

MINUTES OF THE GOVERNING BODY – FOUNDRY LANE PRIMARY SCHOOL

TUESDAY 6th DECEMBER 2011

Governors present:	Andrew Tindall [AT]	Tony Croft (Chair) [TC]
	Janet Taylor [JT]	Patrick Kennedy [PK]
	Clare Satterly [CS]	Claire Fyvie-Rae [CFR]
	Neil Maddock [NM]	Anne Webster [AW]
	Maureen Kirkland [MK]	David Higlett [DH]
	Andy Withers (Head)	
Associate Governors:	Sean Taylor [ST]	
Others:	Jack Davis [JD]	
Clerk:	Elisabeth Ruggles	

01. APOLOGIES

Apologies had been received and accepted from Marie Spencer.

02. WELCOME & INTRODUCTIONS

All governors were welcomed to the meeting.

03. DECLARATIONS OF INTEREST

None.

04. AGREEMENT OF PREVIOUS MINUTES

Present: Anne's surname is Webster, not Spencer.

(02) Patrick Kennedy had left a voicemail message with his apologies on the day of the meeting

With these two amendments the minutes were signed as being a true and correct record of the meeting by the Chair.

05. MATTERS ARISING

- Appointment of Vice Chair: David Higlett was unanimously voted in as Vice Chair of the Governing Body.

- Equality Scheme Targets 2011-2014: This requirement came into being in 2008. It can be found on the purple sheet at the back of the School Development Plan 2011-2012. It is in three parts:

Signed

Chair of Governors

Dated

(i) Disability Discrimination Act

(ii) Gender Equality

(iii) Racial Equality

Disability Discrimination Act

- A pupil, who went through the school and is now at college comes in and does assemblies. It is very good for the children to see a disabled person achieving his full potential.

Full access to all parts of the school is being planned – this is timely as there are two children in YrR in wheelchairs

- Progress is being monitored by Sean – there are all sorts of different groups to be monitored.

Gender Equality

- To close the gap between boys and girls

Racial Equality

- Monitoring of EAL children. It was pointed out that there are also ethnic groups, where English is the first language, which require monitoring. RAISEonline does this separately. The curriculum is being enriched with international school links.

CS asked regarding the disability discrimination section ‘target 3’ how progress and attainment is monitored. This is statistical. Currently in YrR and is based on separate IEPs where children have individual targets as well as having their overall performance compared with children nationally.

Generally speaking, the school tries not to add too many targets as the issue of gender is a target in itself.

- Sainsbury School Uniform: CFR e-mailed Sainsbury’s head quarters to ask whether the Lordshill branch could stock burgundy uniform. The answer was positive and they will look at this next time they make an order. She felt Tesco and Asda should also be contacted; John Lewis was felt to be possibly a bit expensive. ST asked if any stores offered burgundy uniform in their on-line range – Tesco’s does.

CFR will make contact with Tesco and Asda.

- Reconstitution of the Governing Body: There are currently three vacancies- one community and two trust governors- which have various options. The trust vacancies were discussed at a trust meeting and people can be nominated from several different groups. A trust partner could also provide a governor, as could another interested party, such as KPMG. However, if it is a company it does need to adhere to co-operative valued. James Howells has been e-mailed to see if he is interested.

Signed

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A community governor does not need to have links with the school; he or she just needs to be someone from the community. In the past the Governing Body has looked at the skills base of current governors and looked at someone to fill any skill gaps. The school has also had a policeman as a governor, which was successful. It was pointed out that the Finance Committee could use the services of another person. CS suggested Ordnance Survey be contacted.

As regards parent governor vacancies, the school will go through the usual channels via the newsletter. ST felt it would be good to have someone from the trustees on the Governing Body and perhaps the community governor could come from KPMG. AT has been in touch with a parent who is very keen to get involved - all governors felt it was important to get any interested parents involved somehow. The parent governor nominations will run after Christmas.

- Breakdown of Chairs dates – Tony will e-mail all governors the dates of all meetings he is unable to attend to see if anyone else can go in his place.

06. SCHOOL DEVELOPMENT PLAN

Copies were handed out to all governors at the meeting.

There are two main sections:

1 - Whole school targets, directly linked to the OFSTED framework

2- School values; this is unique to the school and not part of the framework {Section 1 }

Up until February the school value is 'high self esteem'. A governor pointed out that the Rock Challenge and Chess Club could go here. Behaviour management work was done at the beginning of term and has been re-inforced since then. Emotional literacy underpins children being able to access the curriculum and is part of the priority for the year. Individual programmes as well as short pieces of work are used to build the children's self esteem and this is undertaken by the SLAs as well as involving City support.

From February – July 2012 'community' will be the school value and this will look at the Regent's Park Family and the Trust, the local community (through the building project) and links with other schools, both nationally and internationally.

{Section 2} Pupils' Attainment.

(a) There are a whole range of groups who are monitored carefully. English and Maths targets are key.

(b) The quality of learning and children's progress depend on how staff implement the policy.

(c) The extent to which pupils feel safe – this is key in the current OFSTED as well as in the new framework. Children will complete a questionnaire after Christmas.

Signed
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(d) Pupils' behaviour: A lot of work has been done on individual behaviour plans for 1.5-2% of the children (5-6 in total), for whom the normal behaviour policy does not work (house points, stars etc). These plans are both long- and short term and support can come from within school or from external agencies. It involves rewards or sanctions in school as well as preventative work. DH asked how the children respond to this – some work with it very well and there are rapid results. Sometimes it will work for a period of 3-4 weeks and then needs to be adapted again. There are successes – one child had an individual plan for two years and has recently come off it.

(g) Workplace skills: For the past two years there has been a mini university week and a mini enterprise week. Both have been very successful and two weeks are planned this year.

(h) Spiritual, moral, social and cultural development: This is to be highlighted more in the new OFSTED framework.

{Section 3} Quality of Teaching

- Role of SLAs
- Teacher assessment
- Assessment strategies

{Section 4} Leadership and Management (p15-6)

The mini art OFSTED inspection framework has been used for monitoring other subjects such as Maths this term. As it works so well for other subjects the decision was made to incorporate it into the Spring term as well. ST told the meeting that OFSTED is looking at how leaders can help improve the school and to this end the SMT has monitored each year group and shared their findings with the phase leaders, which has been a very useful exercise. (p18) school use will be looked at next year.

Any questions can be asked at the next and future meetings. It will be a standard agenda item.

Pages 18-19 deal with governors. There are three targets:

- (i) To develop the skills of the Governing Body to meet the requirements of a trust
- (ii) To develop further the role of governors within the community
- (iii) To develop further governors' understanding of effective safeguarding procedures. There is an INSET day on 3rd January, which in the morning will include training on safeguarding for staff. All governors are welcome.

The lilac pages of the SDP include all the cycles for committees etc.

Signed
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07. TRUST UPDATE

There was a meeting 28.11.11 for all Chairs and Head Teachers as well as representatives from WEA and Total Coverage as well as John from the Co-Operative Trust.

The meeting discussed the appointment of various administrators (no one has been appointed yet) and the Articles of Association (the July Governing Body meeting looked at this).

The meeting also looked at filling in the trust spaces on the governing bodies. Not all governing bodies have re-constituted yet. A governor on the Foundry Lane Governor Body can also, if wished, be a governor on another governing body.

The official launch of the trust by WEA with the mayor will be on 13th December 2011 at 10am for which each school has been allocated two places. The official Trust launch will be in the Spring term.

The next Trust meeting will be on 06.02.2012 and will discuss moving forward as a Trust.

Admissions Policy

As the school is now its own admission's body it can make slight alterations to the policy. However, as it is also still part of the LA it is not advisable to move away from it massively.

A few changes have been made (bold at the bottom of the page) in order to prioritise which children will get a space at the school. Once the forms are in, it is proposed children will be allocated spaces in the following order:

- (1) Children in public care. They always get priority. PK asked why – it is because they are the most vulnerable children, who have very little choice. They tend to move to foster parents and if they move to different foster carers, then at least one thing will remain stable in their lives.
- (2) Siblings – this was changed about two years ago. Banister Park, in its Admissions Policy has included its definition of a family unit, which does not include aunts, uncles and cousins, so it was proposed that it might be a good idea to include this. MK said that siblings do not necessarily live in the same house or they might live in two houses for different parts of the week.
- (3) In Year applications, if children move within the Regents Park family of schools. There was much discussion about this as governors did not agree with this point. They felt it would mean that a child coming from a school in the family and living some distance away, would get priority over a child living next to the school. If it did not involve a physical move closer to the school, it did not feel right. It was pointed out, however, that it refers to in-year admissions, so would affect very few applications.
- (4) Children who live closest to the school. There are now no longer catchment areas so the closest distance to the school is measured.

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Governors felt that perhaps (3) and (4) should be swapped round. However CFR pointed out if they are moved around, there is little point in having them. Point (3) does not imply a house move, in which case in some instances (4) would apply. Governors felt this needed clarification. Whilst the school, as being part of the Trust, needs to have the same admissions policy as well as having collaborative links with other schools, governors felt the policy in its current form challenged the school's ethos.

JT asked how the process would be managed – SCC would do it on behalf of the school.

AW told spoke to the meeting that with regard to secondary education, Regents Park are proposing to give Foundry Lane and St Marks children priority. Governors felt that this was different, although AW felt it was the same principle. DH wanted to know what point (3) was seeking to achieve and which children would lose out. AW pointed out again that this situation would not come up very often. Banister Park has already agreed to it and St Johns is discussing it later in the week. It is based on SCC 2013 policy.

Governors wanted to take point (3) out. Governors were asked whether they were happy to take out medical and psychological grounds. If these grounds were so important, a child would have a statement and would have to be admitted to the school. DH asked if there were any safeguarding issues, ie. who makes the decision about whether a child will go to a particular school. This decision is made by a SCC official – governors were happy not to include it as they felt it was not clear enough a statement. Statemented children can go to any school they choose, but otherwise the three criteria will apply.

It was proposed to include the Banister Park definition of a family unit (extended families) and to remove Point (3). CS proposed this and was seconded by CFR. Nine governors were in favour; there were two abstentions.

There was a second proposal to accept the Admissions Policy. This was proposed by JT and seconded by MK –there was unanimous agreement.

Co-Operative Trust Conference

This was very interesting, although quite political. The school has joined the Schools' Co-Operative Society (SCS) (150 schools country-wide and there will be 200 in January). The Society is currently looking at energy costs on behalf of schools, which was previously done by the LA.

Amalgamating the Family / Trust

There are six schools in the Family and four schools in the Trust (Freemantle, an academy and St Marks, a church school, are not included). There are a lot of advantages to being in a Family – the collaboration is already three years old, when the school with the others signed up to a soft federation.

The school also became a member of the trust on 1st September 2011. This again means that many things can be done as a group, such as energy costs as detailed above.

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However, by having both, the senior management team and governors are overstretched as there are lots of meetings. The schools are now exploring whether both can go together. St Marks would need to become a partner or member and take on the values of the co-operative trust – it has already joined the SCS. Freemantle, as an academy, is out on its own a bit, so the schools need to see what their intentions are and see if it could work.

AW asked for governors' permission to see if the two could go together – to combine the ethos of the school and the vision of the Trust. All governors agreed to this, but felt that Freemantle needed to be contacted as soon as possible.

08. HEAD TEACHER'S REPORT

DH asked whether any spaces in the school would be filled before the mid January census day. The SCC admissions team is dealing with secondary transfers at the moment, but MK intends to ask for a copy of the waiting list to see if there are any children. The school does not want to get caught out like last year.

CFR asked about the numbers for September. MK will ask the admissions team about this too. The school has already had seven open sessions, which were well attended, and another is planned. Last year and the year before there were a lot of siblings requiring place, but this is not the case this year.

The SDP links to the plan the governors were given earlier in the meeting. DH asked about (3a) 'the impact of the SLAs. This is done termly in December, April and June with improved targeted support for vulnerable pupils. Governors also asked whether there had been any news on funding – the school is not sure what government plans are. One group of children still have to be supported.

CS asked what the link was with Hampton, Virginia. It is twinned with Southampton and last year someone from a school over there visited Foundry Lane and spoke about NASA, The school is now trying to keep a connection with the school, through Skype (AW now has a Skype address) as well as pen pals. CS offered to help with information gathering.

Attendance is below 95% - the same as last year. PK would be interested to hear the arguments against children not being allowed time out of school in order to benefit from cheaper holidays and teachers taking a day off in order to strike.

09. PRIMARY REVIEW

The building is progressing. 21.11.11 there was a meeting for the feed-in tariffs for the solar panels. Electricity is being generated, but the feed- in tariffs were questioned. SCC is taking them as they put in the panels and in return the school gets free electricity (£450 annually). PK pointed out that any maintenance will require scaffolding, which is expensive. They do require regular cleaning. Governors decided that this was the best way forward. SCC say that the feed-in tariffs amount to £42,000 over the life of the system (25 years), and that the system cost £35,000 to put in. However, AW was quoted £24,000 for another identical

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system to go on the other part of the hall roof once complete, so this is being queried. There are also some other questions that AW would like answers to.

Governors decided that the feed-in tariffs are not worth quibbling over as long as SCC does all repairs and maintenance, including cleaning for the lifetime of the system (25 years). They also wanted a breakdown of the £35,000 quoted to install the system.

10. FINANCE & PERSONNEL COMMITTEE

Places are being booked for AW and TC for safer recruitment on 29.2.12. This will be ongoing training, with two people attending each year.

Capital budget: The surplus is just under £6,000, so the class room projectors are being replaced.

The Tiger Club shows a deficit, but will be in the black.

Policies: A school purchase card will be added to the finance procedures.

The Head Teacher and Deputy Head Teachers performance management reviews have been booked for 12-13 December.

11. CURRICULUM & FACILITIES COMMITTEE

Playgroup partnership: The school is working very closely with the playgroup at the moment to ensure that the relationship has every chance of success. It will be reviewed in January 2012.

Food Policy: A meeting needs to be held, but a questionnaire will be sent out on a newsletter, asking when a good time would be to hold it. Michelle needs to be able to attend.

Tiger Club: There were healthy numbers over half term. The INSET days are being looked at, although staffing may be an issue.

Repairs & Maintenance: From April Capita will no longer be offering an SLA. Expenditure remains low.

Health and Safety: PK reviewed the policy. There will be fire safety training in January. Emergency evacuation routes need to be looked at in February 2012.

School grounds: Plants have been bought. The Forestry Commission is involving schools in a planting trees campaign, which governors wanted Susie to look into.

Polish School: There have been a few issues with the school not leaving the premises sufficiently tidy. The Polish cleaner is now coming in on a Saturday morning to help remedy the situation. The school still enjoys lower fees, which will be reviewed in January.

Safeguarding: A meeting has been held to look at improving access to the playgroup to keep the playground safe. CFR requested that safeguarding be discussed at all committee meetings.

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12. CURRICULUM & ASSESSMENT COMMITTEE

Policies were reviewed in line with the cycle.

Enterprise weeks in February are being planned.

13. GOVERNOR TRAINING

Anne Spencer has requested permission to go on two courses in May and June. Newport Educational is now offering governor support and it was decided to subscribe for one year and see what governors get out of this. CS would speak to them to see if they could offer a reduced rate until March. As it is cheaper for a cluster of schools to join, it was recommended to talk to the steering group to see if this were possible.

CS will maintain a training record.

14. AOB

None

There being no further business the meeting ended at 8.40

Date of next meeting Tues 7th February 2012

Signed
Chair of Governors
Dated

Signed
Chair of Governors
Dated