

MINUTES OF THE GOVERNING BODY – FOUNDRY LANE PRIMARY SCHOOL

TUESDAY 11th OCTOBER 2011

Governors present:	Andrew Tindall [AT]	Tony Croft (Chair) [TC]
	Janet Taylor [JT]	Marie Spencer [MS]
	Clare Satterly [CS]	Claire Fyvie-Rae [CFR]
	Neil Maddock [NM]	Anne Spencer [AS]

Associate Governors:	Maureen Kirkland [MK]	Sean Taylor [ST]
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Others:	Jack Davis [JD]
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Clerk:	Elisabeth Ruggles
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01. WELCOMES AND INTRODUCTIONS

All governors were welcomed to the new school year. There were no introductions. Resignations have been received from Michelle Gauntlett, Sri Reddy and Neville Hutchinson, so it was hoped new governors would be joining the Governing Body soon.

02. APOLOGIES

Apologies had been received and accepted from Andy Withers and David Higlett. Apologies had not been received from Patrick Kennedy.

03. DECLARATIONS OF INTEREST

None. All governors were asked to complete the Register of Business Interests, which is an annual requirement

04. APPOINTMENT OF CHAIR

Tony Croft was happy to stand as Chair again. He left the room so a vote could take place by a show of hands. He was unanimously re-elected.

05. APPOINTMENT OF VICE CHAIR

David Higlett was the Vice Chair for the last year. This agenda point was carried forward in his absence.

06. RECONSTITUTION OF THE GOVERNING BODY

A sheet showing all governors and the type of governor they are was handed out. As the school is now a Trust the Governing Body has been re-constituted. AT pointed out that he is a

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Dated

community governor, not a parent governor, but some governors have been re-arranged to show the gaps in membership. A list of possible new governors from the trust partners was included:

- Rob Atkinson did the full Governing Body training last week
- James Howells was very knowledgeable on the move towards trust status
- Andy Greenhaigh is the architect involved in the new build for the school

All the above have skills the school could use, bearing in mind the skills of the governors who have recently resigned. JD asked if thank you cards had been sent out to all these governors – Tony has got the cards, but has not yet posted them.

TC gave out the new Instrument of Government for Foundry Lane to each governor. MK asked what the numbers 99325 meant, but no one knew.

All governors agreed with the proposal for reconstitution.

07. AGREEMENT OF PREVIOUS MINUTES

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

08. MATTERS ARISING

School Uniform. Feedback received was sent out with the agenda. AW felt that the only remaining issue was footwear, notably children wearing sandals in summer. Some are very inappropriate for school as they are not secure. CFR pointed out that open toed sandals can cause all sorts of injuries, caused by tripping up or feet being squished by a chair. Both JT and MS agreed that they present a tripping hazard in the playground. It could lead to parents suing the school, even if they accept responsibility. A governor said that out of all the children in the school, only two comments about sandals were made.

CFR also made the point that it is hard to find burgundy jumpers and wondered whether John Lewis would order them for the school. NM told the governors that he got his school jumpers from Sainsbury's, although he did have to order it. The local branch of Sainsbury's in Lordshill could be approached to see if they would be willing to stock it. CFR will write to them to enquire. Tesco's do not stock them anymore, although Asda tend to stock the local school colours and are cheap.

ACTION: CFR

All governors still agreed to the policy. It was proposed by TC and seconded by MS. There was unanimous agreement. CS suggested that something could be put in the newsletter about the policy, explaining the hazards. JT thought it would become an issue in the summer, but it could be put in the newsletter nearer the time and at appropriate intervals, pointing out the health and safety issues. TC asked how it would be enforced and whether the children are

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told. No, parents are contacted and asked to bring in appropriate footwear for their child. In this way if a child does wear sandals and gets injured, the school has done its duty.

09. TRUST UPDATE AND REGENTS PARK FAMILY

The legal documents are in place: the Trust is set up and is registered at Company House. It has: Articles of Association, Employers Liability insurance, Governors' Liability insurance as well as a Memorandum of Understanding with the three partners. Currently the trustees come from the other schools.

- What is now required is a trust meeting to confirm who the trust governors are going to be.
- All the head teachers of the schools will be attending the Co-Operative Trust conference in Manchester in November.
- The schools are in the process of designing a new logo.
- The WEA are sharing a partnership launch on 13th December in the Mayor's Parlour and are in the process of planning a launch party.
- The trust is looking for further links within the co-operative stakeholder's forum (eg. young co-op) in January in order to involve members of the community.

Tony has received a letter from Clive Webster, which:

- congratulates the school on becoming a foundation trust and
- confirms that staff pensions etc will remain as they have been in the past.

There were no questions from governors.

10. PRIMARY REVIEW – UPDATE

The building is progressing. It is currently two days behind schedule. The frame is up and the pre-cast concrete floors are arriving next week.

The children are enjoying looking through the little windows that Mansell have put in at their eye level. A governor asked if the school had to ask for these or if they were put in automatically – Mansell put them in as they do a lot of work in schools and have found them to be good for the children. Fiona from Mansell has been to the school to explain health and safety issues to the children and to explain that children must stay away from the building site.

Car parking on the ball playground has been abandoned. It would have taken ages to plan and have been very expensive as services run very close to the ground, meaning additional work before it could have been used. Not using this playground will save £10,000, which will be put back into the build. Parking is still fine and there are not too many issues. The walk to school once a week has started and is working well. Children can 'earn' a badge per month, therefore ending up with eleven in total. Both the contractors and the school are in communication with local residents – the school has spoken to them and a talk from the contractors is expected next week. However, the next stage might cause more problems with

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parking as it will no longer be possible to park in the compound and there will be more people on site.

New parents have been spoken to - there were six parent sessions last week and all parents are very interested in the process.

AT asked about the scaffolding in the hall. This is for solar panels which are going to be installed at half term. CFR asked if anyone is taking photos of the works as they are progressing. Yes.

12. FINANCE AND PERSONNEL

TC asked whether any one was interested in joining the committee. All governors are welcome.

The meeting looked at the revised budget for the next six months – there is not a big difference in the previous budget and the school is still showing a surplus. Due to an increase in income, the surplus is bigger than expected as the school received more money for special needs pupils. TC proposed a budget with a total income of £1,543,966, a total expenditure of £1,570,512, with a brought forward surplus of £42,649 and a carry forward surplus of £16,103. This was seconded by AT and there was unanimous agreement.

The capital budget included ICT and YrR refurbishments (desks etc) and the re-organisation of the walls in the corridor in Yr1 to incorporate the new YrR classroom (which was the old Yr1 one), for which £6,000 has been allocated.

Tiger Club, Breakfast- and After School clubs are busy at the moment. ST told the meeting that funding (the start up grants) is being withdrawn for breakfast clubs. CFR asked whether it could be considered to have Tiger Club on Inset days as demand would probably be high from working parents. Some of the staff might be unavailable as they might be involved in the inset day. The Community and Facilities committee will discuss this.

ACTION: Community and Facilities committee

Subject budgets have been allocated and spent and policies have been reviewed.

TC put forward the idea for a 'Buildings Contribution'. This is something that a local catholic school does. The school asks for a voluntary contribution to go towards buildings and as a result the school has been able to build new buildings very quickly. If taken on by Foundry Lane, the money could perhaps be used for a new hall. However, many governors were unhappy with the concept, particularly as the forecast is for the economic situation to get worse. CS said the school already has the Friends, who raise between £5-10,000 each year. They like to have a bigger project, that they know is manageable, as well as providing extras for the children, such as gym equipment (75% towards a bigger project, with 25% of money raised going towards smaller projects).

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13. CURRICULUM AND ASSESSMENT COMMITTEE

The SATs results were very positive. The Yr6 Level 4 results were the best ever. The next aim is to push Level 5 in English with the talented children, particularly in writing.

There were no questions.

14. COMMUNITY AND FACILITIES COMMITTEE

The playground partnership was discussed. There have been difficulties for a while and so the school has not been able to form a closer relationship. It is still ongoing. JD had received a letter from the playgroup to governors, which was written since the last letter. It was read out at the meeting and is attached to these Minutes.

A governor asked who the school representatives were – they are Jack Davis and Andy Withers.

A lot of effort is going in to make the partnership work. JD felt that the children in the community are getting a good start there. Community and Facilities will review the playgroup partnership in November and the full Governing Body will review the lease in January. MK asked if the playgroup staff are aware how critical this could be. Yes, they have been told a number of times. CFR asked how many children attend the playgroup – there are about 60 in total and all are part of the community. JD helped to set the group up – it is hard work and is doing well overall. However, it is hard to handle, particularly as a lot of volunteers pass through the group. A consistent approach is needed. MS wanted to thank both JD and AW for all their efforts and time given on behalf of the school.

Produce from the school's garden is being used in the kitchen. The next meeting for the Food Committee will be on 25th November at 2.15pm.

Repairs & Maintenance: This year, £3,800 has been spent. The new windows on the south side are very nice, although they do hold in the heat (possibly because of the canopies). Pat Kennedy is helping with the health and safety policy.

AT asked about point 7 of the meeting minutes, which states that the Director of Children's Services needs to be contacted before parents in an emergency. AW is speaking to the council on this so this point is under review. The school can adopt SCC policies, but does not have to necessarily introduce all of its procedures.

15. EQUALITY SCHEMES

They run for a three year period – The previous period ran from 2008 – 2011.

Disability. Target 2 looks at disability access. Many disabled children have passed through the school and access is constantly under review. Lobbying is taking place to improve access to the main building, but no money has been received as yet.

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Gender Equality. Boys have done better in SATs this year than girls, but the school is looking at boys throughout the school. Gender equality also will involve children in refurbishing their own toilets and choosing their own colours.

Racial Equality. The progress of EAL children is monitored – generally they do very well and exceed the progress made by other EAL children in other schools. However, the profile is changing and the school has experienced more difficulties. CS asked where most EAL children come from. The vast majority of EAL children are Polish and have been for the past five years. If they stick together, they tend not to learn the language as easily or as well. Lots of work has been done, and is still ongoing, with the EAL co-ordinator and the school makes full use of its Polish speakers – particularly when dealing with parents. CFR asked if the lady from the Polish school could help. The school has already spoken with her as well as with some Polish members of staff. CS asked whether there is understanding within the school by the children for Polish language and culture. The school has three international days per year and Polish is looked at on one of those. Also numbers are pinned up in Polish throughout the school and the library stocks Polish books.

Information on new targets for 2011 to 2014 was handed out. This will be discussed at the next meeting.

16. GOVERNOR TRAINING

The Governor Induction pack is being delayed until new governors and committees are in place, which means it will probably be available in January 2012.

The Regents Park Trust had training on Monday evening on employment law, which around 25 people from the four schools attended.

The SLA for the clerking scheme has not been signed off and will be carried forward to the next meeting.

TC handed out the booklet from Newport Educational who is offering a governor training programme for Southampton schools. If anyone is interested, could they please go through CS and JT for booking and payment.

17. SCHOOL DEVELOPMENT PLAN & GOVERNOR TARGETS

To be carried forward to the next meeting.

18. CHAIR OF GOVERNOR MATTERS / ANY OTHER BUSINESS

Succession planning. TC explained a little about his role as Chair. Between meetings he tends to meet with Andy around three times for a one to one to discuss matters in school, with each meeting lasting approximately half an hour. He has been on two training courses (chair of governors meeting and one whole governing body training).

There are two meetings per term for anyone on the Governing Body. Firstly the Evening for Chairs has recently also invited clerks to the meetings. The last meeting was in July and the

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next meeting is scheduled for 12.10.11. Secondly, when Governors Forum stopped receiving funding, Southampton Governors Association was set up which also meets termly. The next meeting is on 18.10 at St John's. TC is unable to attend either of these meetings, so any other governor able to do so, would they please let him know.

CS asked for a monthly breakdown of dates, so governors can plan ahead.

AOB:

Is there anything in the school policy on parents smoking outside the school gates. There is nothing the school can do, as this falls outside of its jurisdiction. However, it can be dealt with in the Newsletter.

AT told the meeting there was good feedback from new parents, so wanted to thank the staff in the reception classes amongst others for this.

There being no further business the meeting ended at 8.00pm

Date of next meeting: Tuesday 6th December

Signed
Chair of Governors
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