

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY
Company number 7685652

***Minutes for the Full Governors' meeting held on
Wednesday 29th November at 7p.m. at school***

Followed by AGM

Our duties as governors are:

- to encourage all governors to contribute to all items discussed and speak freely and openly*
- to be accountable, think strategically and act as a critical friend*
- 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

Admissions policy

Baseline Data 2017-18

Data Analysis 2016-17

IDSR- Unvalidated

Lethbridge Primary School Performance summary 2016-17

Medicine and Supporting Children with Medical Conditions policy

Phase targets 2017

Pupil Premium policy

Pupil Premium spending 2017-18

Safeguarding and Child Protection policy and procedures

SDP 2017-18

SEN policy

Whistle blowing policy

Attended by:

Phil Ashdown PA (Chair)

Lisa Mayes (LM)

Kristina Mussnug- Barrett (KM)

Alexia Davison (AD)

Laura Smith (LS)

Fiona Wall (FW)

Nataley Maysey (NM)

Jon Dearlove (JD)

Christopher Hobson (CH)

Damien Mackman (DM)

Simone Franklin (SF)

Arlene-Jane McLaughlin (AM)

Peter Webster (PW)

Annette Shakespeare (AS)

Chris Webb (CW)

Laura Crosby (LC)

Carly Chew (CC)

Emily Longthorne (EL) (Clerk)

By Invitation:

Caron Short CS

Claire Harmer CHa

Nicola Salisbury (NS)

Anti- Bullying ambassadors: Charlie, Emily and Lola

Apologies received from:

Terasa Beach (TB)
Tara Moran (TM)
Hayley Jackson (HJ)

1) Apologies and declarations of Interest

PA welcomed everyone to the meeting. He introduced himself to the Anti-Bullying Ambassadors. Apologies were received and accepted from Tara, Terasa and Hayley.

2) Meeting with Anti-Bullying Ambassadors

PA thanked Charlie, Emily and Lola for coming to the meeting. The Anti-Bullying Ambassadors showed the governors a Powerpoint presentation informing them of their training and activities they do, including parachute games and giving stickers to children who play nicely in EYFS/KS1, face painting and biscuit making for Children in Need. They explained what they want to do next is find activities for KS2 children. They asked if the governors had any questions.

PA thanked them for their informative presentation and asked what they liked best about the role. Lola and Emily both said that they like playing games with the younger children.

PA asked what made them want to become an Anti-Bullying Ambassador. Charlie said he was asked to do it and thought it sounded important.

KM asked Charlie if it is difficult to talk to children older than he is, for example if they see unkind behaviour at playtime, and what would they do if they found it difficult. Charlie said he would tell a teacher. KM asked the girls if they found it easier to talk to the KS2 children as they are older. Lola and Emily said that so far they have only worked with the younger children. Nicola Salisbury, the staff lead for the Anti-Bullying Ambassadors said that working with KS2 is their next step. They have built up their confidence working with younger children and they are now trying to organise activities for KS2.

CS reminded governors that they are not there to "police" behaviour, but to provide activities to keep children happy and occupied at playtime.

SF asked how the children reacted to them. The Anti-Bullying Ambassadors replied that the response was good.

CS asked if they were still considering changing their name. NS replied yes as Anti-Bullying Ambassadors is very long and also by having the word bullying in the name it reminds children of bullying. NS says they will change to being the Ambassadors.

LM asked if there was anything staff can do to support them in KS2, perhaps a member of staff be with them to help them start an activity? The ambassador replied yes.

JD asked what do they do to help children being bullied. Charlie replied that they play with them, keep them away from someone that is upsetting them and cheer them up. If necessary, they tell the teacher on duty.

KM asked if they learned anything new at the training. Charlie said he wasn't expecting to play parachute games!

CS asked if there were children from all year groups represented. Emily replied yes, there are ambassadors from year 2 up. NS added that they are nominated by staff, and each class has a representative. They take turns to go out in order to encourage their friends from class to join in and as they get older they will train the year 2s so that it is a rolling program.

FW asked if bullying or behaviour problems are worse in KS2 or harder to deal with. NS replied that as a Year 1 teacher she does not have much experience of KS2 but from her experience KS1 children are very forgiving and problems are quickly forgotten, whereas in KS2 the social dynamic is different; friendships are firmer and therefore more devastating when they fall out. NS said they started in EYFS in order to build the positive relationships and problem solving skills that they will take with them as they grow older. By the time the current EYFS children are in KS2 they will be used to the Ambassadors and know where to go to get support.

CS said that she likes that the Ambassadors choose a buddy to go out with them, she added that her class representative chooses a different child each time so they all get a chance to be involved if they wish.

NS informed governors that the training they attended included Secondary School children and therefore she is very impressed with how they have taken on a big expectation and responsibility. She added that they went around school as a team to face paint every class for Children In Need, where

they received positive feedback, and made the Powerpoint for this meeting by themselves. NS said she thinks they are doing very well in their role.

PA and the governors thanked the Ambassadors for attending the meeting and informing the Governing Body of their role. The governors gave Charlie, Emily and Lola a round of applause. LM and the governors thanked NS for all her hard work in organising and overseeing them.

The governors then relocated to the Staff Room and the Ambassadors and NS left the meeting. PA thanked everyone for attending the meeting and noted that it was a great turn out. PA asked everyone to introduce themselves in case some of the governors had not met before, due to the recruitment of new governors.

3) Notification of items for AOB

- Appointment of Vice Chair

4) Minutes of Previous Meeting held 28.09.17 and 02.11.17

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

5) Matters Arising

PA asked governors that have not yet returned a Declaration of Interest form or Code of Conduct to get one from EL (Clerk.)

The minutes were amended to reflect the length of the discussion on uniform.

EL had circulated a list of acronyms.

PA had sent a note to governors asking them for link governor preferences and if they would join the Finance and Staffing committee.

EL and TB had compiled a list of statutory policies. PA asked EL to circulate. **ACTION CLERK.**

LM has not yet looked into Business Insurance for private car use.

The Prospectus is now on the website. PA asked all governors to read it and check it for any mistakes and that it reflects the ethos of the school. PA asked that if they have any amendments to let LM know. **ACTION ALL.**

PA has not yet circulated questions from the SIP. **ACTION PA AND CLERK-** Send to Clerk for distribution.

EL has not yet informed link governors and subject leaders of their contact details, as was awaiting finalisation at tonight's meeting of roles. PA said that he wanted make sure all roles were filled and that everyone is happy with the roles they have chosen. He was expecting governors now to wait until after Christmas to get in contact with the subject coordinator.

EL had added "consult on admissions" to the agenda. LM sent a note to governors on Governorhub to explain what they are consulting upon.

6) Head Teacher's report

LM had circulated papers prior to the meeting. LM informed governors that the way data is presented to us has changed again this year. LM has summarised the data in the document Data Analysis 2016-17 where she has picked out what we have done well and why, and what wasn't as good and why. She added that this was used in the SDP and for setting performance management targets. LM said that attainment is still very high and that their goal is to improve progress across KS2. LM informed governors that their KS1 results were in the top 10% of the country and pupils need to continue to progress this well across KS2, which is very challenging. LM added that each group e.g disadvantaged children is doing well and Maths has improved this year. LM asked governors to please read the papers she circulated for more information. PA thanked LM for her analysis and asked if anyone had any queries.

SF said that a lot of the challenges were often to do with SEN and asked why. LM replied that you can't compare our SEN children to those in other schools as SEN is so broad, it covers vision, ADHD, Autism etc. LM said to look at the IDSR on page 2 as it breaks down the cohort and compares it to the national. We are in the top 20% of schools for the amount of children with an Early Health Care Plan and the top 40% for the amount of children with SEN support. LM added that we are rigorous with who we class as SEN, those "falling behind" are not included as SEN, but they are given more interventions. LM said that the children with SEN are making good progress and Ofsted recognised this.

SF enquired about the amount of Disadvantaged children. LM replied that there is a mistake in the report as it only included those who are currently getting free school meals, as it should include those who have ever received free school meals.

CH identified that there are new terms: Floor and Coasting. LM referred to the front page of the IDSR. LM explained that it looks like we are 'Coasting' for Writing progress; this is due to a Swindon-wide issue with writing moderation. LM said this will be "green" when it is validated next year, but that progress is a real challenge. SF asked why and LM answered that the old KS1 scores do not match the new KS2 scores, for example an old level 3 at KS1 used to mean you would expect Level 5 at the end of KS2, now they would expect Greater Depth which is similar to the old Level 6. CS added that achieving Greater Depth is very hard and it is a national problem. LM said that overall the results are great.

CH enquired about the low, middle, high terminology. LM informed governors that in KS1 for reading, writing and maths there were only 2 low attainers in the year group. LM said this will be validated in December and there will be some changes e.g. there are new children.

SF asked if Science was measured as she recalls Ofsted mentioning Science as an area to improve. LM replied that it is not tested anymore. CS replied that Ofsted wanted more writing in Science, which has been done, and for governors to have a better knowledge of Science in school.

CH reassured new governors that they shouldn't worry about asking questions, that after a couple of years it will get easier to understand data.

FW said she felt there is a big focus on reading across the school and asked if there is the same focus on Maths. LM replied that there is, it is just not as visible to an Early Years parent. CS agreed, stating that there is a Maths Whizz mental maths competition and times tables homework as they get older. SF agreed that there is more Maths work to do at home with your children as they move up the school. CS said that reading is crucial to be able to decode written problems and read test papers. LM said that they have made changes to the planning and teaching of Maths to enable pupils to set their own level of challenge. CS informed governors that there will be a new online times tables test where children in year 4 will be tested in all times tables to 12.

PA summarised saying where the data analysis is highlighting areas for improvement, this is all captured within the SDP and therefore contains no surprises. PA reminded governors that the SDP will be reviewed at the next meeting. PA thanked LM for her data report.

7) SATs Targets 2018

LM informed governors that the targets for KS1 and Year 4 have been set from prior attainment and are very aspirational targets. The year 6 targets are set based on results at the end of KS1. For example, in reading 94% should reach Expected and 53% meet Greater Depth because that is what they achieved in reading in Year 2. FW asked if there was still a big focus on reading in KS2 and CS replied that there is, they still expect daily reading. LM said that they will do everything they can to help the children make the best progress, in a healthy way.

CH commented on the fact that lower down the school they have lower targets and asked if this was to do with the new curriculum. LM replied that it is, as the new curriculum is harder, however the targets are still higher than a lot of schools. CS added that it can depend on the cohort too, as each cohort has different percentages of SEN.

LM informed governors that EYFS targets are based on previous results for other years. LM had circulated the Baseline Data prior to the meeting. LM noted that this year's cohort is different to previous years due to 31% of children having EAL in EYFS, whereas elsewhere across school the percentage of EAL is 12%. LM said that Caroline Valderey, the EYFS Phase Leader, said this has affected the Baseline Data however they will make progress throughout the year, although attainment may be lower than previous years. FW noticed that the currently 44.29% are at Expected for Reading and asked what this would have been previously. LM replied about 70%. FW said that they should show good progress as their baseline is lower. LM added that Caroline Valderey is expecting to be moderated as we have not been moderated in EYFS for 5 years so EAL will be taken heavily into consideration. LM said that in a few years they will use Early Years Data to show progress from baseline to year 6. CH noticed a typo in the percentages, LM will amend.

8) Safeguarding audit

The latest version of the Safeguarding and Child Protection policy and procedures had been circulated prior to the meeting. CS informed governors that the school pay for a safeguarding Consultant, Sarah Turner, to keep them up to date. CS said that this time last year Sarah came in for

a Safeguarding audit and helped form an action plan. CS said Ofsted were very pleased with how Safeguarding was being done, however there is no room for complacency. CS informed governors that she has begun the audit process, forming interim targets, which will be verified in January. CS informed governors that the audit is based on the document Keeping Children Safe in Education. CS will send this to EL to circulate. **ACTION CS AND CLERK.** CP said last year she sent governors a quiz to prove they have read the document, which is a governor responsibility and Ofsted will focus on governor knowledge. CS will send this out again. **ACTION CS.** CS has also been working on adding Child Protection and Safeguarding statements into other corresponding policies e.g Anti-bullying. PA enquired about the Hayes online child protection training, as new governors would not have done it. CS told governors that two years ago all staff and governors completed the training, which takes approximately an hour and a half. Staff are being refreshed in meetings and through CS's Safeguarding newsletter, however CS said that they are thinking of a suitable time for everyone to retake it. CH asked how often it should be done. LM replied that the policy says "regularly." CS said CHa has a list of all who have and have not completed the training. CS asked EL to send CHa a list of all the new governors so that they can be sent passwords. **ACTON CLERK.** PA informed governors that the training can be done in several sessions and it has links to other documents to help gain depth of knowledge. PA thanked CS.

9) Feedback from Finance and Staffing Committee

The minutes have been circulated to all governors. PA informed governors that Simon Morrison from the auditors Bishop Fleming attended the meeting to give an overview of the accounts and feedback on the audit process. Simon had said that the Audit process went well and Cathy was well prepared. PA said this year Simon provided a summary of the key points on the accounts. PA will send to EL to circulate to all governors. **ACTION PA AND CLERK.** PA informed governors that this year the budget is on track with not too many variances. PA said the overarching concern is the financial situation going forward and being able to fund expenditure going forward. PA explained that we will be getting more funding next year due to Fairer Funding, we will know how much after Christmas. PA said that Lethbridge is currently the lowest funded school in Swindon on a per pupil basis, but will receive the highest increase, albeit it closes the gap LM said that this is very good news. PA informed governors that school had worked hard work at getting as many school places filled before the census date, so that they it would receive better funding.

PA informed governors that DM has now taken on the role of Chair of Finance and Staffing.

There were no staffing issues to report.

PA explained the current premises bids. The first phase of the toilets refurbishment has been completed; the second phase will take place during and after the Christmas holidays. SF enquired about soap. CW replied that the new toilets are being fitted with foam dispensers. PA said that there will be some disruption, which will be kept to a minimum, for example KS2 children will need to use staff toilets for a while. PA said that as a result of this work space will be created in order to have a library which Friends of Lethbridge has put 12k towards for building. PA said this is a welcome resource for the school. PA informed governors that this year's capital bid is to replace outdated heating system with a modern temperature control system across the whole school. CW explained that they have gone out for tender and had a response from five companies, three have been into school. CW said the bid will be need to be submitted before the Christmas holidays and we will find out if the bid has been successful in April. LM asked how much the companies have predicted the cost at. CW said it would be in the region half a million pounds. CW said that although the boilers work, some are very old and need replacing. PA added that the school does receive complaints about the temperature upstairs in the summer, which will must have an educational impact. CW informed governors that replacing the heating will be a two year process as pipes in every room will need replacing. CW said that if the bid is unsuccessful, they will redraft the letter and try again, as they were not successful first time for the toilets bid. NM asked how often they can bid. CW said once a year. JD asked when the work would start. CW replied that it would start in the summer holidays. LC asked if the tender had closed. CW replied that it closes this week and he will find out on Friday what the cost will be. PW said they should make savings through energy efficiency. CW replied that the school will but has to take out a notional loan and pay the amount of money they save on this. CW informed governors that this is the largest bid they have asked for. PA said they will manage the finances to make sure the contractors stay within budget. PA said sometimes you need to pay some of the costs yourself, however we haven't had to pay towards the toilets so far. PA thanked CW for his premises update.

10) Health and Safety report

PA asked CW if there had been any Health and Safety issues. CW replied that there had been no issues. CW informed governors that they had their first fire drill of the year last week which went well as everyone was out of school and accounted for in under four minutes. PW asked what the target time is, and LM asked CW what our best time was. CW replied that the best time was three minutes and twenty seconds, fire officers are happy with getting everyone out in under four minutes. LM added that the four minutes it took last week included taking the register of every class. CW said that generally they are always all out of the building in three minutes. CW informed governors that there is a Premises and Health and Safety meeting taking place on Monday with key members of staff.

11) Pupil Premium plan 2017-18

The Pupil Premium plan was circulated prior to the meeting. LM asked if anyone had any questions. KM asked if there was a mistake, when they refer to year group 6, do they mean year 5. LM replied that it is correct; it is referring to last year's attainment. LM said that she will change this to "most recent attainment" to make it clearer. **ACTION LM.** KM said that there are no children receiving Pupil Premium in Year 6 and as there is an amount allocated in the budget for transition to Secondary School it may need relocating. CS agreed, stating that there were 13 children in last year's year 6 receiving pupil premium, CS asked CH if she knew how many currently receive it in year 6. CH replied that she did not know a figure but there are a few. CC agreed, stating that there are definitely some children with pupil premium in her class.

12) Policies

- *Consult on Attendance policy*
- *Review Pupil Premium, Child Protection/Safeguarding, Whistle blowing, Medical Conditions, SEND, Prospectus*

LM had sent a note on Governorhub to explain to governors that there has been a statutory change to admissions: parents of summer born children can now request that their child starts in reception a year later. Previously, if they started school a year later they would go straight into year one. LM circulated Swindon Borough Council guidance; she said she feels it is best to follow their guidance. LM said that a request would need evidence from professionals to support it. LM asked if governors were happy for our Admissions policy change to include this. Governors agreed. LM also asked if governors wanted to add Children of Staff as a criteria in the Admissions policy. LM said she did not mind either way and was happy to go with a governor decision. LM said the policy would state that the staff must have been employed by Lethbridge for at least two years. CS said that as an employer, it is good to be family friendly and it will attract women returning to work or men who have childcare responsibilities. AM agreed, saying that it looks good for staff to show their confidence in the school and their children and as it a large school, they will not encounter their own children too much. CS said that teachers and TA's do not work in the same class as their child. JD agreed that it is a sensible idea as an employer. LC agreed that it looks good in the community. CS added that it would help staff attend their own children's school events. LM agreed. KM enquired if this criteria would go after Siblings but before Catchment area. LM replied yes. FW said that spaces must not be as limited since Croft school opened. LM added that Croft have Children in Staff as a criteria in their policy. PA said that the only criticism would be if a pupil in the catchment area did not get a place and a child of a staff member did. LM replied that they are not expecting an influx of staff children as there are not many staff who have children that have not started school yet. LM said that any complaints would go through the appeals procedure, which would check that the policy was followed correctly. PA asked governors if they were all in agreement of adding the Children of Staff as a criteria in the Admissions policy. All governors agreed.

LM informed governors that the other policies have not changed significantly since their last review. PA asked if anyone had noticed any mistakes or issues. No one had. The policies were approved.

13) Governor Updates

The Link Governor roles were confirmed, as follows:

PA- Health and Safety and Safeguarding

FW- Humanities

AD- Arts
 CH- Sport
 SF- English
 JD- Modern Foreign Languages
 LS- Disadvantaged Pupils
 AS- Early Years
 NM and AM- Science, Technology, Engineering and Maths
 KM- SEN

PA reminded link governors that their role was not to become necessarily become an “expert” on the subject but was is to see the plan for their subject and follow up on actions to be implemented and thie outcomes and to make suggestions (Critical Friend). PA asked EL to inform link governors of the member of staff to contact, and vice versa. **ACTION CLERK.** PA reminded link governors to ask himself, KM or EL if they needed any assistance.

PA asked if any governors would join the Finance and Staffing committee. PW, AS, CH and AD volunteered. PA thanked them and reminded governors that, as well as finance, they discuss staffing and premises issues.

PA asked governors if they had attended any training. NM, LC, AD and FW said they are all booked onto new governor’s training on the 9th March. PA thanked governors for booking onto the training and reminded governors to read the briefings from Governor Support which included training opportunities. He added that there may be training from Keith Defter within our school partnership group.

14) Report on Head Teacher’s performance review

PA informed governors that LM’s performance review has taken place, with an external advisor to assist them. They discussed LM’s targets, which were all met, and new targets have been set for this year, to include Leadership and Management, Pupil Progress and one other target. PA informed governors that they have a statutory responsibility to complete the performance review by the end of December.

LM informed governors that teachers’ performance management has taken place and targets have been set and pay rises granted. There were two applications for moving to upper pay scale and they were both granted.

15) AOB

PA informed governors that he is pleased to say that KM has agreed to continue on as a governor after completing her four year term. PA said that KM has agreed to continue as Vice Chair until the end of the academic year, as there were no other nominations for the role.

16) Date of next meeting: *Thursday 1st February 2018 at 7pm.*

17) Close of Meeting *To be followed by AGM*

PA closed the meeting at 8.55pm.

Matters Arising:

Detail	Allocated to	Action
Minute 5	Clerk All PA and Clerk	Circulate statutory policy review list Read school prospectus Circulate questions from SIP
Minute 8	CS and Clerk CS Clerk	Circulate Keeping Children Safe in Education Circulate quiz Send CHa list of governor email addresses for Hayes online training
Minute 9	PA and Clerk	Circulate key points document from Bishop Fleming
Minute 11	LM	Amend PP plan to “most recent attainment”

Minute 13	Clerk	Email link governors and subject leaders with each other's email addresses
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Minutes signed by on