



Lanesend Primary School,
Minutes of the Full Governing Board Meeting
Thursday 30th January 2020, IT Room, 6.30pm

Present

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

Apologies: Emma Norton (EN)

In attendance: Dave Cooper (DC) DHT-non-voting **(from 7.15pm)**

Visitors: Laura Augustus (LA), Alix Bluhm (AB), Ian Carrington (IC)

Presentation: Rob Hunter (RH) Eco Warrior **(7.05pm -7.20pm)**

Clerk: Margaret Henshaw (MJH)

1.	<p>Welcome, apologies, quorum KHD welcomed everyone to the meeting. Three visitors, who had expressed an interest in becoming Trustees, were in attendance. They were reminded of confidentiality in all matters and that they were non-voting. Apologies were tabled and accepted from 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>
2.	<p>Declarations of any other urgent business One addition to the Policies, this was accepted and added to Agenda item 9.</p>
3.	<p>Declarations of Pecuniary or Personal Interest CS declared her daughter has been appointed LSA at the school. This information to be added to the Pecuniary Interests Register – AP1</p>
4.	<p>Rob Hunter – Eco Warrior – (7.05pm to 7.20pm) RH outlined the main themes for the Eco Warrior activities. The Bronze Eco Award is almost complete. Discussions related to funding, forming an action plan, renewables, waste division and visits to waste plants, possible sponsorship for activities, local litter picks and beach cleaning, 'clean the route to school', linking with other schools and pupils leading initiatives through the Pupil Council. (7.15pm DC joined the meeting) It was noted that there are free resources on offer eg tree saplings. Healthy Living is also relative to Eco work; 'Shift It' Gold Award for walking to school. Groups already set up in school to liaise with are SNAG and Food for Life. RH and DC to pull all relative groups together when forming the Action Plan, date and time to be agreed – AP2</p>
5.	<p>Minutes of FGB 28/11/2019 Proposed by JLH, seconded by AF, all agreed. Signed ready to file and upload – AP3</p>
6.	<p>Matters arising from the Minutes of 28/11/2019 (on separate Actions Memo) AP1 – completed AP2 – a reply had been received re National governor recruitment stating there was no-one available at the moment. To note three visitors at today's meeting who have expressed an interest. SD to search his database – AP4 AP3 – Induction module link to be emailed – KHD to SD – AP5 AP4 – on Agenda, Item 10. AP5 – on Agenda, Item 11. AP6 – completed, MCG Minutes 16/12/2019 AP7 – to be included in Eco Action Plan AP8 – completed AP9 – completed, MCG Minutes 27/1/2020 AP10 and AP11 – Term dates 2020/201 and 2021/2022.</p>

	<p>CS reported the results of the survey re term dates. 219 parents replied. 55 staff also completed the survey. There was a high preference for a two week half term in the autumn, two week break at Christmas (over three weekends), two week break at Easter and a two week half term in the summer term.</p> <p>The school can use Development Days, twilight training and Saturday training to accommodate some of the preferences.</p> <p>There was discussion of certain options and their possible effect on continuity of learning, pupil attendance and family impact.</p> <p><u>2020/2021</u></p> <p>A majority of Trustees agreed to a two week half term Autumn 2020; 19/10/2020 to 30/10/2020. It was agreed to take 21/12/2020 as a Development Day.</p> <p>It was agreed to have two weeks half term break in the summer 2021; 31/5/2021 to 11/6/2021.</p> <p><u>2021/2022</u></p> <p>This calendar was more difficult to organise as Christmas and New Year's Day fall on Saturdays. It was agreed to have a two week break autumn half term; 18/10/2021 to 29/10/2021. It was agreed the Christmas break would be from 23/12/2021 to 4/1/2022 (13 days in total). It was agreed the first day of the summer holiday would be 27/7/2022.</p> <p>To notify agreed term dates 2020/2021 to parents, to email final calendars for both academic years to Trustees – AP6</p> <p>AP12 – completed</p> <p>AP13 – PPG Link Trustee, SD declined so position still unfilled – AP7</p> <p>AP14 – completed</p> <p>AP15 – completed, MCG Minutes 16/12/2019</p> <p>AP16 – completed, MCG Minutes 16/12/2019</p>
7.	<p>Safeguarding</p> <p>A recent incident reported to CCG 17/1/2020 has prompted a change to the Administration of Medicines Form (agenda item 9).</p>
8.	<p>Committee Group Reports</p> <p>DRAFT Minutes of the most recent committee group meetings had been circulated to all Trustees prior to the meeting.</p> <p>To particularly note:</p> <p><u>CCG (JLH)</u></p> <p>Nothing further to note.</p> <p>Next CCG scheduled for 13/3/2020.</p> <p><u>MCG (JHa)</u></p> <p>Budget remains tight, accounts were approved, all appropriate documents sent.</p> <p>Next MCG scheduled for 27/2/2020.</p> <p><u>TLG (KHD)</u></p> <p>TLG scheduled for 22/1/2020 was cancelled due to another urgent meeting taking place. KHD met with CS and DC for a catch up. Latest data is to be analysed, there is clear awareness of the next steps for pupils. FLiC clarity is still an issue. File moderation has taken place. General performance was discussed.</p> <p>Next TLG scheduled for 18/3/2020.</p>
9.	<p>Policies</p> <p>The following policies were recommended:</p> <p>CCG:</p> <ul style="list-style-type: none"> • Clarification change to Administration of Medicines form. <p><u>Proposed by JLH, seconded by AF, all agreed.</u></p> <p>MCG:</p> <ul style="list-style-type: none"> • Performance Management – Teachers • Staff well-being • Staff leave <p>TH explained there were no significant changes in the review of these policies.</p>

	<p style="text-align: center;"><u>Proposed by JHa, seconded by SN, all agreed.</u></p> <p>TLG: No policies this time.</p> <p>Policies relating to Trustees and Members, to be reviewed at the next FGB meeting:</p> <ul style="list-style-type: none"> • Minutes • Trustees in School • Monitoring visits by Trustees – AP8
10a	<p>HT update – CS – written report to be emailed to Trustees – AP9</p> <p>CS reported that there are 437 pupils on roll today. A particular discussion around appointment and retention of NQTs took place. KHD asked about the recruitment process and NQT support. CS, DC and SN commented that the interview process is thorough and robust, and the support NQTs receive at the school is well above that normally offered. TH commented the school's expectations are high and an element of resilience is required. SD commented that there is a 36% drop-out rate for NQTs nationally. CS to advertise any vacancies, whilst noting summer is a more natural time to recruit teachers. The Office Manager interviews took place today.</p>
10b	<p>School Improvement Plan</p> <p>CS will allocate time to refocus the plan as it has grown too large. To separate out ongoing activities and monitoring, from clear focussed improvement initiatives to fulfil targets specific to 2020/2021 – AP10</p>
11.	<p>Trustee update – KHD</p> <p>Progress towards the agreed priorities was reported:</p> <ol style="list-style-type: none"> 1. Environmental awareness linked to citizenship, Pupil Council and Eco warrior work – RD reported under agenda item 4, things are moving on well. 2. Family engagement with learning to improve standards – continuing work on this through committees and capturing evidence of related activities. 3. Trustee development: engagement with training, recruitment for future-proofing – all Trustees to update their skills audit, prospective Trustees attending this meeting. 4. Catering development – this will be shelved at the moment as the kitchen staff team have improved, with lunches and lunchtime consequently also improving. Finance is too tight to consider in-house catering further at the moment. <p>It was agreed all Trustees should <u>update</u> their Skills Audit on TTG – AP11 Once completed the updated skills audit will be used to plan Trustees training and development.</p>
12.	<p>Trustees Thank Yous</p> <p>Discussed – AP12</p>
13.	<p>AOUB</p> <p>None</p>
14.	<p>Dates and Times</p> <p>The 'Trustees In School Day' will be held on 6/3/2020 starting at 8.00am – plan of the day to be drafted and circulated – AP13 Next FGB is scheduled for 26/3/2020 at 6.30pm. (TH apologies)</p>
	<p>Meeting closed at 8.50pm</p>