

# Lanesend Primary School

## MINUTES

of a meeting of the Full Governing Board  
held at the school on 21<sup>st</sup> February 2018 at 6.30pm

**Present:** Karen Herbert-Duff (KHD) - Chair, Caroline Sice (CS) – Head Teacher, Jo Hunter (JH) – vice-Chair, Tara Hopkinson (TH), Andrea Flux (AF), Emma Norton (EN), Alex Augustus (AA), James Hall (JaH), Sam Newson (SN), Dave Cooper (DC) – invited guest.  
Richard Crossley – Clerk (RC)

### 1) Apologies

Apologies were received and accepted from Jeremy Robinson (JR).

Apologies were received from Paul Herbert (PH))

Because Paul had missed 45% of meetings the clerk advised we needed go formally discuss whether the other governors were in agreement that Paul continue as a governor. The chair put forward a case that Paul was a strong addition to the team in terms of his specialist knowledge and ability to assist with project work. We also knew his availability would be tough when he was appointed. Chair asked for thoughts and others agreed. Paul's apologies were accepted.

### 2) Declarations of interest

No new or amended declarations were made.

All new governors' declaration forms have been received.

### 3) Minutes of previous meeting

Reference the FGB meeting minutes of 24/01/18, on page 3, 'oratory' should read 'oracy'. Also on page 3, 'Portsmouth Training School' should read 'Portswood Teaching School'.

The master copy of those minutes was hand amended and initialled by KHD.

With the above change, the minutes of the last FGB meeting were agreed to represent an accurate record of that meeting and were signed by the Chair.

### 4) Action items from previous meeting

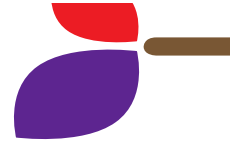
A summary of the status of matters arising and actions is given below. Additional notes, where appropriate are as follows:

46. Governor 'awards' this month were agreed for Chloe Johnson, Darren Attrill, Jack Cooper, Megan Merritt, Emma Gallagher and Sally Coppen.

83. On the agenda for this meeting.

93. KHD has emailed the Chair of Govs. of the Free School but has not received a reply.

104. IoW Councillor P Brading has mentioned that around 1800 replies were received to the parents' consultation questionnaire. A large majority of respondents were in favour of a 2-week break in October with a shorter summer break. The matter will now be placed before the full



council for a decision. Any change could not be introduced before 2020.

EN mentioned that there had been some discussions around lengthening the school day and CS noted that this would be affected by teachers' contracts – she referred to the Free School and their longer working days.

Resulting from this discussion it was agreed that AA, JH and KHD will attempt to obtain a copy of a contract from Ryde Private school. **Action: KHD/JH/AA**

110. CS met with Cllr. P Nicholson and also with Cllr. P Brading. KHD and JH have also exchanged emails with Councillors. Cllr. Nicholson has written to the local MP regarding SEN funding. There has been no study on the impact of the cuts on schools.

116. The 'late sweep' will take place on 27<sup>th</sup> February.

120. This item is under consideration; hopefully, the funding formula will have been published by the time of the Money group meeting on 15<sup>th</sup> March.

121. School improvement funding has been discussed at a recent Strategy Group meeting. It was felt that Lanesend may qualify for additional funding and a bid must be made before October. KHD has written to local builders/developers regarding possible support. If any governors feel able to do their own research into possible additional funding strings, this would be appreciated.

122. The e-safety info/training session is being arranged for September.

123. KHD is working on a spreadsheet for recording governors' monitoring of the SDP. This will be reviewed at the March FGB meeting. **Action: Clerk/KHD**

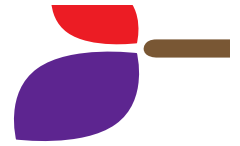
124. This item is ongoing – governors should log any examples of SDP actions being addressed, whenever they observe them.

## **6. Attendance figures update** (taken out of agenda order)

AF updated governors with the current figures. Attendance stands at 97.92% (an improvement compared to 97.18% at the same time last year). #

Holiday requests up until the end of July will amount to 249 sessions lost, if all are taken. 10 families have had fines issues and a further 4 will be if they take the time off they have asked for. The remainder are not subject to fines as they are for children 5 years of age and under. One family refused to pay the fine and court proceedings were taken.

On a positive note, no additional requests for term time holidays were received in January and



February. Last year, by this date, 276 sessions had been lost. The figures show that the situation is moving in the right direction and AF is more hopeful of a positive impact overall this year.

Absences due to sickness are at a satisfactory level.

There has been no change in lateness rates. One family is being closely monitored and a 'late sweep' is planned for 27<sup>th</sup> February – governors are invited to attend, if available.

CS was asked to include mention of '100% attendance day' in the school newsletter. **Action: CS**

## **5. Governor training & development**

Summarising the current position, it was noted that none of the new governors have had any formal induction training. When TH joined the governing board, she had completed an on-line induction session, which is the preferred option.

Following discussions on the subject, RC was asked to investigate the availability of any forthcoming IOW LA induction training. **Action: Clerk**

KHD suggested an in-house bespoke induction session and she will investigate possibilities for this. **Action: KHD**

CS was asked to look into the possibility of an in-house safeguarding training session by Paul Barnard. **Action: CS**

Some of the new governors commented on the amount of jargon and abbreviations that are used in governance and it was agreed that a guide or list of definitions would be useful. RC was asked to look for a suitable guide. **Action: Clerk**

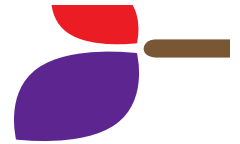
## **7. Head Teacher Brief Update**

CS gave a verbal update on significant items.

The pupils on roll number is 374 (will be 376 by tomorrow); a figure of 380 is looking likely soon.

The gender ratio used to be heavily girl biased, but the reverse is now true. The impact of this is that girls are generally weaker at maths and boys are generally weaker at English (especially writing). The quality of boys' writing is a continuing issue for the school.

A query was raised regarding the boy : girl ratio amongst SEN pupils and CS agreed to determine this. **Action: CS**



KHD asked whether there was a need to tailor teaching to take account of this gender-based learning bias and CS replied that in her view nothing specific was needed as teachers were already good at differentiating, where appropriate.

Free school meal uptake has fallen from 33% to 20.6%. This is partly due to there being more working families and a more dynamic pupil base. This does have some financial impact on the school, which may become significant in 5-6 years' time. Pupil premium numbers have also fallen from 43% to 35%. The number of pupils with medical conditions has risen from 15% to 23% and

there are now 12 children with EAL. A small amount of funding is available to support these.

SEN pupil numbers are static at around 36%.

The last short half-term concluded with pupil progress meetings. An effort was made to catch up on those parents who avoid such meetings and this included home visits, when necessary.

CS mentioned the video clip incident, which had been reported in the IWCP. CS held a meeting for parents on 20th February to address the matter, but no-one turned up! The LADO had finalised his consideration of the issue and staff had been re-advised on how to use any live stream video clips; this strengthened procedure is now in use.

KHD asked whether a response to the IWCP article was advisable and governors agreed that it was best to allow the matter to 'die'.

A large amount of effort has gone into preparations for Global Rock on 22<sup>nd</sup> February.

A new LSA has joined the year 4 team.

A new member of office staff – Jemma – has joined the school.

2 new MSAs have joined the mid-day team.

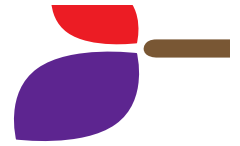
Lanesend will be acting as host for the IOW Inter-School Spelling Bee on 26<sup>th</sup> February.

## **8. School Development Plan Review**

CS outlined the next steps forward in progressing the SDP.

DC is leading the planning of a music festival, including prose, poetry and choirs from both key stages. A record number of entries have been received.

'Connect' workshops are being arranged with Penny Crossley.



Dates are awaited for 'mindfulness' sessions.

Little Love Lane pre-school has rejected the idea of any further progress towards co-operation and it was agreed to set up a 'Survey Monkey' review to gauge the views of parents as to whether Lanesend should plan to extend its provision to include 3-year olds. The survey also to include a question as to whether an in-house managed kitchen would be favoured, together with any other relevant suggestions. **Action: CS**

An architect will be visiting the school on 23<sup>rd</sup> February to discuss options for progressing with strategic plans for improving the school's accommodation.

Sports Premium is having a good impact and pupils are being given the choice of clubs they would prefer to join.

Resurfacing of the playground has been completed and PH has made a professional examination of it. The issues noted can be resolved but the contractors have not yet responded to requests for their suggestions. Money group will consider any financial implications for this work. **Action: EN/Clerk**

CS will be making classroom observations next week – these will be on a 'drop in' basis, concentrating on key foci. Governors may attend if they wish.

The progress tracking system still has some problems. The information produced in reports to parents is fine but the internal conversion to 'points progress' is not. It has been decided to revert back to a simple FLIC method and Trent Ericsson is working on the IT aspects of this.

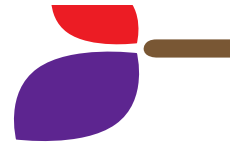
CS noted that gender equality is inherent in all lesson planning and that there is a good contingent of boys represented in the Global Rock performance.

There has been one more oracy training day followed by a very positive staff meeting, following which 10 staff members will be visiting oracy and performance events in London.

A new phonics and spelling scheme is in use.

2 days of handwriting based INSET training are planned and the handwriting policy is being reviewed for the summer term.

The use of 'Memo' cards is having positive results, with demonstrable progress. CS is hopeful of an overall positive effect on short term memory.



### **TH provided a summary of EYFS related issues:**

Phonics progress is satisfactory, with a competent top group.

Much work has been done on writing but the outcomes will not be known until the year end. Motor skills are an issue for a significant number of children. After school clubs are being offered for those in need on a 'by invitation' basis.

Maths is progressing well and a group of 8 – 10 pupils has been identified, who are above expectations.

Self-assessment opportunities are proving tricky, in particular what is the most appropriate way for pupils to develop these skills? Work is continuing on this issue.

KHD asked how the data was looking and TH replied that higher percentages were evident in most areas compared to last year, with the possible exception of writing.

KHD also asked whether there was any 'feel' for the new cohort, due to transfer from the pre-school in September? TH confirmed that there had been much discussion and that a meeting was planned. At present it is known that there will be 3 children with EHCPs, together with a fairly high level of speech and language special needs. As these have already been identified in advance, providing for them should not be a major issue.

CS invited questions. KHD enquired about the current behaviour levels. CS replied that, with the exception of one year 2 class, behaviour was good. In the class in question one boy has particular issues but these are being dealt with effectively. An attempt has been made to apply for high needs emergency funding to help this child, but this has received no response so far. One other year 2 boy is behaving in an unsettled way, especially at lunchtimes.

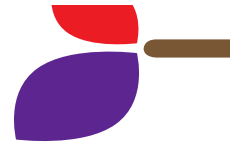
### **9. Commissioning groups review**

T&L Group has not met since the last FGB,

CC Group was due to meet on 2<sup>nd</sup> March but this has had to be re-scheduled.

EN summarised the content of the last Money Group meeting at the last FGB and the group met again on 1<sup>st</sup> February – minutes have been circulated.

A meeting of the Strategy Group had taken place since the last FGB, at which discussions centred around the 66/72 admissions question. CS summarised these issues and invited any governors who have any ideas to contribute, or who would like to join the Strategy Group, to let her know. At present there are lots of possible plans but not enough data to support a firm decision. Much



depends on the outcome of the funding formula, which will hopefully be known by the time of the next FGB. **Action: All**

KHD referred to recent activity regarding Teaching School status. CS had attended a 'meeting magpie' on sharing practice, which had 64 attendees. 41 bookings are in place for an inclusion conference. A meeting will take place in March to review the application form, with the expectation of applying to the DfE early in the summer term. On 28<sup>th</sup> February CS will be meeting with the DfE to discuss.

EN suggested that governor/parent meetings might be arranged to coincide with the established Tuesday morning coffee meetings. This met with general agreement and CS felt that governors'

perspectives on the kitchen and its future use would be valuable. EN will try to arrange joint meetings. **Action: EN**

## 10. Policies updates

TH introduced the admissions policy, which has to be submitted to the LA by 5<sup>th</sup> March. The policy states the school's admission numbers for 2019/20. If changes are needed then it is important that they are agreed now.

CS suggested an agreed admission number of 60, with the addition of suitable words to cover the scenario "if more applicants apply the school has the option..." A change of wording to reinforce the expected medical support needed for choice of school was also discussed and agreed.

The exact wording of both amendments was agreed by all and on this basis the reissued attendance policy was agreed (proposed AF, seconded KHD).

The amended text will be verified by TH before the policy is signed. **Action: TH**

**Item 11.** on the agenda had been dealt with earlier in the meeting.

## 12. New governors photo for website

It was agreed that the new photos will be taken on Friday 23<sup>rd</sup> February.

There being no further business, the Chair closed the meeting at 8.53 pm. The next FGB meeting will be on Wednesday, 21<sup>st</sup> March at 6.30pm.

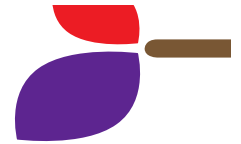
Please inform the Clerk if you are unable to attend.

*Richard Crossley*, Clerk

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## Action items status at the end of this meeting

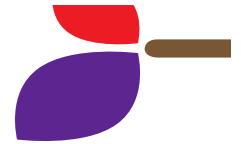
Note: Completed items are shown 'greyed out', retained for one month and then removed from the list. Numbers are allocated serially and do not change when



completed items are removed from the list.

|     | <b>Action item</b>   | <b>Date item raised or amended</b> | <b>Person responsible</b> | <b>Status</b>                      |
|-----|--|------------------------------------|---------------------------|------------------------------------|
| 25  | Investigate methods for feeding back pupil progress to volunteers    | 20/07/17                           | JR                        | ongoing                            |
| 46  | Write Govs. Monthly awards   | 15/09/16                           | KHD                       | <b><i>Standing Action Item</i></b> |
| 83  | Gov. Dev. Plan as part of Strategy Group                             | 20/07/2017                         | ALL                       | Review at Feb '18 FGB              |
| 93  | Investigate Free School teacher contracts re term times              | 22/06/17                           | KHD                       | ongoing                            |
| 104 | Discuss October holiday dates with staff                             | 18/10/17                           | CS                        | On hold pending IOWLA consultation |
| 106 | Include Link gov. details in gov. newsletter                         | 18/10/17                           | JR                        | When published                     |
| 109 | SDP updates to become standing item on agendas                       | 13/12/17                           | Clerk                     | <b><i>Standing Action Item</i></b> |
| 110 | Meet with Councilors re. SEN funding                                 | 13/12/17                           | KHD/CS                    | Completed                          |
| 111 | Meet to develop funding action plan                                  | 13/12/17                           | JR/CA                     | ongoing                            |
| 113 | Follow up audit/report items to ensure efficiency                    | 24/01/18                           | EN/CA                     | ongoing                            |
| 114 | Include sessions lost in newsletter                                  | 24/01/18                           | CS                        | completed                          |
| 115 | T&L Group to review performance of pupils with highest absence rates | 24/01/18                           | KHD                       | T&L not met yet. For March FGB.    |
| 116 | Organise 'late sweep'  | 24/01/18                           | AF/Govs                   | Arranged 27/02/18                  |
| 117 | Policies for signature in  | 24/01/18                           | All                       | Ongoing                            |





|     |  |          |                    |                    |
|-----|--|----------|--------------------|--------------------|
|     | Chair's postbox  |          |                    |                    |
| 118 | Record of volunteer visits in newsletter               | 24/01/18 | CS/Office          | ongoing            |
| 120 | Class size – vs – funding for MG                       | 24/01/18 | EN                 | Next MG after Feb. |
| 121 | Investigate school improvement funding                 | 24/01/18 | EN                 | ongoing            |
| 122 | Arrange e-safety training/info session                 | 24/01/18 | CS                 | completed          |
| 123 | Investigate ways of recording govts. SDP monitoring    | 24/01/18 | JR, JH, KHD, Clerk | For March FGB      |
| 124 | Review SDP actions during visits                       | 24/01/18 | CG Convenors       | ongoing            |
| 125 | Try to obtain copy of Ryde Private contract            | 21/02/18 | KHD/JH/AA          | March FGB          |
| 126 | Check for forthcoming induction training               | 21/02/18 | Clerk              | March FGB          |
| 127 | Arrange Paul B safeguarding training                   | 21/02/18 | CS                 | When convenient    |
| 128 | Check SEN boy:girl ratio                               | 21/02/18 | CS                 | March FGB          |
| 129 | Initiate survey monkey pre-school review               | 21/02/18 | CS                 | March FGB          |
| 130 | Money Group to consider playground 'fix'               | 21/02/18 | EN/Clerk           | Next MG meeting    |
| 131 | Advise CS of any ideas re admission numbers            | 21/02/18 | All                | As appropriate     |
| 132 | Arrange gov. meetings to coincide with coffee mornings | 21/02/18 | EN                 | When possible      |
| 133 | Verify text of amended admissions policy               | 21/02/18 | TH                 | ASAP               |