

# LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY

## FULL GOVERNORS' MEETING

Minutes of the meeting held on

Thursday 5 Dec **2013 at 7.00 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:** School Council report  
Pecuniary interests register  
School performance data  
SDP progress report  
OFSTED RAISEonline report 2013  
Safeguarding audit update  
Policies: *Geography, History, RE, Whistleblowing*

**Present:**

Philip Ashdown PA	Gillian Grayson GG
John Baker JB	Arlene McClaughlin AM
Rob Davies RD	Violet McLaren ( <i>Head</i> )
Caron Short CS	Grev Parmenter (from minute 10)
Emma Jelley EJ	Patrick Weir PW ( <i>Chair</i> )

Lindsay Marcer (*Clerk*)

By invitation: Helen Sowden,

Kristina Mussnug Barrett

Representatives from Croft Nursery (for item 2 only)

### **1) School Council Presentation**

Representatives of the School Council attended to present a paper to the board. They explained how their development plan had been put together with input from their fellow students.

The Board thanked them for their presentation.

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

Apologies were received and accepted from Helen Orford, Matt Cox and Richard Waylen. HO had contacted PW re concerns about demands on her time and current problems getting to meetings. In addition the Board noted that RW had not recently attended meeting due to work commitments.

The Board welcomed Kristina Mussnug Barrett who had applied to be a parent governor and was attending as an observer.

There were no declarations of interest received for any agenda item.

The Board also recorded its appreciation to HL, KJ, LM and JR as outgoing governors for their excellent service during their terms.

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

There was one item of other business.

### **4) 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.

### **5) Matters Arising**

1. EJ would talk to RD regarding updating him on safeguarding training issues. ONGOING ACTION
2. The clerk had requested the information about outstanding DBS checks. ACTION CLERK
3. GP volunteered to act as VC for temporary period until a longer term appointment was made. This was Proposed and Seconded.
4. The Pecuniary interests register was on the agenda for this meeting.
5. The values update had been considered at the last S&C meeting.
6. The pay scale criteria had been circulated.
7. The letter to parents regarding time off during term had been sent out.
8. PW would attend a staff meeting in the New Year to try to encourage volunteers for staff governor places. ACTION PW
9. Parent Governor recruitment had been run resulting in two applications. Another recruitment will take place in the New Year. ACTION: CLERK

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

The Board noted the completed register.

### **7) Head teachers report**

VM reported on Performance management and SDP progress. She explained that appraisals were conducted on an annual basis linked to the school year. OFSTED had commented that all steps of the process were well linked and had a positive impact.

At the next S&C the agenda would include an item covering the feedback on observations ACTION : CLERK TO ADD TO S&C AGENDA

During next term performance management would include some peer observation. It was also likely that a mentoring scheme would be implemented to increase the level of outstanding teaching which was currently at 50%.

VM reported that the process for measuring Value Added had changed because of an extra measure added by the Government. It is now not only based on % achieving expected and more than expected progress, it is now also based on whether individual results are above the national %.

VM stated that the reading results in the unvalidated report were not accurate and didn't include the 2 upgraded papers. The results are 100% level 4 and above, and 75% level 5 in reading. These results would also increase the value added score with the validated information due to come out in March.

The Board congratulated the school on this great achievement for the school which was in the top 15% in the country.

In respect of literacy it was reported that there were many activities in the pipeline. These included a push to ensure that children were writing more from the start of their reception year.

The Harmony Project was going well, including the restorative justice system. There appeared to be a drop in the number of incidents.

The children's behaviour policy would be dealt with by school council.

Buddying systems, including that for reading, were going well.

VM had attended an e-safety update and the week commencing February 11 would be designated e-safety week in the school.

With regards to teaching and learning, observations, scrutinies, moderations and data analysis had been carried out, giving a rounded picture of performance. Excellent practice has been shared with staff and EJ and VM are continuing to plan and deliver targeted CPD.

In respect of curriculum issues it was reported that the 'big questions' on specific topics had resulted in a lot of response on the website. ICT activities had expanded with CW teaching higher level programming skills and running after school clubs. In addition CW was providing a check that all current technology is as required.

The further development of leaders was underway with all SLT members being responsible for their team's analysis of data and action points. SLT have also been fully involved in the performance management cycle, linking objectives to the SDP, observing and grading lessons, scrutinising work. They have a view of performance across the school and share the vision of how to work towards outstanding.

The Governors also had an action plan with objectives. It was agreed that the link Governor programme needed to be set and implemented for next term. PW had completed the 3<sup>rd</sup> module of Chair of Governors' leadership development as well as a module on managing allegations. AM had attended the recent school bazaar and PA had been heavily involved in the recent audit.

The community year 6 bazaar had been organised by Amanda Fletcher and Rachel Brown and the Board recorded its appreciation for this effort. The community monitors and deputies responsible for showing parents around the school were doing good job.

The prospectus and website were up to date.

Tracey Owen publicises a lot of events and continues to work with various school groups.

## **8) Safeguarding audit**

EJ explained that the recommendations were being embedded and enhanced. PW was booked on training and would be organising a visit with EJ. ACTION: EJ/PW

PR asked about the level of interest shown by parents in e-safety. It was confirmed that there is some interest. EJ said that education is also built into curriculum – e.g. cyber-bullying, and that Chris Webb also does an audit. It is helpful when parents also take some responsibility.

The school helps with e-safety via staff attendance on e-safety courses and ensuring that children know who to go to if they have any concerns. There are clear policies in school regarding the use of portable devices, in particular year 6 can use Kindle's in school, all children's own mobile devices have to be switched off. SBC have re-launched an initiative to coordinate policy and practice about e-safety.

## **9) Feedback from Committees**

**C&S**

RD updated the Board on the recent C&S meeting.

He drew attention to the poor attendance level at that meeting and asked that people let the clerk have apologies early to give the option of rescheduling.

He reported that the committee had been informed about additional swimming provision, updated targets, had received a report on values and congratulated the school on becoming a hub school for this topic. In response to a question from GP HS confirmed a positive financial benefit of this status as the school would be running a course for which attendees would have to pay, generating income.

RD would be sending out a note asking for volunteers as link governors. ACTION: RD.

As well as updates on the SDP, Harmony project, and SLT development, the Committee had also congratulated the School on the award of the Artsmark to the school.

### **F&P**

PA informed the Board that F&P had been attended by KL, the site manager who had provided an report on recycling explaining that measures had been put in place to reduce costs associated with waste disposal. These were resulting in savings of £3,233.

Simon Morrison from Bishop Fleming had also attended the last meeting to introduce the audit results and offered assurance that the audit had been clean apart from a minor issue regarding the installation of solar panels. This had been a technical issue and approval from the relevant bodies was being sought retrospectively in line with planning requirements. This was a problem that was common in schools.

A budget update had been presented and a few changes to the financial plan had been highlighted, but in general the year end position was likely to be as previously anticipated.

The Committee had considered the revaluation of the pension scheme and opted for Option B.

It had been agreed at the meeting that RO visits should be reduced to two per annum.

The Committee had also decided to decline a request from a neighbouring property to purchase land adjoining the school as this was now likely to be needed for the school fencing and forest schools projects.

### **10) Financial update**

The Board noted that the year end financial position is likely to be as expected.

### **11) Deputy and Head's performance review**

HS left the meeting at the start of this item. VM explained the performance review process in respect of HS and Full Governors agreed to VO's recommendation regarding HS' pay award, to take effect from 1 September 2013.

VM left the meeting before the Board discussed her performance review. PW explained that the he, GP and RD had conducted VM's performance review, and had been supported in this process by Dave Weston, the independent School Improvement Advisor. Full Governors agreed to HTPM Panel's recommendation regarding VM's pay award, to take effect from 1 September 2013.

### **12) Policies**

Policies on Geography, History, RE, and Whistle-blowing were all APPROVED.

### **13) Governor Updates**

All Governor updates were covered earlier in the meeting

### **14) AOB**

VM issued invitations to Christmas lunch.

**15) Date of next meeting**

The date of the next meeting was agreed as 6 Feb 2014.

**16) Close of Meeting**

PW closed the meeting at 9.00 pm.

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

**Summary of Action Points from this meeting**

<b>DETAIL</b>	<b>ALLOCATED TO</b>	<b>ACTION</b>
Minute 6	EJ	Follow up on safeguarding training
Minute 6	Clerk	Follow up DBS checks outstanding
Minute 6	Clerk	Run parent governor recruitment in New Year
Minute 6	PW	To attend staff meeting to recruit staff governors
Minute 8	Clerk	Add item to S&C agenda regarding staff observations
Minute 9	PW/EJ	Arrange safeguarding visit
Minute 10	RD	To send out request for link governors