



**Minutes of the Lanesend Primary School  
Full Governing Board Meeting  
Wednesday 27<sup>th</sup> January 2021, 6.30pm  
Virtual via 'GoToMeeting'**

**Present online:**

Trustees: Karen Herbert-Duff (KHD) Chair, Jo Hunter (JLH) Vice-Chair, Laura Augustus (LAu), Ian Carrington (IC), Steve Dixon (SD), Andrea Flux (AF), James Hall (JHa), Tara Hopkinson (TH), Emma Norton (EN) **(from 6.38pm)**, Caroline Sice (CS) Headteacher.

Apologies: None

Clerk: Margaret Henshaw (MJH)

<b>1.</b>	<p><b>Welcome, apologies, quorum</b> KHD welcomed everyone to the meeting. There were no apologies. The meeting achieved the minimum number of Trustees to be considered quorate <b>(5)</b> and remained above this number for the duration of the meeting.</p>
<b>2.</b>	<p><b>Declarations of any other urgent business</b> a. MJH said SATs should have been an agenda item. b. MJH said that Trustees' Wellbeing should have been an agenda item. Both accepted.</p>
<b>3.</b>	<p><b>Declarations of Pecuniary or Personal Interest</b> 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 SD: wife 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>
<b>4.</b>	<p><b>Minutes of FGB 16/12/2020</b> Agreed as a true record. Proposed by LAu, seconded by JLH, all present agreed. To sign when possible, file and upload – <b>AP1</b></p>
<b>5.</b>	<p><b>Actions from 16/12/2020</b> AP1 – completed AP2 – Agenda Item 7. KHD has the training and development spreadsheet from SN AP3 – Agenda Item 16. AP4 – SD to liaise with NN and provide a Wellbeing Report for the next FGB, 22/03/21 – <b>AP2</b> AP5 – a prospective new Parent Trustee is meeting with KHD next week AP6 – partly completed: to email training certificates to Debbie Dixon – <b>AP3</b> AP7 – completed, on GovernorHub</p>
<b>6.</b>	<p><b>Safeguarding - CS</b> The government have announced that schools will remain closed to all pupils, apart from those in specific groups, until at least 8/3/21. As reported in recent committee group meetings, staff have been provided with COVID-19 home testing kits to use twice a week. Out of 96 (ninety-six) staff 3 (three) have refused. Results will be shared with school who will then collate them. Anyone who has a positive home test is required to book a 'test centre' one and self-isolate. The tests are numbered and can only be used by staff members and not other members of their household. Some staff have received vaccinations; these have been recorded and will be monitored. There have been no further cases in school. Staff</p>

	<p>absence has fallen. The school has checked all the recent advice for remote learning to ensure screen backgrounds are appropriate etc. There are no general concerns apart from the familiar ones of those who are in specific groups.</p>
<b>7.</b>	<p><b>Review of Trustee Information on GovernorHub</b> MJH has sent reminders to Trustees to update their personal profile and declaration information on GovernorHub. This should be checked regularly. MJH to update website information to reflect current pecuniary interest declarations – <b>AP4</b></p>
<b>8.</b>	<p><b>Committee Group Reports</b> <u>CCG</u>: JLH reported the group had discussed pupil numbers and the high numbers in school with EHCPs, the recent SEND banding consultation, the virus testing for staff, attendance coding for vulnerable pupils and how to monitor the number of potential parent complaints at an early stage.  <u>TLG</u>: KHD reported the group had discussed numbers in school, planned new ways of reporting to parents, curriculum leader development and standardised assessment data. Remarkable Children will be a focus for the next meeting.  <u>MCG</u>: EN reported the group had discussed the costs of COVID-19, admission numbers for 2021, the budget, iPads provided by the government for remote learning, lunch vouchers, minor staff changes and staff wellbeing.</p>
<b>9.</b>	<p><b>Policies</b> <u>CCG</u>: Additional Educational Needs Policy. Proposed by EN, seconded by SD, all agreed.</p>
<b>10.</b>	<p><b>Approval of Admissions Policy</b> Following the required period of consultation, which yielded no responses, the Admissions Policy was proposed by AF, seconded by JLH, all agreed. To be sent to the appropriate authorities.</p>
<b>11.</b>	<p><b>Curriculum Vision Presentation – TH – on GovernorHub</b> TH presented the revised curriculum to Trustees. This included staff curriculum responsibilities, how the curriculum areas are organised, the vision for subjects with links to employment ideas, skills progression and pupil voice.  <b>A Trustee asked if the skills progression linked to FLIC.</b> TH said that most English and maths elements did; the documents were working ones. IC, LAu and SD to organise a remote FLIC training session with GA – <b>AP5</b>  There are action plans for each curriculum area which will be reviewed twice a year. These support training and development of staff. The current curriculum design and responsibilities bring more cohesion, play to the strengths of the staff team and support succession planning.  CS said the skills were broken down from national curriculum objectives. There is also a spreadsheet recording the contextual resources used for the skills eg which book or artist was used, so pupils shouldn't encounter the same one again within the school.  Priorities now are to engage further with the wider curriculum, with classes developing their own interests underpinned by curriculum skills. Curriculum Leads are developing confidence to talk about their subject. They are going to organise a whole school event once a year and provide videos for the website. Classroom practice is shared using IRIS and a bank of lesson videos is gradually being produced.  <b>A Trustee asked about dedicated time for subject leaders.</b> TH said that staff meeting times have been reorganised so one in four meetings is now a curriculum focus. Year Leaders have the flexibility to release subject leaders. CS said the school has curriculum teams so staff feel supported.  <b>Trustees said this was a fantastic piece of work and to thank everyone involved.</b></p>

<b>12.</b>	<b>Well-being Link Report</b> To action for the next meeting – Item 5, <b>AP2</b> .
<b>13.</b>	<b>Trustee Membership</b> Item 5, AP5. KHD is meeting with a prospective Parent Trustee next week. Trustees have made a recruitment video which everyone watched. <b>Well done to all Trustees involved.</b>
<b>14.</b>	<b>Trustee Priorities for 2020/2021</b> The priorities for Trustees for 2020/2021 are: <ul style="list-style-type: none"> <li>• Diversity and ECO Warrior</li> <li>• Wellbeing</li> <li>• Covid-19 issues</li> <li>• Maths and assessment</li> </ul> There is ongoing activity in all areas. Please see Committee Group Reports. It was decided to move the 'Trustees in School Day' to the summer term in the hope that some restrictions would be over and a more meaningful day could be accessed. <b>The new date is WEDNESDAY 23<sup>rd</sup> JUNE 2021.</b> To put on GovernorHub and notify Members – <b>AP6</b>
<b>15.</b>	<b>Headteachers Report: CS verbal</b> CS said that the recent written report, and the reports to Curriculum Groups, contained most information. The school currently has 438 (four hundred and thirty-eight) pupils on roll. The LA has overturned a decision and a Y4 pupil has been admitted, giving 62 (sixty-two) in that year group. This may have implications for class planning for September 2021. The school still has more boys than girls. A meeting has been requested re the SEND challenge, with some elements still needing clarification. The premises team would like to visit the school to survey the site for a possible provision. <b>It was decided that JLH, IC and EN would be included in a meeting with Chris Jones/Premises Team CS to liaise over the meeting – AP7</b>  CS is concerned about the effect the continued lockdown is having on children's wellbeing and mental health.  There is a maths focus for home learning as this is the subject the school is most concerned about.  CS said staff always appreciate positive messages of encouragement from the Trustees.
<b>16.</b>	<b>AOUB</b> <ol style="list-style-type: none"> <li>SATS etc: these have been cancelled. The school will use past papers, standardised scores and teacher assessment to give an indication of each pupil's attainment. In EYFS it is suggested, where possible, to do the assessment but no data will be submitted.</li> <li>Trustees' Wellbeing: the non-staff Trustees have a WhatsApp Group where they can share concerns. <b>The Vice Chair thanked KHD for doing a fantastic job as Chair, emailing staff at the beginning of term etc.</b></li> </ol>
<b>13.</b>	<b>Dates of next meeting:</b> Agreed as MONDAY 22/03/2021 at 6.30pm. 'Trustees in School Day' rescheduled for WEDNESDAY 23 <sup>rd</sup> JUNE 2021
	<b>There being no further business to discuss the meeting closed at 8.05pm</b>

## 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 16/12/2020 and to arrange for them to be uploaded to the website	MJH	22/03/2021
2	5	Provide a Well-being Report for next FGB	SD	22/03/2021
3	5	Trustees to email completed training certificates to Debbie Dixon	All	22/3/2021
4	7	Update website re Trustees' declarations etc	MJH	22/3/2021
5	11	To access FLiC training with GA	IC, LAu, SD	22/03/2021
6	14	Edit GHub and inform Members of revised 'Trustees in School Day' date	MJH	ASAP
7	15	Meet with Chris Jones/Premises Team	JLH, IC, EN, CS	22/3/2021