

MINUTES OF THE GOVERNING BODY – FOUNDRY LANE PRIMARY SCHOOL

TUESDAY 22<sup>nd</sup> MAY 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]            Maureen Kirkland  
   Andy Withers [AW]            David Higlett [*arr'd 7.05*]

Associate Governors:        Sean Taylor [ST]

Others:

Clerk:                            Elisabeth Ruggles

Prior to the meeting governors were able to look round the new school building.

01.    WELCOMES AND INTRODUCTIONS

None

02.    APOLOGIES

Apologies had been received and accepted from Clare Satterly, Robbie Turkington, Patrick Kennedy and Jack Davis. David Higlett and Katherine Witt had notified the Chair they might be late.

03.    DECLARATIONS OF INTEREST

None

04.    AGREEMENT OF PREVIOUS MINUTES

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

05.    MATTERS ARISING

OFSTED School Evaluation Group: 12.06.12 was agreed (6-7pm). TC, ST, AT and AW will attend.

Signed  
Chair of Governors  
Dated

## 06. PARTNERSHIPS

### Regents Park Family of Schools.

The curriculum groups are still continuing. ICT has not yet met – a realistic start date for this is in September. Work on music has re-started after some delay due to illness and is happening with other schools too.

ELSA is coming in to school to talk to the parents of vulnerable children who the school feel might have difficulties with the transition to secondary school.

Shared learning project (to increase the levels of attainment): This is now coming to the evaluation stage and already it is clear that it has been very effective for the children involved. All the schools involved want to keep it going and Regents Park is hoping to get more funding for it.

Olympic torch: This will be run from school to school within the Family and it will finish at Regents Park. The timescale is as follows:

Friday 25th May the torch will leave Regents Park bound for St John's  
 Friday 1st June (last day before 1/2 term) St John's to take to Banister  
 Friday 15th June Banister to take to St Marks - ready for the Olympic festival on the following Monday (18th)  
 Friday 22 June St Marks to take to Freemantle  
 Friday 29th June Freemantle to take to Foundry Lane  
 Friday 6th July Foundry Lane to take to Regents Park

Olympic Sports will take place from 18th - 22nd June each morning at the Civil Service Ground at St Marks. Each year group will visit on a different day and compete in events against different schools. Each school will wear a different colour and it promises to be an exciting week. It has been organised by Simon Sinclair, the sports co-ordinator and now each school's PE co-ordinator need to take it on. It is linked to the launch of the Regents Park Learning Trust.

### Regents Park Learning Trust

In recent Governing Body meetings there have been discussions about involving Freemantle and St Marks. AW has been asked to make a presentation at St Marks' upcoming Governing Body meeting next week (28.05 at 8.30pm). They hope to join in June 2013. All governors are welcome to attend.

A new, local co-op shop is opening in Foundry Lane and the school has been asked to open it. The School Council will do so and the school will be given £500. The school will also run past this new shop with the Olympic torch. During the run, runners will go past as many co-operative stores as possible.

The Learning Trust is hoping to get the Southern Co-operative Group as a partner. Unfortunately Total Coverage has ceased trading and can no longer be a partner. The other two partners are WEA and the Southern Health NHS Trust, which deals mainly with mental health. They have not really engaged yet, so the Learning Trust is going to talk to them. It is

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hoped that children and parents will gain a better idea of mental health in the community through them.

Freemantle will not be joining the Learning Trust until September 2013 at the earliest. They are consulting about becoming an academy and do not want to confuse the two issues.

#### 07. OFSTED UPDATE

St Marks had its OFSTED three weeks ago and Freemantle's was last week.

#### 08. FINANCE AND PERSONNEL INCLUDING AGREEMENT OF BUDGET

Quotes have been received for toilets in the new building which need to be built.

The unofficial accounts have been audited.

The holiday care fees are being increased by £2.

The ISR review (individual salary range – the rating through which the Head- and Deputy Heads salaries are set) is being looked at. AW and ST have been at the top of their range for some time; it is based on the size of the school and it was presumed that it would increase as the school increased. This is being discussed; currently both are in Group 3. Each child is 'worth' seven points and if the school has more than 470 children on roll this rating will move to Group 4. This will have to be ratified by two non teaching governors and the Chair.

The 2011-12 budget has a surplus of £40,000 to carry forward. All new governors received a copy of the new budget with the agenda. There were no questions on the budget plan and so it was proposed by Tony Croft to accept a budget for the year 2012-2013 with a total expenditure of £1,691,697 against a total income of £1,667,037, with a balance brought forward of £40,610 and a carry forward balance of £15,950. This represents a loss for the first year, but the three year budget plan shows a surplus going forward. He was seconded by Maureen Kirkland and all were in favour.

Nigel has asked for his salary to be looked at.

The two new governors would like to receive finance training.

*There was a ten minute break.*

#### 09. CURRICULUM AND ASSESSMENT COMMITTEE

The Collective Worship policy was reviewed and agreed with no major changes. The Sex and Relationships policy was also reviewed. Some changes were made last year. These were to incorporate parental views and the policy has been very positively received.

There was a Maths report; there has been a slight dip in attainment, although the results are still above the national average in both key stages.

A curriculum monitoring day has taken place recently in order to give middle managers the chance to monitor and evaluate their and their colleagues work.

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SATs tests have been taking place. Level 6 has been introduced this year. The school put in a number of children for reading, but none for Maths. CFR asked how it would affect league tables. This is not yet known. However, it has been a successful week for Yr6.

#### 10. PRIMARY REVIEW

All the governors had an opportunity to look at the new building. There are a few outstanding issues, but it should all be ready for the opening on 11<sup>th</sup> June. The school is looking at quotes for the ICT network as the one in the existing building is not strong enough for both buildings. It is hoped that this will be completed over the summer, along with the new toilets.

New furniture has been ordered and the aim is to move year groups around so all classes are in place for September. Plans have been passed for the re-modelling of the room that will become the third YrR class room.

Nigel is getting quotes for blinds for all windows. CFR asked whether the school had considered film for the windows. Yes, but this is deemed not be sufficient. Roller blinds for the windows and dual blinds for the doors are being considered; but the plan is not to order anything quite yet, but to see how the rooms operate for the next few weeks without them. The most recent quote is £4,000 for all blinds. The school does need to spend the £70,000 allocated for the building, but it is important to get it right. The signage needs to be changed. There are some whiteboards and pin boards missing and these have now also been ordered.

Fire procedures are being worked on. Two fire assembly points are needed, which has issues on where the registers for the classes will be. There is a concern that registers and classes will not be in the same place. Regents Park has offered to help with this and other schools will be asked by MK and JT to see what they have done in a similar situation. It is something that needs to be looked at closely; the school had to do it on the day of the meeting as some children came into the new building with the architect. The children were very impressed, which was great for the architect. The Green Flag energy assessment is being done on 1<sup>st</sup> June.

In the old building some outstanding issues are being chased; the toilets have not been signed over yet. SCC is not replying to AW and it is the last thing in the budget to be signed off.

On 11<sup>th</sup> June the mayor is coming in at 9.15 to open the building. All the children will witness the cutting of the ribbon and then go inside for an assembly as the Hampshire Poet Laureate will be visiting the school for a few days. Parents will then also be able to view the building. Governors are welcome to come and celebrate. There are different activities going on during the week. Neil Maddock is composing songs with the children; the Echo will be visiting to help the children write a newspaper article, there will be a visit from a librarian. On Wednesday there will be an open evening for local residents and on the final day (Thursday) children will come to school dressed as book characters. Friday is a normal day as thirty Yr6 children are off to camp.

The studio will be in action so each child should have an opportunity to use it before the end of the school year. The meeting room used for the Governing Body meeting will become the new meeting room.

The last outstanding item is gates with netpads. Storage and bins outside the hall are some things that may be required.

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The project for next year will be the hall. Lottery funding will be looked at for this; it is envisaged the cost will be £300 – 400,000.

## 11. COMMUNITY AND FACILITIES COMMITTEE

The key issue at the meeting was the play group partnership as the meeting had a review of the progress made towards the targets set in order for the play group to stay on the school site. Vanessa has taken on the management and Claire works for the PLA (pre-school learning alliance). It was proposed to extend the time allocated to the targets until September 2013, but to monitor progress very closely.

Some staff have to go through competency procedures, which takes ninety days and this will not be complete until after the summer holidays. The next review meeting will be in January 2013.

## 12. TRAINING

CS is resigning as a governor, so if anyone wants to be the new training governor, please let TC know. The school is signed up with Newport Educational for training and CS will continue to book sessions for the time being.

AS spoke about the challenge and support training she went on. It discussed the role of governors as critical friends to the school. There was a lot of talk about OFSTED and it is very important to document evidence. Governor surgeries were suggested and AS wondered whether these had been used in the past. They were organised in the past; it started off quite well, but it got to a point when no one came. It could be tried again. CFR suggested it was tied in with the coffee mornings that are put on.

Newsletters were also discussed during the training. Again, the newsletter was used to introduce governors and the Governing Body in the past. This could be done again. The parent questionnaire is due to go out soon and links with governors could be added as a question. Parent governors could also try to find out from parents what they would like to see. Evidence that governors visit the school and meet with teachers is also very important. CFR and other governors in the past have been present at house point ceremonies. AT has played chess and driven the minibus and NM has done a lot of music in school. This is possibly an area of the SEF that needs to be strengthened. It was also suggested that the Head Teacher's report contain details of governor visits to school etc in the leadership and management section. CFR asked whether governors could take part in a learning walk, looking for evidence of certain things. Examples of work (high / low scoring) could also be incorporated in the Curriculum & Assessment committee meetings.

Staff well-being surveys on behalf of the Governing Body were also discussed during the training in order to monitor staff morale. MK thought this was a good idea, although the existing staff questionnaire already asks how the lives of teachers can be improved.

The fact that the School Council is invited to attend Governing Body meetings from time to time shows links. Governors could also attend the meetings of the School Council.

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### 13. SAFEGUARDING

TC has recently attended this training. There were 25 people at the training; it was quite harrowing and two people walked out. It has been estimated that a paedophile will have 48 victims until he/she is caught.

AT said that the safeguarding of staff was discussed at the Curriculum & Assessment committee meeting. He was concerned if a child makes a false allegation about a member of staff or something is viewed as being suspicious. The concern is to protect staff should such a situation arise.

Staff members receive training on this. The school has had whole staff training on safeguarding. All teachers have guidelines to follow and other teachers are supposed to monitor the behaviour of fellow members of staff. It includes never being in a room on your own with a child, using the school's (mobile) phone to ring parents etc. There are also strategies in place, such as chaperoning for going to the toilet. However, it is very difficult to monitor with Facebook and social networking, although the Social Networking policy deals with this. MS said that teachers are very vulnerable and it is for this reason that teachers are in a union. It all comes down to professionalism; if there is a concern, the school will talk to the person involved. If there is an accusation, the unions are involved.

26.6.12: AS is on a course 'Safeguarding and Child Protection' at Ludlow School, 7-9pm.

### 14. AOB

None

There being no further business the meeting ended at 8pm.

Date of next meeting: 17<sup>th</sup> July

Signed  
Chair of Governors  
Dated