



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

Clerk: R Crossley

1) Apologies

Apologies for absence were received from Neil Domoney.

2) Declarations of Business Interests

No new or amended declarations were made.

3) Minutes of last FGB meeting

The minutes of the last meeting on 9th September were accepted as an accurate record of that meeting. Their acceptance was proposed (KP), seconded (LE) and signed by the Chair.

There were no matters arising that are not covered elsewhere in the agenda for this meeting.

4) Delegation / Decision Planner

KP had located a draft document that might be suitable. However, this proved not to be for the same purpose as that which CS recalled. CS agreed to investigate the availability of a suitable document with Pam Simpson (Hants). **Action: CS**

The Clerk will continue to look for a suitable document. **(Clerk's note: document identified and forwarded to CS)**

5) Developing a Governor Code of Conduct

KP circulated a copy of the NGA model Code of Conduct and summarised its content. **It was agreed by all present that the document represented a suitable basis for Lanesend's own Code** and CS will arrange for it be 'tidied up' to match the Lanesend style of documentation. **Action: CS**

6) Headteacher Update



CS provided a verbal update, the key points of which were as follows:

Pupil numbers and categories

There are currently 300 pupils on roll, with much mobility over the summer. This results in only 4 more pupils than at the same time last year, which is having a negative financial impact.

Only 2 pupils in Reception have been registered for free school meals. AF added that the school has written to all eligible parents and the subject has been raised during home visits, but with little response. It was suggested that mention could also be made during any parent/teacher meetings. JR felt that the negative financial impact (around -£40k) should be mentioned in the school newsletter and KP suggested the possibility of mentioning the possible negative effect on future provision caused by this lack of take up of available funding.

CS agreed to continue the whole school effort on this subject.

Action: CS

JR felt that posters highlighting the possible negative effect on school trips, class sizes might generate added awareness amongst parents. It was considered that the Money group should make this an agenda item to forecast possible future detrimental financial effects on the school.

Action: Money group + Clerk (for agenda)

CS summarised the figures for girl:boy ratio (51%:49%), EAN (1 child), medical needs (38 children), children of service families (3), children in care (3), remarkable children (71) and children with Sen (105).

Attendance and holiday requests

Attendance on the day of the meeting had been 98.5%.

AF had been considering current holiday requests. Last year, 238 days were lost due to holidays taken in school time; so far this year the requests stand at 71. CS confirmed that this year, all holidays taken during school time will result in fines.

KP suggested that perhaps AF could identify from the data particular times/dates for which requests are targeted – this may help in future consideration of any changes to term dates.

Action:AF

KHD asked whether there had been any 'late sweeps' recently? AF replied that there had been no late arrivals today and that the situation so far this term was quite positive.

Financial audit and debts

The financial auditor will be visiting w/c 5th October and the lead up to the audit is looking positive. The auditor's report will be expected before Christmas.

The school email system is being reviewed/improved.

Debts owed to the school are currently £3k less than at the end of August (£10k down to £7k). A suitable debt recovery agency is being sought. JR suggested that perhaps a mention of this in the newsletter might prove an incentive to some of the remaining debtors.

Information needed for website

CS noted that in recent amendments to legislation, it was required for schools to publish on their website details of Governors' attendance at meetings. **Action: Clerk to work on**



producing these figures for 2015 to date.

Lesson observations, performance management and OFSTED

CS will be performing lesson observations by herself during the next week, together with performance management assessment over the next 2 weeks; all of these will be complete by October half-term.

The Progression Team (Senior Leaders) is preparing for an OFSTED visit, which is expected in the not too distant future. Preparations include a '24 hr action plan' to be put in place when notification of the visit is received. Governors will be advised by email and a selection of parents is being sought to meet with OFSTED.

CS asked that the next FGB agenda should include an item on the new OFSTED Framework, highlighting the importance of Governors.

Action:Clerk

She will also consider the possibility of curriculum managers making presentations to Governors.

Action:CS

CS suggested that a precis (perhaps a 2 page document) of her 'The Story So Far' report might be useful for the OFSTED visit, and this was generally agreed.

Action:Governors

Behaviour, curriculum and other activities

The children seem to have settled in well in the new year. Especially in Reception.

Behaviour has been good so far; one child had begun to cause problems but his parents removed him from school. JR suggested the possibility of using older children with previous behaviour problems to act as mentors to younger ones. This was considered an idea worth pursuing and CS was asked to consider how this might be arranged.

Action:CS

Topic studies are going well, with many extra activities.

There are many club activities taking place on Mondays and Thursdays, with sports clubs being less popular than others. KP queried how clubs interface and support actual matches.

The outside gym equipment has been installed and will be in use tomorrow – all necessary training has been carried out. The use of the equipment after school may become an issue, though DC felt that it was not the kind of equipment which would encourage its use by older children.

Free School visit

CS described the visit by herself and several Governors to the Island Free School, which had been very interesting. Feelings and views had been discussed and she felt that, overall, the visit had been very useful.

This concluded items related to the Headteacher's update.

7) Financial Management Policy

Governors confirmed that they had all seen the policy, previously circulated. KB advised that the policy had comprised a large part of the business of the last Money group meeting. It is a statutory requirement as an academy and will be updated after the year end. It is based on



requirements in the Financial Management Handbook 2014. The next version of the policy will be based on the 2015 version of the Handbook – any changes are expected to be minor. JR noted a typo error on page 10 of the document, which CS will arrange to have corrected.

Action: CS

Adoption of the Financial Management Policy was proposed (KB), seconded (KP) and unanimously agreed.

8) Commissioning Group Activities

CC Group

KP asked JH to first address the incident which had given rise to a formal complaint. She did this and details are recorded in reports and letters elsewhere. The CCG agreed that the recommendations of the inspector should be followed (to be put to FGB) and had discussed how those recommendations could best be met.

They agreed that it was necessary to have a 'core' set of policies that all new employees should have to sign as having read. As a start towards this, a revised medical policy has been written and is in final draft form.

This resulted in two proposals:

First, to agree the recommendation of the CCG that all recommendations of the inspector should be followed. This was proposed by KP, seconded by AF and **unanimously agreed**.

Second, that the final draft medical policy should be ratified. This was proposed by KP, seconded by JR and **unanimously agreed**.

KP asked to place on record her thanks to Nicki, JH and CS in dealing with and moving forward from this difficult situation.

The next step is to draft a response to the original complaint letter. **Action: KP, PA, CS**

PA commented that it is never possible to totally eliminate human error but he felt that the steps taken and proposed was very comprehensive and should absolutely minimise any future similar risk.

Other CC Group business:

JH continued to summarise current status and activities.

There are currently 16 statemented pupils in school with 11 further statement applications being progressed. There is a high incidence of dyslexia in year 3. ASD is the biggest concern and a new apprentice has been recruited to provide further resource in this area.

Safeguarding activities have included reviewing various updates and actions that will be needed in the near future. This includes a somewhat modified safeguarding audit with new topics included. Some members of the group will be attending a level 3 safeguarding training course on 13th October.

Half-termly liaison meetings have been arranged with Little LoveLane.



Money Group

KB did not feel there was much to add to his summary as part of item 6) above. The minutes of the last Money group meeting had been agreed and had been circulated to all governors. KB has written to parents having outstanding debts, but has received no responses to date. The next meeting of the group will be on 14th October.

T & L Group

There was no recent business to mention; the group is due to meet next on 2nd October.

Further consideration of the future composition of Commissioning groups will be deferred until the next FGB. However, initial thoughts regarding membership were as follows:

AF is content to remain with the CC Group.

KB is content to remain with the Money Group.

JR has recently become a member of the T & L Group.

JH is content to remain with the CC Group.

DC is content to remain a member of all three Groups.

CS is content to remain a member of all three Groups.

PA is content to remain on the CC and Money groups, but may leave the Money group if a new Governor with financial suitability is appointed.

LE is content to remain a member of the T & L Group.

KHD is content to remain a member of the T & L Group.

KP is content to remain a (required) member of the Money Group.

EN would like to remain a member of the T & L Group.

KP proposed the establishment of a further Commissioning group – 'Strategy' and outlined the areas for which it might be responsible. Herself (KP), JR, PA and LE wished to form the initial membership.

At this stage the Group responsibilities Venn diagram was reviewed. In view of the above, this will clearly now need to change and as part of this KP asked each group, at their next meeting, to consider the diagram from the perspective of its suitability and relevance. This will form an agenda item for the next FGB. The Clerk was also asked to review that part of the diagram which listed his involvement.

Action: Group Convenors & Clerk

AOB

KP referred to the letter (previously circulated) from an organisation wishing to hire the school field next year for a music event. Governors had no objection in principle but felt that some



kind of security bond would be needed.

PA reminded Governors that Lanesend already has a lettings policy, which this activity must fit within. He felt that a better view of the benefits to the school was needed before making a decision. It was agreed that future financial details, if this proposal goes ahead, should be dealt with by the Money Group. It was further agreed that the Money Group would ask the Festival / Music event for more financial information. Until further financial investigation has been carried out, the school's agreement to the event remains 'in principle'.

Action: Money group to contact organiser

KP mentioned that she would be having informal discussions with the applicant for Parent Governor, to identify skills, expertise, etc.

In addition, an ex-policeman, Mike Sizer, has expressed an interest in joining the governing body and it was agreed that CS should invite him to the next FGB for familiarisation.

Action: CS

It was further agreed that, during the next half term, an open morning should be held for interest of any potential Associate Governors.

The Clerk is currently gathering information for the NGA model skills audit and will bring a form for completion by Governors, together with copies of the skills matrix, to the next FGB meeting.

Action: Clerk

There being no further business, the Chair closed the meeting at 8.46 pm.

Please advise the Clerk if you are unable to attend the next FGB at 6.30 pm on 21st October.

Richard Crossley

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