



Lanesend Primary School,
Minutes of the Full Governing Board Meeting
Thursday 26th September 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).

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

Clerk: Margaret Henshaw (MJH)

1.	<p>Welcome, apologies, quorum KHD welcomed everyone to the meeting. Apologies were tabled and accepted from Steve Dixon (SD). 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>
2.	<p>Declarations of any other urgent business None declared.</p>
3.	<p>Declarations of Pecuniary or Personal Interest None declared.</p>
4.	<p>Minutes of FGB 5/9/2019 Proposed by JLH, seconded by SN, all agreed. Signed ready to file and upload – AP1</p>
5.	<p>Matters arising from the Minutes of 5/9/2019 AP1 – SD has completed, further clarification needed re RB resignation date – AP2 AP2 – JHD and JLH were unable to attend the parent meetings. AP3 – not completed – AP3 AP4 – not completed – AP4 AP5 – TH has approached the grandparent but no feedback received. AP6 – KHD to email information re becoming a Trustee to Chamber of Commerce members – AP5 AP7 – not completed – AP6 AP8 – completed AP9 – completed AP10 – completed AP11 – it was decided not to pursue a school lottery AP12 – not completed – AP7 AP13 – completed AP14 – SD to complete induction module – AP8 AP15 – not completed – AP9 AP16 – SP has started the process, to continue – AP10 AP17 – this is Agenda item 8. AP18 – not completed – AP11 AP19 – not completed – AP12 AP20 – completed AP21 – completed AP22 – completed AP23 – options for 27/7/2020 were discussed, the extra Development Day does not have to be timetabled for 27/7/2020; other dates could be used. The focus for the time to be clear. The Trustees agreed the extra Development Day, proposed by KHD, seconded by JLH, all agreed. Staff to be asked which date they would prefer – AP13 AP24 – not completed – AP14</p>

6.	<p>Safeguarding</p> <p>CS reported a KS2 pupil had left the site during the school day without permission. They were upset and had run home. Procedures were followed. The pupil was returned safely to school and support strategies have been put in place. Parents are working with the school. Staff have been reminded of the need to secure gates at all times. A member of staff had been hit by an upset pupil.</p> <p>A KS1 pupil went through the side gate into the school car park. This gate should be padlocked. CS will clarify what happened.</p> <p>All gate padlocks to be checked and combinations changed (CCG to check) – AP15</p>
7.	<p>Committee Group Reports and Terms of Reference</p> <p>Terms of Reference for the Groups were agreed.</p> <p>Proposed by EN, seconded by JHa, all agreed.</p>
8.	<p>Policies</p> <p><u>Home Visits Policy and Risk Assessment</u></p> <p>JLH reminded Trustees this is an organic policy which the Family Team need to be confident with. AF said the Team drafted the Policy and it may develop further in practice.</p> <p><u>Safeguarding Policy including Keeping Children Safe in Education and Child Protection</u></p> <p>Both the above Policies were proposed by JLH and seconded by KHD, all agreed.</p>
9.	<p>General update and School Self Evaluation</p> <p><u>General Update</u></p> <p>CS reported that the SMT (HT, DHT and AHT) have monitored practice throughout the school. A small minority of pupils have behaviour challenge which does have a negative impact at times. It is important to notice the positives in school as the percentage with challenge is low.</p> <p>DC said he had noted immediate positive effects of the monitoring.</p> <p>CS said parents were now more clearly being directed to the correct level of dialogue re concerns; class teacher first.</p> <p>DC said staff were also thinking more carefully about their queries eg not straight to CS.</p> <p>New members of staff have settled and NQTs are being supported. Generally everything was OK.</p> <p>The quality of school lunches continues to be a concern. There is some concern about food supplies post Brexit.</p> <p>Hampshire personnel have been in school to provide support to staff and give them an opportunity to talk about recent bereavements and wellbeing. AHT, Nikki Napier is leading a staff survey. CS feels staff need to take ownership of their own wellbeing and lead their own developments. Representative staff are being released for a funeral tomorrow.</p> <p>Work-life balance is always a challenge and, for example, regular comments are made about PPA (taken during assembly time) and management of emails. The school continues to run smaller classes.</p> <p>A parent survey is in hand.</p> <p>TH reported positive feedback from meetings she has held.</p> <p>KHD asked about Y3 classes.</p> <p>CS said MCG were considering options. Final account figures are needed before an informed decision can be made.</p> <p><u>School Self Evaluation</u></p> <p>CS presented the SEF which had been emailed ahead of the meeting. SIP priorities for 2019/2020 are clearly indicated within it. Trustees discussed which sections/priorities best fitted with Committee Groups.</p>
10.	<p>Trustees Thank Yous</p> <p>Discussed - AP16</p>

11.	<p>Trustees Priorities for 2019/2020</p> <p>Trustees discussed their priorities for 2019/2020. These will fit with the SIP.</p> <ol style="list-style-type: none"> 1. To be more environmentally aware – this will support the school’s activities relating to citizenship development, Eco Warrior work being undertaken by the Pupil council towards a Bronze Award and the Spring whole school theme. 2. Family Engagement: <ol style="list-style-type: none"> a. with learning b. with event planning (LEAF) 3. Trustee Development <ol style="list-style-type: none"> a. Engagement with Training – SN to bring training alerts to FGB - AP17 b. Recruitment and future-proofing 4. In-house catering development <p>KHD and JLH to draft a plan for the above priorities – AP18</p>
12.	<p>Next meeting</p> <p>6.30pm on Thursday 28th November 2019.</p>
	<p>Meeting closed at 8.30pm</p>