

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

***Minutes for the Full Governors' meeting held on  
Wednesday 10th May 2017 at 6.00 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  
Collective Worship policy  
Curriculum policy  
Emergency Plan  
Governor Allowances policy  
Lunchtime policy  
Ofsted plan  
Ofsted readiness  
Parents' questionnaire results  
Parental Complaints policy  
Data report term 4  
Sun Protection policy  
Teaching and Learning policy  
Website policy  
Year 2 and 4 progress from start  
Year group overview

**Attended by:**

Patrick Weir (PW)  
Philip Ashdown (PA)  
Lisa Mayes (LM)  
Christopher Hobson (CH)  
Carly Chew (CC)  
Kristina Mussgnug- Barrett (KM)  
Arlene McLaughlin (AM)  
Teresa Beach (TB)  
Tara Moran (TM)  
Damien Mackman (DM)  
Simone Franklin (SF)  
Emily Longthorne (Clerk) (EL)

**By Invitation:**

Bill Jerman (BJ)  
Claire Harmer (CHa)  
Caron Short (CS)  
Cathy Millen (CM)

**Apologies:**

Chris Webb  
Jon Dearlove

## **1. Meeting with Bill Jerman, School Improvement Partner**

BJ introduced himself to the governors and gave them a summary of his work experience in Primary Education, as a Head and also an Ofsted inspector. He now works as a school improvement partner with 30 schools in the borough. BJ gave the governors a presentation on the responsibilities of a governing body and requirements for Ofsted inspections. BJ will send the presentation and a questionnaire to LM who will send to Clerk for circulation. **ACTION LM/CLERK.**

Key questions:

AM asked if all governors are expected to have all the information or can they refer to governors on committees? BJ replied that it is fine to refer to "expert governors."

KM asked if it is okay to bring notes, for example figures, to a meeting with Ofsted. BJ said that it is expected.

PW asked if BJ could advise us on how to attract new governors. BJ answered that the phrase "Make a difference" encourages parents to want to get involved. He also suggested asking local businesses, setting up social events and reiterating that with more people the load is shared.

Everyone thanked BJ for his briefing. BJ left the meeting at 7:15. CM, CS and CHa arrived at 7pm.

## **2. AOB**

There were no items for AOB.

## **3. Minutes of the previous meeting 15.03.17**

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

## **4. Matters Arising**

LM will check if anyone is still to complete Hayes online child protection training.

KM had circulated the governor skillset

TB and Clerk had worked on a governor application message which had gone out.

LM had circulated Ofsted briefing.

## **5. Data Report**

LM had circulated the term 4 data report, a year group overview, and Year 2 and 6 progress documents prior to the meeting. LM is currently working on filling the gaps in objectives on data tracker for Years 3, 4, 5 and 6. As these children have not been taught the new curriculum from the beginning, progress data is not yet represented accurately enough for those year groups.

PW asked if there were any main areas of success or concern. LM replied that despite continued focus, rewards and boy-focused topics, boys writing is still at a lower standard than girls across the school. Current Year 3 data suggests low attainment for children with special educational needs, from ethnic minority backgrounds and for children with English as an additional language. LM informed governors that 5 children with significant educational needs fall into all three of these categories and that it is their attainment that is reflected in the data.

KM asked who was chosen for the SATs writing moderation this year. LM said they chose Wiltshire for KS2 SATS writing moderation, in line with many other primary academies in Swindon. KS1 SATs are still being moderated by Swindon Borough Council. The school will find out next Friday if Year 2 and Year 6 results will be moderated. CS added that every year group has taken books to be moderated with other schools and that CHa has attended a Wiltshire schools moderation meeting so we are secure in our judgements.

KM asked how children in the "Most Able" group were selected, having noticed a large variation in numbers in this category in different year groups. LM informed governors that the "Most Able" register is only being updated once a year, unlike the SEN register, which is reviewed every term. LM agreed that the way "Most Able" children are selected should perhaps be more standardised across the school, and that this could be linked to children who work at greater depth. It is common to have more children on the "More Able" register in higher year groups. CHa added that if the school can justify a high number of children working at greater depth, then these children should be on the "Most Able" register.

LM is pleased with good standards across the school.

PW enquired how the feeling in Year 6 was during this week's SATS tests. CHa answered that it is okay. LM added that as this year's cohort on the whole are a lower attaining year group, there has been more focus on progress.

## 6. Safeguarding report

There was nothing to report.

## 7. Health and Safety report

There was nothing to report.

## 8. Premises update

There was nothing to report.

## 9. Policies

CH notified the Clerk of several minor changes, which have been amended. TB noticed that contact details needed amending on the Emergency Plan, which CM is updating. **ACTION CM**. TB also asked if in regards to the Collective Worship policy there is an assembly every Tuesday. TM replied that there is no assembly on Tuesdays, but that collective worship takes place in class through circle time and reflection. TB asked if they are looking into the new data protection regulations that come into effect next year. CS replied that they are currently reviewing this.

## 10. MAT Update

KM informed governors that as a general election has been called for the 8<sup>th</sup> of June, a ban on political activity for civil servants is now in place ("Purdah"). This ban also affects the work of the Regional Schools Commissioners and their employees, who are not currently allowed to process MAT applications. This means that an application for a MAT in time to start in September is no longer possible. A more realistic start date would now be March. KM said that the MAT working group hopes to increase collaboration between the schools ahead of a formal application in order to keep the drive going and to start making some savings on shared services. This should also make the application more likely to be approved. The MAT working group proposed that all schools interested should employ Keith Defter, who is retiring as Head of Commonweal, for one day a week as a school improvement consultant and to oversee the MAT application process from September. TB added that this would prove every school's commitment. PA felt this is a valuable and necessary investment to keep the momentum. SF added it could be beneficial to have a 'trial run' without the formal commitment. AM said that the election results would be known before September in case they impact on the new government's attitude towards MATs. All governors were in favour of employing Keith Defter. LM, CM and KM will report this at the next MAT working group meeting in June.

LM informed governors that Croft Playgroup called an EGM on 02/05/17 to vote between joining an established MAT or remaining an independent, committee run playgroup with a view to forming a new MAT with Lethbridge and other local schools in the near future. Members voted 16 in favour of remaining independent, 10 in favour of joining an existing MAT. As the required 2/3 majority of members present to make the vote binding was not reached, a new EGM will be called for the week commencing 22/05/17. LM informed governors that the Croft Playgroup has approached Lethbridge with a request for support until such a time that a new MAT is formed. Areas that have been considered are termly supervision meetings for the Playgroup manager with LM, Lethbridge staff co-opted onto the Croft Playgroup committee, and SEN support. SF asked why Croft Playgroup have approached Lethbridge for help. LM replied Croft Playgroup have a long standing tradition of working with Lethbridge and many of their children come to Lethbridge. LM added that losing Croft Playgroup as a feeder pre-school would mean that Lethbridge would still be full, but not necessarily with children from our catchment area. PA said that it could be good CPD for those involved. CH asked if there are services they could buy into from us. LM replied curriculum support, overseeing management and SEN support. Also, Lethbridge could save money as pre-schools can make referrals to the educational psychologist for free, but they are very expensive for us. SF told everyone that she was on the Croft Playgroup committee in the past and there was difficulty in recruiting a manager due to the salary in relation to the responsibility. TB and AM added that if Croft Playgroup formed a new MAT with Lethbridge and other local schools, it might be helpful if they changed their name to avoid being confused with Croft Primary School. PW summarised that if Croft Playgroup can pay for the support they wish to access and it has no detrimental effect on our performance, the governing body is happy for Lethbridge to support them.

## 11. Governor update

PW informed governors that he has got a new job and will be moving to Cornwall and will therefore be resigning as a governor at the end of the academic year. PW stepped down as Chair at the end of this meeting as he does not have enough time to commit fully to the role. KM agreed to become acting Chair until an election takes place at the next meeting. Governors congratulated PW on his new job. TB now works at school during lunchtimes, however she believes that as it is less than 16 hours a week she can continue as a parent governor, not staff. TB will double check this. **ACTION TB.** PW stated that his initial reaction to BJ's presentation is that he wants to do another link visit. KM offered to edit LM's Ofsted documents into a script for governors. **ACTION KM.** A parent, Jon Dearlove, has joined the governing body. TB and the Clerk worked on a recruitment message, which was sent out but has had no response yet. Governors suggested other methods of recruitment such as contacting banks, putting letters in book bags and an informal evening in a relaxed atmosphere. Governors will also all think of anyone they know who would be a good governor. **ACTION ALL.** TB and PA offered to continue working on recruitment. **ACTION TB/PA/CLERK.**

## 12. AOB

Governors congratulated CS and CHa on their appointment as permanent Deputy Head teachers.

**13. Next meeting:** Tuesday 11<sup>th</sup> July 7pm.

## 14. Close of meeting

PW thanked everyone for their attendance and closed the meeting at 8:30pm.

### 4) Matters Arising

Detail	Allocated to	Action
Minute 1	LM/Clerk	Circulate Bill Jerman's presentation and questionnaire
Minute 9	CM	Update contact details on the Emergency Plan
Minute 11	TB	Check with governor support that it is okay to remain as parent governor
Minute 11	KM	Produce script for governors
Minute 11	ALL	Think of suitable governors
Minute 11	TB/PA/Clerk	Governor recruitment

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

