

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY
Company number 7685652

***Minutes for the Full Governors' meeting held on
Tuesday 11th June at 7pm 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

Policies- *Dyslexia Friendly, Maths, Assessment, Creative Arts, Geography, Governors Code of Conduct, Governor job descriptions, Governor Induction, Home/School agreement, Marking- English, Marking- Maths, Scheme of Delegation. Freedom of Information, Uniform policy and Behaviour policy*

Budget

SDP May 2016-2017

Meeting Dates 2017-18

Headteacher End of Year report

Attended by:

Kristina Mussgnug- Barrett (KM) (Acting Chair)

Patrick Weir (PW)

Philip Ashdown (PA)

Lisa Mayes (LM)

Christopher Hobson (CH)

Carly Chew (CC)

Terasa Beach (TB)

Simone Franklin (SF)

Jon Dearlove (JD)

Emily Longthorne (Clerk)

By Invitation:

Claire Harmer (CHa)

Caron Short (CS)

Apologies:

Tara Moran

Damien Mackman

Absent:

Arlene McLaughlin

Chris Webb

1) Welcome, apologies and declarations of interest

KM welcome everyone to the meeting. Apologies were received from TM and DM. KM introduced new parent governor Jon Dearlove. All governors introduced themselves to Jon.

2) Elect new Chair

TB proposed PA and SF seconded. PA agreed to take the position of Chair for a period of one year whilst the recruitment for a more permanent Chair proceeds. KM and LM thanked PA.

3) Notification of items for AOB

1. LM- After school club provision

4) Minutes of Previous Meeting held 10.05.17

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

5) Matters Arising

Bill Jerman's report had been circulated.

TB checked with Governor Support and she can continue as a parent governor whilst being employed as an MDSA.

TB, PA and SF have been working on recruiting new governors, 9 applications have been received. Clerk to check CM has updated the contacts on the Emergency Plan. **ACTION CLERK.**

6) Ofsted report

Lethbridge was graded as 'Good' from the recent Ofsted inspection. SF enquired about feedback stating that governors did not have enough understanding of the children's progress and attainment in science. She asked what governors could do. LM stated that science will feature heavily on the SDP and suggested a link governor for science. KM asked if science could be added to pupil tracker as governors have not previously received data for science. CS replied that it would be difficult to do, but they are thinking about a way to track science. CH mentioned that he has friends and colleagues in the science community and to let him know and he can arrange visitors e.g. a friend in robotics. CS thanked CH. SF asked if Ofsted were happy with the quality of teaching and work for science. LM replied that the feedback was very positive. CH added that he felt sporting achievements could be celebrated more, in one place on the website so it was clear. This could also be done for science. CS replied that they are using the school twitter account more often now. CH replied that he felt posts get quickly lost on twitter. SF added that Commonweal is very good for sharing successes on facebook. LM answered that currently the school's facebook and twitter account are not available to many staff but it will be open to more staff next year. PW said he felt this would be good, but would not make a difference to a judgement from Ofsted.

KM mentioned that another criticism from Ofsted was that governors are too reliant on information from LM and governors need to come into school more often, for learning walks and link visits and events. PW asked how staff felt about receiving 'Good.' LM replied that staff are content. She said Bill Jerman, the school improvement partner, said it was a very good report. CS added that we should be proud of the result and that the new senior leadership team received good feedback. TB reiterated that we need more link visits in school. KM congratulated staff on a good Ofsted report and thanked them for their hard work.

7) Head Teacher's report

The school development plan 2016/17 showing progress and a head teacher's end of year report had been circulated prior to the meeting. LM informed governors that the SLT are meeting tomorrow for their strategy day to plan the school development plan for next year. KM asked if anyone had any questions about either of the two reports. PW said that the head teacher's end of year report is a very good overview summary. LM said that she can use this format throughout the year to update governors. KM asked how long the two fixed term exclusions highlighted in the end of year report were for. LM replied that both were for 2 days. SF asked if they were effective. LM replied that they set expectations for other pupils about what was unacceptable and reassure parents that the school is taking action. PW asked if the report could be circulated to parents. KM expressed concern that the format of the report might make it too easy to identify individual children, especially in relation to the

exclusion data. CHa said that not naming the children's year group could resolve this issue. PW said he was surprised to see that there were 53 safeguarding concerns, but this would show parents the work that is constantly being done to safeguard the pupils.

8) Measuring attainment

LM reminded governors that the current year 6 cohort, as a group, have always been a slightly lower attaining group however they did really well and scored above the national average for all areas. Their scores are lower than last year's, except for writing which is higher due to a Swindon-wide issue with writing last year. However, their progress scores should be better than last year's. These will be received on 31st August. LM is very pleased with the results.

LM informed governors that KS1 data is in line with past years and has been externally moderated. The Phonics score has improved and is higher than the national average for last year. PW thanked all staff for the work that went into producing these results.

9) Safeguarding update

Safeguarding matters had been reported on in the head teacher's End of Year report.

10) Report from Finance and Staffing Committee

The minutes had been circulated to all governors. PA fed back that the meeting was mostly about setting a Budget which needs to be approved tonight. The budget had been circulated on Governorhub. PA informed governors that at the end of 2017/18 there will be a rollover of 51k but that in 2018/19 there will be a deficit as we will have used our reserves. This is due to our forecast showing income reducing but our costs increasing. PA stated that it doesn't look like this will improve, therefore changes must be made. LM added that she and Cathy Millen (CM) had put lots of work into making savings and that the budget is better than what it was predicted to be last year. PA thanked LM and CM for their work and agreed that the budget for 17/18 was now 45k better than reported last year. SF asked if there was anything we could do to increase income. PA replied that more lettings would help, but wouldn't be sufficient. Some schools are now asking parents for voluntary donations. PW said that this should be discussed at a future meeting and should be marketed effectively. SF mentioned that Friends of Lethbridge has a healthy amount saved. PA replied that CM does budget an amount to be received from Friends. PA reminded governors that CM only budgets for definite amounts so this is a "worst case" situation. There were hopes that forming a MAT would make long term savings, however this has stalled due to the election. TB suggested that we should only raise money for our own charity. LM agreed, all money raised this year has been put towards Lethbridge and this will continue next year. JD suggested the school uses Gift Aid. PW informed governors that our funding received is based on an out of date social demographic of Old Town, which is why we are in a difficult position.

KM asked governors if they could formally approve the budget. The budget was approved.

11) MAT update

KM informed governors that there was a meeting with the schools this morning, and that as forming a MAT is on hold, they are now forming an Executive Strategic Partnership which will be coordinated by Keith Defer. The three areas for the collaboration are:

1. Teaching and Learning issues around Closing the Gap, consistency, effective assessment, writing, sharing good practice and behaviour for learning
2. Governance : support for (new) governors, good practice and deepening knowledge of external validations
3. Leadership Development : a collaborative emerging leaders course; support for 4.5 new heads within the group

KM said that there is still hope to save money through group savings and staff development. PW added that he reminded the group that financial savings need to be kept in mind. LM replied that Keith did take that on board. CH asked if the ESP could be open to other schools that were not going to be in the MAT to increase revenue. LM replied that more schools are interested and that any CPD would

be offered to other schools to buy. TB asked if all the schools are still interested. KM replied yes, plus King William Street school and there is potential to expand in the future. PA asked how this the ESP will be managed and co-ordinated. KM replied that Keith Defter will coordinate meetings for head teachers, business managers, chairs of governors, SENCOs, run a leadership course and that part of his role is to facilitate these meetings. CHa asked if this ESP group would become our new cluster. LM replied that only Even Swindon is not in the ESP and some things such as moderation will be done as the whole cluster, but most school to school improvement work will now be done through the ESP. TB asked if a MAT is still the long term goal. LM replied that it is for Lethbridge but for now the aim is to solidify this group throughout the next academic year.

12) Policies:

- *Dyslexia Friendly, Maths, Assessment, Creative Arts, Geography, Governors Code of Conduct, Governor job descriptions, Governor Induction, Home/School agreement, Marking-English, Marking- Maths, Scheme of Delegation.*
- *From F&S- Freedom of Information*
- *Uniform policy and Behaviour policy- new*

There had been a few comments received and amendments made to the existing policies. These were approved. SF asked if the Governor Induction policy was being followed. LM replied that this will be added to the SDP.

KM asked for comments on the Behaviour policy. TB said she felt it was very good. CH asked if it will be published on the website, LM replied yes. CH suggested the school council have input in order to empower the children. LM replied that they want the children to take the policy on board but it is an adult decision. CS added that there was much discussion on what a C1 and C2 would be. CC said that as a teacher she felt reassured by the policy as it is clear, and makes sure there is consistency throughout the school. PW added that he liked the emphasis on rewarding positive behaviour. TB asked what would be taken away from them as a punishment. CS and CHa suggested free time, time in favourite subjects e.g. computing or PE. LM suggested doing some "community service" for the school. SF asked if the new behaviour policy would be shared with parents in a letter. LM replied yes.

KM then brought attention to the Uniform policy and mentioned that consistently incorrect uniform will become a C1 offence under the new behaviour policy. KM made updates to the original draft of the policy to make it clearer. CS said that staff appreciate that sometimes children have legitimate reasons for not wearing the correct uniform. As a teacher, she appreciates a note from parents explaining the problem. LM said that children not wearing correct uniform has a knock on effect on behaviour. CHa agreed that a stricter uniform improves behaviour. SF said that she felt that parents would like staff to be stricter about uniform. CH asked if the uniform policy, and behaviour policy, will be added to the Home School Agreement. LM replied yes. KM informed governors that this is a transitional policy to allow parents time to buy the requested uniform. The new policy will be enforce fully from September 2018. Governors had a lengthy debate about the Uniform policy. Governors agreed on black trousers, shorts, skirts and dresses and plain navy jumpers or cardigans with optional school logo. LM stated that school uniform has to be affordable. PW said it should be clear on the policy what is acceptable in 2017-18 and what is acceptable afterwards. TB suggested that there be no mention of leggings but state that if you have any concerns for religious or medical reasons to contact a member of the SLT. KM offered to update the policy. **ACTION KM.** LM thanked KM. LM said she will mention uniform in the end of year newsletter, however there is some more work to be done to the behaviour policy.

13) Governor updates to include

There are currently 7 vacancies on the governing body. TB, SF and PA have been working on recruitment and 9 applications were received. KM reminded governors of our desired skill set: Strategic Planning, HR, Management, Finance, Health and Safety, Law, Business and Marketing and Education. LM said that the induction process for such a large group needs to be handled carefully. Governors decided that a coffee morning should be held to meet with the applicants and find out more about them before co-opting/electing. JD suggested sending more paperwork asking for more information as it may put off any applicants who are not serious enough about the role. Governor agreed to invite the applicants to a meeting in early September. **ACTION TB/SF/PA/CLERK.**

14) AOB

On Tuesday 4th June Activ8 received their scheduled Ofsted inspection. On Wednesday, Ofsted contacted LM as they were unable to reach Activ8. LM was informed that Ofsted had suspended the licence for Activ8 with immediate effect for a period of no less than six weeks due to safeguarding concerns. As a result, LM terminated the contract with Activ8. LM informed governors that staff are managing the provision until the end of term but there needs to be a decision made asap for what happens in September. LM informed governors of three options. 1- The Big Adventure Club would let the room. They currently work in 9 schools in the area, with 5 rated Good and 4 rated Outstanding. The income would be ca. 7k through lettings. One concern is whether there is a legal requirement to employ the current Activ8 staff. PA asked if they had mentioned how long they would like to keep the letting. LM said they had not mentioned it. 2- After school care is managed by the school staff. CM is currently working out the finances. TB enquired about the prices in relation to the Big A. LM replied that it would cost £3.50 for breakfast club, £10 for after school club. This is very close to Activ8 and Big A's prices. SF calculated that the income would be about 50k but would have to pay for staff costs and admin. She said that she felt it would need to produce a large income to be worth the extra work. The governors agreed with SF. LM said that the benefit would be the quality of staff, however it would be a huge additional responsibility. LM said that the third option would be to look into another after school care company, however there isn't time for it to go to tender as a decision needs to be made asap. LM asked if she and CM could continue looking into the options and have the decision ratified by a few governors who are available next week. The governors agreed.

15) Date of next meeting: Thursday 28th September at 7pm.

16) Close of Meeting :

This was PW's last meeting as he is resigning due to moving to Cornwall. KM and the governing body thanked him for all his work and wished him well in his new home. LM presented PW with a gift on behalf of the school to thank him for everything he has done. PW thanked the governors for all their support, and thanked school staff for giving his children a fantastic start to their education.

KM closed the meeting at 9.20pm.

Matters Arising :

Detail	Allocated to	Action
Minute 5	Clerk	Check with CM if she has updated the Emergency Plan
Minute 12	KM	Update the uniform policy
Minute 13	KM/TB/PA/SF/Clerk	Invite applicants to coffee morning in September

Minutes signed by.....on.....