

Signed:

Date:



Lanesend Primary School MINUTES

of a meeting of the Full Governing Board
held at the school on 25th April 2018 at 6.30pm

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

1) Apologies

Apologies were received and accepted from Emma Norton and Paul Herbert.

2) Declarations of interest

No new or amended declarations were made.

3) Minutes of previous meeting

The minutes of the FGB meeting on 21st March 2018 were agreed to represent an accurate record of that meeting and were signed by the Chair (proposed AF, seconded SN).

4) Action items from previous meeting

A summary of the updated status of matters arising and actions is given below.

Comments on specific items were as follows:

46. Awards were agreed for MSA Zoe and Katie Barton (yr 3).

93 & 125. Combine

106. Govs. newsletter to be published by 4th May.

109 & 123. Combine –

Action KHD/JH for next FGB

111. For MG agenda 9th May.

115. reviewed by T&L group – continuing to investigate how to evidence this.

118. In the process of being collated.

127. Confirming PB availability first – circulate possible dates to governors.

128. Completed – ratio is 84 boys : 45 girls.

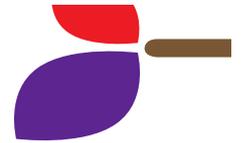
130. For MG agenda 9th May.

136. CS did meet and the this was covered in the EFGB meeting on 19th April.

5) Term dates

CS summarised the results of the term dates preferences survey, which had been sent to parents and teaching staff. She noted that any proposed changes will never please everyone. However, the proposal to extend the May half term for a second week had resulted in an overwhelming 'Yes'. Also, the majority of respondents wanted this arrangement to be fixed for continuing years.

Proposals for changes to the Easter break (reduce to 6 days and use the remaining 4 for other purposes) resulted in a strong wish from parents and teachers to keep the break at 2 weeks.



CS reminded governors of the school's flexibility in fixing term dates, by virtue of its academy status.

A question regarding the possible move of the Easter break to coincide with the public holiday, or moving it to provide Spring and Summer terms of equal length, received an undecided response. There was a large majority wish to maintain a 2 week Christmas holiday, with as weekend at either side. There were no wishes expressed for either a longer or shorter Christmas holiday. With reference to the 2 weeks October half term proposed by the IOW LA, the question for governors is whether to align with this? Our survey results were very close.

Round the table views were taken. JH felt that a true response was unlikely until the change was trialled. CS emphasised that pupils and staff feel stressed and tired by the end of October and she was in favour of trialling the change. She also offered the thought of starting the next year's curriculum in the latter part of the Summer term.

AA and SN both felt that the change should be trialled, as long as it provided for positive pupil outcomes.

Based on further discussion of this and the other possible changes mentioned, at this stage a vote was taken. The proposal was **"to extend the October half term holiday to 2 weeks, reducing the summer holiday by 1 week, effective 2019"**. This was proposed by JH, seconded by JR and **agreed unanimously.** **Action: implement**

No vote was necessary regarding the May half term.

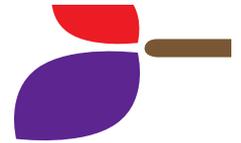
It was agreed that the Strategy Group will consider the implications of the proposed Easter changes Bearing in mind the public holiday dates over the next 4 years or so. **Action: Strategy Group**

CS mentioned a question in the survey regarding a possible early finish on Fridays – this had received an undecided response from parents. Discussions followed regarding the implications on teachers' PPA time and the different effects on teachers compared to LSAs. It was agreed that the Strategy Group should explore these issues further, with the suggestion that a plan for the next 3 years should be drafted and (possibly?) sent to parents. **Action: Strategy Group**

6) Safeguarding issues

CS will circulate the report received from the Hants LA Inspector. She summarised the actions that have been implemented on the relatively minor items noted. The report contains many positive observations.

CS advised governors of a recent item in which a child had taken, from a gift basket provided by a parent, a sweet egg that may have contained traces of nuts. This had been noted by the child's parent. As a result, it had been decided to prohibit the receiving of any food gifts and this will be reflected in



the relevant policies, if necessary.

As a side issue it was noted that an updated version of the 'worry tree' poster should be displayed in the reception area. **Action: CS**

7) Final budget sign-off

The budget version MB, with all final costing changes included, had been circulated to governors by CA. This version – MB dated 20/04/2018 – was proposed for acceptance by KHD, seconded by JH and **unanimously agreed.**

8) Further developments

A Survey Monkey questionnaire had asked parents for their feedback regarding the school catering services. Most had replied that they were 'satisfied' with the quantity and quality of school dinners, though there had been many responses in the 'comments' section to the contrary. 62% felt that the menu was good.

JR raised an issue regarding the difference in sizes of the portions given to some pupils. CS was unaware of this and will investigate. **Action: CS**

SN asked whether there was a good uptake of school meals at KS2 (when payment begins) and CS believed that this was the case.

TH noted that the quantity of waste food was very high.

Overall, CS felt that the level of service provided by the contract caterers is poor and this is supported by the parents' comments. She felt that the next step was to produce a business plan for in-house catering and this will become an action item for the Money group.

Action: Money Group

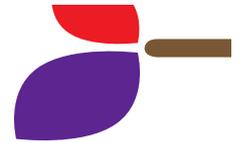
A second item covered by the Survey Monkey was the suggestion that Lanesend's pupil age range might be extended to include age 3 children. 75% of respondents were in favour of this. Other comments were received relating to the number of classes, available space and the provision of an access pathway across the school field. This will be covered in future considerations.

JR asked whether the Survey Monkey results could be scanned and circulated to governors?

Action: CS/Office

9) GDPR

KHD had asked for this to be placed on the agenda to ensure the school were aware of what they needed to do and had it under control. JaH and KHD said they would provide any help and guidance



that they could to CA and CS, if needed.

CS noted that the GDPR (General data protection Arrangements) become effective on 25th May. She had attended an IOW LA training event on the implications of the regulations. The LA has an action plan and is gathering information, though there remain some conflicting views. The suggestion that the LA might provide a paid-for DPO (Data Protection Officer) service was not thought beneficial. CS would like to have an in-house DPO.

It was agreed that the most appropriate location (within commissioning groups) for the DPO function was with the Money Group. No further decisions were made at this stage and the subject remains for ongoing consideration.

10) Documents review

TH mentioned the changes to the **mobile phone policy** based on the safeguarding audit report. Governors suggested two further minor changes. The amended policy was proposed (KHD), seconded (JH) and **agreed unanimously**.

Considering the Health & safety at Work Policy, KHD queried the date for review but there were no other queries.

The remaining **policies, listed below**, were proposed for re-issue (KHD), seconded (AF) and **unanimously agreed**:

Register of interests of headteacher and governors

Attendance

Intimate care (with minor changes)

Admissions and attendance

DBS

Health & Safety at work

Whistleblowing

Grievance procedure

School website

Fire safety

Dealing with allegations (with minor reference title changes)

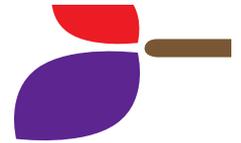
Disability equality (with minor reference title changes)

JR noted that he felt the time provided to review policies that had changed (as opposed to those That had just reached their re-issue date) was not sufficient and suggested a minimum of one week in advance.

11) Attendance & Holidays update (additional item, for agendas in future)

AF confirmed the positive attendance figure of 97.26%

If all holiday requests received to date are taken, 319 sessions will be lost. This compares favourably with 536 in the same period last year.



To date, 276 sessions have been lost compared with 328 last year – again a positive trend. CS asked whether there was any specific effect on vulnerable groups and AF confirmed that 19 children have attendance below 93% and 9 are below 90%. CS said that a lot of the holiday requests in term time came from children with English as an additional language and JH queried whether there were any FGM concerns; AF replied that there were none.

AF noted that another 'late sweep' will be conducted in the near future. TH and JH are tracking the 'late sweep' results for any patterns.

Finally, CS showed governors the LA plans for flats and houses to be built on the ex-pond site near Somerton park and ride.

There being no further business, the Chair declared the meeting closed at 8.32 pm. The next FGB meeting will be on 23rd May 2018 at 6.30 pm. Please inform the Clerk if you are unable to attend.

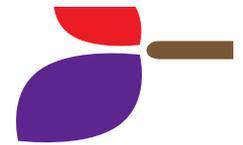
Richard Crossley, Clerk

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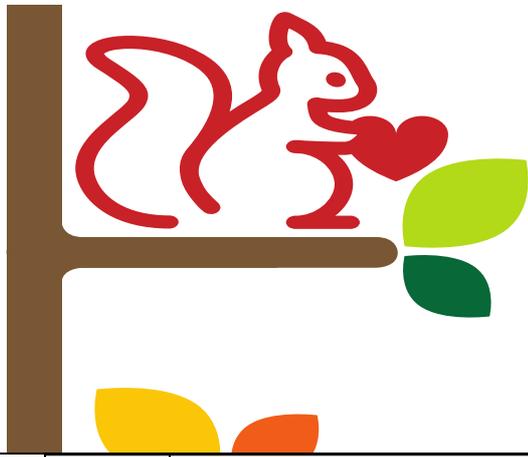
Action items status at the end of this meeting

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.

	Action item	Date raised or amended	Person responsible	Status
46	Write Govs. Monthly awards	15/09/16	KHD	<i>Standing Action Item</i>
83	Gov. Dev. Plan as part of Strategy Group	20/07/2017	JR	Review at next Strategy Group - ongoing



93	Investigate Free School teacher contracts re term times	22/06/17	KHD/CA	Ongoing
104	Discuss October holiday dates with staff	18/10/17	CS	complete
106	Include Link gov. details in gov. newsletter	18/10/17	JR	To be published 04/05/18
109	SDP updates to become standing item on agendas	13/12/17	Clerk	<i>Standing Action Item</i>
111	Meet to develop funding action plan	13/12/17	Money group (EN)	ongoing
113	Follow up audit/report items to ensure efficiency	24/01/18	Money group (EN)	ongoing
115	T&L Group to review performance of pupils with highest absence rates	24/01/18	KHD	T&L not met yet. For next FGB.
118	Record of volunteer visits in newsletter	24/01/18	CS/Office	For April FGB
121	Investigate school improvement funding	24/01/18	EN	ongoing
123	Investigate ways of recording gov. SDP monitoring	24/01/18	JR, JH, KHD, Clerk	For April FGB
124	Review SDP actions during visits	24/01/18	CG Convenors	ongoing
127	Arrange Paul B safeguarding training	21/02/18	CS	ongoing
128	Check SEN boy:girl ratio	21/02/18	CS	For next CCG
130	Money Group to consider playground 'fix'	21/02/18	EN/Clerk	Next MG meeting
132	Arrange gov. meetings to coincide with coffee mornings. EN to attend next	21/02/18	EN	ongoing
134	Read H/T Spring 2018 report and raise any queries	21/03/18	All	complete
135	Obtain more accurate estimates for internal building work	21/03/18	CS	ongoing
136	Raise query with Admissions authority	21/03/18	CS	complete
137	Compile accurate budgets for	21/03/18	CS/CA	complete



	4 options based on group discussions and circulate to govs.			
138	Circulate any info on anti-cuts campaign	21/03/18	JR	ongoing
139	Send safeguarding comment to Clerk	21/03/18	KHD	complete