

# LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY

## FULL GOVERNORS' MEETING

Minutes of the meeting held on

Thursday 22 May 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 data report

Policies: *PHSE, SRE, PP, Reserves and Investments*

**Present:**

Phil Ashdown PA

Rob Davies RD

Gillian Grayson GG

Emma Jelley EJ

Arlene McClaughlin AM

Violet McLaren (*Head*) VM

Grev Parmenter GP (Deputy Chair)

Peter Richardson PR

Matthew Simpson MS

Lindsay Marcer (*Clerk*)

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

Apologies were received and accepted from Tara Moran, Richard Waylen, John Baker, Kristina Mussnug and Patrick Weir. In the absence of the Chairman the meeting was chaired by GP. 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. Governor development and self assessment was ongoing. ACTION PW
2. Structure of meetings would be a topic for governor development as noted in the previous matter arising. ACTION ALL
3. Safeguarding training for KM and MS was being arranged. ACTION EJ
4. Clerk had notified CM of the Governor listing to check DBS checks. This was underway. ACTION CM
5. Governor recruitment was still ongoing. ACTION PW/Clerk
6. A new staff Governor, Tara Moran, had been recruited.
7. A safeguarding visit was still to be arranged. ACTION EJ/PW
8. The Governors best wishes had been communicated to Tracey Owen.
9. The letter of highlights to parents was being drafted. ACTION VM/PW
10. The timeline for the workforce review had been distributed.
11. Parents had been sent a letter regarding school timings.
12. The leave of absence policy had been updated and distributed.
13. The Governor Development session had yet to be finalised. ACTION Clerk/PW

## **5) Head Teachers' data report**

VM had circulated her report. There had been some concern at the end of term 2 in respect of year 1 numeracy which had now been investigated and corrected through moderation.. All other statistics were showing well above the national level. The KS1 vulnerable group summary was as expected. The Gifted writing and reading was slightly below the progress expected because of a deliberate concentration on pupils reading a wider range of material rather than pushing them onto materials beyond their maturity.. The EAL group were significantly above their cohort in writing. Pupils who had arrived after the start of the school year were below. VM noted that there was no need for concern in the data overall.

SATS had recently taken place, MS and KM had attended to monitor in addition to a Local Authority moderator who noted that the school made great efforts to give all children access to the tests. CS said that it was good to have had Governor presence. The current year 6 cohort has a lot of special needs and many of those children had done remarkably well and all children had displayed a generally positive attitude to SATS.

A few children are not expected to make 2 levels progress. Of these children, the school has applied for statements for 2, one has had a significant amount of home schooling and has had very poor attendance all year, and one other pupil only joined the school at the end of Year 5. The other children are expected to make 2 levels progress or better.

Year 2 SATS were ongoing and the expectation was that results would be as good as in previous years. Phonics tests would take place in mid-June and based on ongoing internal testing early indications show the potential to beat previous results. There had been good support with a special programme over the last year with a dedicated specialist.

The school was moderated for EYFS resulting in a good report noting a particular strength in the staff's good knowledge of children as well as the level of EYFS training attended. SLT contact with the programme and learning judgements were also noted to be good. There were some actions to consider including opportunities for collaboration with other schools and to moderate more able children with year 1 colleagues.

The Governors noted that that there are no areas of concern and congratulated the teachers as well as staff involved in putting together this monitoring system and statistical analysis.

## **6) Nursery update**

It was noted that planning permission had been requested. September 2015 was now seen as a likely timescale for the move.

## **7) Feedback from Committees**

### **C&S:**

RD said that the Committee had discussed feedback about school timings from parents. MS said that there has been a thread on Facebook. VM and CS were concerned about this and would look into it. ACTION VM/CS

KM had undertaken the SEN visit and RD had done ICT yesterday.

The Committee had discussed the Curriculum changes and was confident that all would be in place in September. A major item for the Committee's consideration had been staffing changes and the Committee had congratulated HS and EJ on their new appointments. All vacancies had been discussed and RD had sent out a summary note to all Governors.

The Committee had approved policies on SRE and PHSE.

### **F&P:**

PA reported that the Committee had looked at the budget noting the less than expected rollover which was now at 162K. He said that he was going to help staff with budgeting and financial planning for the kitchen. Premises issues discussed had included the reception funding and forest grant. The Committee had agreed on the reception contractor. The work required on access points and security to school was in the region of £21K and only 1 quote had been obtained. The Committee had considered the rationale (See annex to these minutes) and agreed that the reasons warranted using this supplier.

Health and Safety issues had been considered and it was noted that JB was planning a link visit.

The Reserves and Investment policy had been agreed and a Risk Register proforma had been presented for further development.

PP needed a link visit which PA had agreed to do.

**8) Policies**

A revised Scheme of Delegation would be put to F&P and then to FGB at the next round of meetings. The Admissions policy also needed to go to the next round of meetings. ACTION Clerk.

The Board endorsed the recommendations of the Committees and agreed approval of the SRE, PHSE, PP and Reserves and Investments policies.

**9) Governor updates**

1 new staff Governor had been appointed and 1 applicant had come forward for the parent Governor vacancy. There were still 2 vacancies on the governing body for 1 parent and 1 community. The clerk was asked to circulate a list of Governors. ACTION Clerk.

**10) Spring BBQ**

A timetable of duties was circulated for Governors to volunteer for the spring BBQ.

**11)AOB**

There were no items of other business.

**12)Date of next meeting**

The date of the next meeting was agreed as 7 July.

**13)Close of Meeting**

GP closed the meeting at 8.30 pm.

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

**Summary of Action Points from this meeting**

DETAIL	ALLOCATED TO	ACTION
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	CM	Confirm which Governors require DBS checks
Minute 4	Clerk	Arrange parent and community Governor recruitment
Minute 4	EJ/PW	Undertake safeguarding visit
Minute 4	PW/VM	To draft highlights letter to parents from Governors
Minute 4	PW/Clerk	Discuss and plan development event
Minute 8	Clerk	Admissions policy to next FGB
Minute 9	Clerk	Circulate list of Governors