

**LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY**

**Company number 7685652**

***Minutes for the Full Governors' meeting held on  
Wednesday 16<sup>th</sup> May 2018 at 7p.m. at school***

Our duties as governors are:

- *to encourage all governors to contribute to all items discussed and speak freely and openly*
- *to be accountable, think strategically and act as a critical friend*
- *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

Equality and Accessibility Plan 2018

Health and Safety Audit action plan

Fire Risk Assessment 5<sup>th</sup> March 2018

Summary Data Report Term 4 Attainment and Progress 2017-18

**Attended by:**

Phil Ashdown PA (Chair)

Lisa Mayes (LM)

Kristina Mussnug- Barrett (KM)

Laura Crosby(LC)

Christopher Hobson (CH)

Fiona Wall (FW)

Nataley Maysey (NM)

Jon Dearlove (JD)

Damien Mackman (DM)

Chris Webb (CW)

Tara Moran (TM)

Carly Chew (CC)

Annette Shakespeare (AS)

Terasa Beach (TB)

Laura Smith (LS)

Emily Longthorne (EL) (Clerk)

**By Invitation:**

Caron Short (CS)

Claire Harmer (CHa)

**Apologies received from:**

Alexia Davison (AD)

Hayley Jackson (HJ)

Simone Franklin (SF)

**Absent:**

Arlene McLaughlin (AM)

Peter Webster (PW)

**1) Welcome, apologies and declarations of interest**

PA welcomed everyone to the meeting with a special welcome to the Eco Warriors.  
There were no declarations of interest.

## 2) Presentation from Eco Warriors

Lily, Georgina, Isabelle, Ella, Milly and Toni from years 5 and 6 gave a powerpoint presentation to the governors. They informed governors that their focuses this year have been on maintaining high standards in Eco areas within school, for example through litter picking, recycling and monitoring traffic, water usage and energy usage, and achieving action points on last year's Eco inspection through taking their own minutes, meeting governors, monitoring energy in school and updating the Eco-Code. The Eco Warriors also informed governors of their whole school projects; last year each class took part in a potato growing competition and this year, as part of STEM week, the whole school learnt about cars of the future. PA thanked them for their presentation and said that it was very well presented and clearly a lot of effort and enthusiasm had gone into it. PA asked if they had been Eco Warriors in younger years in school. They replied yes. PA asked how often they met. Ella replied every Wednesday and Isabelle added that on Fridays they monitor the use of lights in school. PA commented that they cover a wide variety of subjects and asked what their favourite part was. They replied Forest School and litter picking. PA asked the governors if they had any questions. FW asked how they became Eco Warriors. Georgina answered that they had to tell their class why they would be good and the class voted for who they thought would be best. FW asked if they were Eco Warriors in every year? They replied yes, from year 1. TB asked if the year 5s had learnt anything from their trip to Coleshill. Ella said that they took part in lots of eco activities such as bio-diversity, bug hunting and composting. TB asked if anything could be used in school. Ella replied maybe growing vegetables for cooking. FW asked if there is any space for a vegetable garden. CS said they have in the past used troughs and baskets. PA asked where waste food from the kitchen goes. LM replied for composting. PA asked if the Eco Warriors had any questions for the governors, or anything they would like help with. They didn't have anything at present. JD asked if they had any thoughts on introducing renewable energy. Ella replied that they learnt about wind power and solar power at Coleshill and that there are solar panels in school. TM asked if there are any projects they would like to do in future. They were unsure at the moment. FW asked if they had collaborated with other schools to see what they are doing. They had not been to other schools so far. PA thanked the Eco Warriors for their presentation and for keeping everyone up to date with their activities on the website. The governors all thanked the Eco Warriors and gave them a round of applause before they left the meeting at 7.10pm. CS informed governors that Helen Rowlett leads the Eco Council and thanked her. PA asked how many Eco Warriors there are. CHa replied two from each class, a lead and a deputy.

## 3) Notification of items for AOB

LM- Pupil Numbers

## 4) Minutes of Previous Meeting 20.03.18

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

## 5) Matters Arising

The Pupil Voice questionnaires had been circulated and follow up questions addressed. PA and CS are meeting tomorrow to discuss the mobile phone policy. TB asked if this policy is for pupils or staff. CS replied pupils. TB asked if there is one for staff. LM replied that there is an Acceptable Use policy. FW asked if there is an issue with phones in school. LM replied yes, especially in year 4,5 and 6. LM had written to parents about the ESP in her newsletter. PA said he wanted to follow up on a few other points from the last meeting. PA asked if any governors needed to complete their Hays Safeguarding training. Some governors still need to do this. PA reminded governors that you don't have to do it all at once and you can retake it. **ACTION-** Complete by next meeting. CH asked if governors needed to update their DBS every three years. LM replied no. KM added that she thinks you don't get a notification unless you have a rolling DBS, therefore it would be best practise to use them. CS said she will look into it. **ACTION CS.**

## 6) Data report

LM had circulated her Data Report prior to the meeting and had included comments on any areas that she felt needed further information. LM reminded governors that children's progress is not always

perfectly linear but staff work hard to keep them on track. PA asked if there are any significant trends, other than the common boys and girls trend. LM replied no, the data is looking really strong. KM commented that year 4 have closed the gap significantly. LM said she is pleased with yr 4's data and that more children are now at expected than before and those who are not are receiving additional intervention support. PA asked where the weakest points are in the data. LM replied that the data is strong across the whole school but that it looks weaker in Year 1 due to the gap between EYFS and year 1 curriculums, and also year 5 and 6 as their targets are set by comparing their data from the old national curriculum to the new national curriculum. LM added that she is very pleased with the data. LM informed governors that year 1 phonics is looking stronger this year partly due to a change in the teaching of phonics in Reception, enabling the more able pupils to learn phase 5. LM informed governors that last year's year 2 were in the top 10% of the country and that this now needs to transfer to year 6 which could be a challenge but they are doing really well. LM stated that year 3 achieved very high attainment at the end of year 2 and are maintaining. LM added that there is a trend of girls out performing boys across all subjects at expected levels as there are higher numbers of SEN boys than girls in this year group and three boys new to English who have joined the year group this year. LM informed governors that there are 39 boys in year 3 and 30 girls. KM asked if the new times tables tests have come into effect. LM replied not yet, the current year 2s will take it when they are in year 4 in 2020. TM added that they have increased focus on times tables and discussed this at staff meetings. CHa informed governors that it will be a computerised test, which will be a challenge to facilitate. LM said that King William Street School did a trial and it only included times tables, no division, however it is still being developed. AS asked if they knew how many questions it would be and how much time they would have. LM replied that they don't know, but that they will offer to be part of a trial if they are contacted which will help them get a sense of the test. LM concluded that data is strong across the whole school and year 6 look strong for their SATS results. TB asked how the year 6 were doing this week. CHa said that they are doing very well, unfortunately there has been more sickness this year than usual. FW asked what happens if they are ill. CHa replied that they have until Friday to take the tests or they are marked absent and that is it. LC asked if there is a limitation to how many tests they can take in one day. CHa answered just the limitations of what a child could do and that it is a shame if they are unwell as they work so hard towards it. CHa and CC agreed that stress-wise they are doing very well and taking it in their stride. LC asked when results are in. CHa replied 10<sup>th</sup> July. AS asked if there is a breakdown of what they scored in different areas, and if this is given to parents. CHa replied that parents receive the overall score. LM added that the school receives a breakdown of how they performed on certain questions as a cohort which they can use to see areas to focus on. LM informed governors that they will find out this Friday if they will be moderated for writing in years 2, 4 and 6, and that EYFS have been selected for moderation. FW asked how this takes place. LM replied that they send a spreadsheet, which doesn't contain names just pupil numbers, which states their judgements for all areas, then a moderator comes in and asks for a specific child's evidence and staff have a professional discussion with them about their judgements. LM added that it is a lot of extra work. LC asked what the outcome is. LM answered that if the moderator disagrees with a judgement then staff can change it to agree with them. CHa said that in the past they have collected additional evidence to send to them to argue their judgements. LM said that if moderators felt that judgements were really inaccurate they would moderate every child. LC said that when she came into school for a moderation meeting she saw in children's books that their standard can differ depending on their mood. LM said that the statements do say 'mostly' or 'sometimes.' LM informed governors that there is a new part to moderation; for children with SEN you can identify a specific weakness in an area. CS gave an example of a child with dyslexia meeting every target but spelling, so they can still be judged at overall expected, however you can only have one weakness in a very small minority of children. LM said it is difficult to know what will be accepted.

## **7) Safeguarding update**

CS reported that there is nothing to update on at this time.

## **8) Fire report and Health and Safety report**

The Fire Risk Assessment and Health and Safety audit action plan had been circulated prior to the meeting. CHa stated that everything on the Fire action plan was being sorted and Keiron from the Borough was very pleased. CW added that a few points had only been picked up on this year where criteria had changed.

CHa stated that the meeting about the Health and Safety audit seemed very positive, however they

had to request the report and had only received it at the end of April. CHa said that all points have been actioned except for those that they are waiting for further information from the Borough, for example Working at Height ladder register. CHa said that they do need to book someone onto COSHH training, but overall nothing too challenging in the report.

PA enquired about the asbestos. CW said that there is an asbestos register which is due to be updated this year and then the management plan will be updated also, all asbestos is covered up and they know where it is. Any contractors have to sign a document when they come in. PA thanked CHa for her report and requested an update once they have received further feedback from the Borough.

## 9) Update from F&S

DM informed governors that the Finance and Staffing committee met on the 1<sup>st</sup> May where Cathy Millen (CM) updated them on the budget. DM informed governors that the rollover is 20k more than predicted, however this is due to carrying over more from the previous year as increases in income has been matched by increases in cost. CM also talked through the Responsible Officer's report and all was ok. LM gave a staffing update, informing them that forms for preferences for next year had been circulated and two members of staff are on attendance monitoring. DM said that CW informed them that the heating bid was unsuccessful. CW added that they are now appealing the bid as they may have been marked unfairly. DM said that the application for the removal of the fencing and pillars had been submitted and LM will inform parents when they can add comments. CW informed governors that this was now online as of today, unfortunately the Conservation Officer had commented adversely on it. LM said that they need to encourage positive public opinion to outweigh the Conservation Officer's comments. JD asked what comments would be helpful. LM said that the Conservation Officer said that it was the school's fault for not looking after them and that they are not dangerous, so we need to reiterate that it is a public path, they are dangerous and that we need to spend our money on education. LM said to question if they really are historically important. CW added that pillars had been removed in the past by the Borough Council. CH suggested posting on the Old Town Facebook group. NM said that she helps in that group and would be happy to pass a message on. FW asked about contacting a local councillor. TB has a contact with her so offered to get in touch with her. CH suggested a letter to parents. PA asked if people would contact us or the council. CW replied the council. FW suggested using a template. CW said he will ask their advisor what works best, but they only have a week. CW will be working on this tomorrow. LC asked if there was no option for the council to remove them. CW replied that the council have said we have to pay to remove them and rebuild them with the original bricks. DM informed governors that the toilets are all complete, although there is an issue with one of them. CW said he is in contact with the supplier. LM informed governors that they received the 10k they bid for to set up a Sensory and Therapy room. PA asked where the money comes from. LM answered SEND Capital. PA added that the Finance and Staffing committee will meet in June to set the budget for next year.

## 10) Policies: *Equality and Accessibility*

The Equality and Accessibility Plan had been updated and circulated prior to the meeting. LM informed governors that it needs reviewing every three years and that she hasn't changed the policy, but she has adjusted actions, for example around EAL as that is pertinent to us. LM suggested that governors speak to EAL families and seek their opinions so that they are represented. KM said that some of the actions do not happen in reality so perhaps they should be removed or the wording adjusted, for example bi-annual parent questionnaire, parent-school forum meetings or governors' parent-consultation meeting. LM said it would be good for these to take place so she will add them to the SDP. TB mentioned that it states that governors will report annually to parents on the effectiveness and success of the equality plan, therefore this needs to be included in the annual statement. PA agreed. LM asked if governors are happy with the objectives. PA offered to amend the wording of the policy and that it will be approved at the next meeting. **ACTION PA.**

## 11) Governor updates

PA noted that there have not been any link governor reports since the last meeting and requested that any outstanding be completed for the next meeting in order to inform the SDP. **ACTION- LINK GOVERNORS.**

PA asked if anyone had been on any training. KM had attended Data Protection and AS had attended Equality and Diversity. TB asked if anything from the GDPR training needed to be mentioned. LM said

that all the primaries in the ESP are buying into a service to assist with meeting the new regulations and they are also paying for a Data Protection Officer for the first year to make sure everything is done correctly. KM said this is recommended by the training. LM added that it would cost more in our time. TB asked if everything needed to be in place. LM said not yet, you need to show that you are working towards it.

PA informed the governing body that TM's term of office is expiring and thanked her for her time on the governing body. TM thanked the governors and said that enjoyed the role. Nominations had been circulated to all staff, however none were returned. CHa and CS volunteered to join the governing body as Staff Governors as they regularly attend meetings as guests. PA thanked CHa and CS.

## 12) AOB

LM wanted to bring to governors' attention that places in EYFS are full next year, however this includes children from outside the catchment area. LM said that there are three schools in the catchment area : Lethbridge, Croft and King William Street with 160 school places. However there are only 112 children in the catchment that are due to start school in September, perhaps due to rising house prices. LM has spoken to the other schools and all are taking children from outside the traditional catchment area. LM informed governors that the predicted number of children the year after is 125, so again under the 160 school places. LM suggested governors think about ways of marketing Lethbridge to ensure we remain full. FW asked if we could review class sizes as it could be off putting to some parents. LM said that it has been reviewed in the past but it is not financially viable. FW asked why we take 70 children rather than 60. CS replied that it is what the Borough has decided for us. LC asked how that was decided. CS and AS both said it was due to space available in square feet. PA said that losing funding for ten children would decrease income and not save any costs in the medium term. LM suggested advertising in the Lakeside/ Marlborough road area to inform them that they would be able to get a place. LC suggested advertising to pre-schools. LM said that many children now attend nurseries due to funded hours so we need to work out which nurseries to contact. TB suggested seeing which pupils would have younger siblings. LC added talking to friends and letting them know. LM said we will work more on this next year, for example open days and leaflets, but she just wanted to make governors aware. CH suggested putting leaflets in the doctors surgery. LM said that we need to make sure that we get the point across that there are not spaces because of an issue with the school. PA confirmed that we will discuss this next year.

NM added that Ria, Chair of Friends of Lethbridge needs volunteers to help with the BBQ at the Summer Fete. PA asked if there is a sign up sheet. JD said that there will be one shortly. LM said she is encouraging staff to take part in the Fun Run this year in fancy dress.

NM also said that Ria is happy to come in to talk to Governors about Friends to inform them on what they do. PA suggested the meeting in September. **ACTION CLERK-** Invite.

**13) Date of next meeting:** *Tuesday 10<sup>th</sup> July 7pm*

## 14) Close of Meeting

PA thanked everyone for attending and closed the meeting at 8.30pm.

### 4) Matters Arising

Detail	Allocated to	Action
Minute 5	Governors	Complete Hays Safeguarding Training
Minute 5	CS	Look into DBS renewal/rolling DBS
Minute 10	PA	Amend Equality and Accessibility Plan
Minute 11	Link Governors	Complete Link Governor visits and reports
Minute 12	Clerk	Invite Ria Walega to FGB in September

Minutes signed by ..... on.....