



**Lanesend Primary School,**  
**Minutes of the Governing Board Meeting**  
**Thursday 31<sup>st</sup> January 2019**  
**IT Room, 6.30pm**

**Present**

Trustees: Karen Herbert-Duff (KHD) Chair, Jo Hunter (JLH) Vice-chair, Andrea Flux (AF), James Hall (JHa), Tara Hopkinson (TH), Emma Norton (EN), Jeremy Robinson (JR), Sam Newson (SN), Steve Dixon (SD)

In attendance: Dave Cooper (DC) DHT-non-voting

Visitors: Trent Eriksson (TE), Heather Martin-Wilkins (HMW)

Clerk: Tara Hopkinson (TH)

<b>1.</b>	<b>Welcome, apologies, quorum</b> KHD welcomed everyone to the meeting. The meeting achieved the minimum number to be considered quorate (5) and remained above this number for the duration of the meeting. Apologies were tabled and accepted from Caroline Sice, Margaret Henshaw and Carrie Almond. Rebecca Blanchford did not attend the meeting. Emma Norton arrived at 6.40pm.
<b>3.</b>	<b>Declarations of any other urgent business</b> A declaration was made by KHD to share group projects, allocated to Trustees.
<b>4.</b>	<b>Declarations of material business/pecuniary interest/personal interest in any agenda item.</b> No declarations were made.
<b>5.</b>	<b>Data Report</b> TE was welcomed to the meeting and shared a Data and Performance Analysis Report. Key points from his report were as follows: <ul style="list-style-type: none"><li>• There are two strands - End of Key Stage Accountability and Internal Tracking and Monitoring.</li><li>• Internal tracking is undertaken half-termly and involves tracking against year group objectives.</li><li>• The Ofsted Framework, due to be in place from September 2019, will put more scope on internal tracking and monitoring data. This must be robust, support the school and be fit for purpose.</li><li>• There is no Ofsted expectation for Expected Standard in each year group.</li><li>• Lanesend has adopted the FLiC (Framing Learning in Classrooms) software.</li><li>• ASP is the DfE online reporting and analysis system.</li><li>• ASP identifies key areas to investigate and these were talked through. The benchmark against National average identifies strengths and challenges.</li><li>• Lanesend had strong attainment outcomes in 2018 at the end of KS2. We were in the 26<sup>th</sup> percentile nationally for combined scores. In Reading, we were in the top 4% of schools nationally and for reading progress we were in the top 2% of schools nationally.</li><li>• There was a strong trend for disadvantaged children and middle attainers at end of KS2. For high prior KS1 attainers, outcomes were not as strong.</li><li>• KS1 2018 outcomes saw a regression and the outcomes ranked us in the bottom 20% nationally. TE suggested that internal tracking should ensure that there is scrutiny on the current Year 2 cohort and to consider if we are on course to resume being in line with National outcomes in 2019.</li><li>• Year 1 Phonics outcomes were below National for the last four years, however the gap is closing.</li><li>• EYFS GLD outcomes have been consistently above National for the last four years and there was a gain in 2018.</li></ul>

	<ul style="list-style-type: none"> <li>• TE talked through the methodology behind the internal FLiC tracking. Objectives are set for Year groups 1-6 in each subject. Grades are given from 1-5 and this provides a total FLiC points score.</li> <li>• From this, attainment and rates of progress are calculated and interval ranges identify if children are A--, A-, A, A+ or A++ for attainment and if they are P--, P-, P, P+ or P++ for progress each half term.</li> <li>• <b>TE explained that the challenge was curriculum coverage across the year and JR asked what was done to address this.</b></li> <li>• TE said that a class average is reported to families to mitigate coverage, although families sometimes use this as a benchmark to compare their child's attainment.</li> <li>• DC explained about the White Rose programme for Maths coverage and also how teachers use termly assessments to inform FLiC and assess what children can do independently. DC also explained that we rely on the professional judgement of teachers.</li> <li>• Whole school analysis sheets, Venn diagrams and scatterplots were shared. DC reiterated how useful these were for teachers, the Progression Team and leading Pupil Progress meetings.</li> </ul> <p>TE then gave an update on statutory changes to data.</p> <ul style="list-style-type: none"> <li>• 2019 – KS2 teacher assessment for writing and maths will be removed unless children are below the level of the test.</li> <li>• 2020 – EYFS Baseline is due to be introduced, which will measure progress at the end of KS2.</li> <li>• 2022/23 – KS1 assessments will no longer be statutory.</li> <li>• 2019/20 – End of Year 4 Times Tables test.</li> </ul> <p>TE reinforced the need for a balance between data, professional knowledge and learning in the classroom.</p> <p><b>JR raised thoughts around additional points for higher ability children, which TE said could be considered. He also asked if mobility of children on role since Reception was considered and TE said it was.</b></p> <p>KHD thanked TE for his report and TE left the meeting.</p> <p><b>AP1 – MJH to email data presentation to Trustees.</b></p>
6.	<p><b>Saving money through increased energy efficiency</b></p> <p>HMW shared guidance from the DfE that could reduce fuel bills by up to 20%. This included turning lights off and using less water. She shared information on the Carbon Trust guide to reducing environmental impact and free resources which were available. The Trustees discussed appointing a Sustainability Champion to carry out an initial review, looking at what we already do and planning further actions.</p> <p><b>AP2 – HMW to liaise with CS on staff members to work with on a sustainability audit.</b></p> <p>SN shared that the school he works at had received an inspection for water saving and agreed to find details of this.</p> <p><b>AP3 – SN to share information on water saving inspection with Trustees.</b></p> <p>EN confirmed that we had received an interest free loan for replacing the lights. <b>JLH asked if we had a loan for one thing, did it limit us obtaining one for something else.</b> EN said that she didn't think so, but that we would need to consider payback for the loan.</p> <p>KHD thanked HMW for her presentation.</p> <p><b>AP4 – MJH to email guidance from HMW to Trustees.</b></p>
7.	<p><b>Minutes of the Full Governing Board Meeting, 13<sup>th</sup> December 2018</b></p> <p>AF proposed the minutes correct for signing. EN seconded and the Board agreed unanimously. These were signed by KHD, ready to file and upload to the website.</p> <p><b>AP5 – MJH to file minutes</b></p>
8.	<p><b>Matters arising from the Minutes</b></p> <p>Action Points</p> <ol style="list-style-type: none"> <li>1. To carry forward</li> <li>2. To carry forward</li> <li>3. Complete</li> <li>4. Complete</li> <li>5. This item has not yet been completed. To set a date for the Family Council.</li> </ol>

	<p><b>AP6</b> to complete by next FGB.</p> <p>6. KHD asked for this to be removed as she has been unable to locate the flowchart.</p> <p>7. Complete – SN confirmed this is now up to date. KHD drew Trustees’ attention to an email from CA asking to check any training that they wish to undertake with her in advance, as we have access to online training through our Health and Safety contract.</p> <p><b>AP7 – KHD to circulate dates for New Governor training via email</b></p> <p>8. To carry forward</p> <p>9. To carry forward – JR to check if he has emailed this to MJH</p> <p>10. Complete. A discussion was then held around the current structure and role of LEAF. <b>JR asked if it would help to have a LEAF Team, run by families.</b></p> <p>AF explained that this had previously been the case, but it was changed as people were reluctant to commit and it caused some difficulties between individuals. There have also previously been difficulties with commitment to planning events from families, so being staff led ensures these take place. LEAF have a strong calendar of events throughout the year and support from families for these on an ‘ad hoc’ basis is positive.</p> <p>Discussion also touched on raising funds for schools and SD mentioned School Lottery. The Trustees were keen to explore this further.</p> <p><b>AP8 – SD to investigate School Lottery and feed back to Trustees.</b></p> <p>11. Complete for SD and RB. Ongoing for HMW.</p> <p>12. Complete. AF confirmed that she and CS had attended an appeal for Year 2 on 29<sup>th</sup> January 2019. CS is aware of the outcome and will share with KHD. There is also an appeal for Year 4 scheduled for 26<sup>th</sup> February 2019.</p> <p>13. To carry forward</p> <p>14. Complete – CS/TH to meet with OL to discuss apprentices on 1<sup>st</sup> February 2019</p> <p>15. To remove – see AP6</p> <p>16. Complete – this will be actioned for each FGB meeting.</p> <p>17. See Agenda Item 13.</p> <p>18. To carry forward</p> <p>19. Complete</p> <p>20. The updated Articles of Association had been emailed to all Trustees. They were proposed by JLH, seconded by AF and unanimously agreed by all.</p> <p>21. Complete</p> <p>22. Complete</p> <p>23. Complete</p>
<p><b>9.</b></p>	<p><b>Safeguarding</b></p> <p>In the absence of CS, DC provided a verbal report on safeguarding. There is one ongoing Safeguarding incident currently being investigated, but he is hopeful of a swift and positive outcome.</p> <p><b>JHa asked if there had been any more incidents of children leaving the site and DC confirmed that there had not.</b></p> <p>One child has moved to the ILC and CD, who is supporting in the Dray, is now using some of her time for Play Therapy with children in Year 3, which is having a very positive response. TH also shared that details of the new LADO had been emailed to staff and that the Safeguarding Policy had been updated to reflect this. She also confirmed that staff had been asked to sign an updated record of the Safeguarding Policy with the amended wording of ‘I have read and understood my legal responsibility’, as per the recommendation from the Governor Safeguarding training.</p>
<p><b>10.</b></p>	<p><b>Committee Group Reports</b></p> <p>Committee Group minutes for Teaching and Learning and Child-Centred Groups had been circulated previously and Trustees confirmed they had read these. There were no questions raised. The January Money Group meeting had been postponed, so no minutes were available.</p>
<p><b>11.</b></p>	<p><b>Policies</b></p> <p>With the exception of the SMSC policy, the other policies reviewed at the Committee Groups, had been unable to be updated in the timescale available. TH apologised for this and it was agreed to agenda all policies due for review at this meeting, including SMSC, for the next FGB.</p> <p><b>AP9 – MJH to agenda policies for the next FGB</b></p>

	<p>TH also reiterated the need to decide on the next group of policies to review at the end of each Committee Group meeting. This will then allow time for changes to be made by staff to most accurately reflect current procedure, before being reviewed and recommended by Committee Groups. At present, the timescale is too short and this is unable to take place.</p> <p><b>AP10 – Committee Group Convenors to decide to policies for review at the end of each meeting and share with TH via minutes.</b></p>
<b>12.</b>	<p><b>Governor Support Services and Learning Resource Centre Service Level Agreement NGA Membership</b></p> <p>In the absence of MJH and CS, it was agreed to re agenda this item at the next FGB.</p> <p><b>AP11 – MJH to agenda this item for the next FGB</b></p>
<b>13.</b>	<p><b>Expansion Consultation</b></p> <p>KHD shared that an email had been circulated with the proposed significant change detailed and this had provoked a strong response from some local schools. A public meeting is due to take place on Thursday 7<sup>th</sup> February at Lanesend, where CS will present and support from Trustees would be appreciated. Responses to the consultation are due by 20<sup>th</sup> February 2019. A discussion was held around clarifying the positives and any misconceptions that may exist around reasons for the significant change.</p> <p>JHa said that he did not feel the email was clear enough on the reasons for expansion.</p> <p><b>AP12 – CS and KHD to create a presentation for Thursday, detailing clear reasons for expansion and to follow up on concerns raised</b></p> <p><b>AP13 – CS and KHD to send letter to families to detail why expansion is positive for our children and families and to share positives via social media.</b></p>
<b>14.</b>	<p><b>School Improvement Plan and School Self-Evaluation Trustee Monitoring</b></p> <p>A final version of the SIP has been sent to Trustees. KHD shared that Committee Group convenors have been asked to look at priorities for the SIP during each meeting, identify their actions and review.</p> <p>MJH has produced an Evaluation Form for Trustees and TH has devised a document for staff to use when presenting to Trustees, which clearly links to the SIP.</p> <p>KHD explained that she and CS are meeting with Academy Trust representatives, who are visiting Lanesend on 13<sup>th</sup> February 2019 and the SIP will be something they will look at.</p>
<b>15.</b>	<p><b>Trustees’ Photo</b></p> <p>This item was postponed.</p>
<b>16.</b>	<p><b>Trustees’ Thank You</b></p> <p>This item was discussed and recipients agreed.</p> <p><b>AP14 – KHD to action</b></p>
<b>17.</b>	<p><b>AOUB</b></p> <p>KHD asked Trustees to update on group projects.</p> <p>SD has looked into an online cloud-based Governance platform called the Trust Governor. He explained the features of it and the positives in terms of real time updates, savings on photocopying and access anywhere in the world. The cost is £400 per year, including support services. Trustees agreed that this was worth further exploration.</p> <p><b>AP15 – KHD to arrange demonstration of the Trust Governor</b></p> <p>JR has been allocated Pupil Premium Governor</p> <p><b>AP16 – JR to arrange meeting with CS to discuss this role.</b></p> <p>JHa is the Health and Safety Governor. He meets with DA regularly and they are preparing for the Health and Safety Audit on 12<sup>th</sup> March.</p> <p><b>AP17 – JHa to log meetings with DA</b></p> <p>AF, HMW and RB are working together to raise funds for the sensory garden.</p> <p>AF and CS met with the Royal Yacht Squadron who are hoping to match the £3000 already raised. An initial plan is being put together and next steps will take place over the coming months.</p>
<b>18.</b>	<p><b>Date and time of next meeting</b></p> <p>Thursday 21<sup>st</sup> March at 6.30pm</p>
	<p><b>Meeting closed at 9.00pm</b></p>

