

# Lanesend Primary School

## MINUTES

### of a meeting of the Full Governing Body

held at the school on 17<sup>th</sup> November 2016

at 6.15 pm

**Present:** Jo Hunter (JH) – vice Chair, Caroline Sice (CS), Ken Burns (KB), Dave Cooper (DC)  
- Guest, Lauren Elliott (LE), Andrea Flux (AF), Karen Herbert-Duff (KHD), Tara Hopkinson (TH)  
Richard Crossley (Clerk)

#### 1) Apologies

Apologies were received and accepted from Jeremy Robinson and Kate Palfrey

#### 2) Declarations of interest

No new or amended declarations were made.

#### 3) Minutes of previous meeting

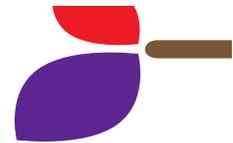
The minutes of the last FGB meeting on 20<sup>th</sup> October 2016 were agreed as representing an accurate record of that meeting, proposed (AF), seconded (KHD) and were signed by the vice-Chair.

#### 4) Action items from previous meeting

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

1. AF reported that 204 learning sessions have been lost so far this term. There have been no further requests for term time absences since the last FGB meeting. Fines are still being initiated. The EWO holds pending files, which include previous years' absences, and these are reviewed to provide an overall picture of attendance.
5. Ongoing, as policies come due for renewal – TH is the policy lead.
24. The newsletter was issued.
25. Ongoing
26. Ongoing – KP has met and reviewed a letter from Cllr. Laura Peacey Wilcox, which did not include any useful suggestions. Two year 6 Pupil Council members have been assigned to write a letter. This may be followed up with the Parent Council and Safety Inspector, as appropriate.
30. Two individual Governor training sessions, plus one group session on the role of LSAs, have been arranged.
41. To be checked when KP is available.
50. The Clerk has done some work on this – to be finished by Dec FGB. TH has also considered and feels the required website content is all present.
51. This has been followed up; CS has a file containing all relevant documents, leaving just the '24hr before' documents to be added when notice of an inspection is received.
55. It was agreed that CG Convenors will send out policies due for review (as per the master list) 2 weeks before FGB meetings, together with their group agendas. Approx. one week later those requiring FGB approval will then be included in the agenda for the next FGB.

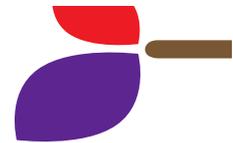
**Action CG Convenors/Clerk**



56. CS noted that the Strategy Group has an item which they are currently considering. When that has concluded, the remaining SWOT items will be considered.

All other items had been completed.

	Action item	Date of item	Person responsible	Status
1	Dates for holiday requests	30 Sept 2015	AF	Ongoing monitoring and tracking. DC to arrange for inclusion on TV display.
5	'purpose' words to be added to policies when reviewed	21 Oct 2015	All CG Convenors	ongoing
24	Govs. to review draft Govs. newsletter	6 <sup>th</sup> July 2016	All	completed
25	Investigate methods for feeding back pupil progress to volunteers	24/02/16	JR	Ongoing - Check and feed back to Clerk
26	Traffic information. KP to meet with Council rep. Pupils to present?	06/07/16	KP/DC	ongoing
30	Govs. to consider training opportunities	24/02/16	All	Ongoing
41	KP to write to DfE re holiday requests	15/09/16	KP	20/11/16
42	Try to identify extra member for CCG Group	15/09/16	JR	completed
46	Write Govs. Monthly awards	15/09/16	KP	20/10/16
47	SWOT agenda item for next FGB	15/09/16	Clerk	completed
48	Possible DfE loan for MG agenda	15/09/16	Clerk	completed
49	CGs to consider content of 'OFSTED	20/10/16	CG Convenors + Clerk	At next meetings

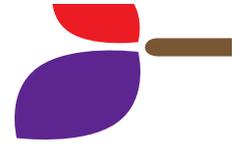


	action plan'			
50	Verify statutory content of school website	20/10/16	Clerk	inprogress
51	Compile 'Inspector's pack'	20/10/16	DC/Progression Team	completed
52	Send latest version of action plan to Clerk	20/10/16	LE	Next FGB
53	Circulate previous skills audit summary together with current one	20/10/16	Clerk	completed
54	Contact course rep. for more details of forthcoming relevant courses	20/10/16	LE	completed
55	Split policies due for review between CGs and Clerk	20/10/16	CG Convenors/Clerk	ongoing
56	Strategy Group to 'pick up' any remaining issues from SWOT discussion.	20/10/16	JR	ongoing
57	Sports presentation for next FGB agenda	20/10/16	Clerk	completed
58	KP to consider writing letter re. initial concerns over future funding	17/11/16	KP	by end of term
59	Liaise re. sports club photos for web site	17/11/16	TH	By next FGB
60	Explore potential yr3 SEN funding with LA	17/11/16	CS	By next 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) Sports Provision

Miss Westbrook gave a detailed and informative presentation on 'PE and Sport at Lanesend Primary



School', with copies of the slides made available for Governors.

Arising from this TH accepted an action to liaise with Jess to photograph sports clubs for inclusion on the school website. **Action: TH**

JH noted that she had heard that last year many parents were unable to attend parts of school 'Olympics Week', due to timing issues, and she wondered whether there was merit in the old fashioned school sports day?

Miss Westbrooke replied that she was thinking of something similar, though with phased activities. CS noted that the last Sports Day had been rather chaotic with organisational problems which she was not keen to repeat!

## 6) CG activities

### T&L Group:

KHD advised that the group had met on 4<sup>th</sup> November, with another planned for the end of November. Items discussed are included in the minutes, circulated separately, but included:

- Alternative methods of measuring pupil progress to be linked to pay progression
- Concerns that if an OFSTED inspection arises soon then reliance would have to be placed on last year's data
- Considered absence -vs-pupil achievement and first indications are that some correlation is noticeable by years 5/6
- Noted that lower attaining children are making better progress than higher
- Teacher assessments (CS, in reply to a question, considered that staff morale is satisfactory and confirmed that performance management reviews will be shared amongst the Progression Team next year)
- A focus on marking emphasis, which should benefit teachers' workloads
- 3 policies due for annual review
- The possibility of a 'survey monkey' next year to explore the views on mixing classes

### Money Group:

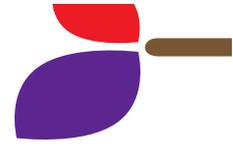
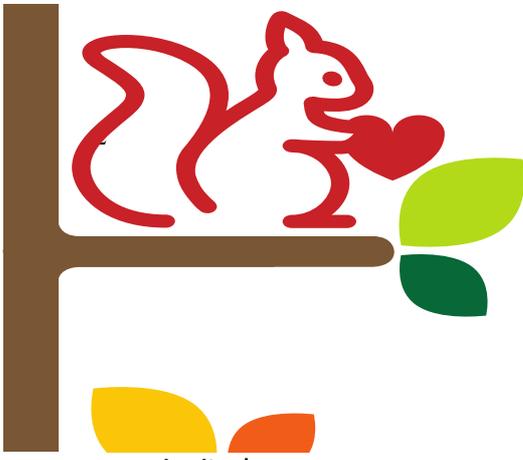
KB summarised the 15<sup>th</sup> November meeting of the MG, which is detailed in the minutes circulated separately.

Key items were the current state of accounts, the balance surplus, the budget, current debt levels and a significant part of the meeting devoted to signing off teacher pay review recommendations

### CCG:

JH advised that the group had met on 7<sup>th</sup> November (minutes to be circulated separately when available) and had discussed:

- medicines management, behaviour and incidents
- absence, attendance and in-term holiday data, which compare well with the national averages
- could a letter be sent to the IWCP re above (JH to speak with KP)
- CCG feels that they are 'OFSTED ready' with an excellent AEN folder
- CS/JH have recently checked the single central record entries



are invited.

## **7 & 8) Policies**

It has been agreed that in future, TH and CS will send electronic copies of policies to the Clerk, for distribution as noted elsewhere in these minutes. For this meeting all of those in agenda item 8) need to be progressed, except for the H&S policy, which has already been agreed.

## **9) Gvs. Excellence Award**

New recipients were recommended and will be passed to KP for action.

## **10) AOB**

KHD referred to the recent publicity given to school funding and queried its potential impact on Lanesend.

CS replied that, although it will be 2 years before the government finalise their plans, potentially there could be a large impact with the possible need for restructuring. For the present, there would be nothing served by planning for major changes. No information has been received regarding the National Funding Formula – we will just have to wait and see. However, a letter to the Government expressing Governors' initial concerns might be worthwhile. The suggestion will be passed to KP to consider.

**Action:KP**

CS advised that a request had been received for the transfer of a year 3 child, having an EHCP, from another school. The child would need one to one support. CS considered that she should reply to the parents saying YES, but on the condition that dedicated funding would be provided. Governors agreed with this proposal. CS will liaise with the LA SEN Team to explore the possibility of funding. **Action:CS**

There being no further business, the Chair closed the meeting at 8.00 pm.

The next FGB meeting will be on Thursday 8<sup>th</sup> December at 6.15 pm.

Please advise the Clerk if you are unable to attend on 8<sup>th</sup> December.

Richard Crossley, Clerk

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