



**Minutes of the Lanesend Primary School
Full Governing Board Meeting
Wednesday 16th December 2020, 6.30pm
Virtual via 'GoToMeeting'**



Present online:

Trustees: Karen Herbert-Duff (KHD) Chair, Jo Hunter (JLH) Vice-Chair, Laura Augustus (LAu), Ian Carrington (IC), Andrea Flux (AF), James Hall (JHa), Tara Hopkinson (TH), Emma Norton (EN), Caroline Sice (CS) Headteacher.

Apologies: Steve Dixon (SD).

In attendance: Carrie Almond (CA) Finance Manager

Reporting to the Board: Louise Hallsworth (LH) (James Cowper Kreston), Auditor **(6.45 to 7.11pm)**

Clerk: Margaret Henshaw (MJH)

1.	<p>Welcome, apologies, quorum KHD welcomed everyone to the meeting. Apologies were tabled and accepted from 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 a. CS declared COVID-19 actions. b. KHD declared succession planning for Chair and Vice Chair of Trustees. Both accepted.</p>
3.	<p>Declarations of Pecuniary or Personal Interest KHD: sister (LAu) and brother-in-law are employed at other IW Academies CS: employed at the school with a daughter, and a niece also employed at Lanesend AF: employed at the school with a daughter also employed at Lanesend TH: employed at the school LAu: employed at another local Academy, husband also employed at another local Academy, sister of KHD CA: employed at the school</p>
4.	<p>Minutes of FGB 23/09/2020 Agreed as a true record. Proposed by JLH, seconded by KHD, all present agreed. To sign when possible, file and upload – AP1</p>
5.	<p>Actions from 23/09/2020 AP1 – completed AP2 – information on GovernorHub will be checked in January 2021 – AP2 AP3 – completed, Agenda Item 13. AP4 – completed AP5 – ongoing, Link Trustees email summaries to MJH as they arise in the agendas/minutes AP6 – completed AP7 – completed AP8 – completed AP9 – the work towards an IWMAT is ongoing AP10 – in hand AP11 – completed AP12 – Agenda Item 10. AP13 – completed AP14 – Agenda Item 14. AP15 – TH will present 'Curriculum Vision' at FGB 27/01/2021</p>

6.	<p>Safeguarding</p> <p>Due to concerns re staffing levels and the virus, the school moved to online learning for the majority of pupils today (16/12/2022). Pupils who are deemed vulnerable, or children of Key Workers can continue to attend in person. Approximately 50 (fifty) pupils in school. Feedback from the community is supportive of this decision. All appropriate agencies have been informed.</p> <p>A complaint re a fracture is in process.</p> <p>A pupil jumped the gate last week but was returned to school calm.</p>
7.	<p>Accounts</p> <p>LH joined the meeting to present the auditor's report of the accounts. She commented that restricted reserves have been used and unrestricted ones have increased by £64K (sixty-four thousand pounds). Reserves have been used for maintenance. There is good management of the budget with a good result, well done to CA. The Audit was 'clean'.</p> <p>CA commented that all previous corrective actions have been completed.</p> <p>The Trustees had no questions for LH.</p> <p><u>Accounts proposed by EN, seconded by KHD, all agreed.</u></p>
8.	<p>Committee Group Reports</p> <p><u>CCG</u>: JLH reported a continued focus on SEND and related funding issues, and the ongoing impact of COVID-19.</p> <p><u>TLG</u>: KHD reported an ongoing consideration of SATs for 2021. Some pupils' continuity of learning has been badly affected by the virus. To consider further – AP3</p> <p><u>MCG</u>: EN reported regular meetings. Current budget surplus of £31, 700 (thirty-one thousand, seven hundred pounds). No concerns with the budget. The Schools Resource Management Advisor (SRMA) review has been completed. The report will be received in the spring of 2021. The report is expected to be positive. Revised staffing ratio at The Den.</p>
9.	<p>Schools Resource Management Advisor (SRMA) Review</p> <p>Please see Minutes of MCG 16/12/2020.</p> <p>KHD thanked everyone for their work relating to the review.</p> <p>The report will be received in the Spring of 2021 and is expected to be positive.</p> <p>School/Class Organisation</p> <p>To be an Agenda Item at MCG 24/02/2021.</p>
10.	<p>Policies</p> <p><u>CCG</u>: Acceptable Use, Anti Cyber-bullying, Anti Violence and Aggression, Child Exclusion, CPD, Diabetes, Eating Disorder, Emotional Health and Wellbeing of Children, Epilepsy, Family Involvement, First Aid, Home Visits, Intimate Care (and Intimate Care Consent Form), Intruder, Liaison and Transition, Looking After Our Children, Missing Child, Mobile Phone, Pupil Council, Pupil Voice, Risk Assessment, Road Safety, School Security, Self-Harm, Sick Child, Social Media, Troubled and Vulnerable Children, Uncollected Child, Volunteers, Use of Images, Communication.</p> <p><u>MCG</u>: Code of Conduct; Staff, Complaints, Pay, Performance Progress, Maternity Provision, Pay, Performance Progress, Parental Leave, Restructuring, Redundancy and Redeployment, Shared Parental Leave, Special Leave</p> <p><u>TLG</u>: Assessment, Early Years, Early Years Key Person, Early Years Transition, Eco School, Feedback, Home Learning, Learning Observation, Pond Safety, Promises to Love Learning, Relationship and Sex Education, Remote Learning, Swimming.</p> <p><u>All the above polices were proposed by TH and seconded by IC, all agreed.</u></p> <p>TH commented that all policies are now up to date.</p> <p>KHD thanked TH for her time in ensuring the polices are all reviewed promptly.</p>
11.	<p>Curriculum Vision</p>

	This presentation will now take place at FGB on 27/01/2021.
12.	Well-being Report As SD was unable to attend the meeting the report was not available. To agenda for the next meeting, 27/01/2021 – AP4
13.	Trustee Membership/Skills Audit/Training and Development Update <u>Membership</u> There has been one expression of interest in becoming a Parent Trustee which KHD will follow up – AP5 <u>Skills Audit</u> All Trustees have completed the skills audit, the overall outcome of which is on GovernorHub. <u>Training and Development</u> KHD challenged all trustees to complete a NGA Learning Link module before the next meeting, a list of the modules, fifty in total, is on GovernorHub – AP6
14.	Trustee Priorities for 2020/2021 The priorities for Trustees for 2020/2021 are: <ul style="list-style-type: none"> • Diversity and ECO Warrior • Wellbeing • Covid-19 issues • Maths and assessment There is ongoing activity in all areas. Please see Committee Group Reports.
15.	Headteachers Report: CS The completed written report will be put on GovernorHub – AP7 Currently 436 (four hundred and thirty-six) pupils on roll. There are more boys on roll than girls. 30% (thirty percent) SEND, 31% FSM (thirty-one percent Free School Meals) and 38% PPG (thirty-eight percent Pupil Premium Grant). EAL (English as an Additional Language) up, to 5% (five percent). Attendance is currently 97.8% (ninety-seven-point eight percent). A few staff changes; admin team, LSA, MSA. Performance/progress Management reviews completed. Maths is a focus with FLiC assessments now weighted to better reflect progress in a standardised way. The quality of teaching and learning is good, behaviour is good. The lanyards have been a positive initiative and pupils now champion each other's progress. Stereotypes are being challenged as part of the focus on diversity. Safeguarding actions continue. Early adopter for the revised Early Years Foundation Stage (EYFS) curriculum. Health and safety actions in progress.
12.	AOUB a. <u>COVID-19 actions</u> – see Item 6. b. <u>Succession planning for Chair and Vice Chair of Trustees.</u> KHD reminded all Trustees that JLH and herself are standing down as Chair and Vice Chair at the end of the academic year. They will remain as Trustees. An offer was made to anyone interested to 'shadow' KHD or JLH over the next months. There are some training modules on NGA Learning Link to support this development.
13.	Dates of next meeting: Agreed as 27/01/2021 at 6.30pm.
	There being no further business to discuss the meeting closed at 8.10pm
	Everyone wished everyone else a Happy Christmas!

Actions

<u>Action Point</u>	<u>Minute Reference</u>	<u>Action</u>	<u>Who</u>	<u>When/By</u>
1	4	To file agreed Minutes of 23/9/2020 and to arrange for them to be uploaded to the website	MJH	27/01/2021
2	5	All Trustees to check agreed information and declarations on GovernorHub are up to date	All Trustees	27/01/2021
3	8	Agenda SATs discussion for next FGB	MJH	27/01/2021
4	12	Provide a Well-being Report for next FGB	SD	27/01/2021
5	13	Follow up expression of interest re new Parent Trustee	KHD	27/01/2021
6	13	All Trustees to complete at least one NGA Learning Link Module	All Trustees	27/01/2021
7	15	Email HT Written Report Autumn 2 2020 for distribution to Trustees	CS	ASAP