

MINUTES OF THE GOVERNING BODY – FOUNDRY LANE PRIMARY SCHOOL

TUESDAY 27th MARCH 2012

Governors present:	Andrew Tindall [AT]	Clare Satterly [CS]
	Janet Taylor [JT]	Marie Spencer [MS]
	Anne Webster [AW]	Claire Fyvie-Rae [CFR]
	Neil Maddock [NM]	David Higlett [DH]
	Katherine Witt [KW]	Maureen Kirkland [MC]
	Patrick Kennedy [PK]	Robbie Turkington [RT]
	Andy Withers [AW]	

Associate Governors: Sean Taylor [ST]

Others:

Clerk: Elisabeth Ruggles

02. APOLOGIES

Apologies had been received and accepted from Tony Croft and Jack Davis.

01. WELCOMES AND INTRODUCTIONS

A new governor was welcomed to the meeting, Robbie Turkington (community governor). Five members of the school council were present at the meeting and they introduced themselves; Lily (Yr2), Sam (Yr6), William (Yr1), Brodie (Yr5) and Rhiannon (Yr5). All governors introduced themselves to them.

06. SCHOOL COUNCIL

The School Council members come from years 1 to 6. There are 12 members in total as well as 6-8 other children. They discuss and organise a lot of things during the meetings. Some of these are the following:

- Foundry Lane's Got Talent: There were auditions for KS1 and lower and upper KS2. Over 100 children took part. The winners were a dancing troupe from Yr6.
- Driving lessons: this was proposed by a School Council member, but rejected by the others as the children would be too small to reach the pedals.
- Reading Club: this club, which was set up three weeks ago, meets one lunch time per week. Mrs Davis has agreed to run it.

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Chair of Governors
Dated

- Safety in schools: The School Council has looked at playgroup toys, particularly scooters in the KS1 playground.
- Monthly badges for walk-to-school once per week. The children receive a badge if they walk to school at least once a week for a month. Badges have been designed for next year and are being put forward for a competition.
- School Council attended the opening ceremony of WEA joining the trust
- School Council attended the opening of the school kitchen

CS asked about the driving lessons. William suggested it, but the other members of the school council were against the idea. He has suggested a trip to Legoland as it is possible to drive there. When asked about the advantages of learning to drive so young, William said the children would be able to learn the basic steps. Governors were very impressed with the idea.

KW asked whether the children enjoy walking to school; yes they do and more children than last year have been taking part – 382 out of 419. MS asked who takes charge of the organisation once the charts have all been filled in class. The School Council takes ownership. KW asked whether it will be continuing into the new term. ST told the meeting it would be as funding has been secured for the next two to three years. The theme this year is the Olympics – a badge was handed round. Next year's theme is flags and emblems and the best three designs from an in-school competition have been sent off to a national competition.

CS asked about the parking outside the school and whether there has been an improvement. The School Council has not really discussed this so far this year and it should really be discussed again after the holidays. It has been difficult this year with the building work, which has made parking more difficult. AW informed the governors that fines can be handed out if people park on the lines. The children undertook zigzag duty last year.

CFR wondered whether the School Council is planning anything to celebrate the opening of the new school building. A goalie came to open the new kitchen. MS also asked whether the School Council had any ideas for the diamond jubilee; this is on the agenda for next term.

AS asked whether the Reading Club was well attended. School Council hopes so. It meets in the library. KW asked what they did. The idea is that the children read together.

CS asked about the other children who attend the School Council and asked how they are chosen. School Council can bring children from their class as well as other children who are very interested in finding out what goes on. They also might have had an idea that is added to the agenda. There was a suggestion box, but its current whereabouts are unknown.

The School Council asked the governors what they did. DH told them governors are here to help AW as the head teacher and the school in its running, including looking after the financial side. They talk about how the school is doing and how it can be improved. AT said that when the school became the Regents Park Trust, the governors also became in effect the employers of the staff, so governors had to find out what that involved, including getting

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insurance sorted out. Governors also meet with other schools to look at improving the facilities and opportunities for all the children. The School Council and the Governing Body want to make Foundry Lane an even better place and bring ideas together to do so.

The School Council asked if all governors were at the meeting; one governor was missing as well as Jack Davis who attends. There are two vacancies. DH told them that the Governing Body meets as a whole once every half term with other meetings in between. MK asked how often School Council meet – this is every Tuesday at lunch-time. CS asked whether the children had packed lunch or school dinners – the children have both.

MS thanked the children for explaining everything so clearly and so well. DH thanked them for coming.

[School Council left the meeting 7pm].

03. DECLARATIONS OF INTEREST

None

04. AGREEMENT OF PREVIOUS MINUTES

(p2) under School Consensus Information: delete ‘Johns’ and insert ‘Marks’

With this amendment the Minutes were signed as a true and accurate record of the meeting by the Vice-Chair.

05. MATTERS ARISING

OFSTED School Evaluation group: please speak to AW if you wish to be included in this group. It will involve going through the SEF in greater detail.

School Clothing: Sainsbury’s in Lordshill will stock burgundy uniform when they get their next intake of school clothing.

Governors’ letter: Two more applications have been received for the parent governor posts. It was suggested that they are contacted and offered the opportunity to join a sub-committee to gain experience and allow the school to profit from their expertise.

Robbie Turkington needed to be voted on to the Governing Body as a community governor. He was asked to leave the room and a vote was held by a show of hands. There was unanimous agreement and he was invited to join the Governing Body.

07. TRAINING

The school now has access to training via Newport Educational, which has been paid for. The new SLA will come into effect on 01.04.12. Anne Webster has two courses coming up.

CS will send the two new governors information relating to the new governor induction training.

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CFR recommended that the Governing Body look at the new OFSTED criteria as part of full Governing Body training.

CS spoke about the induction pack, which was handed out to new governors in the past. She is happy to update this, but to simplify it as much as possible so it can be e-mailed.

08. PARTNERSHIPS INCLUDING TRUST

The Regents Park Family (RPF) comprises 6 schools. The curriculum meetings for Maths, English, the foundation stage (YrR) and SEN have continued. There has been a request for an ICT group. There are other groups, such as administration and site management to share expertise and economies of scale.

At the RPF Steering Group it was agreed that there may be problems with governing bodies having enough available governors for appeals panels and it was agreed to loan governors between schools if this is necessary. It will be added to the federation agreement.

There is an ongoing shared learning programme. There is a desire for RPF to have an impact on learning. Regents Park has got funding for teaching skills and as both OFSTED and the government have a drive on literacy, it was decided to use this money to look at literacy across the schools and how to move those children forward, who are not making progress. It will look at strategies and how much progress is made using them. Experts within the schools have been identified who will give training. It is an expensive project and it was good to get this funding. A governor asked why it was so expensive – the money is going towards resources as well as releasing teachers. MK said that 50 teachers are being trained on early phonics. Sessions take place both in school time and during twilight sessions.

The schools are also looking at transition and the more able children. The Yr6 teachers are looking at how the Yr7 able children are being taught. MS said that they do not have this next step up in school. KW asked what the aim is – it is to try to get the KS2 level 5 to a level 6. Regents Park will also look at how Foundry Lane teaches the KS2 children, such as phonics, the roots of which are lost the higher up the school a child travels and which are used also in secondary school for problem solving.

Rachel Clark from Regents Park has been to Foundry Lane to look at vulnerable children and set up meetings with their parents to ensure the transition to secondary school is easier. KW asked what the criteria are for being termed ‘vulnerable’. There is nothing specific – it could be socially or educationally vulnerable, SEN, EAL, attendance etc. It is based on a teacher’s awareness of the child. Feedback from parents has been positive.

The Regents Park Learning Trust. There has been discussion on amalgamating both groups. The Trust(RPLT) and the Family(RPF). St Marks Governing Body wants the school to become part of the trust, but Freemantle (which is an academy) is not keen at this stage. There needs to be some debate where this is going next and it is probable that both will have to remain for the time being. KW asked if there are any other secondary schools which are

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likely to join, but this is unlikely. There was some discussion on speaking to St Anne's, but this will create rivalry between the secondary schools.

CFR asked where the current Yr6 is going. 38 children are going to Regents Park and the others are going to USH, Redbridge or Oasis. None are going out of city this year. Schools out of the city are quite worried as traditionally a lot of children have gone to these schools.

The official launch of the Learning Trust is being discussed. Something that will coincide with World Sports day is being looked at; 25th June. It could involve children and staff moving between schools as a giant relay race or something taking place on the common. The ground behind St Marks school has been bought by SCC and there is money to redevelop it as a sports ground. All schools are discussing the options at the moment.

09. SEF/SDP UPDATE

The SEF is the School Evaluation Form, which is written for the OFSTED team to look at prior to and during a visit. It is now also looked at by others as well. A meeting was arranged with Nigel Ash, who was employed by SCC but is now working for the USH Learning Trust. He is very good with data as well as being an up to date OFSTED inspector. The SEF summary was given to governors at the last meeting. Since then the school has received advice from Nigel Ash and the summary has been updated again. [This was handed out at the meeting].ST and AW will have to add a little more evidence and the SDP will also need slight amendments.

Nigel Ash advised that the impact of any work is clearly stated as well as the expected impact from any work undertaken. The school intends to arrange meetings with Nigel Ash three times a year for him to speak to the management team (and governors) as well as a further day for class room observations and looking at children's work.

CS asked what the timeframe for the targets is – the school is working on about one year, although the SDP is developed each year so that it in effect covers a three year period. The detail and planning take up a lot of time, so the school needs enough time and opportunity to put the plan into practice.

CFR stated that with everything the school does, it needs to show more evidence. She commented that the report from Nigel Ash was very thorough. The school sent information through to him and he then spent the morning at the school. He has also in the past done the OFSTED training for the school. It is important that he builds upon the context further. DH found the report contained a very useful list of things to pick up on.

10. SAFEGUARDING

The new entrance to the playgroup is now in action and seems to be working well. The playgroup parents can now come in by a separate entrance and do not interfere with the lunch-time playtime. By next year the school hopes to have an intercom on the main gate, rather than on the school building. The cost of this is estimated in the region of £3-4,000.

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11 FINANCE AND PERSONNEL

The Minutes were handed out at the meeting.

Matters arising:

- Y budget expenditure (money received for community use, e.g. the Polish school) – the income over the past few years amounts to £17,000. It is suggested to spend the money on a number of things. Firstly a changing bed in the new YrR toilets. The architect has put in a changing bed, but it is not the right one. Secondly the third part of the building project (element D) is to put toilets in upstairs in the new building. There is no money left in the budget to do so, but the school thinks this is important as in September Yr2 children will be up there and it is a long way to go to the toilet downstairs. Capita is quoting £22,500 to put them in and the school wants to look at this cost – either doing the whole thing or half of it. ST asked whether the original plans could be used. The basic plans can be, but there is nothing that shows any great detail. AW is trying to get the architect to become a governor as he lives locally and has skills that could benefit the school.

SLA for services bought from SCC was discussed at the Finance Committee meeting. The number of services on offer is shrinking. As a Family of Schools speech therapy is being arranged. The schools are getting a better deal on governor training. The SLA offering maternity leave reimbursement from SCC has ended, so TC is looking at an insurance policy that Foundry Lane or a group of schools can take up (covering both maternity and long term sickness).

Broadband still needs to be sorted out. Traditionally it has been very expensive when offered by Capita (£25/child). SCC is trying to organise its own broadband on behalf of schools as schools refused to pay this amount. Capita is now offering £17.50 per child. If the school organises a private provider for e-mails the price could be reduced even further by £3 per head. For this reason the school is holding out on accepting any service at the moment – anything that is taken up will probably go to the end of the school year.

AW proposed accepting the SLA as agreed by the Finance Committee. He was seconded by MK and all governors were in favour.

The school does need to look at ways of saving money as costs are increasing and the budget remains the same.

12. ROCK CHALLENGE

This was a brilliant event, which Foundry Lane won. Neil Maddock was thanked for all his work. He felt that it was a privilege to be involved and the children were very committed – they did not miss a rehearsal. It was a fantastic community event.

The school has been invited to perform at the senior final in Portsmouth on 18th April, although they will not be competing. A coach is being organised and the children are bag-packing at Sainsbury's to raise money to pay for this.

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CS was disappointed that the wrong photo and school appeared in the Daily Echo.

After the event it was evaluated with staff. The school usually enters every two years because of the amount of work involved. It was agreed to carry on with this. The Governing Body gave a vote of thanks to all staff and governors involved and also passed their congratulations on to the children. The performance lasted 8 minutes and governors had an opportunity to watch this in the break.

There was a ten minute break.

[PK left 7.45]

13. PRIMARY REVIEW

Unfortunately the contractor was unable to stay to speak to the meeting. The building is on track to be handed over on 30th April. However, the last details are taking up a lot of time. Once the handover is complete, other things need to be arranged – telephones, AV equipment, projectors, furniture (the lead time for which is 6 weeks), fire risk assessments etc. It is expected that the new building will be operational by half term.

At the moment staff are being asked about an opening event. The school is looking at inviting some authors and holding a literacy event. Perhaps the children can dress up as book characters. The School Council still needs to be involved. The school is also looking at a five year development plan. All the year groups will be sited in their correct places in September, but the school wants to make the maximum use of the spare rooms over the next 5 years. Any furniture will have to be multi use as a result.

CFR asked where all the different year groups are going:

YrR the two rooms at the end of the school on the ground floor and Mrs Cattermole's class

Yr1: the other three rooms on the ground floor

Yr2: studio and 2 rooms upstairs in old building

Yr3 and Yr4: top floor old building

Yr5: lower part new building, 3 rooms (+toilets)

Yr6: upper part of new building (+ music studio)

The old building is being upgraded on an ongoing basis to bring it up to the same specification as the new building – four new projectors have been installed in the last month.

The next stage is the operational side. The new building has different features such as vents, self opening windows, a code for the lift, so it is important that these are tested.

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A big problem is finance. The capital money for next year (received) is £8,000, so the school does not know how it will pay back £28,000 owing. Normally the school receives in the region of £15,000, which is spent on ICT.

In September YrR will have 90 children. Induction takes place straight after the summer term half term holidays, so this is a good opportunity to move everyone to their new spaces to see how these work. CFR asked about staffing for YrR as presumably one new teacher will be needed. Mrs Phillips is on maternity leave so the school hopes it will not have to recruit. There was also a question about Tiger Club; does it require some one extra to cope with extra demand. This is a possibility. KW wanted to know if it would stay where it is currently in the Community Room.

AW asked when the disabled toilets in YrR would be signed off. This will hopefully take place after Easter. The delay is because the changing bed is too small. One is needed that is 1.1m long.

14. COMMUNITY & FACILITIES COMMITTEE

- Playgroup partnership: There is an ongoing process of monitoring to overcome the difficulties. 26th April is a key date, when the recommendations suggested and agreed should have been put in place. Kim has resigned, which has had an effect on Tiger Club.

- Repairs and Maintenance SLA: this is being managed well by Nigel. The main expenditure has been for the new windows.

- A Health and Safety discussion took place on a new social networking policy received from SCC, designed to help the school and teachers protect themselves. This was accepted.

15. CURRICULUM & ASSESSMENT COMMITTEE

1. The SEN policy was reviewed and small changes were made. It is a key area for the school as it needs to get more consistency with the children. Cathy Baggott is doing an excellent job.

2. As the science teacher stand-in ST gave a report to the committee.

There were no further questions.

16. HEAD TEACHER'S REPORT

Number of children on roll: 419

The list of children for September has been received. This list had to be looked at to look at children with medical evidence (there were two). This is now complete and has been returned to SCC who will finalise the list.

Staffing: There have been a few changes. Ellie Bennett, who has been at the school for 14 years, is leaving to take up a French post in North Baddesley. There have been some very good interviews for her replacement and someone will be in place from September.

Signed
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John Whitford has resigned as assistant caretaker to retire. This coincided with the need to increase the caretaking hours. Interviews will take place 28.03.12. CFR asked how many applicants there were – there were 12, of which three have been called to interview.

The SDP had already been discussed in the meeting.

OFSTED preparation shows the key issues from the last inspection. The parenting courses have been very well attended as was the January parents' evening.

Attendance on the census day was the highest ever. It was a very good percentage; however, twelve children with persistent absence is a higher number than the national average, with one or two vulnerable families in this group with medical issues. DH asked whether 95% is still the threshold. It is and the next band is 96.1%. This is very good as the school has been working towards this. In response to a question from a governor, it does not include children who have not yet turned five.

The report also detailed the amount of training which has been going on, including safeguarding.

17. AOB

KW pointed out that the number of parents smoking outside the school gates before and after school is increasing. Dogs are also being left; Was it possible for the school to extend the smoking ban. This is not possible, but the school will try to get the parents' co-operation through the newsletter. Perhaps if they moved away from the yellow railings it would be a bit better. AT suggested that the children make posters – this will be put to the School Council. All governors agreed that this would be very powerful. KW and NM agreed to support the children in doing this.

CS gave her apologies for the meeting on 22.05.12.

AT passed back some feedback from parents for whom the school was not their first choice. The teachers are nice as is the school and there is greater parental involvement than at their other child's school.

House point ceremonies: 04.05 and 11.05 (Fridays) 9.15 and 10.00. CFR will try to do these. KW put forward her partner.

MS thanked AT for his help with chess and reading.

There being no further business the meeting ended at 8.35

Date of next meeting: Tuesday 22nd May 2012

Signed
Chair of Governors
Dated