

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY
Company number 7685652

**Minutes for the Full Governors' meeting held on
Wednesday 8th May 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
Freedom of Information Policy
Mobile Phone Policy
Parental Complaints Policy
EYFS Term 3 Data Analysis 2018-19
Pupil Premium Spending 2018/19 Term 4

Attended by:

Phil Ashdown PA (Chair)
Lisa Mayes (LM) (HT)
Kristina Mussgnug- Barrett (KM)
Laura Crosby (LC)
Christopher Hobson (CH)
Carly Chew (CC)
Claire Harmer (CHa)
Alexia Davison (AD)
Irene Fernow (IF)
Jon Dearlove (JD)
Chris Webb (CW)
Emily Longthorne (EL) (Clerk)

By Invitation:

Keith Defter: (KD) Governance Review

Apologies Accepted:

Annette Shakespeare (AS)
Terasa Beach (TB)
Damien Mackman (DM)
Caron Short (CS)
Laura Smith (LS)
Fiona Wall (FW)
Nataley Fryer (NF)

1) Welcome, apologies and declarations of interest

PA welcomed everyone to the meeting and gave a special welcome to Keith Defter who leads the ESP group. PA informed governors that he asked KD to undertake a governance review as an independent person and that the governors will assist him in the process and will follow up on any outcomes.

Apologies were received from AS, TB, DM, CS, LS, FW and NF. There were no declarations of interest.

2) Governance Review- Keith Defter

KD informed governors that at the last chair's meeting they discussed governance reviews and he had been invited to review Lethbridge as it had not been formally reviewed in a while. KD recommends regular reviews of governance as good practice. KD informed governors that he has done 3 reviews of governance within the ESP group this year and will follow up on the other schools later this year. KD also said he reviews schools in Gloucestershire which 'Require Improvement', he has reviewed 15-20 over the last 2 years. KD said that these reviews highlight three recurring themes: they do not hold the Headteacher to account sufficiently, clerking is not to a professional standard, and the degree to which governors get involved in the work of the school. KD thanked EL for a quick response with documents necessary for him to triangulate information, including minutes, agendas, terms of reference etc. KD will also look at the website and the responses to a questionnaire.

KD circulated questionnaires to all governors and the clerk and asked everyone to complete within 10 minutes using their gut feelings. KD then collected the questionnaires. KD said that he will triangulate the data and report back at the next FGB meeting in the form of an advisory document. PA informed KD that the next meeting is on Tuesday 9th July at 7pm. **ACTION CLERK:** Circulate questionnaires to absent governors and return them to KD. KD then left the meeting at 7:20pm. PA reflected that KD has lots of knowledge and experience and will be able to give independent feedback..

3) Notification of items for AOB

- CW: Photocopiers

4) Minutes of Previous Meeting

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

5) Matters Arising

LM had mentioned idling cars in the last newsletter to parents. LM reported that so far they had received one ticket, which was for her which she had to pay. JD asked if they used a camera? LM replied it was a warden. IF recommended logging issues. JD agreed and added that as it experimental they can bring the issues to a review and then formally complain if necessary. CW noted that many schools now have parking fines, even ones which do not have any problems with traffic. LC asked how long it said it would be for? CHa replied 6 months. LM said they will keep an eye on the date for when to report any issues. LM added that it has not made any difference to the issue of driving up to school and safety. LC agreed that it has not impacted on the volume of traffic. **ACTION LM:** Create log of traffic/parking fine issues.

LM reported that they received the Mental Health award and thanked TM for her hard work. LM said it will be presented at an awards ceremony with Peter Nathan and they are very pleased as they are one of very few schools in Swindon to receive it. LM said other schools have asked her to come in and see best practice.

PA will circulate notes on his safeguarding walk. **ACTION PA.**

The Freedom of Information policy is still relevant and was reviewed later in the meeting.

EL circulated link governor roles and SDP responsibilities.

EL notified CM and Governor Support of the continuation of subscription to Governor Support.

PA asked if there was anything else in the minutes governors wanted to discuss? There were no further matters arising.

6) Data report

LM informed governors that this term she is reporting on EYFS data as KS1 data is updated in terms 2,4 and 6 and EYFS data is updated at baseline, term 3 and end of year. LM said that they have compared this year's data to last years. She reported that currently 54% are below expected in reading, compared to 27% the previous year. 49% are below expected in writing compared to 38% the year before and 29% are below expected in maths compared to 27% the year before. LM added that it is worth noting the number of children with English as an Additional Language and that many live outside the catchment area. IF asked if the number of boys 39 exceeding girls 31 has an impact? LM replied that it does. LM informed governors that although their baseline results are lower, the target remains the same as previous years, as they should be above national which continues to year 6.

LM reported that the data at the end of term 3 shows a shift upwards, that children working below are now at expected and children at expected are not exceeding. JD asked what the meaning of ARE is? LM replied Age Related Expectation.

LM signposted governors to Caroline Valderrey's comments on boys. The percentage of children working below for reading is: 9% girls, 51% boys, and writing: 32% girls, 61% boys. LM reported that since the end of term 3 there has been an improvement in the data as during the first few terms they are developing fine motor skills and mark making through squiggle while you wiggle, dough disco etc. and this is now showing in the data. Boys currently working below in reading is 38% and in writing 41% so they are progressing. LM informed governors that the target for children achieving Good Level of Development is 74% which is slightly above the national and currently they are on about 73%.

LM referred to the data for EAL children and reported that 70% of them should reach expected for Maths and Number, which is an improvement on last year.

LM informed governors that there are 4 children in Early Years with SEN needs and that they are all boys.

PA asked for clarification on the acronyms for the EYFS areas and EL and LM did this, for example MFB is Managing Feelings and Behavior.

LM added that EYFS data can be more difficult to collect as it needs to be largely child-initiated, e.g. getting child-initiated writing from boys. LM said that she is not too anxious as boys do catch up.

IF asked if reading generally precedes writing? LM replied that it does as they do need to be able to write phonetically to reach Early Learning Goal.

CH asked if the average age of the intake could be calculated as more summer born children could affect data? LM replied that this could be done if she felt it necessary.

LM informed governors that they did open days rather than individual tours for prospective parents this year and parents were shown around by year 6 children which worked very well and will be continued. LM said that they were the first choice for most families and these correlate to the parents who toured from outside the catchment area. LC asked if the catchment area had been extended? LM replied that it had not, however there were 170 school spaces in the catchment and only 120 children so they wanted to inform parents that even if they are further out they can still apply. PA asked if they have an intake of 70 for September? LM replied that they do and have a waiting list also.

PA thanked LM for her data report.

7) Pupil Premium report

LM circulated the report on Governohub prior to the meeting. LM said that she updates it in terms 2,4 and 6, checking that money being spent is worthwhile and if not changing it for next year. LM said that the pupil premium spending was mostly on intervention work and that pupil premium children are showing very strong data. PA asked if there were any further comments? There were no further comments.

8) Safeguarding update

CHa and LM stated that there was nothing to report.

9) Health and Safety report

CHa informed governors that they are working through the actions from the Health and Safety audit, 55% is complete, 36% is in progress and 9% is under review, where they are questioning the action.

10) Update from F&S

DM sent his apologies, so PA feedback to governors that CM is expecting a rollover of £148k, partly due to unused maternity cover increasing the contingency, and therefore Income and expenditure will be balanced. LM said that this is a massive achievement. PA agreed that it is very pleasing as they often spend more than they receive and have to use reserves. PA added that they will look at next year's budget soon and aim to continue with a balanced budget.

11) Policies: *Freedom of Information Parental Complaints Mobile phone policy*

The policies were circulated on Governorhub prior to the meeting. PA asked if anyone had any comments? LM stated that the Parental Complaints and Mobile Phone policies are used and are working well. PA informed governors that the Parental Complaints policy follows the Swindon Borough Council guidelines.

CH suggested that the Mobile Phone policy states that children can take photographs when given permission by a teacher, for example on school trips. CHa replied that they bring disposable cameras as they are not allowed phones. CH also suggested they could text parents when the bus will be back. CHa replied that the school sends a message to parents as they do not want them to bring a phone. IF added that the danger is that they have social media accounts. LC asked if parents can have a copy of photos that are on the website? CW replied that parents can buy a DVD at the end of every year for £4. LC asked if they could use phones that only can be used for texts and calls. LM replied that they do not want children contacting their parents during school as most issues can be quickly resolved in school. KM said that there is no need for a mobile phone in primary school as the school office can contact parents. JD asked if there had been any resistance to the policy from parents? LM replied no, that they were very supportive. CHa added that as long as phones are not out during school, then there is not a problem. CC agreed that they had less issues with phones compared to previous years. PA reminded governors that this policy was first produced last year and therefore there are not many changes as it is working well.

IF suggested adding a sentence about the informal stage of the Parental Complaints procedure, unless it is working fine. LM replied that it is as most issues are solved during a conversation with school staff and very rarely goes to writing. IF also suggested clarifying the acronyms in the policy. PA replied that most are described within the policy or well known. IF recommended a link to the SEN Toolkit mentioned. LM agreed that this is a good idea and referred EL to Schoolsonline. **ACTION CLERK:** Add link to SEN Toolkit into the policy.

The policies were approved by the governing body.

12) Governor updates

IF attended New Governors training with KD prior to the meeting. She reported that she was the only attendee so they discussed guidelines and a need for connecting with other governors from the cluster group to share experiences. PA reflected that it was a shame that no one else attended as last year it had a good attendance. JD agreed that about 12 attended. IF said that it was valuable and reassuring.

PA urged governors to follow up on link responsibilities. KM responded that she has completed a link visit and will upload the report shortly. **ACTION ALL:** Complete link visits and reports.

PA informed governors TB and CH's terms of office expire later this month. PA asked CH if he would be interested in continuing on as a governor as there is a community governor vacancy and PA is grateful for his input at meetings. CH replied that he will think about it as he has work commitments.

13) AOB

PA enquired about the Capital Bid for heating. CW replied that it was unsuccessful despite having the highest scores for need and planning. CW said it was rejected on funding as they now wanted a 10% contribution from the school, which they could never afford. CW added that they had approval for 2 loans which would cover 8%. LC asked if any school could afford 10% ? CW replied no, but that another school had received funding for heating but he does not know what they contributed. CW said he felt that stand alone academies are being penalised. PA responded that they could be favouring MATs to reduce stand alone economies. JD asked if they could use the rollover ? PA replied that it would deplete the reserves. CW said that if the boilers break they will get the funding but they don't favour being proactive. PA asked if they will appeal? CW replied yes.

CW asked the governing body to accept the quote for a new photocopier lease. CW informed governors that the cheapest quote was from the current supplier and that they are happy with the service call-outs. CHa asked when they would be arriving ? CW replied July 27th, and will be 5 brand new copiers : 2 colour, 2 black and white and 1 desk top. LC asked if CW gets quotes from an approved list of suppliers ? CW replied that he works in many schools now so he finds out which ones they use and recommend but their current supplier was the best price. PA informed governors that they lease the photocopiers and pay maintenance and rental charge. CW added that the lease lasts for 3 years. PA reported that the school spends £12-15k on copying as it is an essential tool. LM said that they do a lot of copying to create their own worksheets which suit the children, rather than using exercise book schemes. CW added that the photocopiers will have print management software which reduces waste and is in line with GDPR as printing does not come out within an ID card. CHa agreed that there is much less waste now. LC asked if photocopier costs are budgetted ? PA replied yes. JD asked if governors need to approve this because it is in the scheme of delegation ? CW replied that costs over £10k need to be approved by governors. PA added that they would normally discuss this at finance and staffing but due to the timing it needed to be approved tonight.

The governing body agreed to accept the quote from the current supplier.

14) Date of next meeting: Tuesday 9th July 7pm

PA informed governors that this will include KD's report, a visit from the Eco- Warriors, agreeing the budget and planning for next year.

15) Close of Meeting

PA thanked everyone for attending and closed the meeting at 8:27pm.

5) Matters Arising

Detail	Allocated to	Action
Item 2	Clerk	Circulate questionnaires to absent governors and return them to KD
Item 5	LM	Create log of traffic/parking fine issues
Item 5	PA	Circulate notes from safeguarding walk
	Clerk	Add link to SEN Toolkit into Parental Complaints policy
Item 12	All	Complete link visits and reports

Minutes signed by On