



Lanesend Primary School

MINUTES

of a meeting of the Full Governing Body
held at the school on 18th October 2017 at 6.30pm

Present: Karen Herbert-Duff (KHD) - Chair, Caroline Sice (CS) – Head Teacher, Jo Hunter (JH) – vice-Chair, Tara Hopkinson (TH), Andrea Flux (AF), Paul Herbert (PH), Lauren Elliott (LE) Dave Cooper (DC) – Staff member and invited guest
Alex Augustus, James Hall and Sam Newson – invited guests and prospective governors
Richard Crossley – Clerk (RC)

1) Apologies

Apologies were received from Jeremy Robinson and Emma Norton.

2) Declarations of interest

No new or amended declarations were made.

3) Introductions

The Chair introduced the three invited guests, who were in attendance as prospective governors, to witness the business of a typical FGB meeting. She emphasised confidentiality expectations and explained the structure and remit of the GB Commissioning Groups.

4) Minutes of previous meeting

The minutes of the last FGB meeting on 13th September 2017 were agreed to represent an accurate record of that meeting - proposed by JH and seconded by TH - and were signed by the Chair.

5) Action items from previous meeting

A summary of the status of matters arising and actions is given below:

1. AF advised that, so far, out of term time holiday requests amounted to 150 sessions. 5 fines notices have been issued with another 3 expected. 3 of the requests will not attract fines because the children are below 5 years of age. These figures represent a reduction on the same time last year. The lateness figures are looking very positive.

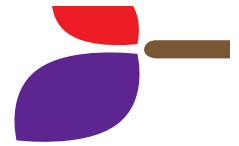
25. CS – this is a tricky issue – consideration ongoing.

26. KHD had exchanged emails with Cllr. Peacey-Wilcox. Within the last couple of weeks it has been confirmed that funding for the road safety measures has been approved. It is not yet known whether this will comprise double yellow lines, a one-way system or other methods.

CS stated that at a recent Parent Forum meeting a short survey was made on the suggestion of an access footpath from Seaview Road. Around 70% of those replying said they would use such an access.

46. Last month's cards were not sent out due to changes in responsibilities. The process was confirmed and KHD will now deal with these. JH suggested, and it was agreed, that nominations for the awards should be sent to KHD/JH as and when they arise during the month, rather than waiting for the next FGB meeting. Nominations will be confirmed at the next FGB meeting.

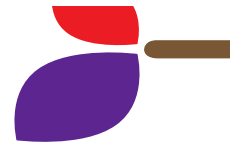
Action: ALL



This month's nominee was Mr Andre, for his recent out of school activities. It was noted that the November CCG and T&L meetings will move from 3rd to 10th November. The Clerk has amended the annual calendar of meetings (now rev. B)

Action items status at the end of this meeting

	Action item	Date item raised or amended	Person responsible	Status
1	Dates for holiday requests	30/10/2015	AF	Ongoing monitoring and tracking. DC to arrange for inclusion on TV display.
5	'purpose' words to be added to policies when reviewed. Policy impact?	21/10/15	JR	Standing Action item
25	Investigate methods for feeding back pupil progress to volunteers	20/07/17	JR	JR/CS to discuss Autumn term - ongoing
26	KP to write to island roads to chase progress.	06/07/16	Chair/FGB	Completed
46	Write Govs. Monthly awards	15/09/16	KHD	Standing Action item
69	Create a log of improvements and initiatives in school	09/03/2017	JR	Standing Action item
81	Review planning & monitoring docs, inc. 'why are we doing this' doc.	20/07/2017	Strategy group	Review at Dec '17 FGB
82	Item 81 for Sept FGB agenda	11/05/2017	Clerk	Review at Dec '17 FGB
83	Gov. Dev. Plan as part of Strategy Group	20/07/2017	ALL	Review at Oct '17 FGB
93	Investigate Free School teacher contracts re term	22/06/17	CS	ongoing



	times			
95	Arrange wider curriculum training for KHD	20/07/2017	CS	complete
97	Follow up with L Peacey-Wilcox	13/09/17	KHD	complete
98	Investigate SIMS re under 5 absences	13/09/17	AF	ongoing
99	Send template governor nomination letter to CS	13/09/17	Clerk	complete
100	Complete skills audit and declaration forms	13/09/17	ALL	18/10/17
101	Specific items for Oct agenda	13/09/17	Clerk	complete
102	Decide on choice of commissioning group	13/09/17	PH	ongoing
103	Forward nominations for Governor award as and when they arise.	18/10/17	All	Ongoing
104	Discuss October holiday dates with staff	18/10/17	CS	Nov. FGB
105	Link gov. To introduce themselves to their classes	18/10/17	Link gov.	Nov. FGB
106	Include Link gov. details in gov. newsletter	18/10/17	JR	When published

Note: Completed items are shown 'greyed out', retained for one month and then removed from the list. Numbers are allocated serially and do not change when completed items are removed from the list.

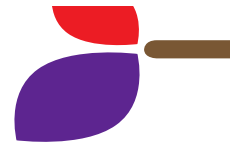
6) Sorting the governors

This item was deferred until later in the agenda.

7) Policy review

TH introduced the amended Attendance Policy, which had previously been circulated to governors. The amendments concern clarification of the criteria for 'good attendance'. A further small wording amendment is needed (agreed at the meeting), after which the revised policy will be published. Proposed by JH, seconded by KHD and unanimously agreed.

8) Discussion on term time changes



CS introduced the discussion by confirming that the school's June half-term holiday will change from 1 to 2 weeks and asked governors to consider whether this was also a good idea for the

October half-term? There various ways by which the extra days could be compensated for. CS emphasised how tired the pupils and staff are after a 7+ week half term in October, with the prospect of another 7 week stretch before Christmas. She felt that this pattern is unproductive for all.

JH referred to a previous discussion regarding extending the school day, which had proved too

expensive. Apparently, the Free School 'fund' their extra holidays by having teachers' contracts include extra daily working hours, ie. less days but the same number of hours. JH asked whether this system was working satisfactorily for the Free School and CS replied that she believed it was.

CS was also of the view that a break including 2 weekends at Christmas is vital as it can take the children 2-3 weeks to return to 'normal'.

The invited guests were encouraged to comment and one of them felt that, from a business perspective (depending on the business), a 2-week break in October could be a real problem. Another noted that if the length of summer holidays is reduced too far, this has a negative effect on school staff recruitment.

The IOW LA is considering the whole situation.

JH suggested that perhaps the school could consider what it might offer in the way of 'child care' for additional holiday times.

DC wondered whether, due to the changing demographics of the school's parent base, a further open discussion might be worthwhile?

CS noted that any significant changes to the October half-term would need plenty of advance notice, so probably could not be implemented until October 2019.

After further discussion the general preference was for an open discussion, preceded by a staff meeting. CS will take the issue to the staff, the Strategy Group will discuss at their next meeting, followed by referral to an end of year FGB meeting.

Action: CS

PH noted that the Strategy Group should consider the possible effects of any change made by the IOW LA on Lanesend's own decisions.

6) Sorting the governors (carried forwards)

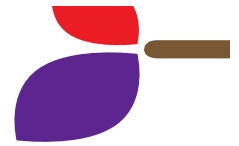
The Chair referred to individual governors' links to classes, as discussed at the previous FGB. These are: PH – Year 1; LE – Year 2; EN – Year 3; JR – Year 4; JH – Year 5; KHD – Year 6. KHD and JH had made introductory approaches to their classes, but most other governors had not done so yet. CS suggested just an introductory email to make themselves known to the class teacher would be a useful start.

Action: Link governors

It was noted that Year R does not currently have a link governor.

JR was asked to include details of the link governors in the next governors' newsletter.

Action: JR



11) CS half-termly update (taken out of agenda order)

CS advised that progress data will not be available until after the half-term break.

Reports have gone out and feedback from parents suggest they have found them useful. CS intends to carry out 2 'Survey Monkey' sessions on the subjects of transition and pupil progress meetings.

DC added that staff have found the reports more useful/easier to discuss with parents.

CS explained the concept of FLIC for those unfamiliar.

The tracking system is being constantly reviewed but the 'class averages' so far have been interesting, showing an evident 'summer dip' in Year 1, less so in Year 3 and not noticeable at the top of the school.

There are currently 374 pupils on roll, so the budget will lag behind. The boy: girl ratio is 53%:47%. More boys than girls have EHCPs (this is not unusual).

KHD asked whether this had any effect on behaviour and CS replied that, generally, it does not.

FSMs are down in number, currently at 84 and pupil premium funding has changed. There is a lag behind on transfer from UFSM at the end of Year 2.

86 children (22%) have a noted medical condition; there are 4 LAC ('looked after children'); 120 children (32%) are classified as G&T; 127 children (33%) are classified as SEN.

Attendance stands at 98.14%; there have been no exclusions this school year and just 1 behaviour incident needing recording on SIMS.

The lunchtime football coach has proved very useful, with a noticeable reduction in arguments and fights.

On the subject of gender neutrality, there was a visit last week by a Kent school to witness Lanesend's practices. Mr Andre has attended one conference on the subject, with another planned. Overall, there has been a real move towards gender equality, resulting in increased confidence in the girls and an improvement in boys' emotional vocabulary.

The school development plan has received much attention.

Most teaching observations have been completed, with really good results.

CS then circulated a condensed, summary-style SEF and briefly addressed its content. The emphasis is not just on strengths and weaknesses but includes all indicators from the recent OFSTED visit and last year's data. Further detail is included in the SIP.

The Head teacher's report is being worked on and CS asked governors what they would like it to contain? Governors' suggestions included:

Key data, progress, attainment and trends

Attendance and related issues that are important as a school

Behaviour, morale wellbeing of the children

Events around the school and community related issues

Looking forwards, challenges, targets and opportunities

Continuing with recent issues, CS stated that she is continuing to work on Teaching School status. She has met with partnership schools, including a visit to St Mary's, and has produced an action plan. AN unusual situation exists at the moment, with the IOW being targeted by government to put in place support and development. Various teaching schools (7 so far) have



been active on the island trying to obtain business, which has resulted in an overload. Care is needed not to become demoralised by this. CS has plans to discuss the matter with the DfE but, overall, the situation is one of progress. The formal application to become a teaching school has to be made within 16 months and CS is confident that this is the right thing to do for the IOW, whilst accepting that it represents new, uncharted territory.

10) Pre-school discussions update

At this time, LE left the meeting to avoid any possible conflict of interests.

KHD gave an update on the discussions, reminding governors of a meeting approximately 2 months ago with the pre-school's management committee, which was followed by a request to meet with staff. This happened some 10 days ago and KHD felt that they were fairly well received. There was concern by some that they had not been told more about the proposals and KHD had explained that this had not been possible without more positive signs of a willingness to proceed.

Lanesend has now given the pre-school until the second week after half-term for them to reply positively that they wish to proceed to the next step, which would be a meeting with their parents.

For the benefit of all present, CS explained and reiterated the benefits she sees from a 'merger'. The whole discussion is about the benefits for the children and she understood the difficulties it presents. She was hopeful of some progress by the time of the next FGB meeting.

There being no further business, the Chair declared the meeting closed at 8.25 pm. The next FGB meeting will be on 13th December at 6.30pm.

12) Traffic update

This item had previously been covered under item 5).

Richard Crossley, Clerk

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