

# **LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY Company number 7685652**

## *Minutes of the Full Governors' meeting held on Wednesday 16<sup>th</sup> March 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**

Intimate Care policy  
PHSE policy  
SDP March 2016  
SEF March 2016

### **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)  
Terasa Beach (TB)  
Peter Richardson (PR)  
Tara Moran (TM)  
Arlene McLaughlin (AM)  
Emily Longthorne (Clerk)

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

PW welcomed all governors to the meeting.

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

PW to meet with KM and PA after the meeting.

### **3) Minutes of Previous Meeting held 2<sup>nd</sup> February**

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

### **4) Matters Arising**

Minute 4/13- Calendar of events completed and circulated by Clerk  
Minute 4/13- Clerk has given subject coordinator email addresses to Link Governors  
Minute 11- Clerk notified CM and Governor Support of continued subscription

## 5) Head Teacher's report progress against SDP

The SDP and SEF were circulated prior to the meeting. VM informed Governors that SLT is grading Lethbridge as Level 1s and she is confident that the results reflect this. VM ran through the SEF. The main areas for development are: To maintain outstanding results through mastery, and staff to be more involved in managing their own performance and training. The key areas for improvement from the last Ofsted inspection were that the proportion of outstanding teaching was not high enough and that the SLT needed to develop further. VM informed governors that the quality of teaching is now 100% good, 80% outstanding and that the SLT have significantly developed.

PW asked who completed the SEF, VM informed that is completed by the SLT. SF enquired about the new curriculum affecting the results. VM answered that the data report will be complete next term. Progress is being tracked using Pupil Tracker. PW asked if the SEF is validated externally. VM replied that Dave Weston, the school improvement partner, validates the SEF. VM reminded governors that it is important to read the SEF as Ofsted inspectors will speak to governors.

VM then discussed the SDP, which has been updated by the SLT. The new curriculum has raised expectations and staff have received training on spelling, grammar and maths. Teachers have started peer coaching and observing each other in school and within the cluster group. VM and LM have been running booster sessions in maths, punctuation and spelling. VM informed that the phonics results are looking better than last year. Interventions are in place to support pupils with their phonics in preparation for the phonics screening test. Lethbridge took part in Swindon's 175<sup>th</sup> birthday as part of Spiritual, Moral and Cultural development. As part of Personal development, behaviour and welfare, temporary MDSAs have been employed to ensure good manners in the hot dinners' hall. TM submitted a Healthy Schools application. TM said that Bronze is the first level but we could possibly achieve Silver. TM and VM agreed that the Healthy Schools policy is there to guide and not dictate what children have in their lunchboxes. VM thanked TM for her hard work. VM informed governors that Mrs Owen is now monitoring attendance, which is overall good, making sure VM is informed if anyone's attendance is below 95%.

VM told governors that 23 children are visiting from Berlin and spending two days in school. All pupils are being taken for a family day out on the Saturday with pupils and their parents.

VM informed everyone that with a new Parent Pay system, we hope that meals can be booked a term in advance. CM is currently trialling this in one class.

KM enquired after the EYFS baseline assessments. LM answered that this is in consultation and a decision will be made soon. PW asked if the Prevent training had led to any new practices. LM answered that the training helped inform staff what to do if concerned, but it had not changed day to day practices. The reporting system is still the same and British Values is meeting the requirements. The Emergency Plan was checked.

## 6) Safeguarding update

LM informed governors that there was not anything to update on in school, but there is concern about safeguarding consultation as a post from Swindon's Safeguarding service has been removed. This service kept staff up to date and offered advice. PW said that governors are happy to approve paying for a traded service to advise on safeguarding. Clerk to add this to next agenda for update. **ACTION CLERK.**

## 7) Health and Safety report

### 8) Premises report

The Health and Safety and Fire audits have both been completed. Both auditors were pleased with the progress made against previous actions.

Clerk to circulate Finance and Staffing supporting papers with the minutes. **ACTION CLERK.**

## 9) Update from F&S Committee

PA informed governors of the main items from the meeting on the 9<sup>th</sup> March. Minutes will be circulated shortly.

## 10) Multi- Academy Trust

VM informed governors that last year Commonweal wanted to become a multi- academy trust but the plan was postponed. It was in the news that all schools must become academies by 2022 and there will be a push on joining multi- academy trusts. VM believes that with our strong SLT and staff, Lethbridge could set up a multi- academy trust to support other schools. SF asked what the benefit to Lethbridge would be. LM and VM agreed that it would offer staff professional development without seeking new employment. VM added that if Lethbridge set up a trust, rather than joining one, they would have more control of the budget and staffing resources. CM will look into the legalities and work load. PW agreed that this was worth investigating and requested it to be on the next agenda. **ACTION CLERK.**

### 11) Policies

The PHSE and Intimate Care policies were approved by governors.

### 12) Governor updates

Link Governors have been given the contact details of the subject coordinators. Meetings to take place by the end of next term. **ACTION LINK GOVERNORS.**

There are currently community governor vacancies. PW to look into recruiting. **ACTION PW.**

Governors have been given Lethbridge email accounts and asked to check that they are working by responding to a 'test email'. **ACTION ALL.**

### 13) AOB

PW, PA and KM to meet following the meeting.

### 14) Date of next meeting: Thursday 19th May 7pm

VM asked if governors would like pupils to attend the next meeting. Governors agreed and would like to hear from school council representatives from years 4,5 and 6. Governors would like a summary of the year and their opinions on lunchtime manners, play and behaviour and the new curriculum and tests. Clerk to inform the school council leaders. **ACTION CLERK.**

### 15) Close of Meeting

PW thanked everyone for their attendance and closed the meeting at 8.10pm.

*Summary of action points from the meeting:*

Detail	Allocated to	Action
Minute 7	Clerk	Add safeguarding consultation update to next agenda
Minute 8/9	Clerk	Circulate F&S papers with the minutes
Minute 11	Clerk	Add Multi-Academy trust to next agenda
Minute 13	PW	Community governor vacancies
Minute 13	Link Governors	Arrange Link governor visits, inform Clerk of the date and complete reports.
Minute 13	ALL	Check new email accounts and respond to email
Minute 15	Clerk	Inform school council leaders of invitation to the next meeting

*Minutes signed by..... (Chair) on .....*