



# Lanesend Primary School

## MINUTES

### of a meeting of the Full Governing Body

held at the school on 8<sup>th</sup> December 2016

at 6.15 pm

**Present:** Kate Palfrey (KP) – Chair, Caroline Sice (CS), Dave Cooper (DC) - Guest, Andrea Flux (AF), Karen Herbert-Duff (KHD), Tara Hopkinson (TH), Jeremy Robinson (JR)  
Richard Crossley (Clerk)

#### 1) Apologies

Apologies were received and accepted from Lauren Elliott, Emma Norton, Jo Hunter and Ken Burns.

#### 2) Declarations of interest

No new or amended declarations were made.

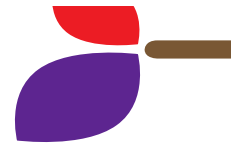
#### 3) Minutes of previous meeting

Approval of the minutes of the last FGB meeting on 17<sup>th</sup> November 2016 was deferred due to the absence of JH, who chaired that meeting. They will be considered at the January 2017 FGB meeting.

#### 4) Action items from previous meeting

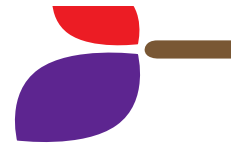
A summary of the status of matters arising and actions is given below:

1. AF reported 2 further requests for term time absences up to the end of December and 3 for January. Further into 2017, only 1 has been received for May. Overall, the rate of such requests has slowed considerably. Attendance currently stands at 97.67%.  
CS advised that at a recent Primary Heads' meeting the LA had stated that it would like to enter into consultation regarding possible changes to term dates.
24. KP thanked JR for the latest newsletter. She would like to have an indication as to how many parents are reading the newsletters – to be brought up at next Parent Council meeting.
25. Ongoing for next term due to time constraints.
26. Ongoing – The Pupil Council wrote to Cllr. L Peacey-Wilcox saying that they would like to meet with the Island Roads Safety Liaison Officer.
30. JR has signed up for the funded prospective Chair's training course and KHD is giving it consideration.
41. Ongoing for KP when time permits.
46. This is an ongoing monthly action. It was also agreed to name recipients in FGB minutes. This month's are : Lisa Arnold (MSA), Graham Andre (Teacher) and Lizzie Westbrook (Teacher).
56. JR was asked to arrange a new meeting of the Strategy group. **Action : JR**
58. CS advised that the finance update discussions during the recent Primary Heads meeting had indicated that 50% of IOW schools would soon be in a deficit budget. Little progress can be made until the new funding formula is announced.
59. Collation of photos has started – TH will monitor.
60. CS has discussed with the child's parents, who will be requesting full funding from the LA.



All other items had been completed.

	Action item	Date of item	Person responsible	Status
1	Dates for holiday requests	30 Sept 2015	AF	Ongoing monitoring and tracking. DC to arrange for inclusion on TV display.
5	'purpose' words to be added to policies when reviewed	21 Oct 2015	All CG Convenors	ongoing
25	Investigate methods for feeding back pupil progress to volunteers	24/02/16	JR	JR/CS to discuss Spring term
26	Traffic information. KP to meet with Council rep. Pupils to present?	06/07/16	KP/DC	ongoing
30	Govs. to consider training opportunities	24/02/16	All	Ongoing
41	KP to write to DfE re holiday requests	15/09/16	KP	20/11/16
46	Write Govs. Monthly awards	15/09/16	KP	20/10/16
49	CGs to consider content of 'OFSTED action plan'	20/10/16	CG Convenors + Clerk	At next meetings
50	Verify statutory content of school website	20/10/16	Clerk	completed
55	Split policies due for review between CGs and Clerk	20/10/16	CG Convenors/Clerk	ongoing
56	Strategy Group to 'pick up' any remaining issues from SWOT discussion.	20/10/16	JR	ongoing
58	KP to consider writing letter re. initial concerns over future funding	17/11/16	KP	Awaiting further info re. funding formula
59	Liaise re. sports club photos for web site	17/11/16	TH	ongoing



60	Explore potential yr3 SEN funding with LA	17/11/16	CS	ongoing
61	Investigate 'hits' on school YouTube site	08/12/16	CS	By Jan FGB meeting
62	Write to parents re. new system for measuring progress	08/12/16	CS	By Jan FGB meeting
63	Remind EN re. internal control checks of FMS	08/12/16	CS	By Jan FGB meeting

Note: Completed items are shown 'greyed out', retained for one month, and then removed from the list. Numbers are allocated serially and do not change when completed items are removed from the list.

## 5) Presentation by Mr M Pye

Unfortunately, this had to be postponed as Mr Pye was unwell on the day.

## 7) Policies for review/renewal (taken out of agenda order)

The following policies, which had previously been circulated, were agreed for renewal and were signed by the Chair:

Attendance registers policy (minor amendments made) – proposed KP, seconded KHD  
 Data Protection – (with minor amendment 'no credit card information is retained') – (P) KP, (S) TH  
 Policy for Dealing with allegations ... (unchanged) – (P) KP, (S) AF  
 Pupil Disclosure and Barring ... (with minor amendments) – (P) KP, (S) KHD  
 Health & safety (with minor amendments) – (P) KP, (S) AF  
 Home School Agreement policy (unchanged) – (P) KP, (S) JR  
 Intimate care Policy (with minor amendments) – (P) KP, (S) AF

The Health & Safety at Work policy is still in the process of revision and will be considered at the next FGB meeting.

KP asked that, during the review of policies, any that were missing page numbers should be upgraded in this respect.

## 6) Head teacher's report (taken out of agenda order)

CS gave a verbal report, summarised as follows:

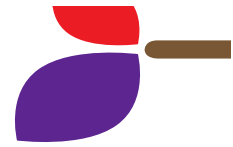
Pupil numbers have stabilised and currently stand at 346.

Taking into account predicted intake numbers for next September, a pupil count of 360 – 365 seems likely, indicating that the rate of rise of pupil numbers has slowed.

Yr 2 and Yr 4 are full with waiting lists being put into place in the school.

Lots of visits have been made by prospective parents for the September 2017 intake.

This half term has seen the introduction of a new data collection system, produced with the help of Trent Ericsson. The programme introduces 2 data objectives and allocated points accordingly. CS has shared details of the system with teachers and she feels that, although a few children are shown as



making less progress as a result of its introduction, overall it represents an improvement and she is pleased with it. The intention is to work with the new system for a period of time to gain a better view of its performance. Although the system can be manually overridden, she has asked teachers to minimise this. CS will be sending a letter to parents to advise them of the new system and any possible effects on their child's recorded progress. **Action: CS**

CS explained that she was undecided whether to circulate pupil progress reports now with the explanatory letter, or to wait until after pupil progress meetings, which give the opportunity for face to

face discussions with parents. Her main concern is to avoid any confusion and she will decide after considering the data further.

Raise online data is now available and CS will present to Governors at the next FGB. **Action:CS/Clerk**

There have been no recent staff changes and no more performance management activity; all pay reviews have been notified to staff. Performance management of support staff is about to start.

There have been no significant behaviour issues recently.

A Parents' Forum meeting took place on 7<sup>th</sup> Dec and quality of catering was a significant discussion point. CS has asked CA to cost out the possibility of moving catering in-house.

The Christmas Fair was a great success and CS thanked AF for her hard work.

A school YouTube channel has been set up, with links to the school website and KP queried the number of hits that this had received? CS will check and confirm. **Action: CS**

CS also noted a proposed visit by a team from BBC2 with respect to a possible documentary on gender neutral classes.

## **8) Statutory policies requiring review by CGs by next FGB**

This agenda item was only for the information of CG Convenors.

## **9) Approval of Final Accounts for 2015/16**

CS circulated the documents showing the end of year figures.

JR raised a query regarding the pensions fund and it was agreed that Carrie would be best placed to explain. He will arrange to meet to discuss.

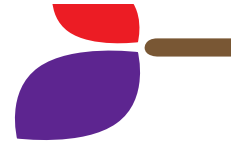
CS noted that she will remind EN that the 'internal control' element of the financial management is due for scheduling. **Action: CS/EN**

After general discussion, no specific issues were raised and the 2015.16 accounts were agreed (Proposed by KP, seconded by JR, agreed unanimously).

## **10) Commissioning Groups**

KP wanted to take this opportunity to discuss the progress of CG meetings, the overall roles of the groups (not strategy) and any issues they were facing.

For the T&L Group, KHD said that the main issue at present is the lack of new data, but it is appreciated that this is now in hand. In all other respects the group seems to be functioning well and is able to



effectively oversee the topics within its remit. JR suggested that there was perhaps the opportunity to describe more clearly **how** the data is arrived at and recorded. Maybe this could be considered as part of a year group link visit, with an assessment calendar to help in scheduling?

For the CCG Group, AF felt that the group was functioning more smoothly following the change of meeting times/dates. The scope and content of the group was, she felt, satisfactory and appropriate. Laura Kaye, who had expressed an interest in joining the group, had attended one meeting but her future intentions are not known.

For the Money group, in KB's absence, KP commented that the group was functioning well, with no apparent need for any major changes. She felt that the financial etc. information provided to the group for their meetings was excellent.

#### **11) Govs. excellence award**

This had been covered under item **4)** 46.

#### **12) AOB**

KP recounted the current situation regarding the ongoing strategy project, following which there was general discussion about pupil numbers, capacity, accommodation, etc.

There being no further business, the meeting adjourned for seasonal refreshments at 8.12 pm. The next FGB meeting will be on Thursday 19<sup>th</sup> January 2017 at 6.15 pm. Please advise the Clerk if you are unable to attend on 19<sup>th</sup> January.

With best wishes to all for Christmas and the New Year,  
Richard Crossley, Clerk

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