

MINUTES OF THE GOVERNING BODY – FOUNDRY LANE PRIMARY SCHOOL

TUESDAY 6th FEBRUARY 2018

Governors present:	Sean Taylor [ST]	Marie Loftus [ML]
	Paul Candy [PC]	David Higlett [DH] [arr'd 6.57]
	Kathryn Lugg [KL]	Andrew Tindall [AT]
	Robbie Turkington [RT]	Debbie Wyatt [DW]
	Katie Collins [KC]	Liz Smith [LS]
	Neil Maddock [NM]	
Associate Governors:	Jack Davis	
Others:	School House Captains (see below)	
Clerk:	Elisabeth Ruggles	

01. WELCOMES AND INTRODUCTIONS

RT opened the meeting and welcomed the school House Captains to the meeting. All governors introduced themselves. The House Captains had prepared short presentations on various areas of school life, which they gave:

Evelina – behaviour Lynn / Charlie – the learning environment

Freddie / Michael: Maths Holly / Rosie – kinetic letters

A governor asked them how they became a house captain. They had to make speeches to their groups (red/blue/green and yellow) saying why they would be good and then the children voted.

Lynn and Charlie – The Learning Environment

They handed out pictures of examples of the displays. These are changed more often now and relate to the Maths and English covered in a given week. Each classroom has a learning wall and a help station (with dictionaries etc. for use as independent learning tools). Key vocabulary is also shown, as put together by the children.

Evelina – Behaviour

The school has worked hard to improve this. Prefects support and encourage good behaviour. Children must walk, not run, and walk in single file. There are also specific playing areas, for example for skipping and other games. At assembly, the children walk into the hall listening to music. Good behaviour is rewarded.

Holly / Rosie – Kinetic Letters

Pencils, which are used to help hand writing, were handed out. Kinetic letters have been in use since October and the children feel that it has helped make their work more legible. The children have learnt to strength their bodies in different ways using diferent poses, which governors were encouraged to try, eg. meerkat. Books with examples of improved had writing were handed round for governors to see. Each child had three books, underlining the amount of work done on this. It is also used in Maths. Editing is a focus. There has been a

Signed

Chair of Governors

Dated

change from guided reading to whole books, such as ‘Macbeth’ or ‘Holes’. The next book is ‘The Boy with the striped Pyjamas’, as this links to WWII and religion (Judaism). The girls sang a song on how to hold a pen in preparation for writing.

Freddie / Michael – Maths

This has changed massively – it is much quicker. There is a policy of ‘no hands’. Children are pointed at and give the answer. More complicated maths is also involved. This is done as a whole class activity, so those who are not so confident are helped by the more able and confident children.

KL asked the children what their favourite memory of school was. Rosie said it was the trip to Stubbington as it was a really good experience with friends and teachers. Holly said she loved learning as a whole class.

LS asked them what the best thing was about being a house captain. Charlie said that it was being at the front in assembly with all the pennants. The rest of the school sees the house captains as an inspiration, which makes her feel proud. Lynn liked the fact that some of the younger children come to them for support.

AT said he was intrigued by the kinetic spelling exercises. The children said it made them stronger and less tired. Rosie said their posture was better.

JD said she was very proud of them all.

The House Captains also had questions for governors. Holly asked how one became a governor; RT said he had to write why he would be a good choice for a governor. Rosie asked JD if she had seen any improvement in her writing since Yr2. Yes, it was excellent now.

[DH arrived 6.57]

ML introduced DH and Evelina asked how hard it was to be a governor. RT felt it was a privilege and great to be able to help the school. Lynn asked how governors felt when plans they had made worked out. NM said it was very exciting and explained how governors had been involved in the building of the new hall. Charlie asked how often governors met, so RT told them there is a full Governing Body meeting every half term, with other meetings in between. ML pointed out that governors also come in to school to have a look around.

Michael asked what it is that governors actually do. AT spoke about some of the big things, which have been achieved, for example with the new building, when the initial proposal was to have a number of classrooms on the playground. When Andy Withers retired, governors had to decide what sort of Head Teacher the school needed. AT also told them about when he had to sit on a panel to decide if a child should be excluded. It was very sad as the decision affects the life of that child. Governors had to think what was best for the child, the teachers and the children in its class. It is a big responsibility.

Freddie asked ST what he was before he became Head Teacher. He was the Deputy Head.

All the House Captains were thanked for coming into the meeting and applauded before they left with ML to meet their parents.

Signed
Chair of Governors
Dated

02. APOLOGIES

DH warned the meeting he might be late. There were apologies from Helen Aldred, Emma Wareham and Cathy Baggott.

03. DECLARATIONS OF INTERESTS

DW is now a member of staff.

AT is now married to a member of staff.

04. AGREEMENT OF PREVIOUS MINUTES

There were no amendments and the Minutes were signed by the Chair as being a true and accurate record of the meeting.

05. MATTERS ARISING

- Porta cabin: In September 2018 the meeting room will be a Yr6 classroom. This means the school will not have a meeting room or any overflow space for Tiger Club. The Resources Committee has explored various options, one of which involved the shelter on the side of the building, which needs to be repaired. This will cost in the region of £4,000, but could then be used as a multi purpose space.

Another option is to look at a porta cabin. The cost can be spread over a number of years. This is a good option with the deficit budget in mind. Porta cabins have improved a lot in terms of quality. There is an option to rent one, which could then be purchased. This plan is the most developed. However, it does involve a tight timeline between now and September (see attached memo from Nigel).

[ML back 7.05]

This option needs a planning application to be filed this week. Work would then start in the Easter holidays and over the summer it would be installed and fitted out. The total cost of £40-50,000 could be managed over two years by using capital budget funding, Tiger Club income and the large amount of money returned to the school by the LA for pupil costs.

Governors need to agree to go ahead on this. DW pointed out that Nigel at the Resources Committee meeting had also mentioned the work that needs to be done on the heating system. He is currently looking at loans to do this work – he has two quotes at the moment and is looking to get a third. RT asked if the sum was realistic. It is, but it is tight (ST). DW said the other option is to rent; ST stated that the plan is to rent initially, meaning the school bears the cost of siting it. The following financial year governors could look at buying it or continuing to rent it.

ST proposed to pursue this route and was seconded by DW. All governors were in favour.

RT asked when the school community should be informed. The plan is to do so after the next full Governing Body meeting. KC pointed out that any planning application will become a public document and viewed on the LA website once received. It could go in the Newsletter after half term.

- Elections: This has to do with the general election, when the LA asked the school if it provided sufficient sessions per year (as it shut for the general election last year). DH and ST

Signed

Chair of Governors

Dated

provided documentation, with which the LA agreed. In fact, they want to make this document available for other schools in similar situations (and have emailed all Chairs with this model policy). There are local elections in May and the LA wants to use Foundry Lane as a polling station again. Eventhough the school has objected, there is no other suitable building in the ward. The school cannot keep closing and losing a day's teaching each time, so is considering using this day for INSET in the future. The local elections are less disruptive and ST will talk to Nigel about keeping the site secure. Governors agreed with ST's wish to keep the school open.

- Action Chart

The questionnaire is almost done. It has been taken from the OFSTED site. The school is encouraging parents to fill it in on-line on Parentview.

KL needs photos for the governors' who's who.

The Confidentiality Policy is complete

DBS – please do this if not yet done.

Intervention planning meeting – after half term.

PP learning walk – RT will liaise with PC

Complaint via OFSTED – this has been officially closed by OFSTED

The revised 3-year budget is in hand,

Behaviour policy will be emailed out to governors and discussed at the next meeting.

Maths fact sheet – DW will email this out.

Everything else has been rolled forward.

06. RESOURCES COMMITTEE

The meeting was on 16.01.18.

The long-term absence policy was reviewed and agreed.

Budget review: the supply staff is over budget as there has been a lot of sickness this term. The cover of the senior supervisor has also increased, resulting in additional costs.

There was an expected underspend in the hire of vehicles for school trips, but the company involved has told the school it will not be doing school trips any more. This will push costs up again going forward.

ICT – there is further expenditure on CEPON.

The Tiger Club is showing a surplus, but this will decrease as the wages go in to D budget. The Holiday Club this half term has seen low numbers again, so a questionnaire has been put together asking parents why the take-up is lower. There is more provision citywide now.

The overall budget is looking fine. The LA has returned £28,000 to the school. Staffing remains the biggest expenditure. The SEN funding has not come in this term, but there are assurances that it will be received by the end of the financial year.

Signed

Chair of Governors

Dated

Lettings: DW and KL have looked at all lettings, reviewing what clubs pay against what they should be paying. From April the judo and karate clubs should pay the correct up to date amount. Brownies will remain the same, but will be reviewed next April. The Polish School underpay. If they paid the correct amount, they would pay an additional £6 per space each term. This seems harsh, but the school is trying to find out how much they do make in fees, to see whether they can pay a bit more for the hire of the rooms they use. There is a meeting soon with the Polish School to confirm ground rules for using the school.

SFES, which is submitted once a year, is due to be completed in March. RT offered to go through it with KL before it is submitted. The SLAs have been reviewed and Gary retained as financial support. Under maintenance, Nigel has proposed using the YrR plant room as the main plant room, thereby freeing up and making redundant all the other plant rooms. The benefits of doing this include saving money on reactive maintenance and there will be hot water on demand. This will cost £47,862 and in order to fund it, Nigel is looking at a loan over eight years, interest free.

07. TEACHING AND LEARNING COMMITTEE

ML chaired the meeting in HA's absence and PC took the Minutes.

- The Teaching and Learning policy was reviewed. This is a child friendly, condensed version. A few changes were required as there have been some curriculum changes. It includes statements that are more positive.
- SEND policy was reviewed. Small typos were changed. The wording 'limited support' was removed. HA will email this out, once completed so the Governing Body can agree it.
- Writing is the main area of development for pupil premium and disadvantaged children.
- SRE: A governor pointed out that showing the dvd to parents can be embarrassing. The videos are outdated- for example, transgender is not mentioned. The teacher led conversations afterwards are more important.
- There were no safeguarding issues.
- The learning environment was looked at. This was useful as it was on a day before Lynn Ross' visit, so it was good to get governors' impressions and feedback.

08. PARTNERSHIPS

ST has been to the latest Trust Head Teachers' meeting.

Training: ST's appraisal target is developing leadership and he has been given details of programs developed to help with this. The Trust could do this to develop the NQTs etc.

The role of the trustees within the Trust was discussed. This element of the Trust was very strong at the outset, but it has dwindled slowly and is now not fully developed. Trustee meetings consist mainly of head teachers and chairs. Two of the partners have gone into liquidation and the WEA is curtailed at the moment. Solent University is interested in becoming involved.

ML will be doing a learning walk with Yrs 4, 5 and 6 with the upper KS2 leader from Banister School. The NQTs are also visiting different schools. The work done in Maths has

Signed
Chair of Governors
Dated

been influenced by two schools in the Maths Hub. A teacher from Shanghai did a demonstration and many teachers (88) went to watch this.

DW asked about the visits from the Trust and these are still on track.

RT pointed out that discussions around becoming an Academy have gone quiet. ST said there are two issues about becoming a multi school academy:

- OSFTED support will only be forthcoming if the schools have had strong OFSTED inspections. That was not the case at the time, but now two schools have been rated 'good'.
- There is a financial hurdle – two schools have significant deficit budgets

So the academy question is on hold at the moment. The pressure at the time was a political one, which appears to be different now. However, governors need to keep revisiting to see if it is becoming more relevant. ST is talking to a big group of schools forming a large co-operative trust and he has invited them to speak at the next head teachers' meeting.

DW asked whether Portswood found another school to join them – they did not and the executive head is retiring at Easter.

09 SIP VISIT AND ASP (tracking data)

ASP = assessing school performance and is the new DfE way of looking at data.

The OFSTED Inspection Report now replaces the dashboard. The headline information is given on the first page and shows whether the school is a coasting school or below floor one. Foundry Lane is neither of these.

On the left hand side there is information, which stands out and which might be the start of an inspection trail. This shows that one group in KS2 did not meet the age related expectations.

PHONICS is in line with the national average. Those who were not at the national average had low scores. DW asked what the test is marked out of - 40 is the highest mark; 32 is a pass. 30% of all pupils were in this low group, which would also have included the SEN group of children.

The first few pages of the document covers general things. It is interesting to note that 30% of each year group (except Yr6) has English as its second language. Also of interest - the school is average for SEN support, but at the higher level for those children with a SEN statement or EHC plan. This can be seen as a demand on resources.

The prior attainment and the difference with the national average is also shown. Nothing on particular stands out, except Yr1.

p.6 of the document compares schools. It compares pupils' progress and ranks the school out of 100.

Reading – school in top 20-30%

Writing is significantly lower – and is a school target

Maths needs to be monitored to ensure it does not decrease further.

Signed
Chair of Governors
Dated

The lower attainers need to be investigated to see who they are. Pupils who are ‘just’ disadvantaged tend to make good progress. However, if pupils are disadvantaged with another problem they have slower progress, so this needs to be examined in detail so support can be offered to parents etc.

SIP VISIT: The last annual visit reported that the school had made rapid progress. This report shows that progress is still being made.

The focus of this visit was first, effectiveness of leadership and secondly, teaching and its impact on pupil outcomes and finally, governance. Governors were asked if they would like to speak to Lynn Ross in the summer term. Her next visit is 3rd May, so please contact ST/KL if interested.

Key points:

- The impact of phase leadership has strengthened. The phase leaders have been coached on work sampling, particularly looking at the lower part of the school (KS1)
- Writing – teaching and learning is improving, particularly at KS2. EAL and disadvantaged pupils are showing good progress. Writing overall has improved
- An area to be improved is teachers’ awareness of how different groups are learning. This is to be developed over the next term.
- The role of the teaching assistants has developed. Lynn Ross commented on how the children are using the learning environment.
- Provision for new teachers is very good. OFSTED also visited (inspecting Winchester University). The university was marked outstanding and the inspector was pleased with the support the school has given.

DH asked when governors could expect information on progress made last term. This will be included in the head teacher’s report. RT asked how governors and the school could track all the information. ST suggested these areas be focussed on and perhaps be included in governor learning walks. DW suggested governors email their availability to the school.

The next Teaching & Learning committee meeting will be looking at phase leaders’ action plans and then incorporating the SIP into them. As a Governing Body, governors need to have a new look at SIP visits. The highlighted improvements are great, but governors also need to make sure that they know the impact of improvements, or which other improvements are underway. Governors need to be proactive and not reactive. What might be spotted next year, which was missed this year? Teacher and governor views need to be merged.

The key bullet points have been addressed. The actions required have to be pulled out and looked at individually. DH congratulated staff on the achievements highlighted in the report.

10. BEHAVIOUR AND SAFETY

The last school INSET day focussed on behaviour. St Marks had someone working with them, showing how to re-inforce positive behaviour and this has led to a significant improvement.

The school ethos and climate is important for the general behaviour within the school. The environment also impacts on the general wellbeing – the quality of the environment, the engagement with that environment and safety aspects.

Signed
Chair of Governors
Dated

Effective behaviour is based on four things: predictive, safe, positive and consistent. The first element is the hardest to achieve.

The first aspect to look at is whole school behaviour – how do we want everyone to behave. This was looked at as a whole staff body and by the children in assembly. Once this is known, a curriculum can be developed, that makes specific points and teaches the children. Good behaviour needs to be acknowledged and rewarded.

The grid (handed out to governors) was the first step. Then year groups sat down and discussed how to teach the things on it. It is being implemented and is starting to have an impact. There has been a huge decrease in extreme behaviour that leads to restraint.

[LS left the meeting 8.30]

DH pointed out that it is difficult to control how children behave on the way to and from school. It is hard to decide where the school's responsibility stops. Teachers have made short film on what is acceptable behaviour and what is not.

CPOMS

This monitors safety in a more cohesive and computerised way. Teachers can be alerted (by email) on behavioural issues they might need to know about. It has improved communication. It has been in use for three weeks. It offers a complete audit trail.

11. OFSTED AND PARENTAL FEEDBACK QUESTIONNAIRE

This was covered earlier in the meeting.

12. TRAINING

Newport has some very good governor stakeholder training. The Governing Body needs to have whole body training on preparing for OFSTED (6.30 – 8.30). A proposed date is 24.04 – please let KL know of availability.

Next GB meeting date has been changed to WEDNESDAY 28th March.

[JD / PC left 8.35]

Data protection training is required, which is very important on preparation for a new law coming into effect in May.

All governors need to complete online training on 'Keeping Children Safe in Education'.

13. AOB

ST told governors that a parent has asked about the policy on changing for PE. Traditionally boys and girls have been separated in Yrs 5 and 6. A parent asked if it was possible to do this in Yr4 too. All governors agreed. RT requested that classroom doors be closed whenever children are getting changed. ML pointed out female teachers can oversee boys, but male teachers cannot oversee girls.

RT has completed a learning walk. He was invited by ML to observe a maths lesson and was very impressed by what he saw, Children clearly understand the levels of attainment and questions are matched to pupils so they can understand what is being asked of them. Pupils

Signed
Chair of Governors
Dated

knew what was going on and could work at their own pace and according to their ability. It was evident that the LSA was used according to a plan and a strategy.

ML – SATS week 14-16 May. Could a governor come in one morning to see the tests being implemented and check the procedure was followed.

KL asked if a governor was interested in accompanying a school trip to the Isle of Wight for two nights

AT asked if there was an update on the second confidential item from the last meeting. There was not.

ER suggested adding a header on the governors' web site to store all the learning walk reports.

There being no further business, the meeting ended at 8.55.

Date of next meeting: WEDNESDAY 28th March, 6.15 for 6.30 start

Signed
Chair of Governors
Dated