

MINUTES OF THE GOVERNING BODY – FOUNDRY LANE PRIMARY SCHOOL

WEDNESDAY 17th JULY 2018

Governors present:	Sean Taylor [ST]	Marie Loftus [ML]
	David Higlett [DH]	Kathryn Lugg [KL]
	Andrew Tindall [AT]	Robbie Turkington [RT]
	Debbie Wyatt [DW]	Liz Smith [LS]
	Emma Wareham [EW]	Cathy Baggott [CB]
	Jack Davis [JD]	
Associate Governors:	Helen Aldred	
Clerk:	Elisabeth Ruggles	

01. APOLOGIES

There were apologies from Paul Candy.

02. DECLARATIONS OF INTEREST

None.

03. 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.

04. MATTERS ARISING

- Updates to scooter and bike permits: Lots of children now cycle or scooter to school, but some are flouting the rules. The permits have been adapted slightly to cover this as well as to incorporate the response from 'Bikeability' regarding cycling proficiency, which is being offered for Years 5 and 6 only. ML asked if a copy could be put up at the bike sheds, which will be done. Helmets are being forgotten and ML thinks it is very important that children wear these. AT wondered if it was worth making rules, that children flout, if the school cannot enforce them. So he suggested a change of wording – to 'encourage' children to ride to school, instead of giving permission and to add something along the lines of 'we expect children who cycle to...'. The same should apply to the scooter agreement. EW asked if there are any schemes or companies, who might be interested in donating equipment to the school and this is being looked at.

- Governor Recruitment: KC and NM have both stood down, LS has re-applied to remain a governor. JD has applied to become a co-opted governor. Both left the room and a vote took place. There was unanimous agreement. There is still one outstanding position, so new parents will be targeted in September.

05. RESOURCES COMMITTEE

The school is now a few months into the new financial year. Supply staffing is already high as the YrR LSA is on a supply contract.

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Chair of Governors
Dated

There has been more outgoings for minibuses as there have been more sports fixtures than usual. This has seen an increase in the cost of the hire of vehicles. RP is not always available, so HCC is being considered.

With regard to educational visits, some of these have already been paid up front, so are showing a high expense at the moment.

The 'D' budget shows an understated credit. The child vouchers, which have not yet been received, need to be credited.

Lettings: The Polish School has some cause for concern.

Terms of Reference have been updated.

The building is going along as planned and the due date is 14th August.

The YrR area is to undergo some changes. The plan is to divide the space so that three distinct classrooms are made by removing the stage and having walls with inter-connecting doors. The initial quotation for the work came in at £12,000, which will be subsidised by Tiger Club.

RT asked for an update on the plant room. If this was completed in one go, the cost would amount to £58,000, so it is better to complete the work in stages.

The situation regarding the roof is being chased. RT drafted a letter, which NP has checked and it will be sent off. The message received was that the situation had been sorted out.

Risk assessments are now to be stored on the new system.

Three new teachers and 4 LSAs have been appointed.

The YrR classrooms have been flooded. There was no perceived problem on Saturday lunchtime, but the upstairs classrooms have percussive taps, one of which broke. One sink was blocked, and when the tap in that sink broke, the water flowed over it, setting off the burglar alarm. Thankfully there is no structural damage. On Monday there were no fire alarms, so the building could not be used. ST informed the LA about the partial closure on Monday. The school has reviewed whether the time lost can be made up, but this is hard given the fact that the school year is almost at an end. It has been quite challenging to put the children in other rooms. There are de-humidifiers in place. The timing of the flood has meant that there was not too much disruption. With regard to the insurance, KL has spoken to SCC. They do not insure any of their buildings as it is not financially viable, but they would replace the computers and had there been structural damage, they would have been responsible for this too.

The support of the school community has been fantastic. A parent has offered to clean the carpets. There were plans to redecorate that space anyway. There has been a cost for the de-humidifiers and to replace lost resources. Ceiling tiles need to be replaced as well as the taps.

06. TEACHING & LEARNING COMMITTEE

Spelling priorities were discussed.

There are thirty laptops which are being used efficiently, but they are not being looked after.

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KS1 netbooks will be distributed among the classes. SCRATCH online training is being taught across KS2. Progression can now be seen.

The last meeting discussed computing. There was animated and stimulating discussion. Computing skills across the school need working on. LS asked whether the lack of resources was impeding progress. This is a concern as some children do not have keyboard skills. LS will ask the Friends about fundraising.

DW would like the school to have termly e-safety training.

The Maths team explained the key policies for the year. Various training courses have been attended. As well as this, resources to the value of £2,000 have been purchased. The Maths team is keen to see that these are used throughout the school. There are good opportunities for whole class teaching. It would be beneficial if governors could find some time to come in to class to talk to the children about Maths.

On DW's suggestion the foundation subjects are being reviewed. Changes due to subject meetings were discussed. JD asked about resources, but this is not really an issue as there is a lot that can be accessed on the internet.

The subject leader policy was shared with governors at the meeting. Governors would like to see something on how teachers enthuse pupils. Maths probably needs a KS1 focus, DW will follow this up. The committee would also like to see an English-linked governor, particularly to follow up on writing. JD volunteered to take this on. This role will help support teachers in dealings with Lynn Ross.

07. CONSULTATION – CHANGES TO SCHOOL DAY

There was been a lot of lively discussion on this. Some parents wanted a meeting on this so that they could find out more about the context. This meeting was well attended and staff were also able to comment during it.

A document was handed out at the meeting with all the points raised. These were both positive and negative.

The numbers of children eating sandwiches at lunch time increases as they go up the school. The school has more midday supervisors than other schools and they are on an agreed pay scale. The school does not want to use the LSAs for this as the MSAs are a resource already available.

The concerns boiled down to:

- Some staff feel that they are losing part of their lunch hour.
- Some parents feel that a 45 minute break time is not long enough for their children. Most, however, feel that it is long enough.

Key parental concerns:

- How would the extra 15 minutes of class time be used
- Any impact of the activity time for children; however, a split lunch time helps to protect PE time and make much more use of it.

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All questions have been answered. Governors are to be invited in to review the new situation, once it has been implemented with a view to making additional changes if necessary, There would be three MSAs with additional hours, but this would amount to only 30 minutes each day. St Marks now also have a 45 minute lunch break and this has had a big impact on behaviour.

The older children would be eating their lunch at a later time, but the school is looking at an increased fruit scheme for KS2. Some of the LSAs are already MSAs. All support staff will continue to have one hour for lunch. It will support the relationship with the children. The plan is to manage YrR separately.

ST would like the school to have an all weather surface to improve the lunch time play experience. He is also looking to invest in a school bell to help with time keeping.

The organisational changes will need to be considered, such as moving the children through the school, but most things can be addressed. Although staff and children will not have a lot of time, the benefits vastly outweigh this. When ST looked at CPOMS, the vast majority of incidents happen in the playground.

AT asked whether play times would be longer. Foundry Lane is looking to achieve a 'High 5' award, which involves walking for a daily mile and other such activities. As lunchtime will be staggered, there will be more space for the children and there will also be a playground space for the more vulnerable children.

DH asked about the next steps in trialling the scheme. First, governors need to approve it. Parents have shown they are interested, Unions were present at staff meetings. All concerns either have been or will be addressed. It will be reviewed at the end of the first term. A rota has been prepared should it go ahead. A board game club is also discussed. AT felt that if the school wanted the governors' approval, governor visits at certain times would be necessary. DH wanted to see a few ideas or measures on how the extra 15 minutes would be used, as well as information on the children's activity etc. Data on CPOMS and details of PE sessions would be required to gain an overall picture. Ideas for the 15 minutes extra class time include yoga, mindfulness and reading. HA has done a little of this in her class already with positive results. There could be a different theme each term. RT asked if there was enough time to get all of these things sorted out - the organisation has already been prepared, so this does not present a problem.

ST proposed that the school change to a 45 minute lunch break, starting in September 2018 through to February 2019 half term initially. The arrangements to be reviewed at the full governing body meeting in February. He was seconded by JD. There was unanimous agreement, including a proxy vote received prior to the meeting. HA pointed out that parents might need a short update in December on how the changes are working. Parents will be informed of any changes that need to be made. The lunch time changes are also reversible if they do not work out satisfactorily.

08. FAIR ACCESS PROTOCOL

This was emailed to all governors by DH. It is used for any children in a hard-to-place situation. A panel meets and decides if what is happening is normal or fair. It can recommend a school and ask that school to take the child. It can also ask that school what resources it

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might need to support the child. The city now has lots of admissions policies (for the various academies and trusts) so this is a third attempt at a protocol. If a child is excluded or experiencing challenging situations, then the Exclusions Officer must be informed,

DH asked for governors' thoughts, which he will then feed back.

DW asked what the impact would be on the school. ST has not been approached by the panel since becoming head teacher, but some children have been accepted into the school, who might well have been the subject of this. However, the protocol does protect the school and gives scope for more in-school support if it accepts a child.

RT asked what would happen if other schools or academies reject a child. The LA can challenge this as an advocate for the pupil. It is a similar situation to that of a SEN child, when the parents nominate three schools, which the panel visits and then makes a recommendation.

DH recommended accepting the protocol. He was seconded by ST and all governors were in agreement.

09. LETTEES' END OF YEAR REPORTS

These are for interest only. Disappointingly, nothing has been received from the Polish School.

10. PARTNERSHIPS

The Trust meeting of head teachers is looking at one new development. It is looking to join another trust surrounding Cantell School, which is also a co-operative trust, with primary and secondary schools. This will give the trust greater capacity, greater organisational power and more financial clout. At the moment discussions are taking place to see if the trusts are compatible with each other. If so, a proposal will be forthcoming.

The Trust has also seen some changes. Sam Barnes is the interim head at Regents Park. She offered Foundry Lane the use of some of its classrooms if needed. The relationship is very positive at the moment.

The head teacher at St Johns is leaving to move back to the Isle of Wight. St Johns and St Marks are entering into a soft federation, but will remain two separate schools. Moving forward they will have a joint governing body.

The LA has plans for a new secondary school in the city. Regents Park has already been given funding to expand its site. There will be 300 new places at St Georges and the same number at St Annes. This still leaves the city 900 places short, which equates to a 6 form entry school. At the moment it is looking at the civic park behind St Marks. St Marks has been consulted and is confident that this would work for the Trust and it would help Regents Park as the only secondary school within the Trust. The LA is keen on an academy, but St Marks, which is a diocese school, which owns the land on which St Marks is sited, does not. From September onwards St Marks will be a 2 form entry school again.

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11. OFSTED

At Easter there was a change to the OFSTED framework in the form of a new timing schedule. A 'good' school can be inspected between three and five years. All inspections within Southampton have had a four year cycle, so the school is expecting an inspection in the summer of 2019. Therefore preparations for this need to start in September. There have been some single day visits in the city, which are very similar to the visits from Lynn Ross.

The other change is that if the school has a change of category, then the inspectors revisit the school within a year to look at it again.

HT Report – data section

S1 are the priorities which OFSTED will look at.

In Section 3 (pupil progress and attainment) the progress made by YrR has dropped to 62% from 68%, largely around speaking and listening, which has an impact on reading and writing as well as social development. This has to be looked at next year. The school is convinced that its provision is good, as the quality of teaching is good, and is now changing the physical layout.

At KS1 Lynn Ross felt that the school was less strong. Expectations are now higher, particularly for those pupils achieving 'greater depth'.

In Yr1 progress is strong, but the 'greater depth' pupils in Yr2 has fallen, so the school will have to monitor the quality of provision. This is where Lynn Ross had most concerns on her last visit.

KS2 shows a positive picture in most subjects except writing, where the school is just below the national average. Yr5 is in its strongest position for some time. Yr6 shows a strong set of results; writing being the weakest. There is evidence that there is the ability to make accelerated progress through KS2.

The work done on grammar, punctuation and spelling has paid off – the SPAG tests were very good, with 61% at greater depth.

12. SAFEGUARDING

There have been no significant safeguarding concerns since the last meeting. The front gate is not powered at the moment, although the intercom is working, so it is being manually operated. ML declared an interest as her husband has a job fixing electric gates.

13. TRAINING

There are two more sessions with the kinetics team, one of which is free.

Newport will have a new programme coming out shortly.

14. AOB

Action trackers will go under matters arising.

Staff survey / satisfaction: Now is a good time to do this. ST and DH have been speaking about this and want to include this in the school improvement plan for next year, The

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emphasis will be on how the school can make things better for staff. A survey in September would be a good start; Survey Monkey is anonymous and gives tangible numbers. CB and KL have been to a conference at the Anna Freud Foundation. Eastland School is implementing a policy, which they are happy to share. A new teacher was also involved with is. It was suggested it was looked at and discussed in a full governing body meeting. The INSET day on 19th October would also be a good opportunity. RT and EW are happy to be involved. It would start at the beginning of the year and be reviewed at the end.

ML reminded DH of the letters of thanks to be sent.

KL suggested inviting the School Council to the next meeting.

Date of next meeting: 9 October.

DH thanked staff and everyone at Foundry Lane. ST thanked all governors too. KL felt that the governing body had grown. EW also re-iterated the amount of support the school received after the flooding.

The Friends were thanked for all the hard work that went into organising the fete.

It was felt that staff would appreciate a letter of thanks for all their hard work over the year.

There being no further business the meeting ended at 8.30.

Date of next meeting: 9th October 2018

Signed
Chair of Governors
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