

MINUTES

of a meeting of the Full Governing Body
held at the school on 24th February 2016
at 6.30 pm

Present: Jo Hunter (JH – vice Chair), Caroline Sice (CS), Peter Almond (PA), Dave Cooper (DC), Karen Herbert-Duff (KHD), Lauren Elliott (LE), Emma Norton (EN) Ken Burns (KB), Jeremy Robinson (JR), Andrea Flux (AF)

1) Apologies

Apologies for absence were received from Ken Burns and Richard Crossley. Kate Palfrey took the notes of the meeting.

2) Declarations of Business Interests

There were no other new or amended declarations made. New declaration forms were sent to DC, KB and LE to clarify a minor issue with those originally submitted.

3) Minutes of last FGB meeting (13/01/16)

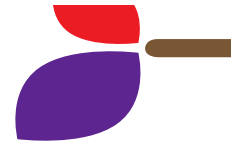
The minutes of the last meeting on 13th January were agreed to represent an accurate account of the meeting (proposed KHD, seconded EN) and were signed by the Chair.

4)

Action items

A summary of matters arising and actions is given below and in the chart at the end of these minutes:

1. AF discussed holiday requests: only 4 request for 4 days so OK so far. Ongoing monitoring.
2. JR presented his Governor newsletter - feedback by 5th March please. Profile of a governor each time with photo. Also focus on volunteers and other people who give their time to school.
5. Ongoing with reviews of policies
- 12: Ongoing - OFSTED FGB to take place in April or May.
- 15: PA only Governor left to complete - by this Friday please.
- 16: JR distributed info from training session - RC to distribute electronically. COMPLETE
- 17: DC moving along with this. DC to obtain certain photos from Jess. Only LE to supply photo.
Action Item: DC to take group photo of governors at next FGB
- 18: KHD working on this. To be completed
- 19: Complete - T&L dates changed: Money Group to change from Sept: CCG already suitably timed.
- 20: Complete
- 21: Complete - spoken about during Governors - any other items worth considering please email to KHD
22. Complete
- 23: Complete



5) **Presentations by Trent Ericsson on pupil data**

Trent gave an excellent, very informative presentation. Numerous questions were asked. PA asked about data feedback from volunteer interventions such as reading with children - how can we see progress and how should we feed any progress back to volunteers? Agreed that it was a good idea to feedback progress to volunteers - are their interventions working? **Action Item : Chloe to investigate how this could be done. (see summary list item 25)**

Accuracy of data was spoken about – it was agreed that there will always be mistakes but, on the whole, the data is moderated, entered and is reliable.

6. **Commissioning Groups:**

Convenors summarised their minutes of previous meetings: See Convening Group minutes (circulated separately) for further information.

CCG:

AEN now stands at 39.8%. This is high, although CS has added some current pupils who need a boost and may come off the list again soon.

Other children are also likely to be removed from the AEN register, which may bring this number down somewhat, though it is still acknowledged as being high. Further discussion will be necessary at some point.

Attendance 98.2% - Excellent. This compares well with 97.5% at the same time last year. Credit to Andrea for her efforts on this important issue.

Action item:

DC to send traffic information to PC Laura Cade (see summary list item 26)

Hannah - CAF lead has asked every Governor to complete on line PREVENT training - **Action item: Clerk to distribute link - to complete by next FGB. (see summary list item 27)**

T&L

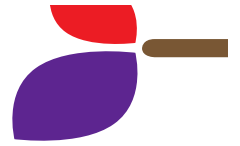
Celebration Board about good things at Lanesend. Any ideas, please email to Karen who, with Jez, will keep it up to date: Back board of Hall.

Parental involvement: (agenda item 8 brought forward)

Parent council (Item 12 brought forward). – suggested that 1 or 2 parents from each class could get involved with, for example helping with a policy, or the Home School Agreement (rename, suggest the 'Lanesend Learning Contract').

On parental involvement, EN suggested a few ideas such as bringing parents in for a football talk; family fit together; Improve your own writing skills night (for job interviews);

Parent email Club for parents that might not have computers / web access at home;



Reading course - read with your kids;
Postcard home from school when you child does something well;

Any other suggestions to KHD via email please.

Action: All Governors to consider other ways of increasing parental involvement – email to KHD (see summary list item 28)

Money Group – In the absence of KB, EN summarised the items covered at the last MG meeting - budget, monitoring balances, policies, etc. Further details are included in the minutes, previously circulated.

7) **HeadTeacher's Report**

Not much to add after excellent Commission Group reports:

307 pupils on roll – due to increase to 310 by the end of the week.

Budget information is still awaited.

Ian Newnham has resigned – an advert will be placed in IWCP for 2 TAs, as TA resource is becoming rather light.

Good pupil progress meetings.

8) **Skills Matrix**

PA reviewing the skills matrix - clear from red, and 1 & 2's which areas were weak. Also gave us the opportunity to recruit new governors in areas perhaps needing improvement.

Financial skills remain weak - whole governor training is necessary – this will be on a FGB night so all should be able to attend.

Spoke about using staff or governors with skills to train: e.g.: EN to train on finance, Inclusion Team on Provision Map and progress of AEN children. This would provide a suitable follow-on from tonight's presentation. KP to invite Inclusion Team.

Action: KP to invite Inclusion Team to present to Governors. (see summary list item 29)

£1000 has been allocated for new training courses. Governors to look and see if there is anything appropriate that they would like to go on.

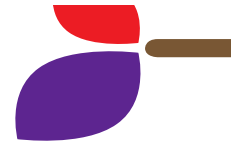
Action: Govs. To consider training opportunities (see summary list item 30)

10) **Governors 'Well Done' Award**

LE nominated Mandy Holbrook - Always smiling - endless effort for Global Rock – Amazing!

JR nominated Brett Evans - year 6 teacher - for going over and above for taking on 2 x year 6 classes during Jane Proctor's sick leave.

CS nominated Chloe from the Inclusion Team for Global Rock - huge effort.



KP as Chair to write 'thank you' cards. This will not be announced publicly but is acknowledged in these minutes.

Action: KP to write thanks you cards. (see summary list item 31)

13) CS question Time

No specific questions were asked.

The meeting closed at 9.00 pm. (The Pupil Data presentation had lasted 1 hour)

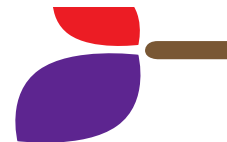
The next meeting will be on 23rd March 2016 and will start at 6.00pm to allow more time for the inclusion Team to present.

Please advise the Clerk if you are unable to attend.

Richard Crossley

richard.crossley1@sky.com

| Action items summary | | | | |
|----------------------|---|--------------|--------------------|--|
| | Action item | Date of item | Person responsible | Status |
| 1 | Dates for holiday request | 30 Sept 2015 | AF | Ongoing monitoring |
| 2 | Governor Newsletter | 21 Oct 2015 | JR and EN | complete |
| 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 | complete |
| 12 | Govs to familiarize with relevant parts of OFSTED Common Inspection Framework | 25 Nov 2015 | ALL | Open – continuing – OFSTED FGB in April/May |
| 15 | Govs. To complete and return blurb for website | 25/11/15 | ALL | complete |
| 16 | JR to circulate info from training session | 25/11/15 | JR | complete |
| 17 | Add remaining photos to Governors' notice board | 13/01/16 | DC | Ongoing. DC to take group photo of Governors at next FGB |



| | | | | |
|----|---|----------|-----------------|-----------------------------------|
| 18 | Add 'review period' column to policies spreadsheets | 13/01/16 | Group Convenors | ongoing |
| 24 | Govs. To review draft Govs. newsletter | 24/02/16 | All | Provide comments to JR + KP |
| 25 | Investigate methods for feeding back pupil progress to volunteers | 24/02/16 | Chloe | 16/03/16 |
| 26 | Send traffic information to police, DC Laura ? | 24/02/16 | DC | 16/03/16 |
| 27 | Distribute link for PREVENT training | 24/02/16 | Clerk | 23/03/16 |
| 28 | Govs. to consider ways of improving parental involvement | 24/02/16 | All | Ongoing, email suggestions to KHD |
| 29 | Invite Inclusion Team to present and include in March FGB agenda | 24/02/16 | KP & Clerk | 16/03/16 |
| 30 | Govs. to consider training opportunities | 24/02/16 | All | 23/03/16 |
| 31 | Write cards for Govs. 'well don'e award | 24/02/16 | KP | 16/03/16 |

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.