



Lanesend Primary School,
Minutes of the Governing Board Meeting
Thursday 21st March 2019
IT Room, 6.30pm

Present

Trustees: Karen Herbert-Duff (KHD) Chair, Jo Hunter (JLH) Vice-chair, Andrea Flux (AF), James Hall (JHa), Tara Hopkinson (TH), Sam Newson (SN), Jeremy Robinson (JR), Caroline Sice (CS), Rebecca Blachford (RB)

In attendance: Dave Cooper (DC) DHT-non-voting

Clerk: Margaret Henshaw (MJH)

1.	<p>Welcome, apologies, quorum KHD welcomed everyone to the meeting. The meeting achieved the minimum number to be considered quorate (5) and remained above this number for the duration of the meeting. Apologies were tabled and accepted from Emma Norton (EN) and Steve Dixon (SD).</p>
2.	<p>Declarations of any other urgent business None</p>
3.	<p>Declarations of material business/pecuniary interest/personal interest in any agenda item. Employed staff declared an interest in agenda Item 12</p>
4.	<p>Minutes of the previous FGB, 31/1/2019 Agreed that these were a true and accurate record. Proposed by JLH, seconded by JR. AP1 – to file signed minutes and arrange to upload to school website</p>
5.	<p>Matters arising from the Minutes of 31/1/2019 AP1 – completed AP2 – DC reported Louisa Burt and the Pupil Council are developing sustainability ideas. DC to email minutes of the PC to MJH - AP2 AP3 – SN suggested that Southern Water could be invited into school to do a survey to support water saving ideas. CS reported push taps would cost about £45 a pair. AP3 – DC to arrange for PC to invite Southern Water into school to complete a water survey. AP4 – completed AP5 – completed AP6 – set a date for Family Council – AP4 AP7 – completed. SD to join TLG and perhaps MCG, RB to join CCG. AP8 – all Trustees were positive about the School Lottery. AP5 – AF and CS AP9 – completed AP10 – policy development is ongoing AP11 – to buy in to the services we used last year, Hampshire Governor Support – AP6 CA/SP AP12 – completed AP13 – completed AP14 – completed AP15 – completed AP16 – completed AP17 – completed</p>
6.	<p>Safeguarding Nothing to report in addition to matters mentioned and discussed in recent Committee Group Meetings.</p>
7.	<p>Committee Group Reports – all Trustees have received the most recent DRAFT Minutes</p>

	<p>CCG – JLH drew Trustees attention to the improvement in behaviour</p> <p>MCG – KHD said draft budget figures had been discussed</p> <p>TLG- KHD said attainment and progress across the school was looking perkier, 'no more marking' was being trialled and teaching was being monitored through IRIS and coaching.</p>
8.	<p>Policies</p> <p>These were agreed as a group, proposed by KHD, seconded by JLH:</p> <p>CCG ones; Remarkable Child, Accessibility Plan, EAL</p> <p>MCG ones; Admissions and Attendance Registers, Charging and Remissions, Debt, Lettings, Trustees Allowance</p> <p>TLG ones; Community Foods/Nutritional Standards, SMSC, E-safety, Computing.</p> <p>Not agreed</p> <p>Financial Management as some queries remain. AP7</p>
9.	<p>Consultation Update</p> <p>CS reported that the DfE have rejected the application to expand the school. Parents have not been informed of the outcome yet.</p> <p>The school cannot appeal against the decision but can apply for judicial review if there was a fault in the process. She has requested copies of the minutes and information used. The letter expected from the DfE, confirming the decision, has not arrived in school yet.</p>
10.	<p>Members' Meeting Feedback</p> <p>KHD reported that at the recent Members Meeting two Members had stated they would be looking to resign when replacements can be found. In addition KHD and JLH would be resigning in order to develop clearer lines of accountability between Members and Trustees. Members cannot leave until new ones are recruited.</p>
11.	<p>Revised Articles</p> <p>These will now be sent to the DfE for approval. AP8</p>
12a.	<p>Staffing Structure</p> <p>CS outlined various options re pupils/classes/teachers for 19/20 onwards and these were discussed. They are ideas only and the importance of relationships with the pupils is paramount.</p> <p>JLH asked which year groups, apart from YR, currently had the most movement of pupils.</p> <p>CS will check - AP9</p> <p>KHD asked if the 4 options had been costed.</p> <p>CS said no, but she didn't believe any of the options would stretch the budget further.</p> <p>KHD asked about the LSA budget outlay as opposed to a teacher</p> <p>CS said the school addressed the needs of pupils with an EHCP appropriately in many cases through the use of LSAs</p> <p>JR asked how many of the current classroom spaces were suitable for 30 pupils</p> <p>CS said 8 are the recommended size</p> <p>SN asked about making further use of individual teacher's expertise</p> <p>CS said there was a great deal of talent among the staff that could be used further eg art, dance, geography etc</p> <p>DC said the teaching staff had various opinions on the options. To note the difficulties of mixed age classes when considering Age Related Expectation (ARE) curriculum and assessment.</p> <p>TH said the school now has a reputation for smaller classes.</p> <p>JLH said that innovative use of 'floating teacher' or afternoon carousel may allow this to continue</p> <p><u>Trustees decided that, based on current information, they preferred to cap Reception entry for 2019/2020 at 60 pupils. AP10</u></p>
12b	<p>Headteacher's Report</p> <p>CS provided a written report. Trustees are welcome to email her any questions relating to it or the staffing structure options. AP11</p> <p>CS left the meeting.</p>
13.	<p>Budget 19/20</p> <p>Further discussion in MCG</p>

14.	Trustees Skills Matrix The school has purchased 'The Trust Governor' (TTG) programme which is designed for Multi Academy Trusts but can also be used by stand alone academies. All Trustees have their own section and KHD requested everyone complete the Skills Matrix within TTG. Log in details have been emailed to all Trustees. AP12 KHD requested all Trustees who attend MCG to complete e-learning finance module. AP13 SD to complete induction module AP14
15.	SIP and Monitoring A reminder to all Trustees to complete evidence forms. Much improvement in evidencing monitoring.
16.	SIP Review As 15.
17.	SNAG Trustee SN appointed. AP15 TH to email SNAG membership to SN
18.	Support Services etc AP6 above.
19.	Trustees Photo All Trustees to send an individual photo and summary update to TH for Amber to upload to the website. AP16
20.	Trustee's thank you Discussed and agreed KHD AP17
21.	AOUB To invite Dawn Gilbert to the next meeting (23/5/2019) to present 15-20 minutes on her leadership project. AP18 RB needs some technical information for the grant application, to email CA/SP AP19
22.	Next meeting agreed as 23/5/2019, 6.30pm
	There being no further business to discuss the meeting closed at 8.25pm