

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

***Minutes for the Full Governors' meeting held on  
Thursday 30<sup>th</sup> January 2020 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

SDP 2019-20 Term 2

Steps Attainment Summary

Steps Progress Between Terms- Whole school groups

Steps Progress Between Terms- Year Groups

**Attended by:**

Phil Ashdown PA (Chair)

Lisa Mayes (LM) (HT)

Chris Webb (CW)

Laura Crosby (LC)

Christopher Hobson (CH)

Claire Harmer (CHa)

Annette Shakespeare (AS)

Fiona Wall (FW)

Carly Chew (CC)

Irene Fernow (IF)

Caron Short (CS)

Laura Smith (LS)

Angela Mackenzie-Wilson (AMW)

Emma Mann (EM)

Damien Mackman (DM)

Jon Dearlove (JD)

Emily Longthorne (EL) (Clerk)

**Apologies Accepted:**

Nataley Fryer (NF)

Alexia Davison (AD)

Kristina Mussnug- Barrett (KM)

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

PA welcomed everyone to the meeting. Apologies were received from NF, AD and KM. There were no declarations of interests.

**2) Notification of items for AOB**

None.

### **3) Minutes of Previous Meeting held 26.11.19**

The minutes were accepted and signed as a true record of the meeting. PA asked if anyone had anything they wished to discuss that would not arise from the agenda? There were no comments.

### **4) Matters Arising**

Laura S had completed her link governor visit with CHa and the report is on Governorhub. Others are still to be completed: **ACTION ALL.**

PA will share a working development action plan following the Skills Audit at the next meeting.  
**ACTION PA.**

## **5) Head Teacher's data report**

LM had circulated the 3 documents on Governorhub. LM reminded governors that they are using a new system called Target Tracker and they have done a lot of moderation. LM said that they met with the Head of another school that has used the system for several years. LM reflected that it is still a work in progress.

LM discussed the Attainment Summary Report first. LM said that it shows where children are overall for current attainment in the year group. LM said that EYFS data is not in there yet as it is tracked in opposite terms, but will be included next time. LM stated that the data spreads with the spread of attainment for each year, for example year 1 stretches from 40-60 months to 1b+ which would then lead to 1w, 1w+, 1s and 1s+ (w = working, s = secure.) LM said that as they continue through the year the majority should get to 1s, but they won't move anyone into the next year group as 1s+ shows that they are above expected. LM informed governors that they are aiming for 80% at expected. LM highlighted year 5 as particularly diverse, with 3 gifted children at 5w now. CS said that the tables are very clear. LM asked if it is easy to understand? Governors replied yes. LM added that they have spoken about each child individually and what they need but as the year goes on their judgements will be more secure.

LM then discussed the Progress Report for the whole school looking at different groups. LM said that they aim for every 2 terms for all children to make 2 steps of progress. LM said that the data is continuing from the summer term last year which was on the old system so it will become a better measure at the end of term 4 when it will all be from the same system. LM said that they can put in other groups. LM noticed that English as an Additional Language and English as First Language was missing and would be included next time. Governors agreed that the report was understandable.

LM then discussed the Progress Report for year groups. LM informed governors that year 1 is not included as they do not have the EYFS data transferred over. LM said that this data is used to inform provision mapping and interventions. LM asked the governing board if the reports are meaningful and understandable? PA replied yes, as they can clearly see where 2 steps of progress have not been made and then find out why.

LM said that she wanted to check that the format was working. DM asked if it had conditional formatting? LM replied yes, for example they could highlight anything below 1.8 and above 2.2 for progress. JD asked if any of the data was causing them concern? LM replied only pupil premium and free school meal children's maths but that Tara Moran is focusing on this as part of her SLT course and is tracking them closely and provision mapping. CS added that this is a very small amount of children. PA highlighted that one group, EHCP in year 5 made 6.5 progress steps. LM said that children with an EHCP can vary and have to be taken as individuals. EM suggested the rows that are being compared are the same colour to make it easier to read. LM said she will check if they can do this. LM reported that it is better than the old system and is useful for teachers as it shows what the class have achieved/ have not achieved so that they can plan. CW added that 6/7 of the schools he works in use Target Tracker. CHa said that is it also easier for cluster moderation as the others schools use it. FW asked if all the teachers in the school use it? LM replied yes. PA thanked LM for her reports.

## **6) SDP Progress review**

LM thanked those governors who had sent her comments to add to the SDP. LM asked IF when she had last met with Emma Corp? IF replied that she had met with EC and TM about the core standards which are a challenge to implement but are best practice. LM informed governors that she and EC had helped write the core standards for visual impairment and that it looks great but is a big job. LM said that EC is training teachers and running drop-in sessions. LM said that they are trialing the core standards with new children with SEN and children who need outside agencies for the first time. IF added that Swindon Borough Council is still in the process of implementing the core standards and therefore they may not be set in stone yet.

LM talked through a couple of points on the SDP:

- Curriculum: LM said that all the subject skills are in place which shows clear progression for every subject in every year. LM said that the new curriculum is very vague and the curriculum re-write was a huge task but now makes it very clear. LM pointed out the colour coded subjects including EYFS. LM stated that Caroline Valderrey has matched the EYFS curriculum to subjects in other years. LM said that the long-term overview grid shows how each subject is taught. LM reported that all teachers were involved and it took a lot of work. CS said they will be covering it more on the TD day.
- LM said that Target Tracker is working well.
- Website: LM stated that CS and CHa are on top of what they want the website to look like and will finalise this once the curriculum re-write is completed.
- LM said that the school council is in charge of thinking of new reading prizes as they no longer want to give out plastic toys.
- ELSA roles: LM informed governors that the ELSA role is very important to them, unfortunately one of the staff that received the training has left to pursue teacher training and the other has reduced her hours due to family reasons. LM said that they have decided to advertise a full-time ELSA/ Family Worker as it will work best as a full-time job. LM reported that the Parent Support Advisor that they buy into is leaving and if they hire a good candidate they would not need to continue to buy in.
- Increase in PE provision: LM said they have taken on more on offer and have taken part in an inter school cross country and are signed up to sporting events such as tag rugby, football and athletics competitions. LM said that they have also adjusted after-schools clubs to run those that are more equally popular with both genders, such as cricket. CH said that he has details for a cricket event which he has forwarded to LM. LM replied that she will check this with Caroline and David. LM added that a netball club for year 5 will begin at lunchtimes in the spring term with the hope of having a strong year 6 team to compete next year. FW asked if the PE staff have changed? LM replied that it is a service so they do not choose the staff, however they do give feedback.
- EYFS: LM said that they are changing their reading system as Ofsted wants a clear scheme. LM said they will benchmark from green and for the early colours send home books that match the phonics sound that they have been learning. LM said that this is a large piece of work as they have decades of books from different schemes that will need sorting and labelling and will therefore launch this to parents from September.

PA asked LM if there was one aspect of the SDP that greater focus was required? LM replied that the curriculum is the largest area so having link governor meetings and discussing the SDP is important. LM said that following the TD day subject leaders should be able to confidently discuss their subjects with governors. PA asked if there were any further comments? There were none. PA thanked LM.

## 7) Pupil Premium update/PPQ

CHa and LS met in November and the visit report is on Governorhub. LS informed governors that they plan to meet again in July to check the progress. PA added that he had just seen the government have announced additional pupil premium funding of £25 extra per child. LM said that the money they receive should increase by £250 in 2021 and again in 2022 which will make a noticeable difference and can be used to pay for an ELSA Family Worker or additional TA hours.

## 8) Safeguarding update

CS reminded governors that the audit is on Governorhub and that it is a RAG rated and divisive action plan. CS said that she is confident about the procedures that are in place and that they are in a strong position. CS informed governors that Sarah Turner (External consultant) is due in a couple of weeks and that her feedback is useful. CS shared a few of the main areas for development which are: to refresh staff, a Hays refresh in the next 18 months when the majority expire, and that governors complete Hays and DBS checks. PA said that he will follow up the outstanding DBS with those it applies to. **ACTION PA.**

CS told the governing board that PA comes in to do the Single Central Record and a safeguarding walk with children about feeling safe and life in the school. PA fed back that he visited a couple of weeks ago to review the Single Central Record which is very well maintained by CM which Sarah Turner will also look at. PA said that he walked with a selection of children from year 2-6 and the head

boy and head girl. CS added that the selected children were from the pupil premium category. PA said that the walk was very good and that the children shared their views on life at school, the geography of the school, how safe they feel and what happens if they experience bullying etc. PA said that he asked children to score 0-10 with their fingers on a variety of questions and that generally they felt very safe. PA added that they did sometimes need reminding of things in place e.g. visits from the police, online safety lessons, but that they were very positive. PA stated that he will write up the report following this visit and also the one from Sarah Turner.. **ACTION PA.** PA added that the Self-Assessment Audit submit goes to the SBC I for them to review and challenge which will be discussed at the next meeting.

CS added to LM's earlier point of a Family Support Worker being a crucial point of contact to help and advise parents early as it is getting harder to get a child recognised as a Child In Need or Child Protection which gets them agency support. CS said it is a lot for schools to sort out therefore hiring a Family Support Worker is important. PA asked if there were any further comments? There were none. PA thanked CS.

### **9) Governor Updates:**

PA will discuss the skills audit action plan at the next meeting. **ACTION EL:** add to next agenda.

PA asked the governors if anyone has been into school to visit but had not yet written a report. Several governors replied yes, others have not yet arranged a date. FW said that Lucy Pryke has sent her documents to read before they meet which she has found helpful. PA reminded everyone to arrange their visits. LM said she will remind teachers at their next meeting also.

PA asked if anyone had attended any training courses recently. EM had attended new governor training with Keith Defter. PA asked if anyone had attended the Governor Support HR training on the 16<sup>th</sup> January? No one had attended. PA reminded governors to check the Governor Support briefings for training. EL added that she is meeting with Anna Richardson tomorrow for her Clerks 1:1.

### **10) Prepare your school for Brexit See DfE guidance**

EL signposted staff to the DfE website and said that the page is easy to find via Google. LM informed governors that it includes matters like staff who are working in the UK but are from another country or their family lives in another country. IF said that it is best practice to be aware, and it is mostly HR which the school would be covering anyway such as Qualified Teacher Status and food supplies. PA said that they discussed this during the catering tender and they did not see it as a concern.

LM informed governors that school dinner numbers have increased from 270 to 311 meals per day. LC asked if these included those who pay? LM said that a lot is paid and some are pupil premium children who now have lunch, which is good. PA asked LM for her perspective on the catering now that it has been running for a while. LM replied that they are now close to what they want as year groups eat together and older children help to serve salad and puddings.. PA suggested that they formally review this and match it to the tender process using the same sub-committee. LM said she will look into potential dates for this. **ACTION LM AND CATERING COMMITTEE.**

### **11) Renew subscription to Governor Support**

LC checked the cost of an annual subscription which is £1400. IF asked what PA's recommendation is. PA said that they could get more out of it by attending more training courses. LM added that EL finds it helpful. PA predicted that the skills audit will identify training needs. DM asked if the subscription is annual? PA replied yes. PA recommended that they renew their subscription and the governing board agreed. **ACTION EL:** Inform Governor Support and CM.

### **12) AOB**

None.

### **13) Date of next meeting: Thursday 26<sup>th</sup> March**

#### 14) Close of Meeting

PA thanked everyone for attending and closed the meeting at 8 :55pm.

#### 4. Matters Arising

| <b>Detail</b> | <b>Allocated to</b>           | <b>Action</b>  |
|---------------|-------------------------------|--|
| Minute 4      | All                           | Complete Link Governor visits and reports                                    |
| Minute 4      | PA                            | Complete Action Plan following Skills Audit                                  |
| Minute 8      | PA                            | Follow up governors outstanding DBS<br>Complete Safeguarding visit report    |
| Minute 9      | EL                            | Add Action Plan to next agenda   |
| Minute 10     | PA                            | Contact The Park Academies Trust and Excalibur                               |
| Minute 11     | LM and Catering Sub-Committee | Arrange meeting date for review  |
| Minute 12     | EL                            | Notify Anna Richardson and CM of renewal of subscription to Governor Support |

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