

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY Company number 7685652

***Minutes of the Full Governors' meeting held on
Tuesday 2nd February 2016 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*
- *setting vision, ethos and strategic direction*
- *holding the Head Teacher to account for the educational performance of the school and its pupils*
- *overseeing the financial performance of the school and making sure its money is well spent*
- *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

Head Teacher's data report
Deputy Head Teacher's report
Phase Leader reports
Drugs, Alcohol and Tobacco policy
No Smoking policy

Attended by:

Patrick Weir (Chair) (PW)
Philip Ashdown (PA)
Matthew Simpson (MS)
Lisa Mayes (LM)
Christopher Hobson (CH)
Carly Chew (CC)
Chris Webb (CW)
Violet McLaren (Head) (VM)
Kristina Mussnug- Barrett (KM)
Simone Franklin (SF)
Damien Mackman (DM)
Emily Longthorne (Clerk)

1) Welcome, apologies and declarations of interest

Apologies were accepted and received from Peter Richardson, Terasa Beach and Tara Moran.

2) Notification of items for AOB

VM- Admissions policy.

3) Minutes of Previous Meeting held 30th November 2015

The minutes were approved and signed as a correct record of the meeting.

4) Matters Arising

Minute 4/16 - PW and Clerk to meet to work together on a calendar of events, including Link Governor visits.

Minute 6- VM checked Behaviour policy. Governor panel needed for appeals only.

Minute 8/9- Safeguarding and LAC reports were sent to the LA.

Minute 8/9- CW has now given school email addresses to all governors to protect confidential information.

Minute 10- Finance and Staffing minutes were circulated by the Clerk.

Minute 12- The Governor newsletter was completed and sent out before Christmas. PW thanked KM for her help.

Minute 15- The policies from the last meeting had been sent to the website.

5) Head Teacher's data report

The report had been circulated prior to the meeting. VM reiterated key points from her report. Most year groups are attaining as expected against targets in all subjects. Where targets are not being met, actions have been put in place, such as intervention groups, following discussions with the class teachers. A new tracking system is being used based on the new curriculum objectives and attainment is based on whether or not pupils will be on track to meet or exceed their age related expectations at the end of the year. VM stated that there is no progress data in the report as all pupils started from nothing at the start of the year due to the new curriculum. The progress of above average children appears inflated as they all now have aspects of mastery assigned to them. In KS1 progress was gauged from book scrutinies and from last year's results, and in KS2 children's attainment was compared to their KS1 results. Overall, progress is at least good for the vast majority of children and those who need to catch up have been identified and actions discussed and put in place.

PW asked VM how progress could be shown to Ofsted as it is still important to them. VM is confident that progress can be demonstrated using Pupil Tracker, scrutiny and moderation notes and children's work books.

PW enquired about the SEN results being low in writing in maths. VM replied that the majority of the SEN group are SEN because of their learning difficulties and therefore their attainment is lower. The SEN group includes statemented pupils and relevant interventions and support are in place to make sure that they make as much progress as possible.

KM asked if the EAL results show a true reflection of the children (i.e. does it include those also fluent in English?). LM answered that they are EAL if their parents state that English is not their first language and we have had several new starters who know very little English.

6) Phase Leader reports

The reports had been circulated prior to the meeting. VM identified that the main challenge for the year across all year groups was the new curriculum and assessments. CH asked if this was especially a challenge in year 6. VM said that current year 6s are disadvantaged because they will be tested on four years of curriculum when they have only been learning it for one year. VM added that all schools will be in the same situation and she is confident that current year 6s will perform well. SF asked how Commonweal will use the new data. VM replied that children will get a scaled score so secondary schools will use that to group them. LM added that they will use year 6 data to show progress to GCSE level. KM asked about year 5 and 6 setting. VM replied that teaching the whole class did not work as there is a wide range of ability so setting is more effective in meeting all children's needs. PW commented on how parents had been positive about the new approach to homework. SF added that her children were very engaged and enthusiastic towards the new style of homework. CH enquired about PE not being mentioned in the reports, VM said that this will be included in the mid-year subject-leader reports and that link governors should make appointments to see the relevant subject leaders to discuss standards and action plans. PW thanked phase leaders for their detailed and succinct reports.

LM informed governors that her NPQH project was running and popular. It provides staff to peer coach within school and the cluster group (King William St, Robert Le Kyng, Even Swindon and Commonweal.) TAs are also arranging to observe each other within school. This is in keeping with performance management.

7) Pupil Premium update

LM informed that there are currently 36 children within school on Pupil Premium. This is down from the previous year, partly due to adopted/ looked after children leaving Lethbridge and low intake from EYFS. Parents have been reminded to sign up several times. PW enquired about PP children's attainment. LM replied that currently PP children are attaining higher than others.

8) Safeguarding report

The Deputy Head Teacher report included information on referrals. Most staff have completed their online Child Protection training. The deadline for this is the end of the week. VM and LM have completed Safer Recruitment training.

9) Health and Safety report

The Fire Risk Assessment will be completed at the end of this month and the Health and Safety audit will be completed in March. Reports from these will be received by the end of March.

10) Premises Report

LM has been meeting with Annette Shakespeare with regards to creating an outdoor music garden on the KS1 playground which we are now able to facilitate. The instruments are expensive and they are planning fundraising opportunities.
 CW updated governors on the fencing plans, which are intended to improve security. There has currently been no progress. CW is hoping to get more opinions so in order for it to be passed onto the planning council. Also, all flexible pipes are being replaced and the results for funding new toilets will be received in March.

11) Subscription to Governor Support

All agreed to continue to buy into Governor Support’s services, which include 1:1 and group advice, training courses and briefings. Clerk to inform Cathy Millen and Anna Richardson from Governor Support. **ACTION CLERK.**

12) Policies

The Drugs, Alcohol and Tobacco policy and No Smoking policy had been circulated prior to the meeting. Amendments were made following comments from TB and KM. The policies were approved. CW mentioned that staff should not be smoking near the Forest Schools area during teaching times. VM asked governors to approve that the Admissions policy should remain in line with Swindon Borough Council’s policy. This was agreed.

13) Governor updates

PW and Clerk to meet to discuss recruiting for a new Community governor. **ACTION PW AND CLERK.**

14) AOB

CC informed Governors that on the 22nd February there will be a Guinness World Book of Records quiz event and asked if any governors were available to witness and verify the event. SF offered to help. (PLEASE NOTE THAT WE ARE NO LONGER PARTICIPATING IN THIS QUIZ)

15) Date of next meeting: Finance and Staffing- Wednesday 9th March 7pm
 Full Governing Body- Wednesday 16th March 7pm

16) Close of Meeting: PW closed the meeting at 8pm.

Summary of Action Points from the meeting

Detail	Allocated to	Action
Minute 4/13	PW and Clerk	Meet to discuss calendar of events, including Link governor visits, and recruiting a new community governor.
Minute 11	Clerk	Notify CM and Governor Support of continued subscription to Governor Support.

Signed by (Chair) on.....