



# Lanesend Primary School

## MINUTES

of a meeting of the Full Governing Body  
held at the school on 9<sup>th</sup> September 2015  
at 6.30 pm

**Present:** Peter Almond (**PA - Chair**), Caroline Sice (CS), Dave Cooper (DC), Andrea Flux (AF), Karen Herbert-Duff (KHD), and Lauren Elliott (LE), Kate Palfrey (KP), Emma Norton (EN)  
Clerk: R Crossley

### 1) Apologies

Apologies for absence were received from Jo Hunter, Neil Domoney, Ken Burns and Jeremy Robinson

### 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 15<sup>th</sup> July were accepted as an accurate record of that meeting. Their acceptance was proposed (AF), seconded (DC) and signed by PA as the Chair of that meeting.

#### Matters arising:

P2 – Pupil Questionnaire results will be considered by the CCG when they meet on 15<sup>th</sup> Sept.

P3 – Debts write-off was discussed by the Money Group at their meeting on 2<sup>nd</sup> Sept. The minutes of that meeting have been circulated.

P4 – The safeguarding documents reference spreadsheet is being worked on.

The budget, as agreed by the Money Group, is satisfactory.

JR has decided to join the T & L Group.

The Clerk has circulated FGB meeting and Money group meeting dates for the coming year – he does not have CCG and T&L Group dates.

**Action : CCG and T&L Convenors to advise Clerk of planned meeting dates.**

The Clerk has added JR to the Hants governors' database.

PA referred to the last item in the Headteacher's report in the previous minute regarding a complaint made against the school, and provided an update for governors. An investigator (a senior Schools Development Manager) had been commissioned to research the complaint and she spent 3 days at Lanesend. She produced a comprehensive report. This had been discussed with PA, CS and KP to identify whether it contained any inaccuracies. PA sent a 'holding' e-mail to the complainants, confirming the investigation that was ongoing. PA felt that the report should be considered by the CCG - it may need to be redacted. Legal advice is being sought. It is hoped that by 15<sup>th</sup> Sept. there may



be agreement, which will be followed by a letter from PA to the complainant, when governors have carefully considered the report. PA felt that the constitution of the CCG may need to be revised to ensure an unbiased, representative spread of views. At this point governors voted on whether the matter should now be handed over to the CCG to follow up. This was proposed (EN), seconded (KP) and unanimously agreed. LE asked to be removed from the CCG for the purposes of this issue, due to a potential conflict of interests.

#### **4) Appointment of Chair and vice-Chair**

Several proposals had been received for Kate Palfrey as Chair and Jo Hunter as vice-Chair for the coming year. Both positions were uncontested and unanimously agreed; therefore **Kate Palfrey and Jo Hunter were elected to the positions of Chair and vice-Chair respectively.**

**Action: Clerk, to advise Di Hiscock and update Hants governor databse.**

At this stage KP assumed Chairmanship of the meeting. She thanked PA on behalf of governors and the school for his 4 years of hard work and dedication as Chair.

The rest of the agenda was amended, with the agreement of all, to concentrate on item 5 (Strategy definition). The remainder of the agenda items will be discussed at a 'business' FGB on 30<sup>th</sup> September.

#### **5) Strategy definition**

KP reminded governors of CS' document previously circulated, which had clearly summarised Lanesend's current position and how that had been achieved. She felt that the next important stage for governors was to decide on the school's future direction and how that journey is to be monitored.

It was agreed that governors should split into two groups to perform a SWOT analysis, then reconvene to discuss. The Clerk was invited to join in with one of the groups.

On reconvening, both groups presented a summary of their discussions taken on a flip chart. Elements of both groups' notes were combined. A transcript of the combined content of these slides is shown in the Appendix to these minutes.

Each of the items in the analysis needs further consideration and progressing individually in the longer term. However, there were some items which were noted could benefit from consideration early in the planning process:



- The Island free School operates with an extended school day. It would be useful to have more information as to how this works and how it is implemented in practice.  
**Action: CS to explore the possibility of a governors' visits to the Free School to gather information and witness the extended school day in practice.**
- CS, and a number of governors, are still in favour of a change of term dates to simplify holidays, etc. It is acknowledged that this is not likely to be a straightforward change to implement. However, it should remain on the agenda.
- The Clerk mentioned the NGA Skills Audit documentation, as a vehicle for identifying training needs and maximising the skills of the governing body. It was agreed that this was worth pursuing.  
**Action: Clerk to bring to next FGB and circulate to governors to identify any skills gaps**
- It was felt important to investigate why only 4 of the recent Reception intake met the GLD level.

It was felt that the above items, together with the more detailed specifics listed in the Appendix, should contribute to a school with a "unique selling point" for the future.

There being no further business, the Chair closed the meeting at 8.30 pm.

Please advise the Clerk if you are unable to attend the next 'Business' FGB at 6.30 pm on 30<sup>th</sup> September.

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## Appendix to minutes of FGB meeting 09/09/15

### SWOT Analysis

#### Strengths:

- Strong leadership & ethos
- Open door policy / Inclusion / Involvement
- Parents welcome any time
- Family orientated
- Extra ££ benefit ALL from PP, SEN & AEN ££
- Teaching staff & Quality of teaching
- Small classes
- Academy status7Ethos of celebration

#### Weaknesses:

- Healthy living, or lack thereof !!
- CS brings passion – hard to replace
- Succession planning – Head & Governors
- PR perception of AEN, SEN, Catchment
- Sports – continuity, success
- Too much ‘franticness’
- Location
- Fixed pupil mindset / low aspirations
- Parental involvement – volunteering, academies support
- Low academic entry level, NOT GLD at Reception



## SWOT

### Opportunities:

- Strong leadership
- Ability to change
- Making most of best practice
- NGA Skills audit/matrix – better trained governors
- Extra-curricular activities
- Extend school day
- Improve sporting success (at expense of other bits & pieces)
- Outdoor learning (COLA)
- Expansion
- Extended school – other uses generating income
- New entrance in Seaview Road
- Ownership of flexibility
- Outstanding progress for EACH child - entry > exit
- 'Include' Pre-school move

### Threats:

- “Special school” perception
- Loss of Pupil Premium ££ - budget
- Gurnard Primary – 3 form entry? (lose our G&T / high achievers)?
- Competition – other schools
- Mobility

### **Where to from here (in 21 months)?**

- OUTSTANDING school
- Extended school day (1 hour?)
- Term date changes?
- PR



- Sports
- Drama / Theatre / Singing
- Global Rock
- Mechanic Club

**Progress** – Why? How? Why not?

- Pre-School – Should we be a 3-11 school ?