

LETHBRIDGE PRIMARY SCHOOL GOVERNING BODY

Company number 7685652

Minutes for the Full Governors' meeting held on Thursday 27th September 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

Behaviour policy

Child Protection policy

Code of Conduct- Governors

Collective Worship policy

Data Protection policy

Equality and Accessibility policy

EYFS policy

EYFSP Lethbridge School Profile 2018 Data

Friends of Lethbridge Treasurer's Report

KS1 Profile 2018

KS2 Profile 2018

Phase Targets 2018

Prospectus 2018-19

Pupil Premium Spending 2017-18

RSE policy

Scheme of Delegation

SDP 2018-19 Draft

Whistle blowing policy

Attended by:

Phil Ashdown PA (Chair)

Lisa Mayes (LM)

Kristina Mussgnug- Barrett (KM)

Laura Crosby (LC)

Christopher Hobson (CH)

Fiona Wall (FW)

Nataley Fryer (NF)

Jon Dearlove (JD)

Damien Mackman (DM)

Chris Webb (CW)

Carly Chew (CC)

Caron Short (CS)

Claire Harmer (CHa)

Annette Shakespeare (AS)

Terasa Beach (TB)

Laura Smith (LS)

Alexia Davison (AD)

Emily Longthorne (EL) (Clerk)

By Invitation:

Ria Walega (RW)

Absent:

Hayley Jackson

1) Welcome, apologies, declarations of interest

PA welcomed everyone to the meeting. PA gave a special welcome to Ria Walega, Chair of Friends of Lethbridge and thanked her for attending. PA asked governors to complete declaration of interest forms and sign the Code of Conduct register to say they have read it and will abide by it before leaving the meeting. There were no declarations of interests.

2) Meeting with Ria Walega, Chair of Friends of Lethbridge

RW circulated copies of the Treasurer's report 2017-18. RW told governors that she had spoken to NF and wanted to update governors on who Friends are and what they do. RW informed governors that Friends of Lethbridge is a registered charity that raises funds to enhance the education of pupils and decides how the money raised is spent, though they do discuss with LM. RW informed governors that in 2017-18 they raised 15k in profit. They had spent the money raised on the library renovation (10k), the sensory room, Jigsaw, productions and STEM week. RW said that they have 8k to dispose of this year before fundraising so they are in a healthy position. RW informed governors of different fundraising events that Friends host such as the Christmas bazaar, Summer fete, Mother's Day Wrap, KS2 Disco, Family Disco and 10k. RW added that she now wants to move Friends of Lethbridge towards finding more grant based finance, such as funds that charities can apply for but not the school. RW said for example, Friends found a Co-Operative grant that helped fund the library. RW informed governors that they raised 24.5k overall last year and that the biggest fundraiser was the Lethbridge 10k, secondly the Summer fete and thirdly the Christmas bazaar. RW reported that the reading challenge raised 3.5k. RW said that they are keen to invest in mental health and well-being and want to incorporate support into school, for example through workshops. RW added that they will always support buying new equipment but want to help support mental health in school as it is a national issue. PA thanked RW for her report and said that the governing body are very appreciative of the work Friends do to fundraise and that the library and sensory room have a legacy at Lethbridge. PA asked what the process is when deciding how the money will be spent? RW replied that LM provides a list of what needs funding and Friends decide based on if it benefits their education and if the benefits balance across all year groups so no group is favoured. RW added that they have said no to requests before but the majority are manageable. PA added that due to the funding issues across the school, Friends are a big help and asked if anyone had any questions? JD asked if it is possible to do a Father's Day Wrap? RW replied that they are at the mercy of donations. NF asked how governors could become more involved? RW replied that governors definitely need to help run the BBQ at the Summer Fete and that more discussions between governors and Friends would be good if possible. RW said that she wants the members of Friends to realise how important they are to the school. PA asked if Friends is well supported as they rely on goodwill? RW replied that there are 20 members on the committee and that they are all very committed. She added that there are also parents who aren't on the committee but who often help at events, and that there are also 8 members on the 10k committee although they are separate, so overall they are well supported. PA and the governing body thanked RW for her report and RW left the meeting.

3) Elect Chair/ Vice Chair

PA asked governors prior to the meeting that if they wished to nominate themselves for Chair and Vice Chair to let EL know. There were no nominations received. PA and KM said they were happy to continue as Chair and Vice Chair for 2018-19. All governors agreed.

4) Notification of items for AOB

None.

5) Minutes of Previous Meeting 10.07.18

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

6) Matters Arising

There was one governor whose result for Hays Online Safeguarding training had not saved and she was requested to complete the test again.

There have been no further link governor visit reports submitted. EL had circulated the updated Keeping Children Safe in Education document on Governorhub. The Good Management Survey has not come into CW's work. Following the last meeting, it was decided to postpone parent governor nominations until September. These had now been circulated and three nominations have been received for one vacancy. The candidates have now been requested to send EL a supporting paragraph and parents can then vote via ParentPay. EL said that this will be less costly and Peter Hellier has tested it and votes can be kept anonymous. Governors agreed that parents will be more likely to respond as it is quick and easy. EL circulated the meeting dates for the year.

7) Data report from Head

LM circulated the profile data on Governorhub prior to the meeting. LM said she would discuss key items with the governors. Firstly LM said that the top line data looks great. LM said in EYFS, children exceeded in all areas above National (NA) and local authority. LM informed governors that they maintained results similar to previous years despite the cohort being significantly different. LM reported that more girls achieved good level of development than boys, although she added that the 2 children with SEN were boys and more children with EAL were boys. LM informed the governors that boys reading and writing at good level of development did not beat the national and local authority and this will be targeted in the SDP. LM said that they are planning play-based family workshops for EAL families. KM asked if the cohort this year is similar to last year? LM replied yes. LM said that the EYFS results were still very good. LM informed governors that in KS1 results were above the LA and NA in Greater Depth and expected for all areas. LM said that phonics screening check results have improved due to highly focused intervention work. LM explained that it looked like pupil premium children didn't do as well as nationally however there were only 3 children with pupil premium so it is not a worrying trend. LM informed governors that in the LA and NA girls outperform boys in all areas, however our results are mixed and there are no obvious trends. LM reported that KS2 results were significantly above the NA and LA in all areas and that greater depth scores have risen over the last three years due to improved knowledge and teaching of the curriculum. LM is pleased with the progress scores and reported that only 2 children were classed as 'low attainers.' LM explained that high results in KS1 make it difficult to show progress to KS2, but that the disadvantaged children showed particularly good progress. LM said that the gap between boys and girls is higher than the NA in KS2, boys did better than the NA in every area so LM does not want to focus on targeting however areas unnecessarily as boys are scoring better every year. LM said that she received information on groups of children today and that low attainers are doing well but children with EAL's reading needs improving. LM summarised that she is very pleased with the data and that she will be analysing the Analyse School Performance document when it comes out but wants to focus primarily on the current children. LM said that the league tables will be released in early December. LM added that one document highlights how our data is better than most 'Outstanding' schools. JD asked if the data comes from SATS? LM replied that KS2 data is from SATS and teacher assessment, EYFS and KS1 data is teacher assessed but also moderated so it is reliable. PA asked if anyone had any questions? There were no further questions. LM had also circulated the phase targets which are based on prior attainment and results from the last three years. There were no comments on the phase targets.

8) Pupil Premium Report 17-18

LM had circulated the Pupil Premium report prior to the meeting. KM queried the data which didn't seem to add up. LM explained that it is complicated as the funding doesn't run September to September and that it starts with the 2016-17 cohort and does not include year groups that are not tested, for example year 3 and 4. LM said she will check the data. **ACTION LM.** KM asked how many pupil premium children there were for the year which just left? LM replied approximately 30 as if you ever claim for pupil premium for free school meals you have it for six years. LM informed governors that they are heavily investing in ELSA and mental health using pupil premium funding, as well as covering trips, clubs and music tuition. KM asked if pupil premium is advertised to parents enough, especially as free school meals could be preventing parents from applying. TB said it is included in termly newsletters. LM replied that ten parents applied in EYFS this year, though they may not all be successful, this is more than in previous years. LM added that you have to be very hard-pressed to receive pupil premium but that they know their families and will always help those who do not receive pupil premium but are hard-pressed. PA thanked LM for her report.

9) New School Development Plan

LM circulated the SDP prior to the meeting and informed governors that it is different to previous years as she wants to get everyone even more involved in monitoring the SDP and implementation. LM discussed the key issues for improvement with the governors. Key Issue 1 is to ensure a broad and balanced curriculum as Ofsted now is saying that too much time is spent on English and Maths. LM said that the other key issues include mental health and well-being, behaviour, the longevity of the school at the heart of the Old Town community and financial security. LM said that behaviour in class is excellent however they will be auditing behaviour at lunchtimes and in the corridors. LM informed governors that they will also be contacting a free Swindon-based 'Behaviour Guru.' KM asked how we can monitor the curriculum in non-tested subjects such as Science and PE, as Ofsted had previously commented that governors had little knowledge of subjects other than English and Maths. LM replied that it is difficult to monitor the data as it is unmeasurable. CS agreed and added that any system that a school develops cannot be compared to another school so it becomes meaningless and that the way forward is governors getting more involved in school life. PA said that governors can monitor subjects by checking that the action plan for the subject is being followed. CH said that governors need to convince Ofsted that we do monitor by knowing the children, for example how many are doing well in sport and perhaps setting up challenges and points of interest. LM agreed that governors need to be able to tell the narrative of the subject in school life. KM added that the Ofsted inspector asked how the Sports Premium funding was used and that the spending can be measured. LM replied that the Sports Premium funding has strict guidelines and a strongly suggested remit as it is a lot of money, approximately 20k. JD asked if CH's conversations with Mr Tanner are recorded as this is proof of governor involvement? CH replied that it is in his link governor report which is on Governorhub for everyone to read. PA agreed that conversing with the subject coordinator is the essence of the link governor role. LM informed the governors that the SLT day is on Monday 22nd October and would like some governors to attend. NF asked if it is all day? LM replied that it is but you can come for part of it, perhaps just the morning. LM said that she feels more governors have been in school than ever and would therefore like their involvement in the SDP. PA asked governors to liaise with LM if they can attend the SLT day, even in part.

10) New Prospectus

LM had circulated the prospectus on Governorhub prior to the meeting, however governors had been unable to open it. LM informed them that there haven't been any major changes and it will be on the website once the new Head Boy and Head Girls' photos have been added. PA asked governors to read the prospectus once it is on the website. **ACTION ALL.**

11) Update from Finance and Staffing

DM informed governors that the Finance and Staffing committee had met last week and minutes have now been circulated. DM informed governors that CM said that the rollover is 30k more than expected due to higher income. However school meals are making a loss as income is lower and costs are higher. DM said that the kitchen staff are working at full capacity. DM said LM will visit other schools to compare. DM informed governors that the Responsible Officer report had raised a couple of very minor issues and the risks have been accepted by the committee. DM reported that there were no staffing issues. DM said that the removal of the pillars has now been approved and CW is hopeful that this can be completed in October half term. DM informed governors that the current bid is for new heating and the committee approved any actions required to proceed. PA thanked DM for his summary and asked governors to read the minutes and post any questions they may have on Governorhub.

12) Policies

Scheme of Delegation, Governors Code of Conduct, Relationships and Sex Education, Equality and Accessibility, Child Protection, EYFS, Collective Worship, Data Protection, Behaviour, Whistle-blowing

The Safeguarding and Child Protection policy, EYFS policy and Data Protection policy will be reviewed at the next meeting. **ACTION CLERK-** Add to the agenda.

LM informed governors that the Relationships and Sex Education policy is brand new and she asked the governors to please read it. LM added that it is based on draft statutory guidance that will soon become statutory. CS added that as a school they recognised a need to update. LM told the governors that the policy discussed the Jigsaw content for each year group and that some content is now taught a year earlier than previous years, for example puberty is being taught in year 4, and it also discusses healthy relationships. FW added that she believes it is important to teach about personal space. LM said that the teachers are comfortable teaching it and feel that it is appropriate. CS said that materials are available if you wish to look at them. LM informed governors that they will hold meetings with parents to share the materials and that parents have the right to withdraw their children. KM asked if they felt inviting parents in would increase the likelihood of parents withdrawing their children? LM replied that she hoped it would have the opposite effect. CC added that parents may have outdated expectations and can be reassured. LM asked governors for their approval of the content. Governors approved the Relationships and Sex Education policy.

PA asked if there were any comments on the other policies? There were none. The governing body approved the remaining policies.

13) Governor Updates

PA asked if any governors would be willing to join the Finance and Staffing committee. EL added that we need one more member of staff. CHa and CS said they are happy to join as they attend the meetings regularly. PA asked if anyone else is interested to contact DM. PA asked if everyone was happy to continue their current link governor roles. All link governors agreed. LM asked EL to send her a list of link governors: **ACTION CLERK.**

14) Head performance review

PA informed governors that they will agree a date outside of the meeting and that the performance review will take place in Term 2.

15) AOB

None.

16) Date of next meeting: Wednesday 28th November. KM sends her apologies for this meeting.

17) Close of Meeting

PA reminded governors to return declarations of interest to EL and sign the Code of Conduct register before leaving. PA thanked everyone for attending and closed the meeting at 8.35pm.

6) Matters Arising

Detail	Allocated to	Action
Minute 8	LM	Check figures in Pupil Premium Report
Minute 10	ALL	Read new prospectus once it is on the website
Minute 12	Clerk	Add Safeguarding and Child Protection, EYFS and Data Protection policies to the next agenda
Minute 13	Clerk	Email LM a list of the link governor roles

Minutes signed by on.....