

# Lanesend Primary School

## MINUTES

of a meeting of the Full Governing Body  
held at the school on 11<sup>th</sup> May 2017 at 6.30pm

**Present:** Kate Palfrey (KP) – Chair, Caroline Sice (CS), Andrea Flux (AF), Karen Herbert-Duff (KHD), Tara Hopkinson (TH), Jeremy Robinson (JR), Emma Norton (EN), Lauren Elliott (LE), Jo Hunter (JH), Ken Burns (KB), Dave Cooper (DC) – Staff member and invited guest, Paul Herbert (PH) – invited guest and prospective governor  
Richard Crossley – Clerk (RC)

### 1) Apologies

There were no apologies for absence.

### 2) Declarations of interest

No new or amended declarations were made.

### 3) Minutes of previous meeting

The minutes of the FGB meeting on 9<sup>th</sup> March 2017 were agreed to represent an accurate record of that meeting - proposed by LE and seconded by KHD and were signed by the Chair.

### 4) Action items from previous meeting

This item was taken out of agenda order'

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

Items 41, 55, 59, 65, 66, 67, 68, 70, 71, 73, 74, 75, 76, 79 and 81 were removed from the action items list as they had either been completed, removed from the remit of the FGB or were no longer relevant.

5. JR to take on this item – “what is the impact of this policy?”

26. KP to write to island roads to chase progress.

46. L Westbrooke, Mrs Becky Evans and office staff were nominated this month.

56. Strategy Group to meet on 25/05/17 to discuss.

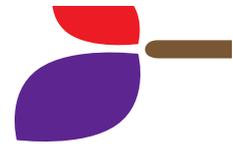
58. KP will now write to all candidate at the election stating our concerns about the future of education.

69. JR to take on this item.

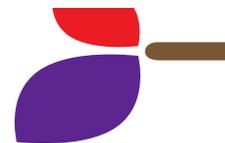
71. Action taken but still needs sharing with FGB.

77. This is ongoing.

AF was asked to summarise the attendance figures. She reported that attendance currently stood at 97.31%. 5 pupils are absent this week and some of these are known to have taken holidays. Fines are being pursued. Requests for term time holidays amount to 506 sessions so far this year, which is an increase on the previous year, although the month of May is lower. The EWS is reviewing the appropriateness of the current level of fines. Two families who had previously requested term time holidays have cancelled their requests and will now be taking their holidays during the May break. Lateness has increased and any persistent absences are being monitored weekly.



|    | 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. Policy impact?           | 21 Oct 2015  | JR                 | ongoing   |
| 25 | Investigate methods for feeding back pupil progress to volunteers               | 24/02/16     | JR                 | JR/CS to discuss Spring term - ongoing                                      |
| 26 | KP to write to island roads to chase progress.                                  | 06/07/16     | KP                 | Ongoing – see update  |
| 30 | Govs. to consider training opportunities  | 24/02/16     | All                | Ongoing   |
| 46 | Write Govs. Monthly awards  | 15/09/16     | KP                 | ongoing   |
| 56 | Strategy Group to 'pick up' any remaining issues from SWOT discussion.          | 20/10/16     | JR/CS              | Discuss at meeting on 25/05/17  |
| 58 | KP to consider writing letter re. initial concerns over future funding          | 17/11/16     | KP                 | KP as soon as convenient.   |
| 69 | Create a log of improvements and initiatives in school                          | 09/03/2017   | JR                 | Next FGB  |
| 71 | Has RAISE online dashboard been updated, CS to check and share with govs.       | 09/03/2017   | CS                 | Action taken but still needs sharing with FGB. Next FGB                     |
| 72 | Review staff CPD spreadsheet with view to understanding impact of CPD on school | 09/03/2017   | KHD                | Next T&L meeting and ongoing  |
| 77 | Direct VT to provide  | 09/03/2017   | CS                 | ongoing   |



|    |   |            |              |                   |
|----|---|------------|--------------|-------------------|
|    | specific SEN data to CCG                        |            |              |                   |
| 78 | Complete final staff member DBS                 | 09/03/2017 | CS           | completed         |
| 80 | Report back on class you're linked to.          | 09/03/2017 | ALL          | Next FGB          |
| 81 | Review planning & monitoring docs,              | 11/05/2017 | JR           | By September      |
| 82 | Item 81 for Sept FGB agenda                     | 11/05/2017 | Clerk        | For September FGB |
| 83 | Consider & feed back on Gov. Dev. Plan          | 11/05/2017 | ALL          | For June FGB      |
| 84 | Include 'impact' item on CG agendas             | 11/05/2017 | CG Convenors | WEF               |
| 85 | Proceed with plans for EOY social event         | 11/05/2017 | JR           | ongoing           |
| 86 | Consider improvements to policy renewal process | 11/05/2017 | KHD/JR/TH    | ongoing           |

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.

## 7) Commissioning groups (taken out of agenda order)

### T & L Group:

KHD advised that T&L had met on 7<sup>th</sup> April.

EAL and Assessment policies had been signed off.

Pupil progress meetings were discussed and it was noted that there is confusion regarding the 'points progress' system on the part of many teachers. CS had been asked to investigate further training sessions to explain and Cs confirmed that this had been done at a recent staff meeting. The group reviewed how the points progress system and the previous uncertainties might affect the content of pupil reports.

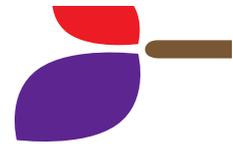
Pupil groups with SEN members are, in general, performing less well, though progress is increasing.

CS has completed all classroom based observations and is considering the use of external resource as a 'calibration' element. More informal 'walk-about' in school are producing good feedback.

Maths continues to be the main challenge and thought is being given to making sessions shorter to lessen issues concerned with attention span.

Regarding year 6, teachers are concerned that by this stage in their school life, some pupils are so far behind that they struggle with more complex material. The group is looking at ways to refresh learning so that gaps in understanding are not present just before SATs. This is a complex subject on which more thought is needed.

KP stated that maths used to a strength at the school, what has changed in maths teaching and what is being done to once more become strong in maths given the fact that we have now been somewhat weak in maths for a period of time? DC explained the history behind the issue. He also advised that, for the past 2 months, a 'one problem a day' exercise has been in place whereby pupils are tasked with



exploring different ways of solving a mathematical problem. Initial results look promising and the intent is to expand the activity through the school. DC has noted improved confidence in year 6 pupils.

### **CC Group:**

JH reported that the group last met on 3<sup>rd</sup> April and are next planned to meet on 22<sup>nd</sup> May.

The results of the wellbeing survey will be available for that next meeting. A quick review indicates most questions are being responded to with high scores.

The medical policy has been reviewed and matches guidance. There have been no incidents of a medical nature or requiring a review of other policies.

A robust staff recruitment process is in place.

130 pupils are currently on the AEN register.

All previous AEN statements are being converted into EHCPs – year 6 is complete and there are a few remaining.

The mobile phone policy review has been completed.

The safeguarding policy, on next review, will require some updates.

Overall, JH considers that the structure of the CC Group is robust and that they are receiving the necessary data to enable them to fulfil their responsibilities.

### **Money group:**

EN summarised the meeting of the group on 6<sup>th</sup> April.

Account balance appeared to be back on track; austerity continues but there were no feelings from staff of being under-resourced.

Debts are much lower than previous years but have gone up in the last month compared to the last few months, due to school trips and in particular Little Canada becoming overdue. Dinners debts are improving with the new policy.

The budget and revised staffing structure should be complete by June.

The change in audit company was agreed.

The school space plan and discussions had been transferred to the Strategy Group.

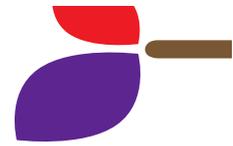
The budget will be presented at the June 22<sup>nd</sup> FGB for discussion.

Moving on to the most recent meeting of the group (immediately before this FGB), EN noted that for reasons explained in the meeting minutes (circulated), there were no accounts to consider. However, debts had been reviewed. A letter had been agreed, to be signed by EN, in pursuit of debts remaining from the Little Canada trip. An item will be drafted for the school newsletter, advising parents of the significance of any debts in terms of school resources that could otherwise be provided.

### **Headteacher report**

CS took the opportunity to give an overview of her latest report, the full electronic version of which will be emailed to governors on 12<sup>th</sup> May. Her intention is to simplify the format into a 'bullet point' style:

- 353/4 pupils on roll at the end of April



- pupil mobility (joining/leaving) slowed
- the allocated PPA time to be changed in the school day.
- 92 pupils receiving FSM, EAL unchanged, SEN 36.2% (slightly up)

CS gave a brief summary of the week's SATs experiences.

JH asked how meal times were working out and both CS and DC agreed that they were good, providing useful social opportunities for pupils. Lunchtime etiquette was also discussed and whether it was still good or whether the children needed regular reminding? Opinions were generally positive.

The emailed report will contain much detail on progress and attainment. One point that CS noted concerns presentation of work (especially handwriting), which she feels is inconsistent. JR suggested a whole school presentation on the importance of good work presentation, with perhaps an award.

In conclusion, CS advised that the school's self-evaluation rating had risen.

CS noted that the school has bought into a Hants-based system which, via national insurance number and other details, flags up which families are entitled to FSM. Initial approaches based on this system have been very successful.

KP asked CS to briefly outline to governors her involvement with St. Mary's, which she did.

JR queried the correctness of CS' part time secondment to St Mary's having gone ahead without the agreement of the FGB. CS replied that this was within the remit of KP, as Chair, to agree and that the LA had specifically requested that only KP should be consulted.

Governors were invited to address any further questions to CS but there were none.

## **5 & 6) School Improvement Plan and documents**

JR referred to a recent meeting during which the SIP, role of governors, etc. had been discussed. He has reproduced the 'Lanesend Tree' document which he originally drafted around a year ago. The document contained some omissions and CS provided JR with the necessary information to complete.

JR now intends to review the plans and monitoring currently available to re-establish their necessity (Why? For whom? Required content?). This will be placed on the agenda for the September FGB meeting.

**ACTION: JR & Clerk**

## **8) Governor Development Plan**

JR circulated a draft Governor Development Plan, the intention of which is to monitor how we improve as a Governing Board. Governors are asked to consider and provide feedback.

**ACTION: ALL**

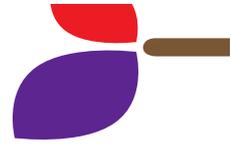
As part of this discussion it was agreed that an 'impact of this meeting' item should be included on all CG agendas (this is already in place for FGB agendas.)

**ACTION: CG Convenors**

## **9) End of year Governor event**

JR outlined his suggestion for an end of year governors/staff event – a social gathering, perhaps including games, a barbecue, curry meal? Governors agreed that this would be a good way to socialise and thank all for their efforts during the year. The date of Friday 7<sup>th</sup> July was agreed, starting around 4.30 pm. JR agreed to take forward the planning.

**ACTION: KP**



## 10) Statutory policies

The Instrument of Governance policy was proposed (KP), seconded (JR) and unanimously agreed.

Review of any further policies awaits the outcome of KHD/JR/TH considerations to improve the policy renewal process (covered in MG meeting).

**Action: JR, KHD and TH**

## 11) Impact of Meeting

The FGB was held to bring together all governors to hear from the convening groups and have an opportunity to hear and question from the HT in regards to school improvement / management and day to day business. There was a focus on maths improvement as a target for staff and governors, budget planning for small classes and tracking attendance to improve outcomes.

There being no further business, the Chair declared the meeting closed at 8.38 pm.

The next FGB meeting will be on Thursday 22<sup>nd</sup> June 2017 at 6.30 pm.

Please advise the Clerk if you are unable to attend on 22<sup>nd</sup> June.

Richard Crossley, Clerk

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