

**LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY**  
**Company number 7685652**

***Minutes for the Full Governors' meeting held on  
Wednesday 25<sup>th</sup> September 2019 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  
Appraisal policy  
Access Statement  
Behaviour Policy  
Collective Worship policy  
Phase targets 2019-20  
Prospectus 2019-20  
Pupil Premium policy  
SDP 2019-20  
Uniform policy  
Whistle-blowing policy  
2019-09-15 Understanding your school report

**Attended by:**

Phil Ashdown PA (Chair)  
Lisa Mayes (LM) (HT)  
Kristina Mussnug- Barrett (KM)  
Chris Webb (CW)  
Damien Mackman (DM)  
Laura Crosby (LC)  
Christopher Hobson (CH)  
Claire Harmer (CHa)  
Alexia Davison (AD)  
Irene Fernow (IF)  
Caron Short (CS)  
Laura Smith (LS)  
Nataley Fryer (NF)  
Angela Mackenzie-Wilson (AMW)  
Emma Mann (EM)  
Emily Longthorne (EL) (Clerk)

**Apologies Accepted:**

Annette Shakespeare (AS)  
Fiona Wall (FW)  
Carly Chew (CC)

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

PA welcomed everyone to the meeting and reminded the governors to complete a declaration of pecuniary interest form and sign the code of conduct register.

## 2) Elect Chair/ Vice Chair

PA reminded governors that they have the right to nominate themselves for the roles of Chair and Vice Chair. PA said he was happy to continue as Chair for the next year unless anyone is interested. There were no nominations. KM also said she was happy to continue if no one else was interested. There were no more nominations. LM thanked PA and KM for continuing in their roles.

## 3) Notification of items for AOB

- CHa- Health and Safety policy and link governor
- PA- Catering contract
- LM- MAT update

## 4) Minutes of Previous Meeting 10.07.18

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

## 5) Matters Arising

- Link governor preferences- will be discussed under Governance Review
- EL created a Governance Strategy folder on Governorhub
- Visit reports were circulated by link governors
- CS and EL had circulated safeguarding documents on Governorhub
- LC had sent Goldilocks information to CS
- EL had sent email addresses to CS for Hays safeguarding training. PA asked CS to share who is outstanding at the next meeting. CS said she would check who needs to do the training. **ACTION CS.** PA asked EM and AMW if they had received an email, they replied that they had.

PA asked if there were any other matters arising from the minutes that governors would like to discuss? There were no further matters arising.

## 6) Data report from Head

LM informed governors that every year the DfE produces a document analysing the data. LM stated that it was supposed to be available now but it has not been released yet, therefore she has circulated the KS2 data for governors. JD asked if this was based on the SATs? LM replied yes.

LM highlighted the key findings:

- Disadvantaged children's maths progress- area to develop. LS asked why their result was lower? LM replied that one child had an Education Health and Care Plan and another had a lot of time off school. LM said they are very conscious and mindful of them and support them. KM added that this was picked up at the last Ofsted. LM said it was not included in any of the reports. KM said it was in the questioning and if it came up twice in a row it could be an issue. LM said they run interventions to support them, but set realistic expectations.
- Writing progress- area to develop
- Reading, Writing and Maths gone up 11.6% over the last 3 years, close to the top quintile of schools
- Maths result increased from 89% to 91% following a remark
- Scale scores are very high and better than other schools in similar demographic
- Progress score for reading doubled to 1.17
- Writing is improving year on year. AMW asked if they are looking at doing things differently to improve writing progress scores? LM replied that to get good progress scores children need to do not so well in KS1, but children do well all the way through at Lethbridge. LM explained that these children's KS1 scores were combined which can boost their scores, this year's children are the first group that did the new curriculum in year 2. LC asked if they were more consistent? LM replied yes, as some children previously got a high overall score in KS1 but then did not achieve mastery in KS2. LM added that she feels it is not productive to spend too long focusing on the results of children who have now left, and should now focus on the current children. LM said that she assumes this year they can show progress for reading,

writing and maths individually rather than combined. LC asked if this could be detrimental? LM said she is unsure, the DfE decides how to measure data every year so they base phase targets on the last Key Stage targets

- Reading scale scores- every group scored way over 100 apart from SEN and 2 low achievers in KS1
- Maths, grammar and punctuation are very strong
- Children with English as an Additional Language did very well.

LM said that overall they are very good results and she is very pleased. AMW asked how they compare to other schools? LM replied that the information has not been released yet, but she knows how the cluster schools did and Lethbridge did very well in comparison. LM added that there is still improvements to make, particularly focusing on writing. LM drew governors attention to the scatter graph on page 42, which shows their rating for disadvantage. KM asked if they will publish this information? LM said they will wait for the Data Dashboard, as that also contains EYFS and KS1 data.

LM circulated the phase targets for this year:

- EYFS- Good level of development: 73.5%. Last year focused on boys' reading and writing, and their result increased by 12%. This year they are specifically focusing on Personal, Social and Emotional development and Communication and Language development.
- KS1- Phonics target 90% (year 2 97%). The targets are based on their EYFS results and they should now see boys' writing results improve as they had lots of support in EYFS.
- Year 3 and 4: Targets are based on year 2 results. EM asked how they are measured? LM replied that they look back at their year 2 data and see how they compare now based on book scrutiny, teacher judgements etc.
- Year 6: Targets based on year 2 results and, as they are the first group to do the new curriculum since year 2, the results should be higher.
- LM reminded governors that targets feed into performance management.

PA asked if there were any comments? There were no further comments on data and targets.

LM informed governors that she does not have the pupil premium information yet as they have just started a new tracking system which they were trained on in the TD day on Monday.

PA asked if there were any comments on the new prospectus? PA reminded governors that the prospectus is reviewed annually but can be updated as and when. PA said it was very factual in the tone. LM said that they wanted to make their expectations clear, for example to read with your children every night. LM added that giving out the prospectus during open days works very well. JD asked if they wrote the prospectus themselves? LM replied yes. IF suggested in the getting to school section starting with a comment like "most people walk to school" before leading on to parking. EM asked if they will change where it says who provides the school meals? LM said they will once the contract is 100% finalised. DM suggested they change the Ofsted quote about the governors as it is from 2013? LM replied that the last inspection was a short one so there currently is not a better statement to use. PA shared that a few governors attended an Ofsted Framework training presentation delivered by Bill Jerman which was very interesting and useful. LM said she has a shorter version of the Powerpoint he used which she can send to governors. **ACTION LM.** LC asked if there was a pack of information available for them to familiarise themselves with as she would not want to let the school down by not knowing how best to respond to a question. PA answered that Ofsted gain an insight of the governing body through the minutes and looking at the website, SDP etc. PA said the responsibility mostly comes to the Chair and Vice Chair, but documents that everyone should embed are the SDP and the SEF. CS added that it is helpful to know your link subject really well, the actions for the subject, and to report it back to everyone. PA agreed, as Ofsted need a judgement on the wider curriculum which is based on link governor visits and reports.

## 7) Governance Review and Plan for 19/20 including development of new SDP

PA stated that their plan for the year needs to involve input to the SDP. PA said that it is helpful for a few governors to attend the SDP planning day as it is very insightful. PA said that they need to concentrate on getting link visits embedded into the SDP and fed back to governors to demonstrate monitoring of actions.

Link Governor roles were agreed for the year:

Governor	Link Role	Subject Lead
Phil Ashdown	Safeguarding	Caron Short
Angela Mackenzie-Wilson	Health and Safety	Claire Harmer
Chris Hobson	Sport	David Tanner & Caroline Valderey
Jon Dearlove	Modern Foreign Languages	Jo Kyle & Caron Short
Fiona Wall & Alexia Davison	Humanities	Karen Kidd, Lucy Pryke. Beverley Leaver, Catherine Battye, Nicola Salisbury
Laura Crosby & Kristina Mussnug- Barrett	English and English as an Additional Language	Carly Chew & Kyle Humphries (English), Tara Moran, Tanya Rubio (EAL)
Annette Shakespeare	Early Years Foundation Stage	Caroline Valderey
Laura Smith	Disadvantaged Pupils	Claire Harmer
Emma Mann	Arts	Maria Rajska & Vicki Jones, Wendy Crosby
Nataley Fryer & Damien Mackman	Science, Technology, Engineering and Maths	Graham Ballard, Hannah Feeny, <i>Katie Westcott, Helen Rowlatt</i>
Irene Fernow	Special Education Needs and Mental Health	Emma Corp

LC enquired after the SDP responsibilities they had last year. LM said that the SDP focus is for everyone to look into and link to their subject, for example gender, most able children etc. PA agreed that this was a good point and that governors should check how the subject is delivered across different groups. LS agreed that it is difficult to focus on a SDP responsibility in isolation e.g. gender but can be incorporated by questioning in link visits. PA reminded governors of guidance and previous reports available on Governorhub. PA recommended that governors arrange a meeting with their subject leader in term 1 or 2, before Christmas and then meet again to follow up later in the year.  
**ACTION ALL:** Arrange first link visit.

LM said she will share curriculum events so that they can attend relevant curriculum meetings/ events. PA said that the subject leads should be responsible for inviting governors to relevant meetings. LM said she will make sure staff invite governors to events such as staff meetings, training and work scrutinies. KM asked LM to add these events to the Governorhub calendar. CHa said she would meet with EL to sort dates and add them to the calendar. **ACTION CHa AND CLERK.** KM recommended that the Arts link governor attend the ballet lessons. PA asked how long the Royal Ballet School is in? CS replied 5 weeks, including a visit to watch them at Swindon Dance and a showcase to parents in the final week. CHa added that Intel are visiting Year 5 and the STEM link governor could attend. PA asked LM if a date was set for the SDP planning? LM said she will check her diary. **ACTION LM:** Share date of SDP planning day. PA asked governors to send any comments on the draft SDP to LM. LM added that this year the SDP is based around the new Ofsted framework and particularly focusing on writing.

PA stated that Keith Deffer's governance review highlighted that a skills audit had not taken place for a while. PA said that a skills audit will shortly be circulated by the clerk for everyone to complete. **ACTION CLERK:** Circulate skills audit. **ACTION ALL:** Complete skills audit. PA said they can then identify the broad skills of the governing body and if there is a specific skill that they need to recruit. NM added that it would be nice to know more about everyone and their careers. PA agreed this would help the governing body be more collective. AMW recommended a social event for governors. PA added that at the next meeting they need to discuss how they will communicate with pupils, parents and the wider community, and a sub-committee may be required. PA added that they will need to decide on surveys. LC asked if there was an update following the parents surveys? LM said that they will be given out at parents evenings. LS asked if they could be distributed via Parentmail. LM replied that giving them out at parents evenings enables a broad variety of responses and enables children to

help their parents with English as an Additional Language to complete them. CS added that writing on paper often means people are more thoughtful with their responses. PA informed governors that a pupil survey will take place mid-year. PA reflected that the last results were very useful. KM added that Ofsted looked at them and like that the surveys were taken seriously. KM also suggested a mental health and well-being survey for staff as Ofsted is interested in this.

## 8) Update from Finance and Staffing

DM informed governors of the key points from the Finance and Staffing meeting. He said that CM had circulated the draft accounts for the 2018/19 financial year and reported that the income was up £90k more than expected which puts them in a good position. DM said the notable increases in income were the teacher's pay grant and notional SEN. DM stated that expenditure was on target, with an underspend on maternity and an overspend on catering. DM said they are now in a good position with the EFA. DM fed back that the Responsible Officer's report was good and highlighted some minor actions that CM will change. DM informed governors that CW had updated them on the premises bid and it is unlikely they will bid again for heating as they need to contribute a sizeable contribution. DM informed governors that they increased the reserves policy from £50k to £100k in line with recommendations of having a contingency of a least one month's salary. He noted amount had been reduced in the past from £100k to £50k because of budget pressures. CH added that the budget in balance going forward which is a big achievement. PA reflected that there have been cuts and difficult choices made to get to this position, especially as they are one of the lowest funded schools in one of the lowest funded boroughs. PA said that if anyone is interested in joining the Finance and Staffing committee they can attend the next meeting as a taster, which is to be held on the 13<sup>th</sup> November.

## 9) Policies

*Collective Worship, Behaviour, Whistle-blowing, Appraisals, Pupil Premium, Uniform, Access Statement, Health and Safety*

LM thanked governors who had sent feedback prior to the meeting as it is helpful to make amendments ahead of the meeting. CHa and CS stated that there is a more current Pupil Premium policy. **ACTION CLERK:** Add to next agenda. CH said that the Access Statement needs to include information on the front gate security. PA asked what the process was once the policy had been updated? EL said that she amends the review dates and sends them to be uploaded on the website and the school's shared drive. IF asked about whether behaviour issues would come to governors to discuss? LM replied that governors do not discuss specific children, unless parents appeal exclusions. KM said that the school has to notify governors of exclusions. LM added that Swindon may introduce a Fair Access Panel for children who have been excluded for other schools, so a governors panel may be needed in future. LM said that she and EL will meet to amend the policies, **ACTION LM AND CLERK.** PA said that once they have been amended following the comments they will be agreed.

## 10) Governor Updates- ESP Update

PA said he will send out a list of events upcoming for the ESP group. **ACTION PA.** PA reminded governors that the ESP is about shared practice, communication and training, for example Head teachers meet together and there is an emerging leaders course. PA said that some events may connect to link governor roles. PA informed governors that the ESP is unlikely to form a MAT, as originally intended and will most likely continue as it is. PA asked if anyone had been on any training so far this year? PA, KM, LC, LS and AMW had attended Ofsted framework training from Bill Jerman, School Improvement Partner, and they said it was very useful and interesting.

## 11) Head performance review

PA informed the governing body that LM's performance review is scheduled for early October and he will feedback at the next meeting.

## 12) AOB

Health and Safety policy: CHa said that she needs to policy to be signed and dated. PA said that he will sign it now but if there are any further comments then he will sign it again as policies can be reviewed before the review date. EM enquired about whether allergies are mentioned on any policy? LM replied that there are strict procedures in place and she will look into which policy those procedures have come from **ACTION LM**. KM said that it would be ideal for this policy to be on the website so parents are reassured.

Catering contract: PA informed governors that they have undertaken a catering review and had taken it out to tender, 5 firms tendered and submitted detailed proposals. PA stated that the tender was run by South West Schools Buying Hub who structured the tender and set a particular scoring system. PA informed the governing body that the catering sub- committee attended 5 presentations and were able to ask questions to get an idea of their commitment, as it is for a 3 year contract with potential for further extension. PA informed governors that they had effectively narrowed it down to 2 companies: Aspens and Edwards & Ward. PA said that it was difficult to decide between the two, they both had the best quality and operational delivery but neither were the lowest price. PA stated that following re-evaluation and subject to a final review they will likely decide to award the contract to Aspens. AMW asked if Aspens cater for any local schools? LM said that she visited Colebrook to check that their presentation was a true reflection and it was. PA added that they also serve Dorcan and Commonweal. LM added that our offer will be very different as it is for primary school pupils. PA said that the aim is to start in contract at the start of Term 2 so there is a short period for the contract to be mobilised. PA added that the current staff will be kept. PA reflected that overall it was a very good exercise. PA highlighted that the school budget has been subsidising the school meals and now they can reallocate these finances and possibly receive a small amount back. PA added that it will mean less management time for the school, such as covering staff sickness. AMW asked how parents will pay for meals? PA replied that they will have their own system. LC asked what would happen if parents do not pay? PA answered that it is set up that parents cannot order a meal unless they are in credit, however if a child turned up without a lunch then they will be provided one and the company will look to get their money back. LM added that this means that debt will not be built up. AMW said that this will save lots of time chasing parents for payment. LS asked how parents who are in school meal debt currently will be transitioned? KM added that some may have overpaid. LM said that they can refund parents who have paid in advance. AMW asked LM if Aspens were the best at the schools she visited? LM replied yes, as they delivered what they promised. AMW asked who else LM visited? LM replied Caterlink and Edwards & Ward. NF asked if the food will be cooked here? PA replied yes, there will be 3 week cycles and 2 seasonal menus. PA shared that all the companies guaranteed an uptake in meals and an investment in marketing and the environment. JD enquired if the staff had been consulted PA said that they had been, and they are feeling a little anxious but ok. LM added that they have been reassured that they are keeping their job. AMW reflected that it is a positive for staff as they offer staff development and a career plan. AMW asked when Aspens will be told? DM replied hopefully by the end of the week to enable them to move staff across and they can then come in half term for decorating and marketing. EM asked if they will inform parents with time to order meals? PA replied yes and added that parents can now book a meal for their child on the day using the app. LM said they will present to parents at parents evening with food to try. LC asked what will happen if the uptake for hot dinners is huge? PA said they will use both halls and mix hot dinners and packed lunches so that year groups all sit together. CW added that children eating packed lunches may then see the hot dinners and realise they would like it.

MAT Update: PA reminded the governing body that the ESP was originally set up as there was a feeling of urgency for single stand-alone academies to join MATs. PA reflected that although there is less sense of urgency now, stand-alone academies are generally not viewed as being desirable. PA said that they have been fortunate due to good planning and staff retention, however resources are limited. PA informed governors that there are MATs who would like us to join them and LM has had interest from Blue Kite, who wants to come and outline their ethos to us and tell us why we would be better off in their MAT. PA asked governors if they want to consider this, and if it would be helpful for Blue Kite to present to governors? AMW asked why we would consider it if everything is going well? LM replied that there is little funding in the local authority. PA added that it would be future planning. LM explained that they originally planned for the ESP to become a MAT to help with financial savings and school improvement, however she said she is not sure of the life span of the group as others are likely to be forced into MATs. LM said she wants this to be a positive discussion about what they want for the school and surrounding themselves in excellence. CS agreed that they want to be challenged and inspired by others. LC asked if circumstances change can they review? LM replied that you

cannot leave a MAT once you are in. JD added that the roles of governors would change. LM said there would be a local governing board and a MAT board. LS asked how big Blue Kite is? LM replied that staff including CS and CHa had worked in large MATs before and they know that is not what they want. IF said she would absolutely want to meet any MAT that they are considering, but it is difficult to assess it if they cannot compare it to others. LM answered that they had presentations from several MATs a few years ago as the discussion has been going on for a long time. PA stated that they are not deciding on whether they are joining a MAT now as the current set-up is effective, but there can be risks in the future. LM said that she feels now is a good time to look as there is no pressure and their finances are good. PA said LM filters to governors only MATs she feels are good for the school. LM agreed as she wants Lethbridge to be recognised as an asset to the group. PA asked the governing body if they are generally happy to see someone from a MAT as part of contingency planning? LM added that lots of schools are having similar discussions. LS asked in terms of the ESP and its longevity, do they continue paying for it? PA replied that they would continue on a value for money basis, that is costs £2-3k so not a large sum, but they would opt out if it stopped being valuable. LC asked what the commitment to the ESP was? PA replied one year. EM asked how many primary schools in Swindon are not in a MAT? LM replied that she is unsure as schools are joining MATs all the time. JD added that MATs benefit financially, for example buying as a group, and that there is a feeling that the DfE is pointing everyone towards MATs. CS agreed that stand-alone academies feel singled out by the DfE. LM said that they need to keep up with the political climate. PA reflected that it was the correct decision not to join a MAT a few years ago as they are now in a stronger position, but need to be open-minded. PA suggested that a MAT representative would come to a meeting and give an overview of the MAT and the benefits of joining. LM said they need to decide whether their ethos matches Lethbridge as they don't want to be detrimental to staff or inclusion. The governors agreed that they would be happy to listen to a MAT representative. PA said to LM that the governing body is happy for her to take the matter forward.

**13) Date of next meeting:** Tues 26<sup>th</sup> November

**14) Close of Meeting**

PA thanked everyone for their attendance and closed the meeting at 9:25pm.

*5) Matters Arising*

<b>Detail</b>	<b>Allocated to</b>	<b>Action</b>
Minute 5	CS	Check who needs to complete Hays safeguarding training
Minute 6	LM	Share Bill Jerman's powerpoint
Minute 7	All	Arrange first link governor visit
Minute 7	CHa and Clerk	Decide and add dates to the Governorhub calendar
Minute 7	LM	Share date of SDP planning day
Minute 7	Clerk	Share skills audit on Governorhub
Minute 7	All	Complete skills audit
Minute 9	Clerk	Add Pupil Premium policy to next agenda
Minute 9	LM and Clerk	Amend policies following governor feedback
Minute 10	PA	Share list of ESP events on Governorhub
Minute 12	LM	Look into allergies in policy

Minutes signed by ..... On .....