

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

***Minutes for the Full Governors' meeting held on  
Thursday 2nd February 2017 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:**

Agenda 02.02.17  
Confidentiality policy  
Design and Technology policy  
Internet Acceptable usage policy  
Internet access policy  
Intimate Care policy and guidelines  
Quality Assurance report Jan 17  
Safeguarding and Child Protection Action Plan  
Link Governor Visits policy  
Music policy  
PE policy  
Pupil Premium Spending Academic Year 2016  
Summary Data Report Term 2 Attainment and Progress  
Term 2 Data Report for Governors  
Year Group Overview at end term 2

**Attended by:**

Patrick Weir (PW)  
Philip Ashdown (PA)  
Lisa Mayes (LM)  
Christopher Hobson (CH)  
Carly Chew (CC)  
Chris Webb (CW)  
Kristina Mussgnug- Barrett (KM)  
Arlene McLaughlin (AM)  
Terasa Beach (TB)  
Emily Longthorne (Clerk)

**By Invitation:**

Claire Harmer (CHa)  
Caron Short (CS)

**Apologies:**

Tara Moran  
Julie McLaren  
Damien Mackman

**Absent:**

Matthew Simpson  
Simone Franklin

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

PW welcomed everyone to the meeting. Apologies were received from Tara, Julie and Damien.

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

There were no items of AOB.

### **3) Minutes of Previous Meeting held 29.11.16**

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

### **4) Matters Arising**

Hayes Online Child Protection training- There are some governors who have not yet completed the training. LM to notify Clerk who is outstanding and Clerk to send a reminder. **ACTION LM AND CLERK.** Governors to complete. **ACTION GOVERNORS.**

Link Governor guidelines- The Link Governor Visits policy has been updated by KM and agreed. Guidance from the NGA has been added to the Link Governor folder on Governorhub.

Skills audit- 3 audits have been received. Clerk to send a reminder. **ACTION CLERK.** Governors to complete. **ACTION GOVERNORS.**

Foreign Language policy- The policy has been rewritten to bring it more in line with practice and will be reviewed at the next meeting.

### **5) Head Teacher's data report**

Data reports showing attainment and progress at the end of term 2 had been circulated prior to the meeting. LM stated that the data is looking good. KM enquired why the End of Year Target is lower than the percentage at the start. LM replied that the Above Average Target at the End of Year is actually the target to achieve Greater Depth, which is achieving a scaled score of 110 in end of year assessments. LM added that now they know more about the curriculum tests, they could change the data system to have separate targets for AA and Greater Depth in years 2 and 6. CH asked if this would create more work for staff? LM replied that it shouldn't, however there isn't guidance for the other year groups. PW added that it would be helpful to get a full picture. LM added that all year groups have different targets based on the cohort's previous attainment and progress. LM informed governors that they have added a new tracking group, which is Pupil Premium children who do not have SEN. This is to ensure the high achieving PP children are achieving their best. LM informed governors that children in year 3 who have English as an additional language are not doing as well as the other children, however 5 out of the 12 children have additional special needs unrelated to their EAL status. Additional support is in place to support these children in English and Maths. LM reminded governors that the current year 6 group are a lower attaining group overall and the focus is for their Value Added Score and progress to improve. LM said that data from years 1 to 6 is pleasing. LM also included EYFS data, as Raise Online now tracks from the end of Reception. A progress report from EYFS will be fed back next term.

PW asked if there would be any difficulty maintaining the targets? LM replied that there is a jump in expectation in term 3 and therefore some schools only enter data in terms 2,4 and 6. However, we like to moderate regularly.

### **6) Pupil Premium update**

Following the Raise Online report from last year, CHa and CS have been tracking KS2 PP girls' maths progress using lesson observations and book scrutinies. 9/13 children are now on track for maths progress. PW asked if it was easier this year as teachers are more familiar with the curriculum. CHa replied that it is, CS added that there is still a lot of objectives to meet. CHa agreed and added that year 6 SATS tests are earlier than usual this year and there isn't a lot of time to teach it all and consolidate it.

CHa and CS have created a Pupil Voice survey for PP children to feedback what they like, dislike, need help with etc. CHa said that they haven't yet analysed it but they have been able to sort immediate wishes, for example joining a club. CHa informed governors that they are working with the Deputy Head cluster group to create a Parent's PP questionnaire.

CS said that as there are not many PP children at Lethbridge, they have been able to meet all the children and observe them in class. The Pupil Premium Spending plan was circulated prior to the meeting to show that the money was being spent appropriately. CS stated that overall PP children are doing as well as everyone else. LM added that the only concern is the KS2 girls' maths progress, but they believe it is not an ongoing issue and can prove to it Ofsted, who are due to arrive in the next few weeks/months.

PW thanked LM, CHa and CS for their reports.

## **7) Safeguarding update**

CS informed governors that they have subscribed to Sarah Turner's services as a Safeguarding Consultant. A Safeguarding audit was undertaken in preparation for Sarah's visit. The Safeguarding and Child Protection Action Plan had been circulated to governors prior to the meeting. Nearly all staff have completed the Hayes Online Child Protection Training. **ACTION GOVERNORS.** Staff have also completed surveys on how to report a safeguarding issue. 8 children from year 2 to 6 are becoming Anti-bullying ambassadors and attaining a training day which is very exciting. The NSPCC have been in to deliver assemblies and workshops. The website has also been updated. CS fed back that Sarah Turner says we are Ofsted- ready.

PW added that he attended Sarah Turner's safeguarding training to staff as his Link Governor visit and it was very informative scenario based training. CS agreed and said that they will regularly timetable training. PW will complete his visit report and feedback at the next meeting. **ACTION PW.**

## **8) Health and Safety report**

CW said there was nothing to report this term, but the Health and Safety and Fire audits will take place next term. A fire drill did take place last week due to the alarm being accidentally set off and it is now being fixed so that it cannot happen again. The fire drill did highlight a few issues, CHa added that another drill will take place soon to iron out the issues.

PW asked if the audits were internal or external. CW replied that they are a service which we pay for annually to highlight priorities, for example last year was the fire doors which have now almost all been replaced.

## **9) Premises report**

CW informed governors that they are awaiting the result of the toilets refurbishment bid. We should get a reply by the end of March. Next term, he will reapply again for the pillars to be removed. This was left in order for people to notice that the pillars and temporary fencing still remain.

CH asked if the lighting in school was efficient as LED lights have a low running cost. CW replied that every time a bulb goes, it is replaced with an LED panel and all new fixtures are LED.

PW thanked CW for his reports.

## **10) Subscription to governor support**

The governors agreed to continue the subscription to Governor Support. Clerk to notify Governor Support. **ACTION CLERK.**

## **11) Policies**

*Confidentiality, DT, EAL, Internet access, Internet acceptable use, Intimate care, Link Governor visits, Music, PE*

The policies had been circulated prior to the meeting. Comments on the PE policy had been received from TB, CH and KM e.g that swimming no longer takes place at Next Generation, there is no longer a cricket club. The policies have been read and approved on amendment of the few updates.

**ACTION CLERK.** LM asked if she could have a copy of the policy review list in order to remind Subject Coordinators when their policy needs reviewing. **ACTION CLERK.**

## 12) Governor Updates

PA has completed his four year term as a parent governor. PW proposed PA to be appointed as a community governor. CH seconded the motion. Governors agreed.  
PW asked for a list of current governor vacancies. **ACTION CLERK.** PW and Clerk to discuss recruitment message. **ACTION PW AND CLERK.**

## 13) Multi- Academy Trust Update

Governors discussed.

## 14) AOB

There was no other business.

**15) Date of next meeting:** *Wednesday 15<sup>th</sup> March*

## 16) Close of Meeting

PW thanked everyone for their attendance and closed the meeting at 8.05pm.

### 4) Matters Arising

Detail	Allocated to	Action
Minute 4	LM/ Clerk/ Governors	LM inform Clerk of outstanding training Clerk to remind governors Complete Hayes Online training
Minute 4	Clerk/ Governors	Clerk remind Governors of Skills Audit Governors to complete and send to Clerk
Minute 7	PW	Complete Link visit report
Minute 10	Clerk	Notify Governor support of continued subscription
Minute 11	Clerk	Update policies Send policy review list to LM
Minute 12	PW/ Clerk	Clerk to send PW a list of vacancies PW and Clerk to work on a recruitment message

Minutes approved by ..... on .....