



Lanesend Primary School,

Minutes of the Full Governing Board Meeting

Thursday 28th November 2019, IT Room, 6.30pm

Present

Trustees: Karen Herbert-Duff (KHD) Chair, Jo Hunter (JLH) Vice-chair, Steve Dixon (SD) **left at 8.00pm**, Andrea Flux (AF), James Hall (JHa), Tara Hopkinson (TH), Sam Newson (SN), Emma Norton (EN), Caroline Sice (CS).

Apologies: Dave Cooper (DC) DHT-non-voting

Clerk: Margaret Henshaw (MJH)

1.	Welcome, apologies, quorum KHD welcomed everyone to the meeting. The meeting achieved the minimum number of Trustees to be considered quorate (5) and remained above this number for the duration of the meeting.
2.	Declarations of any other urgent business SD stated he had to leave at 8.00pm
3.	Declarations of Pecuniary or Personal Interest None declared.
4.	Minutes of FGB 26/9/2019 Proposed by KHD, seconded by JHa, all agreed. Signed ready to file and upload – AP1
5.	Matters arising from the Minutes of 26/9/2019 (on separate Actions Memo) AP1 – completed AP2 – clarified/completed AP3 – JHa to research national governor recruitment further, he has already emailed (27/9/2019) – AP2 AP4 – no further action/completed AP5 – completed AP6 – completed AP7 – completed AP8 – SD to complete the induction module – AP3 AP9 – EN to get totally up to date with SIP monitoring records/forms – AP4 AP10 – completed AP11 – completed AP12 – completed AP13 – staff said they would prefer 27/7/2020 as the Development Day AP14 – completed AP15 – completed AP16 – completed AP17 – completed AP18 – Trustees Priorities Plan to be finalised – KHD – AP5
6.	Safeguarding The front door is being carefully monitored as pupils/parents are now being encouraged to enter via the classroom doors. The front gate padlock code will be changed. Early departure for a particularly challenging pupil is now in place. MAYBO training is in hand and the school has received its first 'Trainer' booking from another primary school. A camera and screen are now in place for the front internal door.
7.	Members' Update – KHD KHD reported that three current Members have resigned (KHD, JLH and Kate Palfrey) and three new Members have been appointed.

	<p>The three new Members are Anne Glentworth, Gillian Bilbo and Eric Hemming; all appointed by Members prior to their resignation. The other Member is Scott Raven who remains in post, making four in total.</p> <p>The Members elected Eric Hemming as their Chair.</p> <p>The separation of accountability between Members and Trustees is now clear.</p>
<p>8.</p>	<p>Committee Group Reports</p> <p>DRAFT Minutes of the most recent committee group meetings had been circulated to all Trustees. To particularly note:</p> <p><u>CCG (JLH)</u></p> <ul style="list-style-type: none"> • VT's use of Edukey data as a monitoring and improvement tool • Lunchtime feedback form now drafted and ready to use (some to be kept at the front desk for visitors). <p><u>MCG (EN)</u></p> <ul style="list-style-type: none"> • Budget is very tight and there are concerns going forward 2020/2021 which the committee group are to discuss • Chasing of debt is rigorous but the amount owed is still a concern <p>As Louise from James Cowper Kreston was unwell and unable to attend the FGB today it was decided to invite her to MCG on 16/12/2019. It was agreed by all Trustees to delegate approval of the accounts to the committee group at that meeting. – AP6</p> <p>The meeting is open to all Trustees who would like to attend.</p> <p>Proposed by KHD, seconded by EN - agreed by all Trustees.</p> <p><u>TLG (KHD)</u></p> <ul style="list-style-type: none"> • Data indicates a need to focus on Y6 and maths throughout the school, maths leads to be invited to present to the group • Non-SEND pupils attain at average and above levels • Curriculum leaders are being further developed, in particular with their knowledge and skills to support an Ofsted 'Deep Dive' in their subject area • Now the new AHT is in post, SMT capacity is improved and this has had a positive effect on the whole school's development
<p>9.</p>	<p>Policies</p> <p>The following policies were recommended:</p> <p><u>CCG:</u></p> <ul style="list-style-type: none"> • Supporting Pupils with Medical Needs • AEN • SEND and Local Offer <p><u>MCG:</u></p> <ul style="list-style-type: none"> • Code of Conduct – Staff • Complaints • Dealing with Allegations • Pay – Teachers • Performance Management – Teachers • Work-Life balance • Flexible Working (LA) <p><u>TLG:</u></p> <ul style="list-style-type: none"> • Pupil Premium and PE and Sports Premium Grants • Promoting British Values • Collective Worship <p>All proposed by AF, seconded by EN, all agreed.</p>
<p>10.</p>	<p>HT update - CS</p> <p>CS reported that there are 437 pupils on roll today.</p> <p>CS gave an update on progress with the SIP specifically relating to this year's priorities linked to Trustees of;</p> <ol style="list-style-type: none"> 1. Environmental awareness linked to citizenship, Pupil Council and Eco warrior work

2. Family engagement with learning to improve standards
3. Trustee development: engagement with training, recruitment for future-proofing
4. Catering development

Eco Award work is progressing and the school may introduce a 'no single use plastics Friday' – JLH to share ideas with parents – **AP7**

PEACH is to work towards the Gold Award.

Talk Box response has been positive.

An 'on entry' profile weakness has been identified for EYFS in maths. TH regularly visits local 3 year old provision and will discuss with providers. To be monitored by TLG.

Edukey use is developing; as ever, any change takes a bit of getting used to.

The Staff Questionnaire has been completed and two well-being groups formed (led by NN). DC is leading on behaviour and attitudes (MAYBO included). TH leads the NACE working group. The curriculum is developing with some planned focussed training in specific areas. Targets and Action Plans are in place. Leaders will report to TLG.

The school will hold a 'Careers Day' later in the year. A visit to KidZania is planned. STEM experiences are in hand.

Parent Survey

Results were shared and discussed.

NN will be writing to parents re the results; about 1/3rd of parents completed questionnaires.

Summary of results:

Q1. My child is happy at school – positive responses = 95.76%

Q2. My child feels safe at school – positive responses = 94.91%

Q3. The school make sure its pupils are well behaved – positive responses = 83.9%

Q4. Is bullying a problem at the school? – 'It doesn't happen/it happens and the staff are really good/good at resolving it' = 94.74%

Q5. The school makes me aware of what my child will learn – positive responses = 92.37%

Q6. When I have raised concerns the school has dealt with them properly – positive responses = 76.07%

Q7. N/A

Q8. My child has SEND and has the support they need – positive responses = 44.87%

Q9. The school has high expectations – positive responses = 75.21%

Q10. My child does well at school – positive responses = 93.22%

Q11. The school lets me know how my child is doing – positive responses = 88.14%

Q12. There is a good range of subjects available to my child – positive responses = 91.45%

Q13. My child can take part in clubs and activities – positive responses = 90.6%

Q14. The school supports my child's wider development – positive responses = 86.32%

Q15. I would recommend this school – positive responses = 91.53%.

Further breakdown within the briefing paper.

Actions will be led by NN and monitored by CCG.

8.00pm - SD left the meeting

LA SEND Ofsted Inspection Visit

As part of the Ofsted local area SEND inspection the school was visited by an HMI. JHa represented the Trustees for the visit. This was an inspection of the LA, not the school. The inspector asked about Multi-agency Strategic Groups.

The report will be published after the General Election.

11.	Statutory Governance IW Schools Governing Boards' Collaboration Agreement 2019 Agreed by all Trustees, KHD signed on behalf of the Board – MJH to return the form to Di Hiscock – AP8
12.	Ofsted Briefing – CS CS briefed Trustees on the new Ofsted expectations with particular reference to 'Deep Dive'.
13.	Trustee update – membership/training/monitoring

	<p>SN said he had not received any recent training information. JLH said she needed 6 weeks' notice of courses eg PM of HT training. MJH advised everyone to check training on GovernorHub. SN to check the training budget – AP9</p>
14.	<p>Term Dates 2020/2021 General discussion of the LA proposed dates. To obtain feedback from the parents and staff re holiday dates – AP10 A decision needs to be made in early January 2020. Some further clarity is required re 31/8/2020. To consider 2021/2022 dates at the next meeting – AP11</p>
15.	<p>Trustees Thank You Discussed - AP12</p>
16.	<p>AOUB Due to a resignation, a replacement Link Trustee for PPG is needed – proposed SD – AP13 To email recent Ofsted inspection information to Trustees – AP14 To add Teachers' Pay Reviews to MCG Agenda – 16/12/2019 – AP15 To add confirmation of Leadership Pay Bandings to MCG Agenda – 16/12/2019 – AP16</p>
17.	<p>Next meeting 6.30pm on Thursday 30th January 2020.</p>
	<p>Meeting closed at 9.00pm</p>