

# Lanesend Primary School

## MINUTES

### of a meeting of the Full Governing Body

held at the school on 19<sup>th</sup> January 2017

at 6.15 pm

**Present:** Kate Palfrey (KP) – Chair, Caroline Sice (CS), , Andrea Flux (AF), Karen Herbert-Duff (KHD), Tara Hopkinson (TH), Jeremy Robinson (JR), Emma Norton (EN), Ken Burns (KB), Jo Hunter (JH)  
Dave Cooper (DC) – Staff member and invited guest  
Richard Crossley (Clerk)

#### **1) Apologies**

Apologies were received and accepted from Lauren Elliott.

#### **2) Declarations of interest**

No new or amended declarations were made.

#### **3) Minutes of previous meeting**

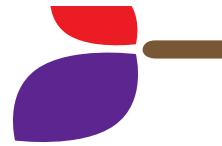
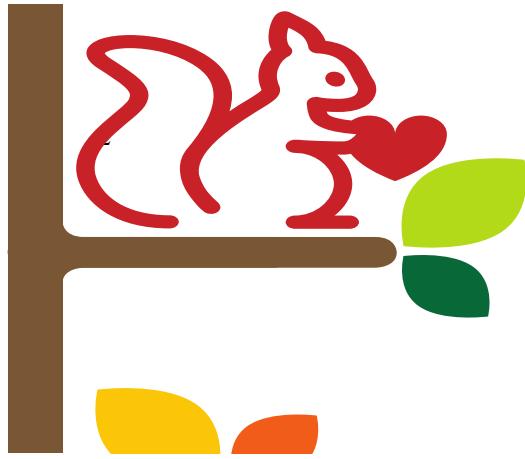
The minutes of the FGB meeting on 17<sup>th</sup> November 2016 were agreed to represent an accurate record of that meeting and were signed by JH, who had chaired the meeting.

The minutes of the FGB meeting on 8<sup>th</sup> December 2016 were agreed to represent an accurate record of that meeting and were signed by KP.

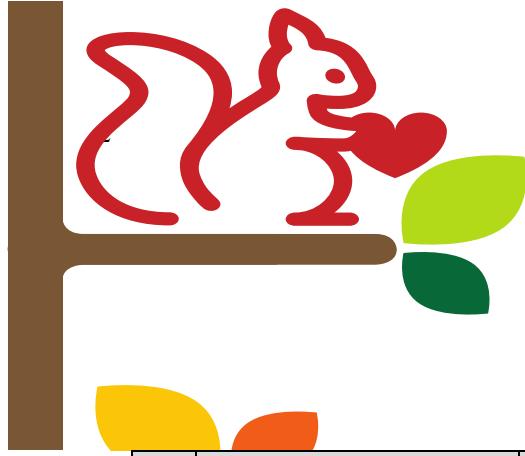
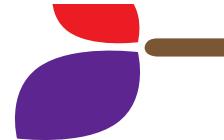
#### **4) Action items from previous meeting**

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

1. AF reported a recent request for 1 week's absence for 3 pupils for the week before half term, which will impact 30 learning sessions. 277 sessions are affected by current requests. Attendance currently stands at 97.57% and is being affected by seasonal sickness. CS reported that the IOW LA stance on the subject is that 'regular attendance' implies no lost days. Last year Lanesend was the top school on the IOW from an attendance perspective. The entrance area TV is in the process of being updated to show attendance levels.
26. Ongoing – A letter was sent to the IOW Road Safety Committee, without response. The Pupil Council will write again.
46. This is an ongoing monthly action. This month's nominees are the school cleaning team.
56. JR and KP will meet to discuss Strategy.
58. The proposed new funding formula is on the agenda for the Money Group meeting on 25<sup>th</sup> January.
59. Collation of photos has started – TH will monitor. It was suggested that each sporting activity should have one page, together with a fixtures sheet. This is ongoing as the website develops.
60. CS is awaiting a message from the IOW SEN Lead regarding funding for the pupil in question, which will then be referred to the Money Group.
61. No exact figures were available but the rate of 'hits' on the school website is increasing.
63. A date has been fixed for EN to perform the financial internal control checks.



	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
25	Investigate methods for feeding back pupil progress to volunteers	24/02/16	JR	JR/CS to discuss Spring term
26	Traffic information. KP to meet with Council rep. Pupils to present?	06/07/16	KP/DC	Ongoing – see update
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
46	Write Govs. Monthly awards	15/09/16	KP	20/10/16
49	CGs to consider content of 'OFSTED action plan'	20/10/16	CG Convenors + Clerk	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/CS	Ongoing – see update
58	KP to consider writing letter re. initial concerns over future funding	17/11/16	KP	For discussion at next MG meeting
59	Liaise re. sports club photos for web site	17/11/16	TH	Ongoing – see update
60	Explore potential yr3 SEN funding with LA	17/11/16	CS	Ongoing – see update
61	Investigate 'hits' on school YouTube site	08/12/16	CS	completed



62	Write to parents re. new system for measuring progress	08/12/16	CS	completed
63	Remind EN re. internal control checks of FMS	08/12/16	CS	completed
64	Ideas on a wellbeing survey?	19/01/17	ALL	For Feb 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) Statutory policies requiring review/re-approval by FGB this month

The *Health & Safety at Work* policy was agreed and re-issued (proposed – KP, seconded – KHD, voted unanimously).

The *Register of Business Interests of Headteacher and Governors* policy was agreed and re-issued (proposed – KP, seconded – EN, voted unanimously).

The *Performance Management* policy listed in the agenda had already been re-issued.

The *School Prospectus* policy will be considered at the next T&L Group meeting.

The remaining 4 policies listed in the agenda will be considered at the next CCG Group meeting.

## 6) Statutory policies for review by CGs by next FGB

The following policies were considered at the last meetings of the relevant CGs and were updated:

-*Charging & Remissions*

-*Safeguarding*

-*Pupil Voice*

The remaining 3 policies listed in the agenda will be considered at the next CCG Group meeting.

## 7) Commissioning Group reports

### T & L Group:

In the absence of JH, JR and DC had been the only members present at the last meeting. The minutes of the meeting had recently been circulated. Some interesting trends had been noticed on the maths pupil progress charts, with a dip evident after the summer break followed by better progress.

Thereafter, year 5 continued to progress but other years showed a downward trend. There had been considerable discussion on the subject with the resulting suggestion of an increased focus on maths. KP asked whether more teaching time was needed for maths and CS replied that this was difficult within the need to provide a 'broad and balanced' curriculum. However, she did feel it important to reinforce mathematical principles and number familiarity throughout the school day and emphasised that pupils are expected to be able to talk and reason about mathematical ideas.

DC had described the introduction of a 'Golden Ticket' system, in use at some other schools, whereby pupils are selected at random to discuss their work, experiences and aspirations with a member of SLT.

### Money group:

KB advised that the group had not met since the last FGB. The minutes of the meeting had been



circulated. Carrie runs a 'tight ship' with the school running according to budget and debts being actively pursued. School funding is on the agenda for the next week's meeting. There will be much to consider later this year based on funding decisions and anticipated admissions.

The school's designation with the DfE has been changed from 'level 2' to 'level 3' based on pupil head count, but the only effect of this concerns the remuneration of the Head teacher.

In response to an earlier query from JR, CS confirmed that she had all the documentation relating to support staff local government pensions. These show a total deficit of £k556 but an asset share in the 'pensions pot' of £k445, so the actual deficit is £k111. Investments have been very positive. As an academy the Government would cover the deficit in the event of closure. The annual evaluation of contributions rate for current and deficit has been 23.5% for the past 3 years. This year the LA has asked all schools to increase to 24% but this is optional and Lanesend can stay at 23.5% due to budget restrictions. CS has asked Strictly Education for a scheme members list to cross-check for accuracy of records.

#### **CC Group:**

JH summarised the main points of the recent meeting, the minutes of which have been circulated. A small amendment to the 'bump note' policy had been considered and agreed, in that the pupil takes a wrist band home.

The administering of medicine has been free of administrative errors. Staff inductions are up to date. The single central record will be due for review soon. Behaviour has been good overall.

Vicky will have up to date pupil premium data available for consideration at the next group meeting. The number of AEN and EHCP pupils is above the national average at 35.4%.

The intervention group structure has been modified, which may free up some LSA time.

The CAF team recently attended a prison to help them understand the visiting process.

Hannah will be attending whole family based ASD support training.

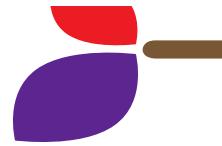
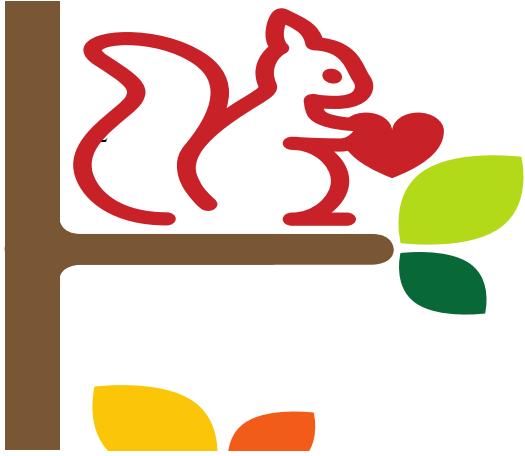
CS has introduced an incentive scheme for classes showing improved attendance, the financial rewards being available for the class to spend as they wish.

The safety of children entering and leaving school remains an issue under active consideration.

Following the CGs updates KP raised the subject of a wellbeing survey and requested feedback at the next FGB meeting on the suggestion of such a survey. **Action: ALL**

JR queried the previously stated cost of £k14.1 for LSA support for the child with an EHCP currently being considered for admission and wondered whether there was any spare capacity in the inclusion team or would more be needed? CS replied that she felt for this one child the current resource would be sufficient, but not on an ongoing basis. CS also pointed out that 5 or 6 children covered by EHCPs will be leaving the school (at the end of their year 6) in July.

KP referred to the new Governance Handbook and, as part of its changes, the high percentage of academies that are now part of multi academy trusts. She also noted the requirement for all Governors to be subject to enhanced DBS checks (Lanesend already meets this requirement) and that an individual on the Governing Board must be designated as the Lead Governor for safeguarding and 'Prevent'. **JH agreed to be designated in this respect.**



## 8) Preparation for OFSTED

The meeting continued with a general discussion around a likely OFSTED inspection in the not too distant future. The main items discussed were...

- the format of Raise on Line and how to read it, what is shows and how we use the information.
  - the barriers to learning for the children at Lanesend and how we overcome them.
  - how much Pupil Premium we receive, how we spend it and how we measure the impact of it.
  - our strengths and weaknesses; how are we addressing out weaknesses, such as our better achievers and their progress from KS1 to KS2.
- ... with the focus on giving Governors' confidence in how to express what we do, how we do it and how to measure the impact of what we do.

There being no further business, the Chair declared the meeting closed at 8.35 pm.

The next FGB meeting will be on Thursday 16<sup>th</sup> February 2017 at 6.15 pm.

Please advise the Clerk if you are unable to attend on 16<sup>th</sup> February.

Richard Crossley, Clerk

[richard.crossley@lanesendpri.iow.sch.uk](mailto:richard.crossley@lanesendpri.iow.sch.uk)