

Lanesend Primary School

MINUTES

of a meeting of the Full Governing Body

held at the school on 9th March 2017

at 6.30pm

Present: Kate Palfrey (KP) – Chair, Caroline Sice (CS), , Andrea Flux (AF), Karen Herbert-Duff (KHD), Tara Hopkinson (TH), Jeremy Robinson (JR), Emma Norton (EN), Lauren Elliott (LE), Jo Hunter (JH)
Dave Cooper (DC) – Staff member and invited guest
Carrie Almond (CA) – Staff member and notetaker

1) Apologies

Apologies were received and accepted from Ken Burns & Richard Crossley (Clerk)

2) Declarations of interest

No new or amended declarations were made.

3) Minutes of previous meeting

The minutes of the FGB meeting on 19th January 2017 were agreed to represent an accurate record of that meeting, with one small amendment to point 7, which stated JH and should have stated KHD. Proposed by KP and seconded by JR and were signed by KP, who had chaired the meeting.

4) Action items from previous meeting

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

1. AF reported increase in holiday requests to 276 sessions lost to holidays. If all current holiday requests are taken it will be 390 sessions. We were 499 sessions in total in 15/16. Sickness has had a big impact on attendance. EVO was in today and although our attendance is currently at 97.16% this is better than other schools. Up to last week 1730 sessions lost to illness, 38 unauthorised, 62 authorised and 77 medical appointments. Late children are good. 6 persistent absent children, 2 mainly due to long holidays. Currently no updates on Mr Platt.
5. KP advised ongoing
25. JR advised ongoing
26. KP -Recent traffic incident involving a child. KP called a meeting and Police, Island Roads and local Councillors met with the school. By the end of April we should know if Ash Grove can be made one way and if double yellow lines can be added on the corner and on a space on Love Lane. Parking enforcement have been visiting and issuing tickets. CCG are going to set up a rota for volunteers in hi-vis jackets to work with the Police and support traffic control outside school, even if it's to stand on corner and advise that the cul-de-sac is full and not to turn down there. If any governors available to support let CCG know. Bookers said no to park and ride as they're not insured. Existing Park and Ride doesn't have a crossing and can't have one as there isn't the required 65m visibility. John Nicholson did write to IWCP and they came and took a



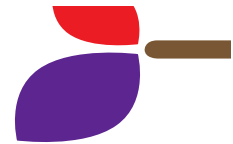
photo with our Pupil Council. JH asked if any further forward with cost for path from Seaview Rd. CS advised we currently can't get funding. EN advised that Seaview Rd becomes dangerous when football on at weekends. JH said it had the potential to distribute the traffic across more areas. KP advised the issue was ongoing and would stay as an action to monitor.

- 30. JR is attending the Chair course and LE due to attend data course on Monday. KP advised IWC training proposal was £1500 but doesn't provide best value for us, continue with buying in bespoke as needed.
- 41. ongoing
- 46. This is an ongoing monthly action. This month's nominees are Mrs Dawn Gilbert, Andrea Flux and Chloe Johnson and the Global Rock team.
- 55. Ongoing
- 56. Ongoing
- 58. CS sent through funding PowerPoint to all governors. KP and JR to write letter to DfE on behalf of governors before consultation closes 22nd March 2017.
- 59. Due to Global Rock there weren't clubs, they have just started again so TH will continue with this action.
- 60. Action complete child joined and £9k funding received.
- 64. Action moved the CCG.

	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 - ongoing
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	ongoing
46	Write Govs. Monthly awards	15/09/16	KP	ongoing
49	CGs to consider content of 'OFSTED	20/10/16	CG Convenors + Clerk	completed

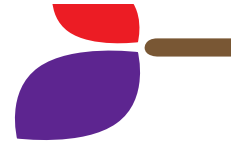


	action plan'			
55	Split policies due for review between CGs and Clerk	20/10/16	CG Convenors/Clerk	ongoing
56	Strategy Group to 'pick up' any remaining issues from SWOT discussion.	20/10/16	JR/CS	Ongoing – see update
58	KP to consider writing letter re. initial concerns over future funding	17/11/16	KP	KP and JR 22 March 2017
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	completed
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	Moved to CCG
65	Collect data on reasons why people join and leave Lanesend	09/03/2017	CS	Ongoing updates to FGB
66	Track LAC children in T&L group	09/03/2017	KHD	Next T&L meeting and ongoing
67	Track disadvantaged high ability children in T&L group	09/03/2017	KHD	Next T&L meeting and ongoing
68	Invite Paul Herbert to visit school, meet KP and attend an FGB	09/03/2017	CS	Next FGB
69	Create a log of improvements and initiatives in school	09/03/2017	CS	Next FGB
70	Advise CS if you wish to attend observations	09/03/2017	ALL	17/03/2017



71	Has RAISE online dashboard been updated, CS to check and share with gobs	09/03/2017	CS	Next FGB
72	Review staff CPD spreadsheet with view to understanding impact of CPD on school	09/03/2017	KHD	Next T&L meeting and ongoing
73	Review Mobile Phone Policy and add use of pager/radios and review wording in 9.2	09/03/2017	JH	13/03/2017
74	Review policy process	09/03/2017	JR/KHD/TH	Before next FGB
75	Conveners to print copy of policy spreadsheet for their files	09/03/2017	JH/EN/KHD	Before next FGB
76	Admissions policy 18/19 to be on website	09/03/2017	TH	14/03/2017
77	Direct VT to provide specific SEN data to CCG	09/03/2017	CS	Discuss at next CCG
78	Complete final staff member DBS	09/03/2017	CS	Next FGB
79	Money Group convener OFSTED ready	09/03/17	KP & EN	07/04/2017
80	Report back on class you're linked to.	09/03/2017	ALL	Next FGB
81	Remind MSAs to offer salad at lunchtimes	09/03/2017	CS	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) Headteacher report

CS advised this would be a verbal report, written report currently being prepared.

352 children, 7 children joined recently. Yr 1 & Yr 3 growing. Yr 6 gained 1 child. Intake September 17 is 55 first choices but looking like we will be full. Yr 2 and 4 currently have a waiting list. We have a child for Yr 1 but parent needs to know they can get in Yr R in September so speaking with admissions.

JR – do we know why people choose Lanesend? Can we do analysis? CS knows the information but not currently formally recorded.

CS to start recording this information including why people join and leave the school. Leavers and joiners form to be set up.

Action: CS

Free school meal children 88, EAL 9, PPG 96, Medical 55, service children 4, LAC 2. PEPs are complete for the LAC children. Currently big push on LAC, need to look at this as a data group to track them. Please can T&L group action.

Action: KHD

5 Young Carers in school, 120 Gifted and Talented identified (this could be children double counted as G&T in more than one area) Data collation is being changed and we need to look at disadvantaged high ability children and start to track at T&L group.

Action: KHD

SEN 128 children 36%.

Attendance was covered by AF.

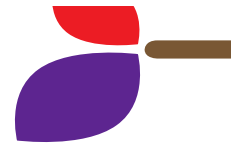
Data – EYFS are making progress. Yr 1 phonics currently looking 50%. Yr 2 reading strong, writing increasing but maths is a concern – working on interventions. Yr 6 reading target is 69% currently 62%, writing target is 73% currently at 60%, maths target is 69% currently at 26%. Many children only 1 point away so analysis to do. Children are on the cusp and with 1:1 work it will have a big impact, CS and DC are looking and investigating. AF asked if a parent meeting would be helpful, CS advised maths is the area most parents find hard to support at home. Generally data working well, will take until end of year to see if it's worked. Discussion took place around maths in school, staff have attended lots of courses, so results should start to show.

New staffing this term – employed some temporary staff to cover EHCPs until end of this year. The 3rd Yr 4 teacher left so have employed TA to support until end of year. Admin team changes too.

Next year's staffing/budget – a confidential discussion took place regarding staff changes and 17/18 structure. Discussion also took place regarding use of space in school. Money group will look at the budget in the first instance and then will be brought back to FGB.

You will have seen we are really cracking down on debts as cash flow is so tight and we simply cannot sustain this level of debt. After salaries it leaves £20k in bank act. Money group did agree £10k out of act 2 for guided reading books/PA equipment and Yr R outside equipment. It's important any surplus is spent on the children in school now.

Made on the Isle of Wight topic going well. Round the Island trips planned, Red Funnel and Spinlock. End of topic celebration. Mother's Day and a Spring assembly.



Staff sickness has improved.

Dates for 17/18 – Christmas 2017 is very short, would be back at school on Thursday 4th Jan. Christmas is a time when children and staff are exhausted and 2 weeks is good. In July 2018 we come in for Monday 23rd July and then finish. Proposal to open school 24th and 25th July and then have 4th and 5th Jan off. Discussion took place. KP proposed a vote and unanimous agreement to make this change.

JR asked if school was logging innovations/improvements which are made in school. CS will create a chart to log.

Action: CS

Currently have the BBC in school filming for a documentary.

An area of the field is being re-turfed due to water main sinking.

Observations will take place w/b 20th March, if governors wish to attend please advise CS.

Action: ALL

6) Road safety

Covered in action points, see above.

7) Statutory policies requiring review/re-approval by FGB this month

Charging and Remissions Policy KP proposed and EN seconded.

Mobile Phone Policy – review at next CCG and include pager/radio use in school and review wording of 9.2.

Action: JH

Discussion around policies and review process took place, can we do things better? JR and KHD with TH to review the process.

Action: JR, KHD and TH

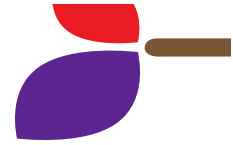
Conveners should have spreadsheet with polices their group is responsible for in their files.

Action: EN/JH/KHD

TH brought the Admissions Policy to FGB for 18/19 as IWC advised it had to be on our website by 15th March. KP was happy for this to happen. TH to send policy to Emily for publication on website.

Action:TH

It was agreed at this point in the meeting to leave agenda items 7 and 8 until process has been reviewed.



8) Statutory policies for review by CGs by next FGB

It was agreed at this point in the meeting to leave agenda items 7 and 8 until process has been reviewed.

9) New Governor

CS has spoken with Paul Herbert who works at Island Roads regarding fulfilling the vacancy for governor. KP suggested he was invited to school to meet her and then attends a future FGB before taking forward any formal action. Agreed by all. CS to invite Paul Herbert in. **Action: CS**

10) OFSTED update

Will be looking at disadvantaged children. Please familiarise yourselves with the OFSTED handbook. Keep in mind what outstanding looks like. They will be looking at the effectiveness of governors. Potentially if you were a good school before converting to an academy you only get a one day inspection which means you can't get outstanding. They will look at LADO involvement with schools, be honest, tell them what involvement school has had and tell them what improvements and changes were made.

Question – has the RAISE online dashboard been updated. CS to check and share with all.

Action: CS

Impact of CPD in school, there is a CPD spreadsheet and file. T&L group to review.

Action: KHD

11) Class governors

KP reminded governors they are linked to class. KP please can all governors' report back on your class at next FGB. **Action: ALL**

12) Commissioning groups

T & L Group:

KHD, T&L met yesterday. Most recent data released to parents. FLIC looking good. Speaking and Listening very strong, due to debates and competitions. No real trend with Spring/Summer/Autumn born children. When you remove SEN data the PPG and Non PPG good progress and good attainment.

Yr 1 positive progress, maths is development area

Yr 2 reading good, writing below, maths needs work

Yr 3 reading attainment good but progress slowing. Writing attainment and progress low, maths good progress since Christmas.

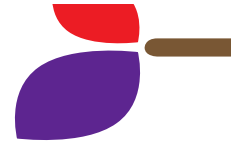
Yr 4 Reading good progress, writing limited progress

Yr 5 High SEN 33% impacted on progress and attainment, close to achievement.

Yr 6 Progress good, attainment lower than needed. Maths below but closing gaps.

Discussing summer school and how to operate this year.

Observations coming up.



Overall attainment not where we want but progress is positive.

JH felt she needed to be more involved with SEN data. CS and JH to direct VT with specific data to provide CCG.

Action: CS

CC Group:

JH – maths interventions across the school. Road traffic incident which we have talked about. No new incidents reported. All new staff inductions have been carried out. Only 1 more staff member to DBS. CS to chase the staff member.

Action: CS

Behaviour good, no hands on incidents. Meal times have been reported as rushed. CS advised children get 20mins to eat. Cygnet course for families has taken place. JH has planned to spend time with VT and HH

Money group:

KP advised KB had stepped down from Money Group and EN had agreed to be convener.

EN – reviewed accounts, looking better than previous month. April will give a much better picture when all the funding due is in. Cautious approach to spending. Reviewed and agreed Debt policy. Being much firmer with families over debts. If you don't pay for clubs then won't be able to attend. Tender for new grounds maintenance agreed with Brighstone Landscaping which is cheapest. Agreed £10k from reserves for books/Yr R outside area/PA equipment.

KP will spend time with EN to get OFSTED ready as Money Group convener.

Action: KP & EN

12b) Wellbeing survey ideas

Covered in actions – moved to CCG meetings

13) Gvs. Excellence Award

Covered in action items.

14) AOB

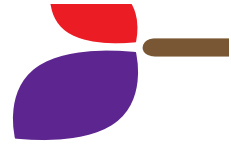
KHD gave an overview of Parent Council meeting held. One issue was salad available at lunchtimes. CS will remind MSAs.

Action: CS

Inconsistencies in reward mechanisms. Teachers will, from September, include what they do in their newsletter so it's clear for parents. Allows them to personalise their teaching. Parents also fed back about how IT changes as they move through school e.g. Tapestry then Class Dojo. Parent wants to investigate price for outdoor classroom space.

KP – review catering over coming months.

JH – why not remove baguettes as option for Yr R and KS1 from September so they only have free options, was agreed as good idea.



JH - Perhaps limit number of clubs next time so that children have time at home and aren't so tired.

There being no further business, the Chair declared the meeting closed at 9.05pm.

The next FGB meeting will be on Thursday 27th April 2017 at 6.15 pm starting with Safeguarding training for 1 hour.

Please advise the Clerk if you are unable to attend on 27th April.

Richard Crossley, Clerk

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