

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY
Company number 7685652

***Minutes for the Full Governors' meeting held on
Wednesday 28th November 2018 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

2018 Safeguarding and Child Protection Policy

Anti-bullying policy

Data Protection policy 2018

Pupil Premium spending 2018

SDP 2018-19 draft 2

SEN policy

Targets

School Performance Summary- Lethbridge

Bishop Fleming- Draft Accounts Summary

Attended by:

Phil Ashdown PA (Chair)

Lisa Mayes (LM)

Kristina Mussgnug- Barrett (KM)

Laura Crosby (LC)

Christopher Hobson (CH)

Damien Mackman (DM)

Chris Webb (CW)

Carly Chew (CC)

Caron Short (CS)

Claire Harmer (CHa)

Laura Smith (LS)

Alexia Davison (AD)

Irene Fernow (IF)

Emily Longthorne (EL) (Clerk)

Absent:

Hayley Jackson

Fiona Wall (FW)

Nataley Fryer (NF)

Jon Dearlove (JD)

Annette Shakespeare (AS)

Terasa Beach (TB)

1) Welcome, apologies and declarations of interest

PA welcomed everyone to the meeting and gave a special welcome to Irene Fernow, a new parent governor. Irene and the governing body introduced themselves. PA informed the governing body that

DM and CW reached the end of their term of office in October and both had expressed a wish to continue. The governors re-appointed CW and DM.

2) Notification of items for AOB

1. Funding- See Minute 8
2. Parking- See Minute 14

3) Minutes of Previous Meeting held 27.09.18

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

4) Matters Arising

LM had checked the figures and produced a current Pupil Premium report. PA reminded all governors to read the prospectus on the website and let LM know any comments. EL had added the policies to this agenda. EL had emailed LM a list of link governors. PA asked if anyone had anything they wanted to mention? There were no further comments.

5) Head Teacher's report

LM informed the governing body that they are still getting last year's analyses as the government releases more figures and they have now received information on how the data looks regarding pupil groups e.g. EAL. LM circulated the School Performance Summary document. LM said that nothing unexpected came up and she is very pleased. LM informed governors that today the new inspection dashboard came out which is what Ofsted inspectors use to find key lines of enquiry. LM said that there are no key lines of enquiry for Lethbridge which is great news. LM reported that attainment was 20% higher than national, disadvantaged pupils scored higher than national and progress was around national. LM added that it is difficult to have high progress scores when entry data is so high. LM fed back the school context information: Lethbridge contains 13/17 possible ethnic groups, the National average is 9 and the School Improvement Partner said that this amount is similar to schools in London. CS added that there about 40 different languages spoken. CHa found the exact number to be 41 languages. LM said that the EAL children are doing well. CS said that the most widely spoken language besides English is Hindi, then Portuguese then Bengali. PA commented that our cohorts and demographic is changing. LM said that this features heavily on the SDP. LM said that she is happy to answer any questions that governors have but she doesn't want to focus too much time on last year's attainment. However, they will soon have the data to be able to compare to local schools. LM said she recently attended a Head teacher meeting and it was reported that 7 schools in Swindon had combined attainment of 80% or more and we are on one of those 7. PA asked if that was in respect of Primary Schools. LM replied yes.

LM thanked the governors who attended the SDP writing day for their very useful input and knowledge of social media. LM said that they helped break down the targets into steps with time frames. LM said that she would like to attach a governor to each element of the SDP so when they visit school they can look at that target with the subject leader and feedback at the meetings to share ownership. LM listed the 5 elements: 1. Reviewing the curriculum. PA suggested asking the curriculum link governors to form a sub-committee and share it, rather than one person. 2. Behaviour. 3. Mental health and well-being. LM said that LP and TM are working hard towards an award and that a lot of it is audit work and actions may change throughout the year. IF said that she would be interested in this area. 4. Wider community and social media- CM as subject leader. 5. Gender and EAL- CHa and CS as subject leaders. LM suggested she and EL produce a table combining link governor roles with the SDP elements. **ACTION LM AND CLERK.** PA said yes please. LM said that the purpose of this is to make visits as meaningful as possible and she feels it is already more meaningful than ever. CHa agreed that the SDP is very purposeful. LM asked how governors felt, is it a reasonable ask? Governors agreed.

6) SATs Targets 2019

LM circulated the targets on Governorhub prior to the meeting. LM informed governors that the targets were set at the beginning of the year based on the prior attainment of that cohort and previous years'. LM said that there have been no changes apart from that the targets are now embedded in performance management. DM asked if the document should say to be in line with 2016-17 or 2017-18? LM replied that she has kept it with 2016-17 as the attainment was slightly higher that year. LM informed governors that soon KS1 progress will be measured from Reception to end of KS2, currently it's measured from year one. LM said that this is good news as the Early Years scores are consistently slightly above the national average, although the cohort is changing. PA added that this could increase the amount of pupils coming in and out of Lethbridge which reflects in the data. KM answered that this is probably fairer as it is tracked by child. CH asked if they get data for international students? LM replied that children who start in year 5 or later are not given a progress score, just top-line attainment. KM asked when this will change? LM replied that she thinks it is from next year's Reception cohort. PA asked if anyone had anything to add, there were no further questions.

7) Safeguarding update

CS informed governors that the up to date policy is now on the website and she thanked those who had read it and sent comments. CS added that she is happy to talk through the terminology for anyone who needs it. CS informed everyone that Sarah Turner the Safeguarding Consultant we buy into provides the policy and she keeps it very up to date. CS informed governors that Sarah usually does an audit in January but there is a change in Swindon and Bernice Weiss, Safeguarding Advisor at Children's Services, has recommended the audit takes place in December where CS will work with EC, CHa and LM. CS reported that Child Protection, Early Help and Children in Need figures are in a strong place which has been reinforced by Sarah and Bernice who are very happy with the safeguarding at Lethbridge. CS said that they will be starting safeguarding induction for regular helpers, and five very regular helpers will now do the safeguarding training. CS informed governors that PA is coming into school tomorrow for a safety walk with the pupils about feeling safe in school. CS told PA she has questions recommend by Sarah for him to ask to get the children's point of view. PA thanked CS. CS reported that all staff have signed the code of conduct which commits them to reading Keeping Children Safe in Education, Safer Working Practice and the Behaviour and Safeguarding policies. CS said that they temporarily stopped buying into Hays Online training to save costs but will now buy back in as two new TAs, a new MDSA and IF need to complete it. CS asked if anyone had any questions? PA asked if it would be better for the new staff to wait until everyone else needs to do it? CS replied that it is better to do it straight away to be covered.

8) Feedback from Finance and Staffing Committee

PA informed governors that the minutes of the meeting have been added to Governorhub. PA reported that he chaired the meeting which started with a presentation of the financial accounts for the last academic year. PA fed back that Bishop Fleming said that the audit process went very well. PA circulated a copy of the summary page of the accounts which condenses the report into income and expenditure. PA informed governors that the net result for last year's was an income surplus of 12k, however year we used £27k of our own reserves for capital expenditure giving a deficit of £15k. £156k of reserves were brought forward, and taking off the £15k leaves £141,500 in reserves. PA informed governors that we budget on a three year cycle and finances are tight. PA added that the trustees' report gives a flavor of what happened this year. PA said that the draft set of accounts are on Governorhub, and we usually have the final accounts to approve at this meeting however they are not ready yet. PA recommended governors approve the accounts on the principle that the figures remain the same as in the draft accounts. PA informed governors that CM is using new software and they discussed reporting procedures, staffing was straightforward and the pillars have now been removed. PA said that this year's capital bid for funding was for new heating. PA asked CW for an update. CW said that they are currently in the tender process and two contactors have come in so far, no figures yet. CW said that they haven't changed the bid much from last year but they have collected more evidence such as a report from the heating engineer. CW said that it depends who we are competing with this year, the bid has to be in by the 16th December and we will find out in the first week of April. PA added that it is a substantial bid. CW said it is over half a million pounds. LC asked if the bid was for traditional heating systems and have they considered mechanical system pumps? CW replied that it had been discussed however it is not feasible due to the size of the building and lack of storage on site. LC added that Co-Operative places are available to store energy, such as

solar farms. CW answered that the roof is covered with solar panels and the new heating will still be much more economical.

LM had posted on Governorhub regarding options for funding next year. PA asked LM if there had been an update. LM replied that there are possibly 3 options and the new option is most people's second choice as it is a little less wide-ranging. The option where most schools do better will most likely be the result, which unfortunately we do worse off by it. PA added that if the council used the Fairer Funding formula we would gain an additional 90k. LM replied that this would make a huge difference. LM said that the Primary representatives agreed to vote for the option that benefits most children in Swindon. LM said the good news is we can't be any worse off but we won't get what we should. PA asked when the Schools Forum meeting is? LM replied 7th December. LM said she is disappointed that they haven't worked out a way for everyone to get an increase when they could have. LC asked if it can be reviewed? LM answered that it will be reviewed after a year but it won't change while we are receiving funding through the local authority, in 2020 we will receive funding straight from the Education funding agency, though this could be pushed back. LC asked if it is likely Swindon will change? LM said that everyone is feeling financial constraints and want their money to increase, though some are doing a lot better by the current funding formula. PA asked governors to send their comments to the local council.

9) Health and Safety report

CHa informed governors that an audit from the insurance company took place on the 5th November with herself, CW, CM and KL and they have received the report which she needs to analyse. CHa reported that the auditor picked on very minor things and therefore they only received a blue rating on two sections and the majority were Green which means something needs to be done. CHa gave the governing body some examples of minor actions e.g he wanted to see a signed copy of the health and safety policy with the exact date it was reviewed and recommended photos before and after the kitchen is deep cleaned. CHa said that the only yellow section was risk assessments for on-site, for example COSHH. CHa said they will be working through the actions to get everything to Blue if they can. CW added that we were randomly selected for the audit which took over four hours and the auditor did say he was very impressed. KM said that the actions seem easy to implement. CHa agreed, however they want a competent person with training to take the lead as it is very reliant on paperwork and in reality they are teachers. LS asked if they will check up on the actions? CHa replied that there is a website that you can access to update actions. PA concluded that being selected for the audit is positive as we can learn from it and thus need to follow through. CH asked if there would be any benefit to the insurance costs if the actions are reduced? LM and CHa agreed that CH had a very good point. CHa thanked CH and made a note to ask the insurance company. There were no further questions.

10) Pupil Premium Plan 2018-19

LM informed governors that she had checked the figures; on census day in 2017 there were 23 PP children, 2018- 32, and they predict for 2019 there will be 30 children. LM updated governors on the main changes this year. LM said they are investing heavily in the ELSA scheme which will decrease spending on the TAMHS service and the wait for support. LM said that they used to pay for swimming using PP money to top up swimming for children who had not met the requirement; however they are now allowed to use Sports Premium funding so they will use that to train staff in the hope more children will meet the requirement earlier, this will enable PPG money to be spent elsewhere e.g ELSA. IF asked if the ELSA scheme would help more children? LM replied yes and they would get support quicker. KM asked if the staff have received training? LM replied that the staff are on a course now through the Virtual School where they also get support, supervision and resources. CS added that the staff have backgrounds in educational psychology. KM asked if this is covered by current TAs and do they now have additional hours? LM replied that their hours are timetabled between 1:1 work in the classroom as the ELSA role, they receive more money for the ELSA role. KM asked if children could self-refer to the ELSAs? LM replied that currently they are referred by teachers. CS added that the school council are going to raise awareness of 'people who can help' and the ELSAs will receive new lanyards so they are visible to the children, and they will think about how to manage self-referrals. KM said that early intervention is key so it would be useful if children could self-refer. IF asked how the impact could be monitored? LM replied by using the Strengths and Difficulties

questionnaire and measuring school attendance, how often they go to first aid at playtimes and social issues.

11) Policies

Data Protection, Safeguarding and Child Protection, EYFS, Anti- Bullying, SEN

CS noticed that the EYFS policy was not the most recent version. EL will add it to the next agenda. **ACTION CLERK.** LM had received comments from IF and said she will go back through the policies. CW added that it would be best to put the date of the next review, not just the month from now on. IF suggested putting at the bottom of the policy information on how it is being monitored. CS said they are monitored through link governor visits and walks. PA said that governors have an overall monitoring role to check the policy is still fit for purpose. IF noted that the SEN policy could change in 6 months as the local authority are being inspected. PA answered that policies are on a review cycle but if something significant happens we will be given guidance on how to change the policy. PA added that governors focus on the statutory policies. KM said that IF has a good point, that the policies read nicely but it is difficult to see if they are being monitored. PA recommended writing at the bottom who has overall responsibility. IF suggested linking to action plans. LM asked if she meant saying where to find evidence e.g. lesson plans? IF replied yes, to give yourself an audit trail to give assurance. LS advised stating roles who are responsible not names as these change frequently. PA said that they should think about this next time the policies are reviewed. LC asked how we version control policies? CH said a summary of changes would be helpful as it would point out what to look for and add value to the review. CS said that this would be difficult for some policies e.g. the safeguarding policy as it changes regularly. IF suggested maybe sending a note along with the policies saying if there had been major changes. KM agreed, saying a note about major or minor changes is all we need. AD said that at the school she works in, changes are highlighted in yellow and you would refer back to the previous policy. CW suggested using track changes in Word. CH replied that it is difficult when multiple people are reviewing them. PA asked if old policies are archived? LM replied that they are stored on the T:Drive. IF said that the new Data Protection policy looks good, she has been to two training sessions recently and everything was included. KM asked if the policy was suggested by the Data Protection Officer? LM replied that it was. PA concluded that they will think about version control and indicate this on new policies. PA reminded governors to please send any comments prior to the meeting to save time at the meeting and allow the policies to be amended prior to approval.

12) Governor Updates

PA referred governors to the briefing that came out on the 26th and is on Governorhub. There have been no link governor visits this academic year so far. PA asked if anyone has been on any training courses? IF replied that she has added the Governor training from the council and that she thought it was good. PA informed IF of the training and induction that Keith Defer does for the members of the Executive Strategy Partnership which IF should find beneficial. PA said he will keep her informed. PA told governors that he is on a leadership course by the NGA and he attended the first session last week with the Swindon cohort. PA said that he will be asking for a skills audit and an appraisal of himself to take place, and he will also conduct a school-based project and will therefore be contacting governors to help him when needed.

13) Report on Head Teacher's performance review

PA informed governors that LM's performance review is taking place on Monday and will therefore be reported on at the next meeting.

14) AOB

LM had posted on Governorhub regarding the council changing the hatched area outside the school so that no one can stop there. LM informed governors that they are starting re-painting the area tomorrow. The governors discussed the land being leased to them and if the council as the authority to make that decision. LM said that she is concerned that delivery vehicles will not be able to stop and that staff pulling up there to transfer heavy resources will get tickets. LM said that the council are trying to reassure her that they will not receive tickets if it's a delivery. LM added that they said that

blue badge holders can pull up on double yellow lines, however as parking is limited LM worries that everyone will already be on double yellow lines. IF asked what the benefit was to the council? LM replied that it's for children's safety. AD asked if they had legal representation? PA replied that they buy into a service from the council but could be represented by anyone but it would come at a cost. PA asked if it worth the fight? PA asked LM if they are installing cameras? LM replied amobile camera and three signs. CH asked if JD had a view on whether it is harder to argue the point at a later time? LM replied that the council said that we and the residents can consult once it's in place and then we can see if we get any tickets and whether they can be argued. CH said that he felt it would be better to defer and collect evidence than argue it now. LS added that as they start tomorrow it is too late to argue it now. PA concluded that there is an argument there but not one we want to pursue as it would bring a legal fee and we should wait and see if it becomes a problem. CW said that he felt changing the area to no-stopping is a good idea as long as those who need to use it still can. LC asked if other schools have separate areas for deliveries? CS replied that our location is unusual as it is completely urban with one road entry and exit. LM informed governors that JD is still going to write to the council about it.

15) Date of next meeting: Thursday 31st January 2019

16) Close of Meeting

PA closed the meeting at 8.45pm and it was followed by the Annual General Meeting.

4) Matters Arising

Detail	Allocated to	Action
Minute 5	LM and Clerk	Produce table of Link Governors with SDP responsibility
Minute 11	Clerk	Add EYFS policy to next agenda

Minutes signed by On