



**Lanesend Primary School,**  
**Minutes of the Governing Board Meeting**  
**Thursday 18<sup>th</sup> July 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), Caroline Sice (CS), Jeremy Robinson (JR), Steve Dixon (SD).  
 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.          Apologies were tabled and accepted from Emma Norton (EN).          The meeting achieved the minimum number of Trustees to be considered quorate (5) and remained above this number for the duration of the meeting.</p>
<b>2.</b>	<p><b>Declarations of any other urgent business</b>          Three items declared:</p> <ol style="list-style-type: none"> <li>1. HT Report</li> <li>2. SEN Funding</li> <li>3. Debt recovery</li> </ol>
<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>Dawn Gilbert and Maryann Price reported to the Trustees on the activities and impact of their recently undertaken training: 'National Professional Qualification for Senior Leadership' (NPQSL).</b></p> <p><u>Dawn</u>          Focussed on progress in multiplication in Y3 and Y4. The course helped her reflect upon her own styles of communication and those of others, and she adapted her approaches to be most effective. She used data, activities, and tasks, and formed an action plan which was fully implemented. Professional conversations took place in phase meetings. She looked for progress and has written a full report on findings, recommendations and clear further development activities. A positive impact on pupils' confidence and oracy was evident. Use of the inverse, automatic recall and problem solving were highlighted. She had 3 'face to face' sessions and the rest of the training was online. She would strongly recommend the programme to other staff.  <b>KHD asked if the programme took up a lot of time.</b>          DG said yes, it was intensive and took many hours but it was valuable and useful.  <b>KHD asked if the skills developed on the programme would be transferable to say, business.</b>          DG said yes, there were change management and risk assessment elements.          JR commented that it would have given an external perspective.  <b>KHD asked if the school was supportive.</b>          DG said yes, the team were good, she should have done it sooner.  <b>KHD asked about implications for the statutory Y4 multiplication tests next year.</b>          DG said rapid recall and practice in the use of the iPad number keys should be priorities, she will leave tips for the teachers.          KHD thanked Dawn for her time and great work and she left the meeting.</p> <p><u>Maryann</u>          Focussed on maths mastery clarifying the use of the 'White Rose' maths programme which is used in school. She had training sessions and visited other schools. She became part of a network of teachers, which included a lead teacher on the IW, and was lucky enough to observe a teacher from Shanghai. Another member of school staff worked with her. She audited resources, ordered</p>

	<p>as necessary and organised deployment and storage. Little steps to secure learning were emphasised. She found it really valuable to work with different people and is confident improvements driven by the training will have a direct impact on teaching and data.</p> <p><b>KHD asked how Maryann had implemented the improvements.</b></p> <p>MP said she had used IRIS, planning together and staff meetings.</p> <p><b>KHD asked how long the programme would take to be fully implemented.</b></p> <p>MP said it was a long term project that will filter through the school. Y1 may be a focus for September.</p> <p><b>AF asked about parental involvement.</b></p> <p>MP said it was really important to embed learning and develop reasoning and parents had a strong role to play. There is a strong oracy link.</p> <p><b>KHD asked about any obvious gender strengths.</b></p> <p>MP said it was not an obvious issue. The delivery/approach to maths was key. The course was fantastic and gave confidence.</p> <p>KHD thanked Maryann for her time and great work and she left the meeting.</p>
<b>5.</b>	<p><b>Minutes of the previous FGB, 23/5/2019</b></p> <p>Agreed that these were a true and accurate record. Proposed by KHD, seconded by SN.</p> <p>Minutes to be filed and uploaded to the school website – <b>AP1</b></p>
<b>6.</b>	<p><b>Matters arising from the Minutes of 23/5/2019</b></p> <p>AP1 – to monitor school meals in September – CCG/JLH – <b>AP2</b></p> <p>AP2 – completed</p> <p>AP3 – completed</p> <p>AP4 – DC reported that the Eco Schools Policy is being drafted and water conservation will be within it, surveys have been completed and both Key Stages had matched outcomes.</p> <p>AP5 – KHD held a Family Council meeting but no-one attended</p> <p>AP6 – SD offered to help with the school lottery set up – <b>AP3</b></p> <p>AP7 – updated Articles completed, awaiting reply from ESFA.</p> <p>AP8 – Skills matrix to be completed – <b>AP4</b></p> <p>AP9 – MCG members to complete e-learning module re finance – <b>AP5</b></p> <p>AP10 – newest Trustees to complete induction module – <b>AP6</b></p> <p>AP11 – newest Trustees to send photo and summary to TH – <b>AP7</b></p> <p>AP12 – completed</p> <p>AP13 – RB to email technical info re grant to SP – <b>AP8</b></p> <p>AP14 – completed</p> <p>AP15 – completed</p> <p>AP16 – EN to complete D6b, D7c on SIP – <b>AP9</b></p> <p>AP17 – completed</p> <p>AP18 – completed</p> <p>AP19 – KHD to contact EN re leadership leave – <b>AP10</b></p>
<b>7.</b>	<p><b>Safeguarding</b></p> <p>CS outlined incidents noted in the HT Report page 8: two LADO referrals and a First Aid incident.</p> <p><b>KHD asked about the level of action taken by the school in comparison to other breaches of procedures.</b></p> <p>CS clarified the rationale behind the schools level of disciplinary actions.</p>
<b>8.</b>	<p><b>Membership</b></p> <p>Members met last week and a potential new Member attended, Gill Bilbo. Two further potential new Members are to be contacted, Eric Hemming and Anne Glentworth – <b>AP11</b></p> <p>JR was co-opted on 19/6/2019, proposed by JHa, seconded by KHD, but will be employed by the school in September so will no longer be eligible to be a Trustee.</p> <p>A potential Trustee (SG) is unable to commit at the moment.</p> <p>KHD to contact HMW with a view to a further conversation – <b>AP12</b></p> <p>KHD thanked JR for his dedicated work as a Trustee.</p>
<b>9.</b>	<p><b>Group Reports</b></p> <p>CCG – JLH reaffirmed the group were monitoring the actions from a recent complaint.</p>

	<p>MCG – JHa said quotes were being invited for the fuse box replacement. JR said there was confidence in the tight budget. SN outlined planned development spending.          TLG – KHD said assessment outcomes had been discussed.          Members – potential changes mentioned.</p>
<b>10.</b>	<p><b>Policies</b>          Home Visits Policy and Home Visits Risk Assessment were discussed with some amendments suggested. To be considered next FGB - <b>AP13</b>          Policies relating to:</p> <ul style="list-style-type: none"> <li>• Attendance (with a slight change only)</li> <li>• Equality,</li> <li>• FOI,</li> <li>• Data Protection and GDPR,</li> <li>• Health and Safety,</li> <li>• Confidentiality,</li> <li>• Calculation,</li> <li>• Feedback.</li> </ul> <p>All proposed by JR, seconded by JLH, agreed. – upload to website – <b>AP14</b></p>
<b>11.</b>	<p><b>SIP and monitoring</b>          JLH – to check and complete          EN – to catch up          KHD – to check and complete          Much improvement with evidence of monitoring. Trustees were reminded that it is not only the Chairs of Groups that monitor.</p>
<b>12.</b>	<p><b>GovernorHub</b>          A reminder to Trustees to log on to the site. <b>AP15</b></p>
<b>13.</b>	<p><b>Trustees' Photo</b>          To do in September</p>
<b>14.</b>	<p><b>Trustee Thank yous</b>          Discussed and agreed – <b>AP16</b></p>
<b>15.</b>	<p><b>AOUB</b></p> <ol style="list-style-type: none"> <li>1. HT Report – emailed earlier, CS went through the report highlighting the most important elements. She also provided Trustees with a pack of further information relating to recent assessments across the school and a reviewed 18/19 SIP. The SIP for 19/20 will be drafted over the summer.          Trustees thanked CS for her thorough report.</li> <li>2. SEN Funding – the LA has taken the decision, re the proposed SEN funding cap, away from Schools Forum. EN has written to Councillor Paul Brading re concerns.</li> <li>3. Debt recovery – MCG have discussed this at length and parents will be encouraged to pay by Direct Debit or set up monthly payment plans in September. A less tolerant attitude will be taken re payments.</li> </ol> <p>There was a general discussion re aspirations of pupils and the community.          TLG to follow up ex pupils who have attended university/have successful careers etc <b>AP17</b>          Careers guidance to be part of Pupil Progress Meetings, TLG to monitor - <b>AP18</b></p>
<b>16.</b>	<p>KHD was thanked for another successful year as Chair of Trustees.          There being no further business to discuss the meeting closed at 9.00pm.  <b>Next meeting agreed as 5/9/2019 at 6.30pm - to reaffirm Trustees' vision, aims, objectives, priorities and organisation for 19/20.</b></p>