

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY

Company number 7685652

Minutes for the Full Governors' meeting held on Tuesday 20th March 2018 at 7p.m. at school

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

ESP Letter

EYFS Term 3 Data Analysis

Safeguarding Audit and QA Report

SEF March 2018

Attended by:

Phil Ashdown PA (Chair)

Lisa Mayes (LM)

Kristina Mussnug- Barrett (KM)

Alexia Davison (AD)

Laura Crosby(LC)

Christopher Hobson (CH)

Simone Franklin (SF)

Fiona Wall (FW)

Nataley Maysey (NM)

Jon Dearlove (JD)

Damien Mackman (DM)

Chris Webb (CW)

Tara Moran (TM)

Carly Chew (CC)

Emily Longthorne (EL) (Clerk)

By Invitation:

Caron Short (CS)

Claire Harmer (CHa)

Caroline Valderey (CV)

Apologies received from:

Annette Shakespeare (AS)

Teresa Beach (TB)

Hayley Jackson (HJ)

Laura Smith (LS)

Absent:

Arlene McLaughlin (AM)

Peter Webster (PW)

1) Welcome, apologies and declarations of interest

PA welcomed everyone to the meeting. There were no declarations of interest. PA informed governors that Keith Defter's second meeting with new governors had been rescheduled to tonight

and therefore JD, LC, FW and NM would leave the meeting after twenty minutes in order to attend it, thus PA decided to first discuss the SDP and ESP letter.

2) Notification of items for AOB

There for no notifications for items of other business.

3) Minutes of Previous Meeting held 1st February

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

4) Matters Arising

PA had circulated the SIP questions on Governorhub.

PA asked if new governors had completed their Hays Child Protection training. AD confirmed she had completed it. LM thanked AD. CHa will check if there are any outstanding.

All but two DBS applications for new governors have been completed, PA will follow up on those outstanding.

The Pupil Voice questionnaire and results are yet to be circulated- **ACTION LM/CHa/CS.**

EL gave TM AS' email address.

EL amended the Values policy.

5) SEF update

The SEF had been circulated prior to the meeting. LM said that at the last meeting the information wasn't finalised, the SEF has since been updated. LM informed governors that the key issues remain the same but it has now states what we have been doing as an accurate reflection of where we are. LM said that she wants to add the pupil voice work into the SEF and also information from link governor reports. PA asked if the SEF was updated three times per year. LM replied yes. PA added that this is probably more than other schools. LM agreed, but added that she feels it is good practice for her to continuously check the data. PA asked if governors had any questions. KM asked what had been done so far to tackle the increase of EAL children in EYFS as it was a big change to previous years. CV, EYFS Phase Leader, replied that 34% of the children in EYFS are children with EAL so that rather than having lots of interventions, they worked out as a unit how to change the provision and teaching, for example visual timetables. CV added that the EAL provision works well within the EYFS as they learn visually and in their play. LM added that there are more intervention groups further up the school. CS said that Jo Moore attended training at Robert Le Kyng to gain new ideas and an EAL assessment. CS said they are also using the 'Racing to English' program in phases, for example one TA has a designated afternoon to run EAL interventions for 26 children. KM added that some children will have very little or no English whereas others may have a good level of English. CS replied that the new assessment groups the children into competency bands. CHa said that the program helped children in year 5 who had been at Lethbridge for some years catch up on vocabulary. LM said that they are mindful of how they communicate with parents and want a translation service on the school website which would be available to parents at no further cost for the school. LM said there are members of staff who can speak Polish, Spanish and Bengali which is helpful. LM added that they are mindful of how the newsletters are being written. KM asked if there was a predominant language. LM replied that there was not, however there is a movement in Swindon where every school gives a list of staff who can speak other languages in order to share a translation service within schools and timings would need to be agreed. PA thanked LM for her report.

6) SDP update

PA thanked the link governors who had written reports and added them to Governorhub so far. LM informed governors that she wants to bring link governor reports into the progress section of the SDP in order to share ownership of the document. PA added that the reports demonstrated good collaborative work. LM asked if anyone had any highlights from their visit that they would like to share. PA noted that reports have been completed by NM, AS, TB and LS who unfortunately were absent (NM arrived five minutes later). PA asked if anyone had any questions on the reports. FW asked what the expected frequency of the visits is, as each visit will bring up an action to follow on. PA replied that visits will naturally follow on from each other in a cycle and that governors monitor actions as a critical

friend. LM recommended that link governors visit twice per year, firstly once the SDP is up and running and then again towards the end of the academic year to check if objectives are being met. FW asked if you need to write a report if you come in to see assemblies and school events. LM replied that you would write a report if what you were coming to see was part of a plan or objective. PA added that writing reports helps us to remember pertinent information. FW said that her meeting with Lucy Pryke helped bring the SDP to life. LM said that in the near future she wants the link governor reports to be a part of the SDP to demonstrate that staff and governors are involved in monitoring and would love for more governors to attend the SDP writing day. SF suggested a governor's column on the SDP. KM suggested link governors give LM a written comment which can be added into the SDP to give them ownership. PA thanked NM for her Maths report and asked how she was feeling about the role as before she was apprehensive. NM replied that she was feeling less worried as they have divided STEM into Maths and Science to be shared between herself and AM. NM said that the meeting was very interesting. PA asked staff governors who had been involved in a link visit how they felt it went. TM replied very well, she enjoyed meeting governors in a new context and discussing the subject they are passionate about. SF informed governors that due to a change in circumstances she is now unable to fulfill the English link role and asked if anyone would be willing to take it on. LC replied that she would be happy to take on the role. PA, LM and SF thanked LC. EL will send CC and LC each other's emails. **ACTION CLERK.**

7) EYFS Data update

PA and LM thanked CV for attending the meeting. CV had circulated the EYFS term 3 data analysis and her accompanying notes prior to the meeting. CV informed governors that ARE means Age Related Expectation. CV said that the main concern is that writing at ARE is lower than expected, however she said that after attending compulsory moderation they feel that that they were too cautious and have since moderated within the year group and writing has increased to 47% at ARE and reduced children working below ARE to 27%. CV said that this is a more accurate reflection. PA asked if all schools attend moderation. CV replied that once a year they attend compulsory moderation with the LEA, but they also moderate within the cluster termly. CV informed governors that the following things will be put in place between now and the end of year to ensure remaining children working below are supported but also given the opportunities to reach expected: Early morning Activities to cover basic skills e.g 'Super Sentences,' Continue to develop fine motor skills through dough discos, squiggle while you wiggle, provide writing challenge through play provision to encourage children to embed what they have learnt with the adults in their own play through child initiated writing which is stimulating and relevant and continue to identify these children on the weekly plan to ensure all adults know where they are and how to move them on. CV added that they will continue to moderate within the cluster of Even Swindon, Robert Le Kyng and King William Street to ensure the levels are accurate. CV said that next term they will focus on child initiated evidence to prove their knowledge is embedded. CH asked if there was any input in moderating from outside the area as there had been a previous issue with moderation within Swindon. LM replied that the previous moderating issue was within the KS2 moderation process which is separate from EYFS and KS1 moderation. LM added that we are highly likely to be moderated this year for EYFS and CV said that this was why they were cautious as there is a large emphasis on professional judgement. LM informed CH that professional judgement was not given the same weight in KS2 moderation. CV said that another area of concern was the gap between boys and girls writing as boys continue to be lower in most areas, however the gap has been reduced since baseline where the girls entered much higher across the board. CV informed governors that they continue tweak the unit and play provision, for example keeping the topics of Dinosaur s, Pirates, Mini-beasts and changing 'The Den' (additional classroom) to be based more around Knowledge and Understanding of the World, giving opportunities for investigation and exploration to encourage boys to engage in different types of play. CV said that they have introduced writing/reading/maths to more practical tasks to encourage boys to write and that they continue to use Dough Disco and Squiggle While You Wiggle to improve gross and fine motor skills. CV informed governors that Early Morning Tasks are based on basic skills e.g. letter formation, super sentences, number formation, cutting and sticking to improve confidence in table based tasks. CV said that she is confident that the gender gap will narrow by the end of the year. CV informed governors that the other area of concern is the percentage of EAL is much higher than last year, 34% this year, and therefore the teaching and learning environment continues to be adapted to ensure this group can access learning, for example visual timetables are used for all children on daily session basis and picture cues are used across the whole of the unit. CV said that they have built up relationships with parents through open door policy and Stay & Plays and that this

term we also plan to send home a book called 'My World, My Family' which children will do at home with their families and then be given the opportunity to share them in class. CV said that they celebrate similarities and differences and also learn about significant celebrations around the world. CV stated that Phonics has now been streamed and that she runs a smaller phonics group containing children working significantly below (which include EAL working below) which focuses on real objects and pictures to improve vocabulary as well as learning the letter sounds. CV said that when appropriate Pre-teaching has been used to teach main skills before going over it as a whole class. Daily reads and precision teaching are interventions that are in place to support those working below, including EAL working below. CV added that they are trialling using ECAT – Every Childs a Talker – which can be used to assess level of language and understanding when they enter EYFS, monitor progress and identify gaps/areas of development as well as working with Jo Moore for more ideas. SF asked if they receive more funding with the increase of EAL. LM replied that it feeds into the funding formula but there isn't a sum of money like PP, but they have been careful to get the correct information from parents so that all EAL children are identified. CV added that this year they will consider the transition to year one further. SF asked if this year was a phenomenon or if there is a foreseeable trend. LM answered that she thinks this will be the trend from now on. KM added that most children who are new higher up the school are EAL. LM agreed and added that there is often movement there due to parents working at Nationwide etc. LM and PA thanked CV for her report and for attending the meeting and CV left the meeting.

8) Safeguarding update

CS had circulated the safeguarding audit and questionnaire and asked for questions to be sent to her prior to the meeting in order to save time and give CS opportunity to look into the answers. CS informed governors that she received a question about the data. CS said that the data went to direct to Sarah Turner, our advisor, for number crunching and she also chose what was relevant. CS said that some people did not answer all the questions; this could be useful to highlight areas of weakness for example whistleblowing. CS said she was asked about the response from TAs and MDSAs. CS said that at the time not everyone had completed the Hays training however this was now up to date and all new staff had received a safeguarding pack which they sign once they have read it. CS said that if any questions were answered incorrectly she has gone to the team leader to check. CS informed governors that MDSA safeguarding training is on the action plan and will form part of the senior MDSA's performance management. CS fed back that the overriding message from the questionnaires was that even if staff were unsure of the answer, they knew to ask for help. CS said another question was whether they should ask regular volunteers to complete Hays training. CS said that the safeguarding messages are adequately covered by the newsletters. CS said that KM had asked about the mobile phone policy. CS answered that we need a new policy as the mobile phone use has escalated and smart phones are now popular. CS said that we need a clear message and this will be reinforced in the behaviour policy and they will be discussing sanctions. CS said that the policy needs to acknowledge that parents have the right to allow their child a phone, particularly if they walk alone, but the school will discourage this due to implications of bullying etc. LM added that the policy needs to demonstrate what we think is right. CS informed governors that the previous policy began as a way of protecting a valuable item, whereas now it is a safeguarding concern and they must be switched off. SF asked if there were lists of best practices. CS said that she has researched other schools policies to see if what they do suits us. CW informed governors that many secondary schools now encourage children to bring their own devices due to lack of IT resources. CS asked CHa how many children she was aware of in her class brought a phone every day. CHa replied that three or four children in her year 5 class hand one in every day. CC added that in her year 6 class eight or nine children hand one in every day. CHa added that phones must be switched off in school. CS asked if any governor would be able to assist with the policy, to please have a think and let her know. PA replied that as safeguarding link governor he will assist CS and LM and let CS know when he is available: **ACTION PA.**

9) Premises report

CW reported that the new toilets on the KS2 playground have been completed and will be signed off tomorrow. He stated that tomorrow children will use those toilets and staff toilets will no longer be used by the children, he added that this had not caused much of an issue. CW informed governors that they should soon find out if we get the bid for replacing the heating. CW reported that the Health and Safety audit had been completed today and he will receive the report soon. The Fire audit had

been completed and the report received, which was positive and they are now working through the few action points. PA added that CW will feed back on these reports at the next Finance and Staffing meeting. PA asked if the planning application for the pillars had been submitted. CW replied that it had been written and proof-read and will be submitted soon, with a response time of eight weeks. CW added that they had a lot of support this time from community posts online. PA thanked CW for his update.

10) Policies: *Sex and Relationships Education*

CHa informed governors that teaching of PHSE is not mandatory but that we have always taught it, however they now feel it is outdated, for example with social media. Therefore they researched and bought a PHSE program called Jigsaw which can be used from EYFS to year 6 and includes lessons on Sex Education. CHa informed everyone that it is believed that the government plans to make PHSE and Sex Education compulsory by September 2019 and we want to be prepared. CHa circulated Jigsaw's Sex Education section 'Changing Me.' LM added that the content is not compulsory and we need to decide what we feel is appropriate for our children. CHa said that she attended a training course hoping to come away with a new Sex Education policy however it became more complicated, she said SLT need to decide what they want to teach, then take it to governors for approval and then inform the parents as some may choose to withdraw their child, which they have the right to do. CHa said that another person who attended the training had a very difficult meeting with parents about it but following the meeting no one withdrew. CHa added that we have until September 2019 to get a policy in place. CS said that the general feeling is that Jigsaw teaches everything a year earlier than we had been doing. PA asked if they were comfortable with that. CHa replied yes and that all staff have agreed to teach 'Relationships' in term 5 and then continue the program. CHa informed governors that there is a different theme each term. SF asked how much time is spent teaching PHSE. CHa replied one hour per week. SF asked what the benefit of teaching everything a year earlier would be. CHa replied that children are maturing earlier and that by teaching the vocabulary at an earlier age it should prevent embarrassment and silliness later on. CS added that it would prepare them better for secondary school. LM said that the resources are more modern and would first need approval. CHa stated that Nicola Salisbury the PHSE subject coordinator had talked to other schools about Jigsaw's Sex Education and that some choose not to follow it. SF asked if Jigsaw made resources to give information for parents. CHa replied that they did not and she had not received advice at the training she attended. SF asked how Jigsaw had come about and did it have any results? CHa replied that it is reasonably new but it is written by experienced professionals in that field. AD added that the school she works at have been looking into Jigsaw. PA presumed that we have bought Jigsaw because we believe it provides a better delivered program. CS replied yes and that she has already found the lessons on 'Friendships' helpful within her class. CHa noted that we need to agree it before informing parents. PA asked CHa to please keep governors updated, perhaps with a timeline once one is in place. PA thanked CHa for her information.

11) ESP Letter

The Educational Strategic Partnership letter written by Keith Defter had been circulated to all governors prior to the meeting. PA informed governors that so far parents had not been informed of the ESP and at the last meeting it was agreed that it was now appropriate to do so. All the schools need to approve the letter to parents and send it out at the same time. PA asked if anyone had any concerns or comments. KM replied that it sounded very technical and would come out of the blue for parents; KM said she felt a background to how and why the ESP had formed would help inform parents. LM suggested she add a preemptory paragraph in the newsletter to parents. JD asked if it mentioned MATs. PA replied that it did not as there has not been any mention of MATs for some time and is not foreseeable in the short term future going to be discussed. PA added that there would be following updates perhaps twice a year. KM agreed that a preemptory is a good idea. FW asked if there could be a space on the website where she could direct parents to for further information. LM added that we can adjust the letter slightly so that it suits our parents and asked if governors want her to amend the letter slightly or write a preemptory paragraph. KM said she felt a short comment on the background to the collaboration would be a good idea, CS agreed. CH added that there is lots of terminology that parents, especially those of new starters, may be unsure of and recommended writing out the full terms, KM agreed. LM replied that she will make it 'Lethbridge friendly.' **ACTION LM.** PA thanked everyone for their feedback.

12) Governor updates

PA noted that Link Governor reports had already been discussed. PA asked if anyone had attended any training. AD said that she and several other new governors had attended training on two consecutive Mondays 18:30-21:00 which included information on Ofsted, academies and safeguarding and AD reported that it was very informative and had answered their questions. PA noted that EL has circulated a list of upcoming training opportunities on Governorhub. LM added that she felt Governorhub was working well as it has been used for discussions.

13) AOB

There were no items of other business.

14) Date of next meeting: *Wednesday 16th May 7pm*

15) Close of Meeting

PA thanked everyone for attending and closed the meeting at 8.30pm.

Matters Arising :

Detail	Allocated to	Action
Minute 4	LM/CS/CHa	Circulate Pupil Voice questionnaire and results
Minute 6	Clerk	Give CC and LC each other's emails for English link
Minute 8	PA	Notify CS of an available time to discuss mobile phone policy
Minute 11	LM	Amend ESP letter to be 'Lethbridge friendly'

Minutes signed by on.....