

MINUTES
of a meeting of the Full Governing Body
held at the school on 27th April 2016
at 6.00 pm

Present: Kate Palfrey (KP - Chair), Jo Hunter (JH), Caroline Sice (CS), Ken Burns (KB), Dave Cooper (DC), Karen Herbert-Duff (KHD), Lauren Elliott (LE), Emma Norton (EN) Ken Burns (KB), Jeremy Robinson (JR), Andrea Flux (AF), Tara Hopkinson (TH)

1) Apologies

There were no apologies for absence.

2) Declarations of Business Interests

There were no other new declarations made. CS' declaration has been amended to remove reference to a family member, who is no longer employed by the school.

3) Inclusion Team presentation

Vicky Thomas, Jesse and Chloe presented on behalf of the Inclusion Team. Their presentation included a description of the current methods for data analysis, which have been supported by Consultant Trent Ericsson. The team also presented on different types of SEN children that we have at the school, how we categorise them and work with them with a needs analysis, how we show progress and monitor Pupil Premium spending on the Provision Map. KP thanked the team for their interesting presentation and verified that several Governors now felt much better informed on this subject.

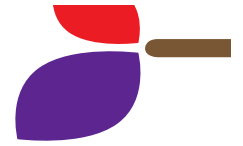
4) Minutes of last FGB meeting (24th Feb 2016)

With the exception of the following amendment, the minutes of the last meeting on 24th February were agreed to represent an accurate account of the meeting (proposed KHD, seconded LE) and were signed by the Chair:

Replace references to Pc Laura? By 'Councillor Lora Peacey-Wilcox'

A summary of matters arising and actions is given below:

Action items summary				
	Action item	Date of item	Person responsible	Status
1	Dates for holiday request	30 Sept 2015	AF	Ongoing monitoring



5	'purpose' words to be added to policies when reviewed	21 Oct 2015	All CG Convenors	ongoing
12	Govs to familiarize with relevant parts of OFSTED Common Inspection Framework	25 Nov 2015	ALL	Open – continuing – OFSTED FGB in May
17	Add remaining photos to Governors' notice board	13/01/16	DC	Completed
18	Add 'review period' column to policies spreadsheets	13/01/16	JH	Complete – latest list to Clerk, please.
24	Govs. to review draft Govs. newsletter	24/02/16	All	Completed Suggestions for next newsletter to JR, please.
25	Investigate methods for feeding back pupil progress to volunteers	24/02/16	KP	Check and feed back to Clerk
26	Traffic information	27/04/16	DC	New traffic survey to be set up via Pupil Council.
27	Distribute link for PREVENT training	27/02/16	Clerk	Completed – all Governors have done the training – Bring certificates to next FGB.
28	JR to attend parental involvement meeting on 28/04	27/04/16	JR	Report back 08/06 FGB
29	Invite Inclusion Team to present and include in March FGB agenda	24/02/16	KP & Clerk	completed
30	Govs. to consider training opportunities	24/02/16	All	ongoing
31	Write cards for Govs. 'well done' award	24/02/16	KP	Completed - ongoing
32	Ask class teachers to suggest names for parent involvement	27/04/16	CS	By end of term
33	Provide any training issues for next FGB	27/04/16	KB/LE	For 08/06/16 FGB
34	Book place on 8 th May New Governor	27/04/16	TH	For 08/05/16



	induction course			
35	Arrange H & S audit with Darren	27/04/16	CS/JH	As soon as practicable
36	Circulate up to date policies list	27/04/16	JH	For 08/06/16 FGB

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.

5) Chair update

KP gave an update on several recent issues of interest:

She had met briefly with KB and EN regarding working more closely with the pre-school. KP referred to the government announcement on the future of Academies. Previously, Amanda Barrett (DfE) had visited Lanesend and discussed the school's next steps. The pros and cons of remaining as a solo Academy or the possibility of entering into a Multi Academy Trust (MAT) were considered with no real decision, nor need to make a decision, at this stage – this is just for Governors' information.

Other Primary Schools have been emailed to invite them to get together to discuss the subject and a few like-minded schools have replied. CS has discussed informally with some other H/Ts – some are keen and some are seeking their Governors' views. CS is keen to establish more 'joined up' thinking amongst school and has offered to help – if any want a more formal agreement, this will be considered. The whole subject and consideration of future structure options is due to be raised at the next Primary Heads' meeting.

JH felt it was right that a school like Lanesend (a 'shining star') should have a strong place in what will be the long term picture.

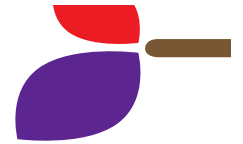
There will be more discussion at the next Strategy Group meeting.

CS mentioned that Amanda Barrett had 'phoned to advise that a pilot scheme is being introduced whereby previously graded 'Good' schools may opt to become teaching schools. Would Lanesend be interested? CS had replied yes, in principle, but a bid has to be made and both Christ the King and the Bay schools are already involved in some way. CS will be meeting with Duncan Mills and Pat Goodhead to discuss further.

6) Head Teacher update

CS circulated a new Spring term report for Governors to read outside the meeting. She summarised some of the main points as follows:

At the end of the Spring term there were 314 pupils on roll, which will increase to 318 soon. A figure of 330 looks likely for September (this is 30 more than envisaged in the budget). Unfortunately, for financial reasons, Lanesend is not classed as a growing school, as the increase is due to popularity. The DfE have stated that the school may apply to the Minister for consideration as 'exceptional



circumstances', which CS intends to do. It is noted that the budget has lagged behind actual numbers for the previous 6 years.

FSM uptake seems to have reduced somewhat (CS needs to verify this).

CS referred to upcoming assessments and the many changes that have taken place. This may be the last year of Raise Online and the data dashboard will disappear in September. There will be no statutory baseline assessment for EYFS and the new National Averages will not be known for some time.

If Governors have any specific questions regarding the new curriculum and assessment process, please email them to CS or bring them to the next FGB.

The summer term has started well but there is much concern over the year 6 SATs. The mock test results were not good and this is placing a lot of pressure on teachers. A trip to the Isle Jump trampoline park has been arranged for year 6 pupils after the SATs.

Mr Kilpatrick will be leaving soon.

An advert is being placed for an additional LSA.

There are pupil number 'bulges' in current years 1, 3 & 5 (next year's 2,4 & 6). Initial thoughts are not to use current part time supply teachers but to employ two extra full time teachers to work in the bigger year groups in the mornings and to provide PPA cover in afternoons. DC will mirror this for year 6. The proposal is currently being costed by CA (see Money Group last meeting minutes). These would be one year posts only in the initial proposals.

7) Commissioning Group updates

Money group

KB summarised the main points of the previous week's meeting. The minutes will be circulated within the next 2 days.

T & L Group

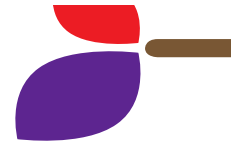
KHD reported that the group had last met on 11th March. Policies were in progress for signing off. Summer school options were still under discussions. Pupils' performance data, in particular year 6 writing, was a major topic. Most reading is above age expectations, with gaps closing, but writing is below. In maths, boys are at age expectations, girls are below. KHD provided a summary by year group, together with a whole school analysis. A chart has been produced showing 'stuck' children (CS has the details to explain each of them).

CC Group

JH advised that the group had met twice since the last FGB. Minutes had been circulated recently. The actions taken on last year's independent investigation report have been audited and random checks of DBS clearances have been carried out.

Behaviour, especially in class, has been generally good - any issues generally involve year 6 pupils and happen at break times.

The Inclusion and CAF teams have recently provided reports with updated figures; attendance has



been satisfactory. All staff have been reminded to complete the on-line 'Prevent' training. A modified attendance policy has been approved and all safeguarding policies have been reviewed. A missing child policy is being drafted. KP asked whether all staff had now been DBS checked? KHD replied that she had been told there were still one or two of the longer standing staff members, for whom certificates were still awaited.

Strategy Group

JR is looking for a convenient time to arrange the next meeting. CS is clarifying ideas on values. It is accepted that there is a need to develop the structure of this new group more along the lines of the other CGs.

8) Parent Involvement

Increasing parent involvement is an ongoing challenge. CS had included a newsletter item regarding a parent council, which had attracted a couple of responses. She feels that to have this up and running would be a significant move forward. There will be a parent engagement meeting on 28th April and it was suggested that teachers could try to encourage support when they speak with parents. KP asked whether there were any meetings planned at which she could speak to parents? The new parents (Reception) evening was suggested as suitable.

JH suggested asking class teachers for the names of parents who they knew and felt might be approachable on the subject. KP agreed and asked if this could be actioned by the ends of term, perhaps each teacher suggesting two names. **Action: CS to speak to class teachers**

9) Skills Audit feedback

KP felt that Pete Almond's leaving, as Governor overseeing training courses etc., had left a gap. She asked whether anyone would be interested in taking on the role? KB and LE offered to accept the task as a joint effort, starting with the next FGB meeting. **Action: KB/LE**

It was noted that a new governor induction course is taking place on 8th May and it was agreed that this would be suitable for TH to attend if she was available. **Action: TH**

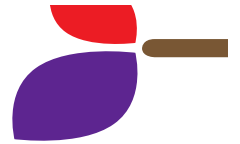
10) Governors OFSTED Briefing meeting

KP intends this to be a focus for the next FGB. CG minutes will be sent out before the meeting and KP asked for ideas as to how best arrange for maximum value?

JR has a list of questions which could be sent out.

CS suggested a format that she has experienced, by which (say, 10) questions are raised and answers/ideas are gathered and shared.

CS mentioned that S Cottrell and the new IOW LA Area Manager had recently confirmed that OFSTED are currently very 'hot' on work scrutiny and the impact of Pupil Premium funding.



CS noted that a health and safety audit needs to be arranged with Darren.

Action: CS/JH

11) Policies

JH will circulate the up to date list of policies for the next FGB.

Action: JH

Clerk to maintain spreadsheet and notify Convening Groups of any policies that are needing urgent renewal or updating, with particular attention to statutory policies.

Action: Clerk

Action: KHD to copy Clerk into new policy spreadsheet when updated so Clerk always has up to date version.

12) Celebration Board

JR and KHD are keeping the board populated.

13) Governors' Excellence Award

KP invited suggestions for this month's award.

JR nominated Darren, for his consistent hard work and pleasant demeanour.

KHD nominated Graham Andre for his celebration assembly.

Mrs Price (Year 1 teacher) was also nominated, as was Katie (Reception) for always being helpful.

Action: KP to sign cards.

14) Items for CS?

JH asked CS for her feelings as to the likely outcome of the next OFSTED inspection? CS replied that she felt the outcome would definitely be 'Good'; 'Outstanding', perhaps if the inspection takes place before the end of this term.

JH felt that she would like a better understanding of the community issues that the school and its parents/families are struggling with.

JR referred to the OFSTED framework document and queried the lack of mention of 'Outstanding'; CS confirmed that this was because OFSTED no longer grade individual lessons observed.

15) Next meetings

The next meeting will be on 8th June 2016.

The final meeting of this year will be on 6th July and will include an induction session on safeguarding and H & S.

The Chair closed the meeting at 8.40 pm.

Please advise the Clerk if you are unable to attend on 8th June.

Richard Crossley

richard.crossley1@sky.com