



# Lanesend Primary School

## MINUTES

of a meeting of the Full Governing Body  
held at the school on 13<sup>th</sup> January 2016  
at 6.30 pm

**Present:** Kate Palfrey (KP – Chair), Caroline Sice (CS), Peter Almond (PA), Dave Cooper (DC), Karen Herbert-Duff (KHD), Lauren Elliott (LE), Ken Burns (KB), Jeremy Robinson (JR), Andrea Flux (AF)  
Clerk: R Crossley

### 1) Apologies

Apologies for absence were received from Emma Norton and Jo Hunter.

### 2) Declarations of Business Interests

There were no other new or amended declarations made.

### 3) Minutes of last FGB meeting (25/11/2016)

The minutes were accepted as representing an accurate record of the meeting, proposed (PA), seconded (KB) and agreed. They were signed by KP.

### 4) Action items

A summary of the status of matters arising from the previous minutes and new actions raised during this meeting is given at the end of these minutes.

KP added a new action item number 17.

KP advised that she had signed 4 greetings cards, on behalf of the Governing Body, for members of staff who were either unwell or leaving.

### 5) Policies

KHD advised that a master spreadsheet has been compiled of all Lanesend's policy documents. This will be used as the basis for allocating documents for review to the Convenors of Commissioning Groups. Updates will be done on a monthly basis with statutory policies receiving priority. The spreadsheet identifies the group responsible for each document and KHD provided Convenors with sub-lists relevant to their groups. Asterisked policies are overdue for review.

The spreadsheet was agreed to be a very useful tool for the future management of policy reviews. One small change was agreed – to include an additional column for review period. Convenors are asked to confirm to KHD when this has been done.

**Action: Convenors**

KHD to email the spreadsheet to the Clerk who will eventually take over managing the Statutory policies.

**Action: KHD**

KP thanked CS, KHD and Tara for their efforts in this considerable task.

**DC submitted the 'School Council' and 'Remarkable Children' policies, both of which had been agreed by the T&L Group. They were signed by KP on behalf of the FGB.**



## 6) Commissioning Group reports

CCG:

PA reported on behalf of this group, which had last met on 12<sup>th</sup> Jan. The meeting had been lengthy and, as always, considered any issues arising from last year's independent review.

The process of dealing with DBS checks for staff members who were employed prior to the introduction of the checks is well under way and should be concluded by half term.

There are currently 106 AEN registered pupils, 18 having either statements or EHC plans.

The group's terms of reference have been drafted and submitted to KP.

A 'wellbeing group' has been established.

The agenda for the next meeting on 9<sup>th</sup> Feb. has been agreed.

T & L:

KHD advised that the group had last met on 8<sup>th</sup> Jan. All teachers are now using FLIC, which is providing a good guideline of pupil performance. The effect of last year's summer school has been reviewed and provided an unexpected result, but was nevertheless a useful exercise. A one week block for a 2016 summer school is being considered.

The data dashboard figures are being worked on, with help from Trent Ericsson.

The performance data for the second half of the autumn term was much improved, especially for pupil premium children. Boys' performance was significantly better than girls'. The weakest areas remain maths and writing, with multiplication tables becoming critical.

Teachers are still feeling quite vulnerable regarding detailed data collection expectations, in the absence of National guidelines on age expectations.

Teacher observations are taking place this week and an update will be provided at the next FGB.

Child progress meetings have been held and planned interventions are taking place.

Money:

KB summarised the content of the meeting on 6<sup>th</sup> Jan. The minutes have been circulated to all.

The group's terms of reference have been agreed and circulated.

The Financial Management policy, as agreed by the group, was now available for sign off by the FGB. **Its acceptance was proposed (KB), seconded (JR) and unanimously agreed.**

The Academy Annual Financial Statement and Report should have been made available to All Governors before being signed and submitted to the EFA. It will be published on the school's website at the end of January.

CS and CA wrote the report with minimal governor input. They agreed that they would be happy to do this again next year as long as sufficient notice is given. It was agreed that the report should be commenced in September 2016 with a view to being finalised ready for Governor viewing by the end of November 2016.

Strategy:



JR, as Convenor for this newly formed group, circulated and introduced the draft 'Strategy & Marketing' document. KP thanked him for the document, which was very useful. After some discussion, it was agreed that the first meeting of the group will be at 5.30 immediately before the 24<sup>th</sup> Feb. FGB. Until then, work will continue to establish the group.

KP raised the subject of the availability of group minutes prior to FGB meetings. For example, the last MG minutes had been received earlier on the day of this FGB. Could governors consider extending the period between meetings or perhaps circulate a copy of the previous minutes? The Clerk noted that he was unable to guarantee writing the MG minutes, circulating them to 3 members for comments, implementing any changes, then circulating to all governors, within one week of the meeting. It was left with groups to discuss any ways in which the timeframes could be better arranged. Ideally, KP would like to see just one package of governors' documents circulated on a weekly basis.

**Action: CGs**

## **7) Headteacher's report**

CS gave a brief update.

Christmas activities had been a great success and provided a pleasant term ending. One new member of staff has joined in the New Year and one left (retired). One more is due to leave in the near future and that position will be filled on a temporary basis.

There are currently 303 pupils on roll, with a high mobility of 18 'movements' so far this year. The number of new pupils joining the school is double that which was estimated.

Attendance is 98.3% (up 0.3% on the same time last year).

Free school meals take-up stands at 81 pupils (27%) and Universal FSM stays at around 43%, which is significantly above the National average.

CS confirmed the latest figures for children with medical conditions, looked after children and young carers.

There are currently 84 remarkable children and 106 identified as AEN.

Persistent absences involve just one child and this is being tracked.

There have been no significant incidents and behaviour in class is generally very good. Yr 6 boys are presenting something of a challenge, but this is mostly at a low level. An allegation of bullying was reported yesterday, which is being investigated as per school policy.

Teacher training using the IRIS equipment has been well received and is considered by most to be very useful.

CS is undertaking unannounced observations this week and next; these are going well.

Trent Ericsson will be attending the next FGB to speak about data analysis.

Tara Hopkinson should be invited to the next FGB, as per notes in the last minutes.

**Action: KP/CS**

CS asked that all requests/bookings for training should be made via the school rather than directly, in order to keep track of the usage of the training budget and ensure best value.

Copies of the document 'Improvement & Impact, Autumn term 2015' were circulated (and will be



followed up later, electronically via email). If governors have any questions after reading the document, please email them to CS or raise at the next FGB.

## 8) Parent Involvement

CS had asked for this item to be placed on the agenda to remind Governors of the ways in which Lanesend tries to involve parents and to look for ideas on how the typically poor response might be improved.

There are currently many ways in which contact with parents is encouraged, via weekly newsletters, pupil progress reports, Dojo, social media, texting, coffee mornings, celebration days, etc. Much also takes place during evening sessions that support teaching and learning. There have been an e-safety evening and a writing evening, both poorly attended and it seemed from the lack of interest that few parents are interested in how they can help their children with the curriculum.

AF made the point that parents seem more likely to make contact when there is something negative to report but, from the school's perspective it is equally important to know what they do want and what they like about their children's education.

KP wondered whether there might be a socio-economic element to the low interest?

JR felt that the poor response was definitely not through lack of trying and wondered how the school could better 'lead' parents. General discussion followed after which KP asked Governors to consider and the item will be placed on the agenda again for the Feb. FGB

**Actions: All and Clerk**

## 9) Recognition award

KP raised this item as a topic that had arisen from a T&L Group meeting. She felt that there was an opportunity for staff to be recognised when they are doing/have done a particularly good job, **from a Governing Body perspective.**

JR felt that a straightforward recognition along the lines of "We have noticed as governors ..." and signed by the Chair. Governors could suggest, say, 3 recipients per FGB meeting to be agreed and perhaps for KP's message to be accompanied by a small voucher or similar? It was agreed that any recommendations would need to be by personal observation of Governors, so keeping a keen watch whilst in school will be necessary. The name "Governors' Recognition Award" was suggested but this will be a subject for discussion at the next FGB.

The allocation of Governors to year groups was confirmed as follows:

Reception: KHD

Yr 1: LE

Yr 2: EN

Yr 3: JH

Yr 4: KB



Yr 5: PA

Yr 6: JR

KP will share her time between year groups.

KP asked that Governors should make contact with the staff responsible for their year group. Email addresses can be found on the school website.

**Action: ALL**

### 10) Question time

KP introduced this item, which will be a running agenda topic for each FGB meeting. It is intended for open questions to CS about school/governance issues. It is not intended as a forum for individual, personal items.

KHD asked whether there was any further news regarding the County Press item about Gurnard Primary School's budget deficit and the rumoured redundancies? CS said that she had heard nothing further.

There being no further business, the Chair closed the meeting at 8.37 pm.

Please advise the Clerk if you are unable to attend the next FGB at 6.30 pm on 24<sup>th</sup> February 2016.

*Richard Crossley*

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Action items summary				
	Action item	Date of item	Person responsible	Status
2	Dates for holiday request	30 Sept 2015	AF	On going
3	Governor Newsletter	21 Oct 2015	JR and EN	Termly newsletter – Issue 1 by end of Jan.
5	'purpose' words to be added to policies when reviewed	21 Oct 2015	All CG Convenors	ongoing
10	Skills matrix to be compiled from forms received	25 Nov 2015	Clerk	Clerk to email matrix summary by 20/01/16
11	KP to return completed skills document	25 Nov 2015	KP	completed
12	Govs to familiarize with relevant parts of OFSTED Common Inspection	25 Nov 2015	ALL	Open - continuing



	Framework			
13	'Parent involvement' for next FGB agenda	25/11/15	Clerk	completed
14	Circulate Gov. blurb template for website	25/11/15	CS	Completed – see CS blurb on website
15	Govs. To complete and return blurb for website	25/11/15	ALL	To be completed by 12/02/15
16	JR to circulate info from training session	25/11/15	JR	Ongoing revised date 20/01/16
17	Add remaining photos to Governors' notice board	13/01/16	DC	24/02/16
18	Add 'review period' column to policies spreadsheets	13/01/16	Group Convenors	24/02/16
19	Consider minimum timeframe for CG minutes before FGB and ways to implement	13/01/16	Group Convenors	24/02/16
20	Invite Tara H to next FGB	13/01/16	KP/CS	10/02/16
21	Consider ways of eliciting better parent involvement; Place on agenda for next FGB	13/01/16	All Govs.  Clerk	24/02/16  17/02/16
22	Contact staff in allocated year groups	13/01/16	All Govs	24/02/16
23	Email policies spreadsheet to Clerk	13/01/16	KHD	10/02/16

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.