



**Minutes of the Lanesend Primary School
Full Governing Board Meeting
Wednesday 26th May 2021, 6.30pm**

Present online:

Trustees:

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)
 Caroline Sice (CS) Headteacher

Apologies: Karen Herbert-Duff (KHD) Chair

Clerk: Katie Pevreall

1.	<p>Welcome, apologies, quorum JLH welcomed everyone to the meeting. Apologies were accepted from KHD. 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 Trustees agreed to discuss the impact of CEC admissions on Lanesend families.</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 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 CEC (relevant to AOUB), husband also employed at another local Academy, sister of KHD CA: employed at the school</p>
4.	<p>Minutes of FGB 22/03/2021 Agreed as a true record. Proposed by EN, seconded by SD, all present agreed. To sign when possible, file and upload – AP1</p>
5.	<p>Actions from 22/03/2021</p>
5a.	<p>It was agreed KP would invite GA to the next meeting for his presentation – AP2</p>
5b.	<p>Trustees discussed the date for the next FGB. It was agreed that it would be moved to 15th July at 6:30pm and TLG would take place on the same day at 5:30pm.</p>
5c.	<p>The board discussed Trustees in School Day. It was agreed that members would be invited – AP3</p>
5d.	<p>Trustees requested a mixture of observations and 1:1s with staff. It was agreed the following areas would be looked at:</p>

	<ul style="list-style-type: none"> • Maths • Remarkable Children • Wellbeing • Science • PE • Art • Children’s Groups (Eco, Antibullying, SNAG)
5e.	The school would plan the day for the trustees and recommend questions to ask in 1:1s.
6.	Safeguarding – CS
6a.	There had been a behaviour incident discussed at CCG.
6b.	There had been one data breach. A file was uploaded to the new SEN platform, a member of staff thought they had only uploaded one child’s file but had uploaded the files of all children. There was no personal information such as addresses in the files, just the school’s internal data. The information would have been available to those sitting on the panel however NN had phoned all schools involved and no-one had opened it.
6c.	JLH had not been able to check the SCR with CR as planned.
7.	<p>Committee Group Reports</p> <p>MCG 14/04 and 19/05</p> <p>7a. The accounts showed a healthy surplus for April of £97,448.50. It was noted that due to the school holidays there was less expenditure in April and a few one-off payments had been received.</p> <p>7b. Debts were very positive. The majority of the debt left was from pupils no longer at the school and the figure was at its lowest ever.</p> <p>7c. The health & safety audit had taken place and it was positive. The site manager was leaving but a recruitment plan was in place with interviews taking place on Thursday 27th May.</p> <p>7d. A spend of £6,500 had been agreed for a sensory wall in the playground.</p> <p>7e. The group discussed the potential spend of £47,600 + VAT to lay an artificial grass track around the perimeter of the field. It was noted that there was approximately £10,000 allocated to P.E. which had not yet been spent. An email with CA’s thoughts on the spend had been made available on governor hub.</p> <p>7f. <i>Q: What is the rationale for the track?</i> <i>A: The school does a daily mile with all the children. During the winter months this can be challenging when the field becomes very muddy. This can impact on learning time if children have to change clothes due to the mud. We want to invest in the outdoor environment for the children and continue to raise the profile for sports. It is also positive in terms of the perception of the school.</i></p> <p>7g. <i>Q: Does the track have potential to create income?</i> <i>A: This is unlikely as it is not a running track. The choice of artificial grass means that it won’t impact the current rentals of the field.</i></p>

7h.	Trustees discussed the lifespan of the track, how quickly it would deteriorate and any maintenance it would require.
7i.	It was proposed that trustees agree to the school moving forward with purchase but that the school try and get the track for a reduced price.
7j.	The board discussed the possibility of an outside classroom. CS provided trustees with an example of an outside classroom which cost between £8,000 and £20,000. The board discussed potential placement of an outside classroom.
7k.	<p><i>Q: Does the school need to spend money to increase classroom space and would that be a priority over a grass track?</i></p> <p><i>A: We can accommodate 21 classes of no more than 22 in each class, however not all the rooms are ideal. If the school wanted to build an extra full classroom it would cost approximately £240,000.</i></p>
7l.	It was noted that there may be some scope to get funding to extend and improve the site in the next stage of SIF bids. It was noted that if the school pursued the idea of a pre-school it was likely that they would need money to adapt the school to make it more suitable for three-year olds, for example the toilets, however that funding may also come through a SIF grant. Trustees also discussed having an alternative entrance. It was noted this would not be something the school could fund themselves.
7m.	IC proposed that the school pursue the grass track for the best possible price and then come back to trustees once costs had been confirmed. All agreed.
7n.	The school had proposed a budget that would allow small class sizes to be maintained, allow for 21 classes and to give AHTs two days for teaching and three days for leadership with the exception of NN who would teach for one day and spend her remaining time on leadership. AHTs had been consulted on this and would also cover curriculum and year leads for half a day a week.
7o.	The budget also included an uplift in uniform income of approximately £4,000. The school had decided that they would sell the stock they currently held at an increased price to cover some of the admin costs associated with selling uniform.
7p.	This would give the school a surplus for £44,972 for the year 2021/22 and £46,100 for the year 2022/23.
7q.	<i>EN proposed to agree the budget, IC seconded, all agreed.</i>
7r.	It was agreed that CA would circulate the full budget proposal via email – AP4 CCG 21/05
7s.	CS had met with Kate Symes from the LA to discuss the ongoing problems with EHCPs. The meeting had been positive. Since the meeting a new child with an EHCP had requested to come into YR. Kate Symes had called CS and agreed to give the child maximum funding and give the school access to Medina House for the child.
7t.	A meeting with the DfE and LA had been scheduled for 15 th July. CS had requested a meeting with just the DfE prior to this. Trustees were not required for the meeting. CS noted that she would bring the lawyer in as an observer to help advise on next steps.
TLG 20/05 (LAu)	

7u.	LAu reported to trustees in place of KHD.
7v.	There were no safeguarding issues or behaviour issues that were impacting on teaching and learning.
7w.	The new YR intake now had 56 pupils and home visits were going well. TH had noted that speech for the new intake was a concern and the school would continue with the Nuffield programme.
7x.	P Levels for children not accessing curriculum had been replaced by observational reports. The Early Years Lead from Medina House was coming in to discuss this with TH. NN VW and CS had completed the training on this.
7y.	The group had discussed development for curriculum teams. The school had held a 'speed dating' session for curriculum leads. Two new NQTs would support the curriculum teams in foundation subjects.
7z.	Shame training had been completed across the school. The feedback was that the training was powerful and everyone was benefiting from it.
7aa.	Although SATs did not have to take place this year, the school was still going to hold mock SATs. From the most recent round of assessments the school found that Maths was improving but was still a concern.
7ab.	Trustees discussed SATs 2022. It was noted that a decision had not been made on this by central government but that CS felt it would be appropriate for there to not be SATs in 2022. Trustees agreed to discuss this in Autumn 2 – AP5
7ac.	It was noted that Covid had particularly impacted the younger children because their skills were not so secure prior to lockdowns. Older children had caught up quicker.
7ad.	SD met with NN and CA to discuss staff wellbeing. It had been decided that the staff wellbeing survey would be redesigned to be more measurable so that it could become a more useful document. They had also discussed making it anonymised. A buddying system was in place so that staff had someone to talk to about their wellbeing.
7ae.	One suggestion from the meeting was that there could be a staff BBQ on the inset day in August to integrate new staff into the school in a social setting.
7af.	It had been agreed that staff wellbeing should be a standing agenda item for FGB.
8.	<p>Policies:</p> <p><u>CCG:</u></p> <ul style="list-style-type: none"> • Advocates and Independent Visitors • Disposal of Nappies and Personal Protective Equipment • Emotional Health and Wellbeing of Children • Headlice • Intimate Care • Liaison and Transition • Missing Child • Pupil Council • School Toilets • Separated Families • Troubled and Vulnerable Children

<p>8a.</p>	<ul style="list-style-type: none"> • Visitors and Contractors <p>It was agreed that the paragraph in Separated Families detailing the legislations could be simplified so it was more easily understood.</p> <p><u>MCG:</u></p> <ul style="list-style-type: none"> • Voice Care • Lone Working • Directed Time • Risk Assessment • Charging and Remissions • Complaints • Support Staff Performance Review • Fire Safety <p><u>TLG:</u></p> <ul style="list-style-type: none"> • E-Safety Policy • Pond Safety Policy <p>All fine.</p> <p><u>FGB:</u></p> <ul style="list-style-type: none"> • Admissions and Attendance Registers • Disability Equality Scheme and Disability Accessibility Plan • Register of Business Interests of Headteacher and Trustees Policy
<p>8b.</p>	<p>There had been no significant changes to the policies. The Disability Equality Scheme and Disability Accessibility Plan had been updated to reflect the most recent legislation.</p>
<p>8c.</p>	<p>SD proposed that all policies agreed at groups be agreed, subject to the above changes, JLH seconded and all agreed.</p>
<p>8d.</p>	<p>It was agreed that any feedback regarding the following policies be sent to TH by 11th June – AP6</p>
<p>9.</p>	<p>Wellbeing Link Report</p>
<p>9a.</p>	<p>This had been discussed in item 7.</p>
<p>10.</p>	<p>Trustee Membership and Training Update:</p> <p>Succession Planning (Chair and Vice-Chair)</p>
<p>10a.</p>	<p>KHD would and JLH would not be put themselves forward for Chair and Vice Chair respectively next year. All trustees had been asked whether they would be putting themselves forward. IC was the only candidate who came forward for Chair and LAu was the only candidate who came forward for Vice Chair. It was agreed that a transition process would start and that this would be formally voted in at the first meeting of the next academic year.</p>
<p>10b.</p>	<p>The board discussed link trustees for next year. It was agreed that two trustees would be linked to each of the three curriculum areas.</p>
<p>11.</p>	<p>Headteacher's Verbal Report</p>
<p>11a.</p>	<p>There were currently 434 children on roll. There would be three classes in Y4 the following year and places would be offered to those on the waiting list, so it was hoped that a similar number would be on roll in September.</p>

11b.	CS has carried out a Maths learning walk and noted that the activities in the classroom were enjoyable and children were engaged. She noted that the buzz around Maths in classrooms was missing, for example there was no vocabulary on the wall. She had fed this back to teachers.
11c.	CS noted that the school was not teaching enough logic and systems. She gave an example of a maths activity that the children had struggled with because of this.
11d.	It was hoped that moving forward CS would be able to carry out more observations.
11e.	There had been a behaviour incident discussed at CCG. The child was now being home schooled.
11f.	Visitors to the school had been commenting on how supportive and happy the school was.
11g.	The board discussed upcoming activities and trips and it was noted that uptake for this was good. It was thought that teachers were feeling a little overwhelmed as they were now so many activities going on after such a long time not able to do them.
11h.	The transition week was 12 th July. It was noted that this would take place in bubbles if necessary.
12.	Governor Paperwork (possible move to online)
12a.	It was agreed that minutes did not need to be filed in hard copy but that they would be 'signed' on governor hub and also kept on the school drive.
13.	AOB
13a.	One trustee noted that it would be good if trustees had the option to attend in-person meetings virtually if they were away for work or unable to arrange childcare. It was agreed that this could be arranged.
13b.	Trustees discussed admissions at CEC. It was noted that it was very stressful for families and children who had not been given a place at the local secondary school. John Nicholson from CEC had asked to meet with CS on Friday 28 th May to discuss this.
14.	Dates of next meeting:
14a.	It had been agreed the next meeting would take place on 15 th July at 18:30 after a TLG meeting at 17:30 the same day.
14b.	Trustees in school day would be 23 rd June.
There being no further business to discuss the meeting closed at 8:30pm	

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 22/03/2021 and to arrange for them to be uploaded to the website	KP	ASAP
2	5a	GA FLiC and eco update to be added to next FGB agenda	KP	08/07/2021
3	5c	Members to be invited to Trustees in School Day	KP	ASAP
4	7r	CA to circulate formal budget proposal via email	CA	ASAP
5	7ab	SATs 2022 to be added to Autumn 2 agenda	KP	Autumn term
6	8d	Trustee feedback on policies to be sent to TH	ALL	11/06/2021

