

Lanesend Primary School

MINUTES

of a meeting of the Full Governing Body
held at the school on 22nd June 2017 at 6.30pm

Present: Kate Palfrey (KP) – Chair, Caroline Sice (CS), 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
Richard Crossley – Clerk (RC)

1) Apologies

Apologies were received from Andrea Flux and Paul Herbert.
Ken Burns missed some of the earlier parts of the meeting and Emma Norton had to leave early.

2) Declarations of interest

No new or amended declarations were made.

3) Minutes of previous meeting

The minutes of the FGB meeting on 11th May 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

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.

46. Sam (Office Apprentice), Jane Proctor and the lunch ladies team were nominated this month.

69. This is to become a standing agenda item - JR to maintain the master list.

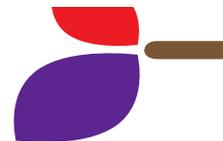
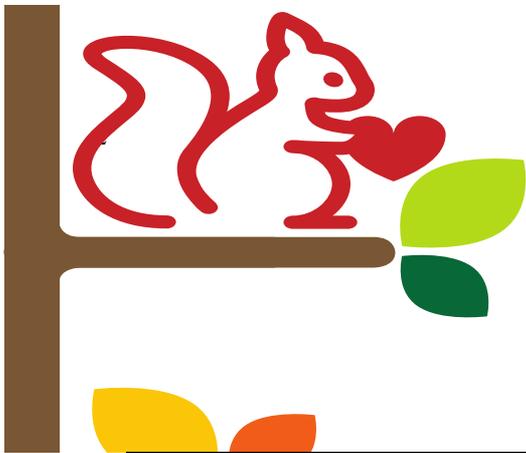
81. Include drafting of 'Why are we doing this?' document – allocated to JR.

83. Governor development plan to be re-sent with July FGB agenda.

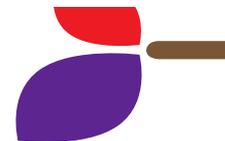
84. To include 'How do we add value?' and 'How do we push learning forward?'

All other action items are either completed (removed from list) or ongoing – see below.

	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	Standing agenda item
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 specific SEN data to CCG	09/03/2017	CS	ongoing
80	Report back on class you're linked to.	09/03/2017	ALL	Next FGB
81	Review planning & monitoring docs, inc. 'why are we doing this' doc.	11/05/2017	JR	By September
82	Item 81 for Sept FGB	11/05/2017	Clerk	For September FGB



	agenda			
83	Consider & feed back on Gov. Dev. Plan	11/05/2017	ALL	Resend with July FGB agenda
84	Include 'impact' item on CG agendas How do we add value? How do we push learning forward?	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
87	Add PH to Hants database	22/06/17	Clerk	By July FGB
88	Obtain advice re drug storage	22/06/17	CS	By July FGB
89	Send CCG minutes to Clerk	22/06/17	JH	10/07/17
90	Investigate venue/dates for end of term staff event	22/06/17	KP	As soon as practicable
91	Circulate letter to LLL Chair/vice-Chair	22/06/17	KP	As soon as practicable
92	Arrange for review of docs re. max class sizes	22/06/17	CS	As soon as practicable
93	Investigate Free School teacher contracts re term times	22/06/17	CS	As soon as practicable

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) New Governor

KP outlined the skill set that Paul Herbert could bring to the GB and that, having attended the previous FGB, Paul was still interested in becoming a governor. He is particularly suited to joining the Strategy Commissioning Group.

A vote was taken on Paul's appointment to the GB – proposed by KP and seconded by KHD – and was unanimously in favour. Paul Herbert is therefore appointed to the GB. The Clerk will make the necessary update to the Hants governor database.

Action: Clerk

KP advised that another potential governor, James Hall, could not attend this meeting due to a business conflict but will be invited to a future meeting.

It was noted that, when KB leaves in July, there will be a vacancy on the GB.



6) & 7) Budget

EN introduced this topic. The budget for 2017/18 Had been considered and agreed at the previous day's Money group meeting. The detail is explained in the documents circulated. In particular, the MG is satisfied with staffing proposals. The only minor 'risky' item concerns a National Insurance refund of approx. £3k, which may not occur. On balance, it is a cautious budget.

EN invited questions.

KHD queried the options for extending the school building and where that appeared in the budget. EN replied that it was not factored in at present, noting that the school has approx. £160k in other accounts.

KHD also queried the payment for pupil numbers now above those originally estimated and EN confirmed that the payment is included in this budget and is expected in September.

The possibility of growth funding from Government has been explored and is considered unrealistic in the foreseeable future.

Acceptance of the budget was proposed by JR, seconded by JH and was unanimously agreed.

At this point it was agreed to consider Commissioning Group updates (which had not been included on the agenda):

T & L Group:

KHD advised that T&L had met on 14th June.

They are working on a new Leadership & Management policy.

The May results were considered and, though the rephrasing of the 'points score' provides a rather negative perspective, Trent E has assured the group that this is just due to rephrasing and that a repeat of the process should not be needed after July.

CS has taken away some action points to evidence to OFSTED, if needed. Several groups of PP children (non-SEN) are making better progress than non-PP. Moderation is ongoing so CS and DC are confident that progress is continuing.

The main concern now is, given the rapid progress in year R, how to maintain that progress through to year 6? Also, how are the year 6 figures affected by new children who join the school in different years?

The July data is not expected until the end of term, at which time CS and KHD will meet to update.

Teachers' continuing professional development was considered (CA has a master log of this) and MFL is the current focus.

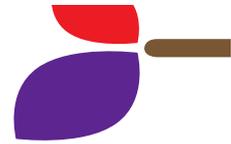
A decision has yet to be made regarding a possible summer school this year.

CC Group:

JH reported that the group last met on 22nd May.

They considered a possible rota for high visibility presence at the start and end of the school day, but a decision on this was deferred as CS was not present.

JH had audited the medicine cupboards and noted 1 controlled drug in an elevated place in an unlocked cupboard. Given that this is an emergency drug, needed at short notice, and that no pupils are allowed in the room, the group felt in something of a dilemma. After discussion, KP felt that



external expert advice would be useful to demonstrate that the situation had been properly risk assessed. CS agreed to arrange for this. **Action: CS**

There had been no changes to policies relevant to this group.

All new teacher inductions are up to date, as is the single central record and DBS checks.

Behaviour continues to be generally good to outstanding.

The RAISEonline database will be available for future meetings of the group.

The child wellbeing survey responses were mostly good, with no significant concerns raised.

A bid for nurture funding was not accepted.

A safeguarding audit (last done on 21st September 2016) is due by the end of the summer term and the Safeguarding policy is due for review by the end of September 2017.

Attendance at the time of the meeting stood at 97.24%.

JH will send updated CCG minutes to the Clerk for circulation. **Action: JH**

Money group:

EN summarised the meeting of the group on 21st June, which had considered the accounts up to the end of April. These are on track and, although they currently show a deficit of approx. £7.8k, based on April PPG income due soon, this will convert to a surplus.

Debts stand at around £10k, including significant elements attributable to water sports and the Little Canada trip. Meal debts have reduced significantly.

EN explained the new firm approach on school trip debts.

Minutes of this meeting of the MG will be circulated shortly.

8) Staff BBQ afternoon

KP explained her concern that there was insufficient time to organise the event, as initially discussed. The acceptability of dates was also discussed, as were possible venues for a catered event.

It was agreed that KP will investigate the availability of 3 possible dates with a venue in Cowes and pass them to CS. She will also look for another venue for Friday, 7th July (alternatively, 6th July).

Action: KP

9) Staffing/curriculum

CS introduced this discussion item. Staffing had already been mentioned in item 7. A small number of staff who have been working extra hours have been given new contracts. The current staffing structure maintains an LSA in each year 1 class.

Her main concern is what measures to take if the size of year groups looks to exceed 60, with the precedent having been set for smaller class sizes? Regarding the building, there are 2 options: obtain funding for some additional accommodation (this would need specialist advice and the services of an architect), or wait to see what happens regarding discussions with Little Love Lane. On this latter topic, in order to prompt a more definite response, it was agreed that KP will circulate her recent letter to the Chair and vice-Chair of LLL, asking for a clear statement of intent.

Action: KP

In respect of proposals to become a teaching school, CS noted that she had recently been to visit a teaching school in Portswood. She was considering the possibility of 3 mini conferences next year.

JR asked whether it might be appropriate to stop specifically emphasising small class sizes of no more



than 20? KHD reminded governors of previous statements in respect of maximum class sizes and KP agreed that the relevant school literature should be reviewed to ensure that there are no specific references to class sizes of 20 maximum. **Action: CS**

Moving to the subject of the curriculum, the development of MFL is for discussion, noting that the school has a Spanish speaking teacher. The focus will be on speech and language, given that SEN attainment is lower than without SEN. Maths performance, having been a previous focus, 'feels' like it is improving, so will not be a top priority. Science provision needs to be re-visited to ensure that it receives appropriate attention. Handwriting will remain a focus. Projects will include Harry Potter, Happy Birthday England and Be Free.

10) Term & FGB Dates

CS reminded governors that she had circulated a survey on term dates with the school newsletter. The suggestion consisted of extending the Christmas holiday by 2 until 8th Jan and the summer term until 25th July.

77% of responses received were in agreement, as were a large majority of school staff.

Governors were unanimously in agreement with the proposal, which will now be implemented for the 2017/18 school year.

A separate survey suggesting a continuation of the May half term holiday for a further week received an 85% positive response. Again, governors were unanimously in agreement with the proposal, which will now be implemented for the 2017/18 school year.

JH offered the possibility of a longer school day, giving teachers the option of time in lieu and an extra week holiday at October half term. CS noted the difficulties in this, which would require consultation with unions and changes to teachers' contracts.

It was suggested that CS might investigate the Free School teachers' contract and ask Lanesend teachers for their views. **Action: CS**

This will remain an agenda item for the early part of the new school year.

It was agreed to defer consideration of next year's FGB dates until the July meeting, by which time governors are asked to give it some thought.

11) Impact of Meeting

This FGB meeting included future planning, forward thinking and provision for the future of the school and the best interests of pupils.

There being no further business, the Chair declared the meeting closed at 8.45 pm.

The next FGB meeting will be on Thursday 20th July 2017 at 6.30 pm.

Please advise the Clerk if you are unable to attend on 20th July.

Richard Crossley, Clerk

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