

# LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY

## FULL GOVERNORS' MEETING

Minutes of the meeting held on  
**Tuesday 8<sup>th</sup> October 2013 at 7.30 p.m. at school**

Our duties as governors are:

- to encourage all governors to contribute to all items discussed and speak freely and openly
- to be accountable, think strategically and act as a critical friend
- to respect confidentiality
- to declare any conflict of interest related to any agenda item
- to ensure that previously circulated papers have been read prior to the meeting.

**Supporting Papers:** Minutes of previous meeting

Action Points Update

Scheme of delegation

School vision and mission statement

Data tracking report

SDP

SEF

Finance update

PRP policy

School prospectus

Absences in term time policy:

Policies: *admissions, Child protection, Behaviour, Complaints, equality plan, ICT, attendance.*

**Present:**

Philip Ashdown PA

John Baker JB

Rob Davies RD

Caron Short CS

Emma Jelley EJ

Gillian Grayson GG

Holly Loveday HL

Violet McLaren (*Head*)

Grev Parmenter (from minute 10)

Patrick Weir PW (*Chair*)

Lindsay Marcer (*Clerk*)

*BY invitation: Helen Sowden*

### **1) Welcome, apologies and declarations of interest**

Apologies were received and accepted from Peter Richardson, Jo Ranstead, Helen Orford, Kay Jefferson, Richard Waylen and Matt Cox. There were no declarations of interest received for any agenda item.

### **2) Notification of items for AOB**

There was one item of other business.

### **3) Minutes of Previous Meeting held 10th July 2013**

These had been previously circulated and were accepted and signed as a true record of the meeting.

### **4) Matters Arising**

1.EJ confirmed that a reminder had gone out to encourage attendance at child protection training. She would follow up again with individuals. ACTION EJ

PW confirmed that he was booked on the training within the next 3 months.

2. The actions regarding Finance reporting and RO reports had been implemented.

3. The SDP would be covered as an agenda item at this meeting

4. The pay policy would be covered as an agenda item at this meeting.

5. The latest position on any outstanding DBS checks needed to be confirmed. – ACTION LM

6. Governor elections would be covered later on this meeting agenda.

#### **5) Appointment of Chair and Vice-Chair**

PW said that as a result of PA being elected as Chair of F&P there was now a vacancy for Vice Chair of the Governing Board. It was agreed that this would need to be followed up after this meeting.

ACTION PW

#### **6) Scheme of delegation**

The Board agreed with the outcomes of F&P and C&S that the Scheme of delegation was fit for purpose and could be **approved**.

#### **7) Review of Pecuniary interests register**

The register was in the process of completion and it was agreed that this would be circulated after the meeting once all the signed declarations had been received. ACTION LAM

#### **8) Review school vision and mission statement**

The statement was due for its annual review by the school staff at the end of this academic year. PW asked what the process for this review would be. VM confirmed that school staff would examine it for ongoing relevance, new ideas would be considered and included as would any, changes in the way in which the school was going forward.

The Board APPROVED the statement.

#### **9) Confirm attendance at safer recruitment training**

The Board noted that VM and HS have previously undertaken the training and that PW would be attending the training in November 2013.

#### **10) Head Performance Review**

The Board noted that the review would take place in November. The panel would comprise, PA, PW, RD and GP.

#### **11) Data report from Head**

VM explained the statistics which had previously been presented to S&C at its meeting on 19 September 2013.

VM explained that In terms of the data tracking report the National expectation for progression is 4 points at KS1 and 3 at KS2. Lethbridge school aims for 6 and 4 points respectively in order to obtain additional value added. It was noted the pupils at the school tend to continue to make more progress in reading than writing.

There had been good results from all years and year 3 targets had been changed from 3 to a 4 pts target to reflect this.

It was reported that there had not been a lot of national reaction to plans to emphasise writing and grammar and there was still more emphasis on phonics. VM said that it was important to get the balance right and that grammar is integrated into the learning for each year group. The long term plan will structure and formalise this. The phonics national average had gone up from 58-69% and the school was now just ahead of this. There is still a big national emphasis on phonics. The Board noted the report.

## **12) New SDP – linked to SEF**

VM reported that the SDP was now complete. The SEF had not been updated to take into account the results of the OFSTED visit, but this would be done together with information from raiseonline. GG said that it was really good to see that OFSTED areas for improvement are clearly embedded in the SDP.

The Board APPROVED the SDP.

## **13) Feedback from Committees**

### **a) F&P**

JB informed the Board that PA had been elected as the new chair. This was in line with expectations that the occupant of that role would have financial expertise.

In the near term the financial position was satisfactory, there would be a need for the long term to consider some apparent shortfalls but it should be noted that planning is undertaken using a worst case scenario.

With regard to premises JB reported on the installation of security cameras and a new phone system. There were still ongoing problems with the temperature during the summer in the upstairs classrooms. The hope that one of the benefits of installing solar panels might have been to diffuse the heat had not been realised.

Nurse and fire training had been completed.

Policies had been considered, including the emergency policy which was fine in principle but required some adaptation for the school. The school trips policy had been agreed

The Committee had noted the possible strike action in October.

The school caretaker had been invited to attend the next F&P to present a maintenance plan

### **C&S**

PW updated the Board on the recent C&S meeting at which the Committee had discussed the pay review, Targets, and Kerry Pleasant had provided an excellent presentation on EYFS. Link governors had been confirmed for literacy.

He said that the Committee had spent some time discussing other areas that could benefit from link governor appointments, for example art, music and dance, SEN and numeracy. It had been agreed to seek the views of the full board and also to wait until parent governor vacancies were filled. HS confirmed that an external report on creative arts in the school was awaited following an external visit from 'Artsmark'. She said that it had been a successful morning and that depending on the outcome the school could be ready to go for gold in 3 years time. This would mean that the school could put itself forward to qualify for specialist positions in instructing various topics. Pupils would benefit from the opportunity to be more proactive by running clubs etc. This would link well to the values and harmony project. This could be a suitable area for a link governor. The report from the external visit should be available for presentation to the next FGB meeting and the Board could agree appropriate action on the basis of the findings.

The Board agreed that areas such as SDP, Pupil premium, the special PE fund would benefit from visits but may not necessarily need link governors. PW expressed an interest in visiting regarding the PE funding. JB volunteered as the numeracy link governor and PA said he would do a visit regarding pupil premium. If it was later considered that SEN should have a link governor this would be implemented then, in the meantime PW agreed to ask JR to undertake a visit on this topic. Link Governor positions could be confirmed once new parent governors had been recruited.

All the policies considered by the committee had been approved.

ACTIONS: HS to update next S&C re values.

PW to ask JR to undertake a SEN visit.

#### **14) Financial update**

PA reported that last year ended with a higher rollover than forecast. As the school year was in its early weeks, spend was currently very much reflecting the budget presented.

GP asked when the audit would take place. It was noted that this would be on 13<sup>th</sup> November followed by a visit on 20 November. Auditors would present their findings at the next F&P.

#### **15) Performance Related Pay policy**

This item had been brought to the board's attention before the summer giving governors the opportunity to consider it over the holidays. VM had attended training on the new policy which was being adopted by the local authority. She explained that the policy meant some changes. In the past teachers had automatically progressed by a point each year whereas from next September progression would be related to performance, e.g. it would be possible for teachers to move up more than one point. Measurement of performance would be against specific standards and expectations of the role would increase to reflect higher pay. This is the last year that teachers would need to apply for the upper pay scale, as of September if the specific standards were met individuals would automatically progress. If an individual didn't want the increased responsibilities they would be able to apply for a job in another school or at same school without those responsibilities. If upper scale teachers were not performing well enough to go up then they may not receive a pay rise, or, in some circumstances be subject to capability procedures. An individual's pay could not be reduced.

VM confirmed that staff appraisal procedures are in line with this new policy. The policy needed to be agreed now in order for its implementation in September as staff would currently be setting objectives that would form the basis of their assessment in September.

GP suggested that the governors role would be to check that VM is following the process and that this would fall within the remit of the S&C committee. If necessary the appeals process which would involve setting up a separate panel could be invoked.

There had been some applications for the upper pay scale this year. The procedure for this involved individuals self- assessing against the standards for UPS and demonstrate how they are meeting them. VM would then consider their application. Criteria were clear and centred around senior roles being seen to be proactive. VM had explained the implications to individuals of the new policy. The board agreed that in order for governors to gain visibility, the criteria/standards should be circulated to governors. In addition the career progression expectations report given to OFSTED would be helpful. This information should be presented to the next S&C meeting.

ACTION – VM

The pay policy was APPROVED.

### **16) New prospectus**

HS said that the prospectus had been updated to include feedback from Ofsted. There were a few aspects to amend which would be done in early November in time for 12<sup>th</sup> November open day. The new version was already on the school website with Ofsted quotes highlighted. It was agreed that it would enhance the website if some quotes were added some from children and parents as well as from guest books.

The Board was very impressed with the status of the prospectus and the efforts to add this information to the website.

### **17) New regulations on absences in term time**

A new regulation issued by Swindon Council meant that VM would no longer be able to authorise any holidays for children during term time. She would have authority to authorise absence in exceptional circumstances only. If unauthorised holiday was taken a local authority fine would be issued. The school would have to send a return to the authority to report on absence.

It was agreed that the Governors would write to parents explaining the statutory change and the new policy and with a copy of the absence request form.

ACTION VM to send out letter from Governors to parents.

### **18) Policies**

The following policies/documents had been circulated to all governors prior to the meeting: *Scheme of Delegation, admissions, Child protection, Behaviour, Complaints, equality plan, ICT, attendance.*

School Council is coming up with children's behaviour policy.

The policies were all APPROVED.

### **19) Governor Updates**

The Board noted that there were 3 parent vacancies upcoming and that an invitation was to be circulated to parents inviting nominations.

The current staff vacancy had been advertised twice and as there had been no response PW suggested that he attend a staff meeting to try to recruit.

**ACTIONS:**

Advertise vacancies to parents – LAM

Attend staff meeting - PW

**12) AOB**

VM reported that a letter had gone out to parents warning about the potential strike action.

**13) Date of next meeting**

The date of the next meeting was agreed as Thursday 5 December 2013.

**14) Close of Meeting**

PW closed the meeting at 8.50.

LAM

*Minutes approved by:.....(Chair) on .....*

**Summary of Action Points from this meeting**

<b>DETAIL</b>	<b>ALLOCATED TO</b>	<b>ACTION</b>
Minute 4	EJ	Follow up requirements for child protection training
Minute 4	Clerk	Follow up DBS checks outstanding
Minute 5	All	Fill Vice Chair vacancy
Minute 7	Clerk	Provide pecuniary interest register
Minute 13	HS	Provide values update to next S&C
Minute 15	VM	PRP upper scale criteria to be circulated to S&C
Minute 17	VM	Circulate letter too parents from Governors regarding time off during school term
Minute 19	Clerk	Run parent governor recruitment
Minute 19	PW	To attend staff meeting to recruit staff governors