

# LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY

## FULL GOVERNORS' MEETING

Minutes of the meeting held on

Thursday 27 March **2014 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:** Minutes of previous meeting

Head Teachers SDP report  
Literacy report  
Numeracy report  
Emergency plan  
Leave of absence policy  
School timings

**Present:**

Rob Davies RD	Kristina Mussnug Barrett KM
Gillian Grayson GG	Matthew Simpson MS
Phil Ashdown PA	Patrick Weir PW ( <i>Chair</i> )
Arlene McClaughlin AM	Lindsay Marcer ( <i>Clerk</i> )
Emma Jelley EJ	
Violet McLaren ( <i>Head</i> ) VM	
Ricahrd Waylen RW	
John Baker JB	
Peter Richardson (from minute 9) PR	

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

Apologies were received and accepted from Caron Short, Grev Parmenter and Helen Sowden. There were no declarations of interest received for any agenda item

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

There were no notifications of other business.

### **3) Minutes of Previous Meeting held 6 February 2014**

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

### **4) Matters Arising**

1. PW was tracking down the information with a view to developing it further. ACTION PW
2. The structure of meetings may well be an outcome of action to develop the Governor self assessment – ACTION ONGOING
3. RD had undertaken the safeguarding training, It was still to be arranged for MS and KM. ACTION EJ
4. CLERK was liaising with CM to arrange any outstanding DBS checks. ACTION ONGOING
- 5.. There had been one application for the parent Governor position, A community governor recruitment Exercise was still to be undertaken. ACTION Clerk.

6. As Governors had to be registered as Directors, staff could not fill Governor places under a rotation. However it was suggested that staff attend meetings by invitation without voting rights. ACTION VM.
7. PW said that he was liaising with EJ to set up a safeguarding visit. ACTION PW/EJ
8. JB had agreed to be link Governor for H&S.
9. The admissions policy had been amended on the website.
10. Julie Peplow had attended C&S to explain the workforce review process.

#### **5) Head teachers SDP report**

VM had circulated her report and explained that action points from Ofsted were being progressed. Teaching that was not already outstanding was moving in that direction. Evidence is being gathered of independent learning via observations which will address Ofsted actions.

Middle leaders were being developed. The newer phase leaders were learning more through doing the grading supervised by VM and training is being made available to them.

One pupil had been referred to the Educational Welfare Officer and another was on the brink of being.

VM confirmed that all non-swimmers can now swim 25 metres as per National Curriculum expectations.

CW will shortly be managing IT in a group of 4 schools as had been intended for his role.

Core subject co-ordinators are keeping up to date with recent practices and 'Better Maths and Literacy' conferences had been attended.

SLT had just had an update from the Harmony project. There were far less behavioural incidents since the project had been introduced. It was now the intention to extend this into the KS1 playground. The restorative justice system continues to work well and the school was looking to offer this training to other schools as.

The school was just about to order 18 ipads with 50% of the funding coming from Friends of Lethbridge.

Tracey Owen will be absent next term due to illness which might result in some less urgent work going on hold. The Governors asked that their best wishes and hope for speedy recovery be extended to Tracey. ACTION VM.

One of the grants applied for by the school been successful. This was to develop a forest area and amounted to £10K.

The SLT have an SDP update meeting on 31 March.

PW said it would be desirable to communicate some of these successes to parents. It was agreed that VM and PW would compile a newsletter from the Governors. ACTION PW and VM.

#### **6) Impact of senior leaders**

Reports had been circulated which described how leadership is working in the school. Details of current topics and the impact in the school were included. VM said that senior leaders meet every week to go through priorities as well as using the appraisal mechanism to evaluate success.

PW said that the reports were good and RD agreed that it was good to have this information.

#### **7) Free school meals**

VM had spoken to the kitchen manager about what might be needed to accommodate the new school meals policy from September. Anna Spooner would be putting together list of essentials and desirables. The school would need to stagger lunches from September to cater for the number of pupils although it was impossible to know yet how what the uptake will be. The School will be contacting EYFS parents to try to ascertain demand and encourage take up which would result in increased income. There could also be an impact on the numbers in older pupils where siblings are at the School.

RD asked how much provision was being made per head. VM confirmed that the provision of £2.30 exactly matched what the school charged per head and should therefore balance out. She noted that the School may need additional MDSA support.

It was also important that free school meals didn't negatively impact PP registration. Guidance suggested that schools look at who might be eligible and educate them about everything else provided under that scheme to encourage registration.

The Governors asked to be updated if there were any major changes or issues.

## **8) Nursery update**

There was no further news on a pre-planning application. It was noted that permission would also be needed from EfA.

## **9) Feedback from Committees**

**C&S:** RD reported noting that Julie Peplow had attended the meeting to inform the Committee about the workforce review process. The aim was for any changes to be in place for September 2015. JP had provided a draft timeline. ACTION CLERK to distribute timeline to the Governors.

RD also said that the Committee had been updated on staffing issues, including secondments, maternity leave, leavers and the need to fill any vacancies.

Curriculum reports had been presented on literacy and numeracy showing good results and progress going according to plan. Phonics was likely to show good results this year.

A Link governor visit for ICT was scheduled and visits were being arranged for numeracy and SEN.

RD reported that a paper had been considered by C&S concerning School day timings. The proposal was to distribute extra hours during the rest of the week in order to accommodate an earlier finish on Friday afternoons. C&S had endorsed the proposal and were recommending FGB approval on the basis that it was considered that better learning takes place in a morning, and for staff in terms of planning and work/life balance. In addition, there would be the option to put in place extra-curricular clubs during Friday afternoons which would cost a nominal amount per child. A key additional factor in considering this proposal for implementation in September was the introduction of free school meals and the staggered nature of lunchtimes.

The FGB discussed the proposal and also how to communicate with parents if it was decided to implement the C&S recommendation. There were differing views about whether or not a consultation should take place or an announcement giving the reasons for the change and plenty of notice PW raised that consultation would only be meaningful if Governors were clear that they would not implement the policy if parents were overwhelmingly against it; to consult when a decision had in fact been made risked misleading parents.

RW felt strongly that parents should be consulted and given the opportunity to provide feedback before a decision was made. He made the point that earlier finish on a Friday may cause problems for some working parents.

PW said that the FGB was not formally obliged to consult with parents about this proposal and RD added that it would be polite and reasonable to give good notice. MS said that in any communication with parents it was essential that the key advantages for the pupils are all set out.

VM confirmed that the staff were very positive about this proposal and that it was in line with the practice of other schools in the area.

Following extensive discussion the FGB took a vote on the proposal to inform parents that the change in hours would take place from September. Parents would be asked to confirm whether or not they would want their children to take up additional activities on Friday afternoons.

In conduction the vote, PR proposed and GG seconded acceptance of the proposal. 11 voted for, 1 against and 1 abstention. The proposal was approved.

VM was asked to draft and circulate the communication to parents to all Governors with a view to the final wording being agreed by PW, RD and MS. ACTION VM.

**F&P:** PA reported that the Committee had reviewed the updated financial position which was showing little – change since the previous meeting. A recent RO report had shown nothing substantial to report.

In respect of premises, CM had explained a recent bid submitted for equipment from Sports England which, if successful, would provide an outdoor surface for play and sports.

The Emergency plan had been endorsed and discussion had taken place about some of the problems caused by poor driving at the front of building.

#### **10) Policies**

The FGB approved the Emergency plan.

The Reserves and investments policy would be brought to the next meeting and the chargecard policy will be incorporated within the financial procedures which will be considered in September.

The leave of absence had been redrafted to align with current SBC policy. One key aspect was to abolish that provision for a paid first day off to arrange for care of dependants. In doing so it was noted that there is still Head Teacher discretion to allow for emergencies. The revised policy was adopted. This would take effect from after Easter/as soon as updated and staff will be notified accordingly, ACTION VM

#### **11) Governor updates**

PW suggested that as a result of the presentation by governor Support at the last meeting it would be useful to consider how to achieve the high benchmark for outstanding governance. He said that developing the Governor mark self-assessment in a less formal session could work towards making the FGB as effective as possible.

The FGB endorsed this proposition.

PW, MS and Clerk agreed that they would meet to discuss such an event. ACTION PW/MS/Clerk.

#### **12) AOB**

There were no items of other business.

#### **13)**

##### **Date of next meeting**

The date of the next meeting was agreed as 22 May 2014.

#### **14) 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 4	PW	Review previous Governor Charter work and develop self-assessment process for governors
Minute 4	All	Consider how to enhance the structure of meetings
Minute 4	EJ	Arrange safeguarding training for HS and KM
Minute 4	Clerk	Confirm with CM which Governors require DBS checks
Minute 4	Clerk	Arrange parent and community Governor recruitment
Minute 4	VM	To publicise to staff 'by invitation' attendance at meetings
Minute 4	EJ/PW	Undertake safeguarding visit
Minute 5	VM	To extend best wishes to Tracey Owen
Minute 5	PW/VM	To draft highlights letter to parents from Governors
Minute 9	Clerk	Distribute timeline for workforce review
Minute 9	VM	Draft letter to parents regarding school timings
Minute 10	VM	Finalise Leave of absence policy and inform staff of changes
Minute 11	PW/MS/Clerk	Discuss and plan development event