

## MINUTES OF THE GOVERNING BODY – FOUNDRY LANE PRIMARY SCHOOL

TUESDAY 7<sup>th</sup> FEBRUARY 2012

Governors present:	Andrew Tindall [AT]	Tony Croft (Chair) [TC]
	Janet Taylor [JT]	Marie Spencer [MS]
	Anne Webster [AW]	Claire Fyvie-Rae [CFR]
	Neil Maddock [NM]	David Higlett [DH]
	Katherine Witt [KW]	

Associate Governors: Sean Taylor [ST]

Others: Jack Davis [JD]

Clerk: Elisabeth Ruggles

## 01. WELCOMES AND INTRODUCTIONS

A new parent governor, Katherine Witt, was welcomed to the Governing Body. All governors and the clerk introduced themselves.

## 02. APOLOGIES

Apologies had been received and accepted from Maureen Kirkland, Clare Satterly and Patrick Kennedy.

## 03. DECLARATIONS OF INTEREST

Janet Taylor had an interest in agenda item (08) relating to the play group. Katherine Witt was advised she will have to sign the Register of Business Interests, which is an annual legal requirement.

## 04. AGREEMENT OF PREVIOUS MINUTES

(p7). Agenda point (08) - delete section starting 'PK would be interested .... in order to strike.'

(p9). Agenda point 13 – delete 'Spencer' insert 'Webster'.

With these two amendments the Minutes were signed as a true and accurate record of the meeting by the Chair.

## 05. MATTERS ARISING

- School Clothing: CFR has contacted all the supermarkets – Sainsbury's, Tesco and ASDA – who will all pass the information regarding burgundy jumpers etc to their local stores. It was

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suggested that someone go in to check stock, so CFR will do so, time permitting. There is nothing at Sainsbury's in Lordshill yet.

- New governors: There were four candidates for the parent governor role. Katherine has been taken on as the new parent governor, but there is still an opening for a community governor. Governors were asked whether they wanted to offer this to the person who came second in the ballot. He would have to be voted in at the first meeting attended. There were no objections to this. With regard to the other two parents, it would perhaps make the Governing Body too big if they were brought in as associate governors, but perhaps they would be interested in becoming involved in the sub committees. AW proposed this and all governors were in agreement. They will be sent letters outlining the roles with relevant dates.

- Mini Enterprise Project: This takes up a two week slot. The children are involved in planning this week with visitors coming to the school, talking to them about marketing and costing / profit analysis. After half term they will start production, with a market place on Friday for them to sell their products. It is looking really good.

- School Consensus Information: A sheet was passed around at the meeting with information on the schools involved in the Family. It gives governors an idea of the different schools. The data on Foundry Lane comes from the census on 26.01.12. The number on roll is 419 (capacity 420). FSM at 17% is lower than other local schools, but it might be that some families are eligible, but don't fill in the relevant forms. SEN is around one of the highest in the family. With regard to 'turbulence' – there is some debate about how this is calculated, as well as some of the other data. There are not so many languages in the school as at other local schools. Attendance is 95%+ and heading for 96%, which is good. The inspection dates include St John's, which was inspected two weeks ago. CFR asked about how being a church school made a difference in the inspection for St John's. Church schools have a different set of inspection criteria (paragraph 5) and their Head teacher is one of the inspectors. For their church inspection they got 'outstanding', the normal OFSTED one was 'satisfactory'. CFR commented that these were very different outcomes, but they are inspecting different aspects of the school. For Foundry Lane, the next inspection date looks to be apring 2012.

- Industrial Action: not applicable

## 06. OFSTED GOVERNING BODY

Since January the new OFSTED framework has been introduced. Andy and Sean have been sorting out the paperwork that relates to it. The SEF needs to be re-written, as does the SDP. It is still ongoing. A sheet was handed to governors with OFSTED information. The parts that have been highlighted green show the grade descriptors with some references to governors. OFSTED will be looking at the following:

1. Achievement
2. Quality of Teaching
3. Behaviour and Safety
4. Leadership & Management (shown on sheet)

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On the SEF the school has graded itself ‘good’ across the board. It is important that all governors know and understand the school’s strengths and areas of development. The framework guidance (sheet 2) goes with the descriptors, showing there is an ambitious vision for the school (i.e. school values).

The subsidiary guidance came out recently. When they look at the governance of the school, OFSTED will be referring back to this. The Governing Body has a very strong system in place, with the sub groups, demonstrating the role governors play in supporting and evaluating the school’s performance. Governors need to show that they also provide a challenge to the school.

At St John’s five governors sat with the inspectors and spoke about the school. A good source of evidence regarding governors is the Minutes for all meetings. Discussions with key staff members is also something mentioned in the new OFSTED framework, so staff will refer back to governors visits and involvement. A ‘crib sheet’ will be drawn up to help staff feeling under pressure. JT asked about pupils, who are also mentioned in the new framework. The school needs to spend more time on this. Governors are present at house point ceremonies and the school council comes in to talk at Governing Body meetings (due in at the next meeting).

The school is currently awaiting a date for an OFSTED inspection. St John’s was not inspected for four years and, as Foundry Lane, was deemed good with outstanding features.

CFR suggested a small group of governors work together in preparation as a School Evaluation Group. Any volunteers please e-mail Andy.

## 07. PARTNERSHIPS

A sheet was handed out at the meeting, explaining the last couple of meetings:

The Trustees’ meeting held last night (06.02) involved head teachers, chairs and representatives from all partners (Total Coverage, WEA and Hampshire Partnership NHS Trust). This is the second meeting. At the first meeting all the legal jargon was looked at with Jon O’Connor from the Co-operative College. The Chair of the Trustee group is the Chair at Regents Park and Tony [Croft] has taken on the Company Secretary role. The registered address of the Trust is at Foundry Lane.

Each Governing Body has 2 vacancies to fill. The aim is to fill them with people sympathetic to co-operative values and therefore working within that ethos. The official launch is 25<sup>th</sup> June (World Sports Day) – there will be sports events in each of the 6 schools and some sort of linking event with the adults (parents, governors, staff) going from school to school. MS will re-book the Yr6 Paultons Park trip. It will get a lot of publicity and be a lot of fun. The aim is to have a big launch in September for membership.

The Family is now over three years old. It is a soft federation agreement and it is proposed to add a statement to this for governing bodies to be able to offer support to each other and

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exchange expertise between each, e.g. student disciplinary appeal panel. All governors agreed unanimously to this.

Strengths and areas for development: The core groups comprise: literacy, maths, music, the foundation stage, administration and site management. Working together as a Family of Schools has made a difference to all aspects of the school; teaching and learning, procurement and saving money. The schools are sharing their annual calendars in detail in order to benefit from support even more. The SEN group has met for the first time. Shared CPD will take a bit more organising, but all schools will see shared economies.

Freemantle School has put forward holiday dates. The school is an academy, but it is proposing to make all half terms into six week teaching blocks, with two week half terms and a four week summer holiday block. In terms of learning it is easier to plan and the school feels that this will make it easier for parents to plan child care and in some cases holidays would be cheaper. MS and CFR felt it would make it more difficult to plan child care as parents would have to find an extra week of child care for each half term period. ST felt it would be difficult for parents and staff with children in different schools – particularly in other Southampton schools or in Hampshire schools. Hampshire as a big authority plans its school calendar to suit its schools. MS said that some elder siblings at other Southampton schools (e.g. USH) collect their brothers and sisters. TC asked whether Freemantle had gone to its Governing Body on this. No, not yet. DH felt that in terms of the Family of Schools it would be very difficult to arrange events and co-operation.

A vote was held on whether to pursue this discussion on holidays further. No governors were in favour; 6 were against and 4 were non-voting.

## 08. COMMUNITY AND FACILITIES

The main topic at the meeting was the playgroup partnership, which has previously been discussed at full Governing Body meetings. There are major issues with staffing, which the playgroup committee has tried hard to resolve. A report has recently been published in which the playgroup came out poorly. As many parents see the playgroup as being part of the school, this has an effect on the reputation of the school.

The decision was made not to renew the agreement for the playgroup on the school site unless four provisos are fulfilled:

- address the situation with staff
- address the outcome of the Equisar report
- individual plans
- a consultant identified to go in 3-4 days per week to bring about change.

A manager was appointed in the summer term, who has not been fully supported. Some staff members find it difficult to work within a committee structure. Many staff change annually

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so it is very difficult for a committee. This year most members have stayed on to give continuity.

A governor asked what the Equisar report was – it is an environmental check on quality of provision, with an outcome between poor and good, for interaction between the staff and children. The rating went from 1-7 and the playgroup came out as 3-4.

JD told the meeting that AW and she have supported the group for a very long time and the committee has been the hardest working one for a long time. It was a disappointing and damning report. Both the committee and the school want the playgroup to succeed and are doing everything possible.

The next stage is 01.03.12, when everything needs to be in place. On 26.04.12, at the next Community and Facilities meeting, the agreement will be looked at again, to see whether the group will continue on site from September 2012 or whether it needs to close. The school wants to have provision on the school site, but it needs to be of good quality.

The Community and Facilities Committee has written a letter on behalf of the Governing Body. SCC has been out to speak to the staff there, as they are keen to see it continue too as there is a lack of pre-school provision in the city. KW asked whether it is OFSTED registered. It is. KW wanted to know if the report came after an OFSTED inspection, but it was a SCC regular visit. It does affect the school because the children come into the school with lower starting levels compared to other children in the city.

MS asked whether it could start up under another name if it does close. The school has looked at whether it would be possible for governors to set up a playgroup, but this is not possible, as it would not get funding. It could be closed and then the school tender for a private group to open up on site. There are risks involved here as a private group might not work within the ethos of the school as its main aim would be to make profit. The point was made that this is a big organisation valued by the school community as well as the local community so there is a need to resolve the issues. KW asked whether staff are appraised. They are, but the committee system makes it difficult to enforce. However, the school is now more in control with the policies strongly in place. All the members work voluntarily, but having a consultant in place will hopefully make a difference with things being followed up. This has not been possible up to now.

CS has advised that she will not be able to attend the next Community and Facilities Committee meeting and has asked someone to chair it. TC asked AW if it were possible to change the date of the meeting, but there can be no delay as a decision needs to be made by 01.05.12.

## 09. FINANCE AND PERSONNEL

Minutes were sent out with the agenda. With reference to the budget, the position of site manager has been pulled and there will be a reorganisation.

SLAs: hope to have economies by working with other schools.

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Lettings: The Polish school has not had an increase in charges. It will be reviewed at the end of March. Other lettings remain unaltered.

Financial benchmarking: Foundry Lane was average compared with like schools.

Solar panels have been previously discussed. The LA is to get the energy savings.

Governing Body training – the school is hoping to get a better price with Newport Educational as a family of schools.

The school needs to plan for school pay once it increases in size.

There were no questions. TC asked for volunteers to join the Finance Committee and KW agreed to join.

There were no further comments or questions and a ten minute break followed.

## 10. CURRICULUM AND ASSESSMENT COMMITTEE

A report had been received from Cathy Baggott, the new SENCO, looking at SEN education in school and key areas for improvement. There are a lot of special educational needs and 8 children have statements (the school has never had such a high number). The progress of SEN children, based on the data from last year, which was very good, shows that they make better progress than those nationally. However, Action + children need to be looked at, as their progress is inconsistent – Cathy Baggott is looking at this information in detail.

Jack Davis reported on literacy in school, notably The Regents Park Family Reading project. In the new OFSTED framework real emphasis is being placed on reading (there is a new screening test in Yr1). The focus is particularly on Level 2 in the curriculum, children who are just at the national expectation in Yr2 and who find it difficult to progress through KS2. If they are still at a Level 2 when they go to secondary school, they do not have the expertise to cope with the curriculum.

The point was made that working with the other schools is a very interesting and valuable co-operation.

## 11. SEF / SDP

Governors were given two sheets: The SEF summary sheet and the school targets.

The SEF is written to give to the OFSTED inspection team, to show how the school grades itself. If it is done well and accurately, the inspectors take a lot of information from it. The summary document is backed up by further 10-12 pages of documentation, which is almost complete in its latest form, giving evidence to support the judgements in the SEF.

SEF:

(Point 1) Intro: this is still being worked on

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(Point 2) When the school looked at all the evidence, tests, reports etc. it decided to focus on this, as areas for whole school development;

Strength – whole school values

Focus – on literacy achievement; SEN pupils (early diagnosis and tracking to ensure pupils get the correct support); a teaching and learning policy has been drawn up; collaboration with the Trust and the Partnership to increase outcomes.

(Point 3) Two key issues have come out of the previous OFSTED inspection:

- To improve the quality of writing across the board – English L4 is now consistently at 80% and the tracking of all pupils shows a positive picture.
- To improve the consistency of teaching and learning by planning for the use of LSAs. A section in the head teacher’s report reports back on this. Guidelines of good practice are in place – the school now has a very large work force (30 LSAs). CPD is being developed so that all LSAs, irrespective of how long they have been at the school, are fully trained. The use of LSAs has moved on massively since the last OFSTED – and this has been demonstrated by classroom observations.

(Point 4) Achievement: Both attainment and the progress made are important. One measure is to make two levels progress at KS2 and in the school more pupils than is the national average make this progress. The attainment of 80%+ Level 4 English and Maths is also higher than the national average.

The school now needs to ensure that the best achieving children get a Level 5. It needs to improve the percentage of Level 4 and level 5 children in English. The school is currently in the top 50% of all schools nationally and is now aiming for the top 40%.

(Point 5) Teaching: The quality of teaching is consistently good, with outstanding features. Classes are monitored on a termly basis. It is important to get judgements right; if the OFSTED inspectors think they are wrong, the school could get marked down in terms of leadership and management. CFR asked whether only one person or more than one person observes a lesson, for moderation purposes. Usually it is two people. CFR asked whether advisers come in to check that the gradings are correct. Yes, the school tries to do this once per year. In the autumn term it is internal, spring term external and in the summer performance management linked with the line manager. Teachers are given grades, but it is not to the OFSTED grading as the school feels it is important for observations to be developmental too. CFR asked whether staff knew when they were being observed. Yes they do and the criteria against which they are being assessed are discussed as well. CFR asked whether teachers have the opportunity to look at other year group teaching. This is difficult to arrange – MS said she would like to observe Yr7 teaching to see Level 5 in action. There should now be more opportunity to look at other schools. A strength of the school is the relationship between staff and children. OFSTED now have a statement in its report ‘the majority of children are engaged’, and it should be interesting to see how this is put into practice.

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AfL (assessment during lessons) is part of the school improvement plan. In a report by the Sutton Trust this is a top area for improvement. APP was introduced two years ago and is a particular system for teacher assessment. Homework and curriculum support online are to be developed. ECity needs wider publication. MS told the meeting that she and ST have had four days' training, which has been very intense. It requires a lot of careful work to ensure the school make it as useful as possible for the children. It is currently at the initial stage and will probably need some hands-on training for parents in school. KW asks how many schools use this system – currently about 50% of all schools. The school feels it is important and the school needs to use it as it costs more than £2,000 per year.

(Point 6) Behaviour and Safety: This is a new area for OFSTED. Attendance and punctuality are also looked at. A strength of the school is the fact that the vast majority of pupils behave well and show a strong sense of community, supporting each other. In terms of further progress, there are IBPs for more challenging children, which always need to be planned very carefully. Emotional literacy is being looked at. Not only is the building on site an important aspect here, but also the school is looking at the extra children who will be coming onto the site on the future. A safety survey is being undertaken for the children, which is more in-depth than previous ones.

(Point 7) Leadership and Management: A strength is the Family of Schools, with a clear vision for improvement. The curriculum continues to provide many opportunities for learning. There are lots of benefits from the co-operative trust, which is an important area for development. The role of the middle leaders (phase leaders) will grow as the school grows. The school has introduced curriculum evaluation days (two have taken place and two more are planned this term). These came about as a result of the mini art OFSTED. Mathematical problem solving and word level work was looked at so that subject leaders are getting hands-on evaluation of their own subject. SEN and able children will be looked at. The school is also planning for the expansion of the school in the autumn of 2012.

CFR asked if the overall judgement of the school is good. Yes. If so why not put the school in the outstanding bracket. The school, however, wants to err on the side of caution. ST told the meeting that OFSTED will look at pupil outcomes first and then at the data. The school can justify a 'good' based on the data. Each of the different areas has a grade descriptor and at this stage the school probably does not know enough of what is meant by it. The school will need to support its grading unequivocally. The senior management team feels that the school is very good, but at the moment there is some uncertainty about what 'outstanding' actually means. The data from the past 2 years is very good – governors were reminded that all the English SATS papers were sent back for re-marking three years ago, but that none of the grades were changed. The school is expecting good data this year, which means it will have three years' worth of solid data on which to base its judgements. Now that some categories have been merged it is difficult to see where the weighting will be. AW has already spoken with St John's and has seen their OFSTED paperwork.

KW asked whether the SEF will change if OFSTED comes next year instead of sooner. It changes every year, in September. KW asked whether the school intends to inform parents

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that the 'very good' of previous OFSTED inspections has been omitted – the school intends to do so.

A final copy of the SEF will be submitted to governors.

The whole school targets have also been updated under the new OFSTED headings. Governors are to let AW know if they want a new, updated copy of the whole SDP.

## 12. TRAINING

AW has been booked on a course.

CS also tried to organise full Governing Body training as a cluster of schools. There will be an agreement from April onwards. TC will send details of all training available once the package has been agreed.

SCC is arranging a RAISEonline data analysis training session on 29.02.12 at St Mary's stadium, which has to be paid for separately.

CS will continue to arrange training for governors.

## 13. ADMISSIONS POLICY

The policy 2013-14 is now out for consultation with 5 responses received. Three of these were positive and the other two seemed to misunderstand the priorities. It is children 'in care', not 'child care'. On a partnership note, the statement Foundry Lane decided to take out at its last meeting has also been omitted by all the other schools. The admissions policy will now go back to the city and the lists go out in May. The school has been told it has 90 pupils for YrR in September.

The Independent Appeals Service allows SCC to handle appeals on the school's behalf. As a trust school the Governing Body needs to vote that it is in agreement with this. It was proposed by TC and all governors were in agreement

*[Photocopy of document has been filed in Minutes folder under date of meeting].*

## 14. AOB

- Primary Review: There was an issue with the building before Christmas (07.12), when something blew off the roof in the high winds. It has been investigated and Mansell has been cleared of any health and safety issues. Thankfully no one was injured. The building is on target and the hand-over will be on 30.04.

- Clerking: As of 01.04, SCC is no longer offering an SLA for clerking services. ER agreed to carry on clerking.

- Chair: TC has had two one-to-ones with AW since the last meeting. He attended the carol service before Christmas and was unable to attend the Trust meeting.

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There being no further business the meeting ended 8.30.

Date of next meeting: Tuesday 27<sup>th</sup> March, 6.15 for 6.30

Signed  
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Dated