



**Minutes of the Lanesend Primary School
Full Governing Board Meeting
Monday 22nd March 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) (joined during item 7)
James Hall (JHa)
Tara Hopkinson (TH)
Emma Norton (EN) (joined during item 7)
Caroline Sice (CS) Headteacher

Apologies: None

Clerk: Margaret Henshaw (MJH)

Clerk: Katie Pevreall

1.	Welcome, apologies, quorum KHD welcomed everyone to the meeting. There were no apologies. 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 None
3.	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 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
4.	Minutes of FGB 27/01/2021 Agreed as a true record. Proposed by JLH, seconded by TH, all present agreed. To sign when possible, file and upload – AP1
5.	Actions from 27/01/2021
5a.	All actions from the previous meeting were completed aside from the following: AP2 – wellbeing report to be given at the next FGB AP5 – IC had accessed FLiC training but it was noted that it would be beneficial for GA to attend the next FGB to discuss FLiC and eco-friendly initiatives - AP2
6.	Safeguarding – CS
6a.	Safeguarding continues to be effective. Staff had been reminded of procedures in after school clubs to ensure they remained safe.

<p>6b.</p> <p>6c.</p> <p>6d.</p>	<p>The school had received another email about parking and dangerous driving around the school. Families had been reminded in the newsletter.</p> <p><i>Q: Are families maintaining social distancing and wearing masks at the gate?</i> <i>A: Most are and CS is speaking to people if they are not.</i></p> <p>It was noted that generally families are being supportive and wanted to follow Covid guidelines.</p>
<p>7.</p> <p>7a.</p> <p>7b.</p> <p>7c.</p> <p>7d.</p> <p>7e.</p> <p>7f.</p> <p>7g.</p> <p>7h.</p> <p>7i.</p> <p>7j.</p> <p>7k.</p>	<p>Committee Group Reports</p> <p>CCG 19/03</p> <p>The data surrounding EHCPs had been reviewed. More parents were requesting their child with EHCPs be placed at the school. The school does not receive adequate funding to support children with EHCPs and this was affecting the school's budget. The school had sought legal advice.</p> <p>It was noted that the LA had agreed to move forward with the new EHCP banding formula. There had been 96 replies to the proposal, 89 of which had requested they do not agree it.</p> <p>Attendance is good and everyone who the school was expecting to return to school had done so. No more children had been lost to home education and some that had left previously had requested to come back however the school did not have space to accommodate this.</p> <p>The family team were commended for their efforts and attention to vulnerable families. It was noted that the pandemic had had an economic impact on the school's families. The family team had done great work providing wellbeing support and signposting families to financial help.</p> <p>CCG had now added Parent Attitudes and Behaviours as a standing item so that this can be monitored and any issues arising addressed early.</p> <p>The group discussed the recommendations from the complaints appeal panel. It had been recommended that the school write a code of conduct for the parent to follow. Once this was in place an email address would be agreed for the parent to use to contact the school. It was hoped the first proposal would be available to the parent before the Easter break.</p> <p>As a result of the complaints appeal recommendations IC and JLH had agreed to review the Communications Policy and the Violence and Aggression Policy and recommendation any changes they feel are necessary.</p> <p>TLG 11/03</p> <p>It was noted that in September 2021 the school would be losing 69 children from Y6 and approximately 57 YR pupils were joining. The school was looking to potentially increase the current Y4 to three classes so that the ten children on the waiting list could be enrolled.</p> <p>The school had carried out some standardised assessments for all year groups. Any child scoring above 110 was being reassessed and provision would be put in place for those who scored consistently highly. Data would be provided for this when it was available.</p> <p>There had been a concern around Y2 FLiC data and the Y2 standardised scores had also been low. The school was investigating why this was the case.</p> <p>Two temporary LSAs had been employed to work with years 1,2,4 and 5.</p>

<p>7l.</p> <p>7m.</p> <p>7n.</p> <p>7o.</p> <p>7p.</p> <p>7q.</p> <p>7r.</p> <p>7s.</p> <p>7t.</p> <p>7u.</p> <p>7v.</p> <p>7w.</p>	<p>TH had given an update on EYFS with a focus on the new progression tracking system which had been introduced. Families had given positive feedback on this so far.</p> <p>MCG 24/02 and 17/03</p> <p>EN joined the meeting</p> <p>KHD and EN had reviewed the accounts earlier in the day.</p> <p>It was noted that the surplus had reduced to approximately £18,000 in January, however, the school was expecting a sum of approximately £12,000 for FSM. Early indications suggested that the surplus would be approximately £30,000 for February.</p> <p>Debts were at an all-time low and the office staff were working extremely hard to reduce the figure even further.</p> <p>The school had proposed three different options for the budget moving forward. All three showed a deficit in years two and three. The group asked that the school bring back budget proposals that would see a breakeven in the second year as opposed to a deficit.</p> <p>The group had discussed recommendations made in the SMRA report. The school had approached the Big Wight T-Shirt Company about holding the school uniform. This would mean that the price to parents would increase.</p> <p>AF joined the meeting.</p> <p>The report had also recommended reducing the number of staff in The Den. CS had reduced the number of staff but not to the ratios that the report had recommended. The group was also monitoring the effect of the rise in minimum wage on The Den and it was noted that the price to parents may have to increase slightly.</p> <p>The group had discussed the accounts software and it was noted that the school could not afford to upgrade to different software but that it was fit for purpose. The school was also looking to use the free benchmarking tool provided by the DfE.</p> <p>The group was tracking Covid costs which were now at approximately £16,000. This figure did not include the Covid catch up costs such as teachers and LSAs. This was being monitored carefully.</p> <p>The group had discussed the school joining an Isle of Wight MAT. The two church schools that the school had approached originally had chosen to join a Chichester Diocesan MAT. The school was still in contact with Schoolworks and would like to have a hub like Schoolworks.</p>
<p>8.</p> <p>8a.</p> <p>8b.</p> <p>8c.</p>	<p>Policies:</p> <p>CCG: None.</p> <p>MCG: Admissions Capability Code of Conduct Debt</p> <p>TLG: Assessment</p>

<p>8d.</p> <p>8e.</p>	<p>Curriculum PPG PESPG</p> <p>FGB: No Smoking</p> <p>EN proposed to approve all policies listed, IC seconded all agreed.</p>
<p>9.</p> <p>9a.</p>	<p>Wellbeing Link Report</p> <p>This had been postponed until the next meeting.</p>
<p>10.</p> <p>10a.</p> <p>10b.</p>	<p>Trustee Membership and Training Update:</p> <p>JLH had spoken to a potential trustee who is a retired secondary teacher. It was hoped she would be able to start in the Summer or Autumn term. It was agreed that TH would post the trustees video on social media again – AP3</p> <p>Trustees were required to complete the following training: Safeguarding, KCSIE, Prevent, FGM. Madi Dyer was able to provide access to training or there were modules available via the Learning Link. Trustees were asked to email Madi letting her know which training they had undertaken so that she could keep a record – AP4</p>
<p>11.</p> <p>11a.</p> <p>11b.</p>	<p>Trustee Priorities/Action Plan Update</p> <p>Trustees in school day had been rescheduled for 23rd June.</p> <p>It was agreed that GA would be invited to the next meeting to discuss FLiC and eco-friendly initiatives.</p>
<p>12.</p> <p>12a.</p> <p>12b.</p> <p>12c.</p> <p>12d.</p> <p>12e.</p> <p>12f.</p> <p>12g.</p>	<p>Headteacher's Verbal Report</p> <p>A written report had been circulated prior to the meeting.</p> <p>There had been up to 57% of children in school during the January lockdown. Of the 43% of children who were learning from home, approximately 75% were accessing live lessons. It was noted that some children who did not participate were doing their own learning at home and other children were doing nothing.</p> <p>AF had met with some of the children on waiting lists in different year groups and had offered some places.</p> <p>The school was currently made up of 55% boys and 45% girls.</p> <p>Succession planning for middle leadership was underway with staff attending courses throughout the year. Some members of staff were enrolled on senior leadership courses and it was hoped that at least one AHT would start their NPQH next academic year.</p> <p>The school had met with the LA to discuss the potential special provision unit. The school had to make considerations such as where this could be accommodated and how this would impact on class sizes and therefore workload. CCG had noted that even if the LA were to ask to place the special unit at Lanesend the school may turn it down. Discussions about a nursery provision had also taken place at CCG.</p>

12h.	The data for maths was still a cause for concern and remained a focus. It was noted that although concepts are being taught they aren't being retained and families were often not confident with maths at home. YR were doing a weekly maths challenge and 14 out of 61 children were participating in that. The school was looking at Maths Rockstars as a potential resource to improve maths progress and attainment.
12i.	The curriculum had remained strong through lockdown and the live lessons for those learning from home had been a success. The next step was to reintroduce some of the experiences that children had missed out on during lockdown such as trips, sailing, swimming, theatre visits. It was hoped that this would decrease the negative impact of the lockdown.
12j.	The school noted that they were trying to increase the diversity of children's experiences. The board discussed the barriers faced in trying to hire a more diverse range of staff. It was noted that local primary schools had similar demographics of teachers.
12k.	There had been a focus on staff wellbeing. CA and NN had put together a staff wellbeing survey and the school was confident that any staff who were struggling knew they had someone to talk to.
12l.	TH had now completed all the early language screenings. It was noted that some of boys had the highest scores in reading and language which was unusual. The school felt that it was important to nurture this so that boys aren't negatively impacted by their peers as they get older.
12m.	The school was going to invest in a mile run track and was seeking a quote from this to be made from artificial grass instead of tarmac.
12n.	PPG was being monitored carefully. It was noted that, not including SEN children, the school's disadvantaged children were often performing better than other children.
12o.	Attendance the first week back at been 99%. The school was going to address the attendance of children with EHCPs and children on the SEN register as their attendance was not always as high.
12p.	Starting in September all NQTs would be on a two-year programme with 10% extra time for their 1 st year and 5% for their second year. The funding for each NQT would be £2,100 which would likely not be adequate and would have an impact on the school's budget.
12q.	<p>Thorndon Primary School and Portswood Primary School had both been given their teaching hub status and as such would be responsible for training and development for Isle of Wight schools. Thorndon Primary School was visiting on 26th April to discuss how they can support Isle of Wight schools.</p> <p>The board discussed the upcoming France trip. It was noted that the school could not cancel without losing their deposit and as such was waiting to see what the situation would be closer to the time.</p>
13.	AOB None
14.	Dates of next meeting:
14a.	26 th May 6:30pm
14b.	It was noted that the trustees in school day should be planned at the next meeting – AP5
There being no further business to discuss the meeting closed at 8pm	

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 27/01/2021 and to arrange for them to be uploaded to the website	KP	26/05/2021
2	5a	GA FLiC and eco update to be added to next FGB agenda	KP	12/05/2021
3	10a	TH to post trustees video on social media	TH	ASAP
4	10b	Trustees to inform MD of completed training	ALL	ASAP
5	14b	Trustees in School Day planning to be added to next agenda	KP	12/05/2021