



**Minutes of the Lanesend Primary School  
Full Governing Board Meeting  
Wednesday 15<sup>th</sup> July 2021, 6.30pm**

**Present online:**

Trustees:

Jo Hunter (JLH) Chair for the meeting  
 Laura Augustus (LAu)  
 Ian Carrington (IC)  
 Steve Dixon (SD) (virtually)  
 Andrea Flux (AF)  
 James Hall (JHa)  
 Tara Hopkinson (TH)  
 Caroline Sice (CS) Headteacher

Apologies: Karen Herbert-Duff (KHD) Chair

Emma Norton (EN)

Clerk: Katie Pevreall

In attendance:

Graham Andre (GA) (present for item 9)

<b>1.</b>	<p><b>Welcome, apologies, quorum</b>          JLH welcomed everyone to the meeting.          Apologies were accepted from KHD and EN.          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></p>
<b>2a.</b>	<p>The school had met with the DfE on Monday 13<sup>th</sup> July regarding the school's complaint about the poor funding of EHCPs, disproportionate number of EHCPs at the school and the challenges the school faced as a result. The DfE would not allow the school's solicitor to attend the meeting.</p>
<b>2b.</b>	<p>The school had been due to meet with both the DfE and the LA on 15<sup>th</sup> July. The school felt that the agenda that was sent did not address any of their concerns and covered topics the school had already discussed with the LA many times. The school's solicitor advised the school not to attend the meeting and to write a letter noting that the complaint had not been addressed. This was agreed by the trustees who were due to attend the meeting.</p>
<b>2c.</b>	<p><b><i>Q: Are the EHCPs written by the LA?</i></b>  <b><i>A: Yes</i></b></p>
<b>2d.</b>	<p><b><i>Q: Is the solicitor confident you have a good case?</i></b>  <b><i>A: There are three other academies pursuing judicial review of EHCP funding and it will strengthen our case if all four academies do this at the same time.</i></b></p>
<b>2e.</b>	<p>It was noted that the school had calculated the cost of running each year group with two classes of 30 children and the LSAs required, and this cost would be greater than the current structure.</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</p>

	<p>SD: wife employed at Lanesend  AF: employed at the school with a daughter also employed at Lanesend  TH: employed at the school  LAu: husband also employed at another local Academy, sister of KHD  CA: employed at the school</p>
<b>4.</b>	<p><b>Minutes of FGB 26/05/2021</b></p> <p>Agreed as a true record.  Proposed by AF, seconded by LAu, all present agreed.  To sign when possible, file and upload – <b>AP1</b></p>
<b>5.</b>	<p><b>Actions from 26/05/2021</b></p>
<b>5a.</b>	<p>All completed</p>
<b>6.</b>	<p><b>Safeguarding – CS</b></p>
<b>6a.</b>	<p>All safeguarding matters had been discussed in committee groups.</p>
<b>7.</b>	<p><b>Committee Group Reports</b></p>
	<p><b>CCG 25/06/21</b></p>
<b>7a.</b>	<p>There had been one new member of staff employed at the school and the recruitment policy and procedure had been followed.</p>
<b>7b.</b>	<p>IC and JLH had met with a volunteer to review their DBS. The trustees were satisfied at the end of the interview that the volunteer posed no threat to the school or the children. A risk assessment had been put in place.</p>
	<p><b>MCG 23/06/21 14/07/21</b></p>
<b>7c.</b>	<p>There had been some concerns over the security of the charge card. A member of staff's personal amazon account had charged the charge card. Staff had been told to log out of the school amazon account on all devices.</p>
<b>7d.</b>	<p>The group had discussed cyber security.</p>
<b>7e.</b>	<p>The budget had been amended to include staffing updates and the new grounds maintenance contract.</p>
<b>7f.</b>	<p>The school had met with Gurnard Football Club to discuss the use of the field once the new track had been installed. This raised questions about the ongoing challenges of the sports field being used.</p>
<b>7g.</b>	<p><b><i>Q: Has it been proposed to the football club that a policy is written regarding the use of the field?</i></b>  <b><i>A: No but the school will implement a policy to address litter etc.</i></b></p>
<b>7h.</b>	<p>It was noted that the cost of the track was £33,000 as the original quote included VAT.</p>
	<p><b>TLG 25/06/21 (LAu)</b></p>

<p><b>7i.</b></p> <p><b>7j.</b></p>	<p>The group had discussed the progress within the school. CS had carried out learning walks for maths and literacy and had noted a lot of positives as well as recommending future actions to make sure that displays were being used effectively.</p> <p>Science, maths and computing would be included in the SIP next year.</p>
<p><b>8.</b></p> <p><b>8a.</b></p> <p><b>8b.</b></p>	<p><b>Policies:</b></p> <p><u>CCG:</u></p> <ul style="list-style-type: none"> <li>• Diabetes Policy</li> <li>• CCTV Policy</li> <li>• Mobile Phone Policy</li> </ul> <p><u>MCG:</u></p> <ul style="list-style-type: none"> <li>• School Closure Policy</li> <li>• Trustees and Members Allowance Policy</li> </ul> <p>It was noted that the school closure policy was updated to include closures due to a pandemic.</p> <p><u>FGB:</u></p> <ul style="list-style-type: none"> <li>• Attendance Policy</li> </ul> <p>JLH proposed to approve all policies, IC second and all agreed.</p>
<p><b>9.</b></p> <p><b>9a.</b></p> <p><b>9b.</b></p> <p><b>9c.</b></p> <p><b>9d.</b></p> <p><b>9e.</b></p> <p><b>9f.</b></p> <p><b>9g.</b></p>	<p><b>FLiC and Eco Update</b></p> <p><b>FLiC Update</b></p> <p>GA joined the meeting.</p> <p>GA briefly gave an overview of why the school had adopted FLiC to assess and track children's progress. It was noted that in addition to providing data for individual children it also provided average year group and class scores. This data allowed for targeted interventions to be put in place. FLiC also showed how many curriculum objectives were being covered.</p> <p>The school had altered their approach to FLiC this year. Previously all objectives had been weighted the same and it was felt it would be more useful to weight the objectives to give a truer reflection of children's capabilities.</p> <p>It was noted that some teachers had discussed FLiC on Trustees in School Day (TiSD) and were still not sure if it was the best approach for tracking progress. SLT felt it was the best solution available. It was also noted that on TiSD there were some concerns that the outcomes of PUMA did not match the FLiC. It was noted that PUMA could be used as evidence for FLiC.</p> <p>FLiC objective coverage was at 100% in maths and literacy for most year groups despite lockdown.</p> <p>It was noted that moving forward all year groups would prepopulate FLiC during planning meetings to ensure FLiC is being used effectively.</p> <p><b><i>Q: When will this be brought in?</i></b>  <b><i>A: Some year groups have already adopted this approach, but all year groups will start from September.</i></b></p>

<p>9h.</p> <p>9i.</p> <p>9j.</p> <p>9k.</p> <p>9l.</p> <p>9m.</p> <p>9n.</p> <p>9o.</p> <p>9p.</p> <p>9q.</p> <p>9r.</p> <p>9s.</p>	<p><b>Q: How are FLiC judgement moderated?</b>  <b>A: This is something year leaders and AHTs will monitor closely next year. Part of this will be file moderation to see if the file matches what has been FLiCed. Notes, photographs and PDFs can all be added as evidence.</b></p> <p><b>Q: Can no more marking reports be included as evidence?</b>  <b>A: Yes they can be included as a PDF</b></p> <p>It was agreed that during TiSD next year a focus would be a FLiC update from teachers – <b>AP2</b></p> <p><b>Q: Can the use of FLiC be included as a performance management target?</b>  <b>A: Yes</b></p> <p><b>Eco Update</b></p> <p>Due to the pandemic, it had been difficult for the eco champions to carry out their plans and they had been given a chance to continue their role for another year. The eco champions would be going for the silver award in the upcoming academic year.</p> <p>The switch off fortnight was planned for this academic year but the children weren't in school for this initiative. There is currently no information about an event next year.</p> <p>The school had purchased extra litter pickers and were doing regular litter picks. The children were searching for more child friendly bins. River and beach cleans were planned but were unable to go ahead due to restrictions. It was hoped that once restrictions had lifted the eco champions could become more involved in the local community.</p> <p>The champions were organising a meeting with PV to discuss whether the cleaning products used around school were environmentally friendly.</p> <p>It was noted that in oracy week lots of the speeches were about eco issues.</p> <p>Due to an increase in handwashing, eco champions had made signs reminding people to turn off taps.</p> <p>It was noted that they had achieved quite a lot this year considering the restrictions in place, and it was hoped that they could meet properly next year as mixed-bubble meetings were slowly reintroduced across the school.</p> <p>GA left the meeting</p>
<p>10.</p> <p>10a.</p> <p>10b.</p> <p>10c.</p>	<p><b>Term Dates for Next Year</b></p> <p>It was noted that a new councillor had proposed scrapping the two-week October half term for 2022/23.</p> <p>Trustees discussed term dates for 2021/22. It was noted that academies could take an extra development day if required.</p> <p>It was agreed that the Autumn term would end on 21<sup>st</sup> December and the Spring term would begin on 4<sup>th</sup> January. The Summer term would end on 22<sup>nd</sup> July and the school would include an extra development day.</p>

<p><b>10d.</b></p> <p><b>10e.</b></p> <p><b>10f.</b></p>	<p>Trustees discussed term dates for 2022/23. It was agreed that a survey would be sent to families in September regarding October half term 2022 to ascertain whether families had already booked holidays – <b>AP3</b></p> <p>It was noted that, for staff, a two week half term was much better for wellbeing and that a one week half term unsettles children.</p> <p>Trustees discussed potentially using some half term days to create long weekends to make childcare for families easier.</p>
<p><b>11.</b></p> <p><b>11a.</b></p>	<p><b>Wellbeing Link Report</b></p> <p>It was noted that SD would not be meeting with the wellbeing team again until September and an update would be provided in the Autumn term.</p>
<p><b>12.</b></p> <p><b>12a.</b></p> <p><b>12b.</b></p> <p><b>12c.</b></p>	<p><b>Trustee Membership and Training Update:</b></p> <p>Some trustees could not access the safeguarding course on governor hub. IC agreed to share the link with all trustees – <b>AP4</b></p> <p>JLH agreed to get in contact with the potential new trustee over the summer – <b>AP5</b></p> <p>TH would explore the possibility of current YR families being mentors to new YR families. LAu agreed to contribute to the video being sent to new YR families next week to introduce the idea – <b>AP6</b></p>
<p><b>13.</b></p> <p><b>13a.</b></p>	<p><b>Trustees Priorities/Action Plan Update (standing item)</b></p> <p>Trustees had discussed eco schools, maths, assessment and FLiC, and feedback from Trustees in School Day.</p>
<p><b>14.</b></p> <p><b>14a.</b></p> <p><b>14b.</b></p> <p><b>14c.</b></p> <p><b>14d.</b></p> <p><b>14e.</b></p>	<p><b>Headteacher’s Verbal Report</b></p> <p>It was noted that most of the report had been covered in committee group meetings.</p> <p>The school had lost eight children due to work and relationships making families move to different areas.</p> <p>Confirmed numbers for next year would mean the school would have 425 children on roll, this was 11 less than had been budgeted for. This was an area of concern. A priority for September would be to allow families to look around the school.</p> <p>CS noted that the team had been brilliant and had got through a very difficult year. She also noted that trustees had been supportive of this. The school had continued to move forward in lots of ways despite restrictions.</p> <p>The new SIP for September would be reduced and the school had already identified the main areas of focus.</p>
<p><b>15.</b></p>	<p><b>Proposed dates for all meetings next year</b></p>

<b>15a.</b>	It was agreed the clerk would circulate the proposed dates and for trustees to send feedback – <b>AP7</b>
<b>16.</b>	<b>AOB</b>
<b>16a.</b>	There was nothing to discuss.
<b>17.</b>	<b>Dates of next meeting:</b>  The next FGB would take place on 8 <sup>th</sup> September at 6:00pm.
<b>There being no further business to discuss the meeting closed at 8:20pm</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 26/05/2021 and to arrange for them to be uploaded to the website	KP	ASAP
2	9j	KP to add FLiC update to TiSD agenda next year	KP	TiSD 2021/22
3	10d	School to survey parents re: October half term 22	CS/TH	Autumn Term
4	12a	IC to circulate safeguarding link	IC	ASAP
5	12b	JLH to contact potential new trustees	JLH	ASAP
6	12c	LAu to contribute to YR parent video	LAu	19/07/2021
7	15a	KP to circulate meeting dates for next year	KP	ASAP