



# Lanesend Primary School

## MINUTES

### of a meeting of the Full Governing Body

held at the school on 20<sup>th</sup> October 2016

at 6.15 pm

**Present:** Kate Palfrey (KP - Chair), Jo Hunter (JH), Caroline Sice (CS), Ken Burns (KB), Dave Cooper (DC), Lauren Elliott (LE), Jeremy Robinson (JR), Andrea Flux (AF), Karen Herbert-Duff (KHD), Tara Hopkinson (TH)  
Richard Crossley (Clerk)

#### 1) Apologies

Apologies were received and accepted from Emma Norton

#### 2) Declarations of interest

No new or amended declarations were made.

#### 3) Minutes of previous meeting

The minutes of the last FGB meeting on 15<sup>th</sup> September 2016 were agreed as representing an accurate record of that meeting and were signed by the Chair.

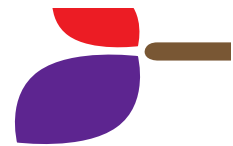
#### 4) Action items from previous meeting

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

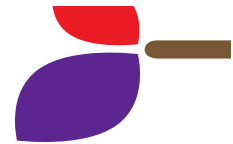
1. AF reported attendance running at 98.1% overall against a target of 97.65%. 154 learning sessions have been lost so far this term. JR spoke in favour of wider publicity, in school, of the importance of good attendance. It was suggested that the TV screen in the school entrance would be a useful way of displaying this, perhaps as a "rolling headline". DC will arrange for this. **Action: DC**
5. Ongoing, as policies come due for renewal – TH is the policy lead.
24. The next newsletter is still on track but JR needs more contributions from Governors. He will also include an item on attendance and unauthorised absence.
25. JR/CS continuing to work on this subject.
26. Ongoing – The new Pupil Council discussed the subject. A response to a letter to the local Councillor did not suggest much concern. The next stage is to send information to the Traffic Investigation Officer.
42. An additional member, Laura Kaye, has been has agreed to join the CCG as an external invited member.

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
24	Govs. to review draft Govs. newsletter	6 <sup>th</sup> July 2016	All	Suggestions for next newsletter to JR, please.
25	Investigate methods for feeding back pupil progress to volunteers	24/02/16	JR	Check and feed back to Clerk
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
42	Try to identify extra member for CCG Group	15/09/16	JR	completed
46	Write Govs. Monthly awards	15/09/16	KP	20/10/16
47	SWOT agenda item for next FGB	15/09/16	Clerk	completed
48	Possible DfE loan for MG agenda	15/09/16	Clerk	completed
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	Next FGB
51	Compile 'Inspector's pack'	20/10/16	DC/Progression Team	Next FGB
52	Send latest version of action plan to	20/10/16	LE	Next FGB



	Clerk			
53	Circulate previous skills audit summary together with current one	20/10/16	Clerk	Next FGB
54	Contact course rep. for more details of forthcoming relevant courses	20/10/16	LE	Next FGB
55	Split policies due for review between CGs and Clerk	20/10/16	CG Convenors	Next FGB
56	Strategy Group to 'pick up' any remaining issues from SWOT discussion.	20/10/16	JR	ongoing
57	Sports presentation for next FGB agenda	20/10/16	Clerk	Next FGB

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) OFSTED 24hr action plan

DC circulated copies of a document of unknown origin which provided a breakdown of the actions needed following receipt of a phone call from OFSTED advising of an imminent inspection. It was agreed that the document should be considered outside the FGB by individual commissioning groups.

**Action: Clerk (for MG agenda) + all Convenors**

It was further agreed that an 'Inspector's pack' would be a useful addition. DC felt that the individual elements of such a pack already exist and are just in need of collating. **Action DC/Progression team**

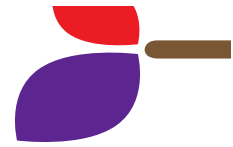
The Clerk was asked to check the school website to ensure that all statutory content is present. Also to maintain all minute folders up to date on a monthly basis. **Action: Clerk**

During the meeting LE identified an updated version of the action plan document, which she will send to the Clerk for distribution. **Action: LE**

## 7) Skills audit (taken out of agenda order)

The Clerk circulated copies of the skills audit analysis that he had prepared based on inputs received. KP summarised the content, noting very positively that all the block A skills are now rated as 5, which is better than the previous year. Discussion moved to training and LE noted that the recent training list received from the LA had just 3 offerings within an appropriate timeframe. Financial training (this is one area for improvement identified by the audit) sessions seem to be mainland based only.

It was agreed to continue looking for suitable training to support those skills areas shown as in need by



the audit.

The Clerk was asked to circulate the 2015 audit summary together with the current one, for ease of comparison.

**Action: Clerk**

## **8) Training**

KB advised that he had registered for a training session on the impact of finance on Academies; LE will be registering for a session on Raise on Line. Both places are funded.

KP reported on the session she had attended for aspiring Chairs and vice-Chairs, which she had found very useful. She suggested that LE should email the course representative for more details of forthcoming Chair/vice-Chair and Raise on Line courses.

**Action: LE**

TH will be completing her introductory Governor's course on-line in the near future.

## **9) CG activities**

### **T&L Group:**

KHD advised that the group had met on 29<sup>th</sup> September. They had considered end of year progress data. Full details are included in the meeting minutes, circulated separately.

KP asked how far, as an Academy, Lanesend diverged from the content of the National Curriculum and DC replied that they do not. He felt that, regardless of the freedom given to Academies, it was important to maintain close links to the NC.

### **Money Group:**

KB summarised the recent meeting of the MG, which is detailed in the minutes circulated separately. Key items were the recent financial audit, the balance surplus, the agreement to pursue a DfE loan, current debt levels and the decision not to subscribe to Hants Governor Services.

### **CCG:**

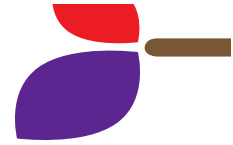
JH advised that the group had met recently (minutes circulated separately) and had discussed the independent investigation report of 08/15, policies, administration of medicines, DBS checks outstanding, pupil premium attendance (very good), behaviour (good, generally and much improved in the playground).

The inclusion and CAF teams had provided new data.

At this stage KP invited CS to provide any Headteacher update items.

CS confirmed that performance management was almost complete (next year the Progression Team are on course to spread the PM workload). She outlined the introduction of new staff and the influence on keeping class sizes down. She noted the real focus on maths progress which will take place this year. The term had been busy, with plenty of successes, and the school environment has seen several improvements. The Saturday staff development day had gone well.

A Christmas meal will take place on 9<sup>th</sup> December at 'The Breeze', to which Governors and their partners



are invited.

## 10) Policies

KP referred to the list of statutory policies listed in the agenda, the list having been derived from those in the master policies list shown as due for review this month.

It was agreed that the Clerk will check on Policy database to see which statutory policies are due for renewal and submit to FGB those that need reviewing and updating for the following month: Convening Groups to be responsible to check database and review and update their own relevant policies and inform FGB when completed.

**Action: CGs + Clerk**

The amended Complaints Policy, which had been brought forward for review separately from the agenda list, was ratified by the FGB (proposed KP; seconded KHD).

## 6) SWOT (taken out of agenda order)

KP asked that any outstanding items from the previous FGB discussion on this subject should be taken forward by the Strategy Group.

**Action: JR**

KP's main concern for the school's future is how to cope if the current rate of growth continues. The last capacity survey gave the school's maximum capacity as 410. Additional space via mobile classrooms could be a consideration but it is noted that funds for expansion are difficult to obtain. CS mentioned the possibility of building upwards.

This whole topic is something that Governors need to bear in mind and KP felt it would be useful devoting half of an FGB meeting to it in the future.

It was decided that the November FGB meeting should include a presentation on sports provision (Miss Westbrook) together with a 'bigger picture'/growth strategy discussion.

**Action: Clerk for agenda**

KHD asked CS about staff morale after the performance management process had been completed. CS replied that it was generally good, with a positive attitude regarding FLIC, different and more achievable targets. She has had some realistic, positive conversations. The exception is, perhaps, the front office, where pressure is being felt.

There being no further business, the Chair closed the meeting at 8.12 pm.

The next FGB meeting will be on Thursday 17<sup>th</sup> November at 6.15 pm.

Please advise the Clerk if you are unable to attend on 20<sup>th</sup> October.

Richard Crossley, Clerk

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