



**Lanesend Primary School,**  
**Minutes of the Governing Board Meeting**  
**Thursday 23rd May 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), Emma Norton (EN), Caroline Sice (CS), Rebecca Blachford (RB)

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

Clerk: Margaret Henshaw (MJH)

<b>1.</b>	<p><b>Welcome, apologies, quorum</b>          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 Jeremy Robinson (JR) and Steve Dixon (SD).</p>
<b>2.</b>	<p><b>Declarations of any other urgent business</b>          Two items declared.</p>
<b>3.</b>	<p><b>Declarations of material business/pecuniary interest/personal interest in any agenda item.</b>          None</p>
<b>4.</b>	<p><b>Yvonne Curran (Operations Manager) (YC) and Joanne Whitty (Area Manager) (JW) from Caterlink</b>          KHD welcomed YC and JW to the meeting.          Trustees had asked about the quality and variety of meals, portion sizes and planning for volume. YC said that national guidelines are followed for the age of the child and the school receives £7K more equivalent to other schools to support portion sizes in KS1. IW companies are used whenever possible to source the food and these are regularly audited. There are example illustrations of age-appropriate portions on plates.  <i>CS said the children were not receiving the amounts on the demonstration pictures.</i>  <i>DC said that the Lasagne today was delicious with a good portion size. He commented that 'red sauce' is often on the menu with different proteins and the children commented upon this lack of variety.</i>  <i>TH said the vegetable combinations were sometimes odd, for example mushrooms and courgettes with a roast dinner, sometimes these are not indicated on the menu.</i>  <i>CS said most of the children preferred the more common vegetables such as carrots.</i>          YC said, as in most schools, the menu is tweaked but amounts remain the same. 'Seasonal veg' is open to interpretation. It can be hard to vary the veg, it would look odd to have peas four times in one week...          Charging 10p more per meal had been discussed with the school at a previous meeting to provide larger portions. Various contract options can still be offered eg charge for labour and fixed monthly cost where the school pays for the food.  <i>CS asked how much each meal cost.</i>          YC was unable to provide the information (later clarified by email as the contract is between the schools and Caterlink not IWC).  <i>RB asked if jacket potatoes were priced differently. What ratio is the cheese?</i>          YC said all primary meals are one price. There is a set size for the potato. A balanced meal is provided with salad/veg and a dessert.  <i>JLH commented that some children eat the salad separately. Do the children who eat last have smaller portions as the food runs out?</i>          YC said the numbers vary.</p>

	<p>CS disagreed. Some children had recently mentioned portion size and suitability/cleanliness of plates/cutlery. Numbers taking lunch have decreased.</p> <p>YC said recently things had settled but staffing has been difficult. Service is different at Lanesend as the MSAs collect the food, the children do not come to the counter. It would be difficult to serve directly as there is no hatch in the hall. She is keen to solve any problems.</p> <p>Any adults should receive a secondary school size portion. (Clarified by email that the price of a child's meal is £1.95 and an adults is £2.05+VAT).</p> <p>JLH commented that there is a delay in serving sometimes.</p> <p>General questions and replies then focused on monitoring by Caterlink and by the school/Trustees. Waste is measured on the production side not what goes in the bin.</p> <p>It was agreed that CCG would monitor the lunches. AP1</p> <p>It was suggested that Caterlink come and present an assembly/work in class to inform the children about food groups within a meal, and appropriate portion sizes.</p> <p>KHD thanked YC and JW for attending the meeting.</p> <p>YC and JW left the meeting at 7.00pm.</p>
5.	<p><b>Minutes of the previous FGB, 21/3/2019</b></p> <p>There was one amendment.</p> <p>Agreed that, with the one amendment, these were a true and accurate record. Proposed by KHD, seconded by JLH.</p> <p>AP2 – to file signed minutes and arrange for amended version to be uploaded to the school website</p>
6.	<p><b>Matters arising from the Minutes of 21/3/2019</b></p> <p>AP1 – completed</p> <p>AP2 – DC to email minutes of the PC to MJH – to do AP3</p> <p>AP3 – DC to arrange for PC to invite Southern Water into school to complete a water survey – to do AP4</p> <p>AP4 – set a date for Family Council – to do AP5</p> <p>AP5 – School Lottery. AF and CS – to do AP6</p> <p>AP6 – completed</p> <p>AP7 – completed</p> <p>AP8 – the DfE have requested further information re the changes in the Articles – AP7</p> <p>AP9 – CS reported that Y6 has the most movement, others have slowed, more pupils join than leave, most year groups now full.</p> <p>AP10 – completed</p> <p>AP11 – completed</p> <p>AP12 – Trustees to complete Skills Matrix on TTG (CS, AF, SD, RB) – AP8</p> <p>AP13 – MCG Trustees to complete e-learning finance module – AP9</p> <p>AP14 – new Trustees to complete induction module – AP10</p> <p>AP15 – completed</p> <p>AP16 – new Trustees to send photo and update summary to TH – AP11</p> <p>AP17 – completed</p> <p>AP18 – invite Dawn Gilbert and Maryann Price to FGB to report on their leadership programme – AP12</p> <p>AP19 – email SP re technical info for grant – AP13</p>
7.	<p><b>Safeguarding</b></p> <p>CS reported that an accident during After school Club had resulted in a Y2 pupil breaking their wrist.</p> <p>One pupil had been given a sweetened drink without permission.</p> <p>A pupil with a nut allergy had brought a bar containing nuts into school in their lunch box, fortunately a member of staff noticed and removed it.</p>
7a	<p><b>General update</b></p> <p>CS said one pupil is currently on a reduced timetable.</p> <p>DC said there was good parent feedback re Y3.</p> <p>CS said Y5 group interventions are planned with trial carousel pms.</p>

	<p>A new Assistant Head teacher has been appointed for September. Other staff movements are expected.</p> <p>KS2 SATS – were completed. The KS2 team were very good. DC timetabled the SATs well. The tests were tough. The school is hoping to achieve national average of 60% in combined Reading, Writing and Maths. This year's larger Y6 cohort has more pupils with SEN. This year's practice will be analysed. JLH monitored the SATs one morning.</p> <p>The school was monitored externally on Thursday. Some recommendations were made eg CS to be less 'close' to the SATs. One maladministration was identified for a timetable variation for a sick pupil which should have been completed ASAP.</p> <p>Trustees to investigate (TLG) - <b>AP14</b></p>
<b>8.</b>	<p><b>Budget 19/20</b></p> <p>Proposed by EN, seconded by KHD, agreed and signed - <b>AP15</b></p> <p>CS left the meeting at 7.45pm.</p> <p><b>Group Report</b></p> <p>MCG – EN gave a verbal update. SP has settled in well.</p> <p>KHD nudged EN to complete evidence of monitoring. To do SIP D5a, D6b and D7c – <b>AP16</b></p>
<b>9.</b>	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Extended Schools (MCG)</li> <li>• Financial Management Procedures (MCG)</li> <li>• Business Continuity Plan (MCG)</li> <li>• Freedom of Information (MCG)</li> </ul> <p>All proposed by KHD, seconded by JHa, agreed.</p>
<b>10.</b>	<p><b>SIP and monitoring</b></p> <p>KHD reminded everyone to upload reports to TTG.</p>
<b>11.</b>	<p><b>GovernorHub</b></p> <p>MJH explained the basic package comes with the HCC contract. The enhanced package might be useful next time.</p>
<b>12.</b>	<p><b>Trustees' Photo</b></p> <p>To do in September</p>
<b>13.</b>	<p><b>Trustee Thank yous</b></p> <p>Discussed and agreed – <b>AP17</b></p>
<b>14.</b>	<p><b>AOUB</b></p> <ol style="list-style-type: none"> <li>1. The recent complaint outcome recommendations to be monitored by CCG – <b>AP18</b></li> <li>2. Leadership leave – <b>AP19</b></li> </ol>
<b>15</b>	<p><b>Next meeting agreed as 18/7/2019 at 6.30pm</b></p>