

## Lanesend Primary School MINUTES

of a meeting of the Full Governing Board  
held at the school on 24<sup>th</sup> January 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), Jeremy Robinson (JR), Sam Newson (SN)  
Richard Crossley – Clerk (RC)

### 1) Apologies

Apologies were received and accepted from James Hall (JH), Alex Augustus (AA), Paul Herbert (PH) and Dave Cooper.

RC advised governors that Lauren Elliott had resigned from the GB since the last meeting.

### 2) Declarations of interest

No new or amended declarations were made.

Completed declaration forms are awaited from SN and AA.

### 3) Minutes of previous meeting

RC was advised that EN and JR had been omitted from the attendees on the last meeting minutes. The master copy of those minutes was hand amended and initialled by RC.

With the above change, the minutes of the last FGB meeting on 13<sup>th</sup> December 2017 were agreed to represent an accurate record of that meeting - proposed by JH and seconded by AF - and were signed by the Chair.

### 4) Action items from previous meeting

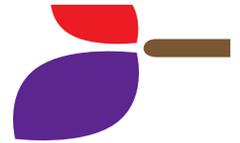
A summary of the status of matters arising and actions is given below. Additional notes, where appropriate are as follows:

1. AF advised that, so far, out of term time holiday requests for the month of December amounted to 64 sessions, with 210 received for the period covering the whole school year. The parents concerned have been advised of the possibility of fines.

It was agreed that the holiday request item would form part of the agenda and come off the action item log. **Action: Clerk**

It was agreed to include the 'sessions lost' figures in the school newsletter. **Action: CS/Office**

AF noted that letters are sent out to parents whose children's attendance is below 93% and parents are called in for a meeting if this falls below 90%. The emphasis is on making parents aware of the importance of good attendance and, where appropriate, offering support. CS advised that EAL pupils constitute one of the highest absence groups.



It was also agreed that the T&L Group should review the performance of pupils with the highest absence rates. **Action: KHD**

There have been a few unauthorised lateness but the frequency has reduced somewhat. It was agreed that, on the first week back after half term, AF will organise a 'late sweep'. Governors will attend if available. **Action: AF**

5. Policies awaiting signature should be placed in the Chair's post-box. **Action: All**

25. Volunteer visits were mentioned and it was agreed that the school newsletter should record the number of visits to the school by volunteers of all types. **Action: CS/Office**

46. Governor 'awards' this month were agreed for Miss Garry (year 5 teacher), Paul Bennett (parent), Claire Gladdis and Miss Westbrook.

93. KHD will contact the Chair of Govs. of the Free School for this information. **Action: KHD**

105. Link governors have been allocated as follows: SN = year 6; JH = Year R; PH = Year 1; AA = Year 2.

106. Suggestions for the next Governors newsletter included: guidelines for diarrhoea and vomiting, use of social media, school council interview, governor 'spotlight', plans and discussion items, new governors. **Action: JR**

113. CS mentioned that she still had not had the opening accounts back from the auditor but monitors bank accounts weekly – they are healthy - and she has received indicative funding figures for the next school year.

EN agreed to speak with CA to check the current status of the follow-up of items from the audit report. **Action: EN**

## **5. Governor Training**

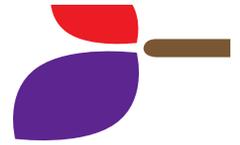
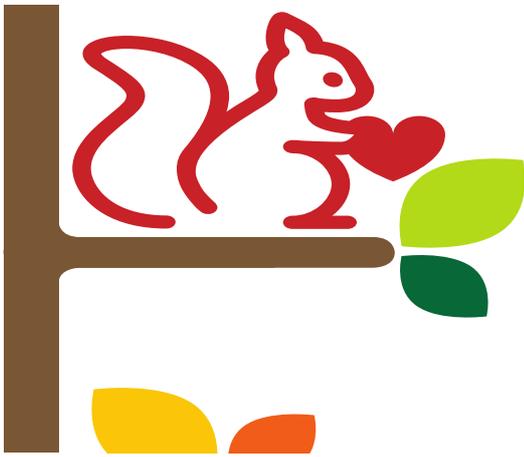
It was agreed that governor training and development should be a significant item for the February FGB agenda. **Action: RC**

Governors may view up to date skills matrix on GoogleDocs.

## **6. Head Teacher Brief Update**

CS gave a verbal update on significant items.

The pupils on roll number is 375; 2 year 5 pupils have left the school. One more is expected to leave to be home schooled, but no formal request has been received yet. When this happens, it will provide a place for a new year 3 pupil (there are currently 2 on the waiting list).



The school continues, in general, to be over-subscribed.

Money group needs to consider, as a priority, the subject of class size versus funding. **Action: EN**  
EN agreed to investigate the school improvement funding details to try to identify a basis for Lanesend to qualify. There may be a case for additional funding due to popular growth.

**Action: EN**

The strategic issues facing the school were agreed as being the combination of budget, building, new organisation and staffing.

On the subject of the quality of teaching and learning, it was noted that writing moderation is taking place this and next week. One member of staff has undertaken a phonics training course (it was noted that most of the recommendations are already practised by the school). An outstanding teacher course is taking place, with good feedback.

Emphasis is being placed on speaking and making presentations.

Visits are planned to a London school that is taking part in an Oratory project.

Stamina for writing is also receiving emphasis and presentation of work is an ongoing, improving focus. 2 days' training will take place after half term with the focus on handwriting and presentation.

Behaviour continues to gradually improve and is generally good. One year 2 pupil, previously home schooled, is pushing boundaries and proving a challenge but CS has confidence that the issues will improve.

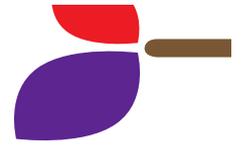
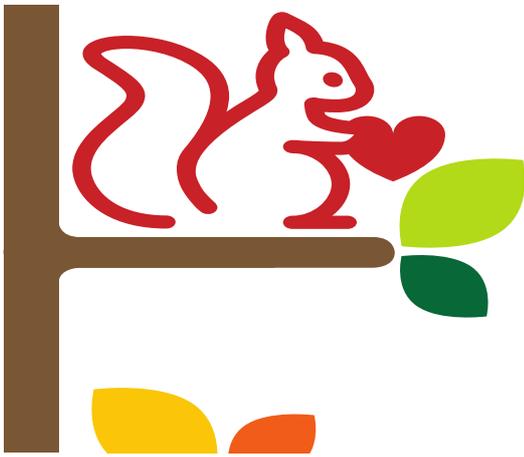
CS explained the problem that had occurred the previous week with inadequate filtering of an incoming video clip in a year 3 class. She also explained the actions that had been taken as a result. KHD said she had accompanied CS to a meeting with a parent who had raised a complaint about this and hoped that particular complaint had been resolved. As a follow on to this, governors felt that an e-safety training/info session should be planned. **Action: CS**

TH mentioned that in Reception there were 3 EHCP children and 10 with SEN (mostly speech related) and the EYFS outcomes were showing that there is a higher proportion of children at age expected and not as many as they would have liked exceeding expectations. However, conversely there are not so many below age expected.

Some maths intervention is taking place, with 10 year 6 children being specifically targeted.

Phonics outcomes are progressing satisfactorily.

The Teaching School project is progressing – CS has a meeting planned in March with a Portsmouth



Training School.

Conferences covering Leadership, behaviour and EYFS are all being planned.

Governors queried if courses were not fully utilised and CS responded that they would still go ahead and that uptake is difficult to predict but early indications are that courses are popular.

### **7. & 9. School development Plan Review**

Discussion on this subject began with various governors noting instances they had observed where the content of the SDP was being addressed. For example, KHD noted that she had seen increased confidence during assembly activities.

The governors' monitoring of the SDP is a newly developed function and RC expressed his view that to capture the detail of this monitoring within the business of an FGB was impractical and probably inefficient. In his experience, a separate 'governors monitoring plan' (or similar) was used, which was kept up to date on a rolling basis as governors performed a particular monitoring function, the current state of the plan then being noted by governors during FGB meetings.

JR felt that all governors were not yet sufficiently familiar with the SDP to provide enough feedback, but that there were plenty of examples of actions taking place. KHD would like all Governors to become familiar with this document.

**Action: All GOVS**

After some discussion it was agreed that JR, JH and KHD will look into methods of directly recording governors' monitoring activities.

**Action: JR, JH, KHD**

It was also agreed that Commissioning groups should challenge staff, during meetings, on issues related to the SDP.

**Action: CG Convenors**

CS briefly reviewed the SDP and governors discussed several items with direct interest to the monitoring by governors.

### **8. Commissioning groups review**

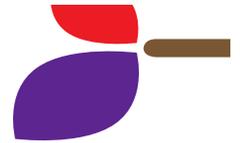
The allocation of new governors to CGs was discussed and the following agreed:

SN and JH will join the Money group.

AA will join the T&L Group.

### **10. Policies updates**

TH had presented four policies for renewal/review. JR raised comments on some of these, which gave rise to the need for some minor amendments. TH took notes of these suggestions, which did not receive any negative comments by the FGB as a whole, and will have them incorporated. In order to avoid having to wait until the next FGB meeting, on the condition that the incorporation of the correct wording will be checked before final publication, **governors proposed (JH),**



**seconded (JR) and agreed the revised/reissued versions of the Attendance policy, Emergency Plan, Health & Safety policy and Debt policy.**

**Items 11. And 12. on** the agenda had been dealt with earlier in the meeting.

**13. New governors photo for website**

It was agreed to carry forward this item to the February FGB meeting.

**Action: Clerk**

**AOB.**

CS noted, from a training session she had recently attended, the new legislation introducing the requirement for a designated DPO (Data protection Officer.) She had queried whether the LA could provide such a service. The suggestion was that the role must be separate from that of any other decision-making person in school. This designated role needs to be filled by 25<sup>th</sup> May 2018. Another possibility CS had considered was whether the Clerk to Governors would be a suitable candidate. Consideration of this matter continues.

There being no further business, the Chair closed the meeting at 8.57pm. The next FGB meeting will be on Wednesday, 21<sup>st</sup> February at 6.30pm.

Please inform the Clerk if you are unable to attend.

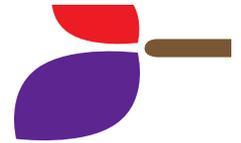
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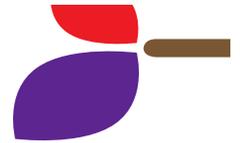
**Action items status at the end of this meeting**

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>
5	'purpose' words to be added to policies when reviewed. Policy impact?	13/12/17	JR	<i>completed</i>
25	Investigate methods for feeding back pupil progress to volunteers	20/07/17	JR	JR/CS to discuss Spring term - 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
100	Complete skills audit and declaration forms	13/09/17	ALL	completed
104	Discuss October holiday dates with staff	18/10/17	CS	On hold pending IOWLA consultation
105	Link gov. To introduce themselves to their classes	18/10/17	Link gov.	completed
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	Ongoing
110	Meet with Councilors re. SEN funding	13/12/17	KHD/CS	ongoing
111	Meet to develop funding action plan	13/12/17	JR/CA	ongoing
112	Liaise with CA re new members	13/12/17	Clerk	complete
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	ASAP
115	T&L Group to review performance of pupils with highest absence rates	24/01/18	KHD	March FGB
116	Organise 'late sweep'	24/01/18	AF/Govs	After half term
117	Docs for signature in Chair's postbox	24/01/18	All	Ongoing
118	Record of volunteer visits in newsletter	24/01/18	CS/Office	ASAP
119	Gov. training and dev. For Feb agenda	24/01/18	Clerk	Feb agenda



120	Class size – vs – funding for MG	24/01/18	EN	Next MG after Feb.
121	Investigate school improvement funding	24/01/18	EN	When possible
122	Arrange e-safety training/info session	24/01/18	CS	When possible
123	Investigate ways of recording gov. SDP monitoring	24/01/18	JR, JH, KHD	ASAP
124	Review SDP actions during visits	24/01/18	CG Convenors	When possible