answered that you get verbal feedback on the day, and then written feedback a few weeks later. A school currently rated "Good" by Ofsted is initially put forward for a one day short inspection. If inspectors feel the result needs to be changed to a different grade, they convert to a two full inspection. PW added that the governing body will welcome a Good or Outstanding judgment.

13) Policies:

Foreign Language
Freedom of Information
Leave of Absence
Outdoor learning
Pension discretions

The policies were approved.

14) Governor updates

This had been discussed in item 11.

15) AOB

Non staff governors remained behind after the meeting to discuss Head teacher recruitment.

16) Date of next meeting: *Wednesday 10th May*

17) Close of Meeting

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

4) Matters Arising

Detail	Allocated to	Action
Minute 4	Governors PW	Complete child protection training Complete skills audit Complete Link Visit report
Minute 11	TB/Clerk	Recruitment message More detailed Induction pack Ask CM about changing scheme of delegation
	Governors KM	Think about potential members/ directors Circulate skillset
Minute 12	LM Clerk	Circulate Ofsted briefing Invite Head of Robert LeKyng to next meeting

Minutes approved by on