

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

TUESDAY 9<sup>th</sup> OCTOBER 2012

Governors present:	Andrew Tindall [AT]	Tony Croft (Chair) [TC]
	Janet Taylor [JT]	Marie Spencer [MS]
	Liz Smith [LS]	Claire Fyvie-Rae [CFR]
	Neil Maddock [NM]	David Higlett [DH]
	Kathryn Lugg [KL]	Robbie Turkington [RT]
	Maureen Kirkland [ML]	Sam Barnes [SB] <i>[arr'd 7.00]</i>
	Andy Withers [Head] [AW]	
Associate Governors:	Sean Taylor [ST]	
Others:	Jack Davis [JD]	
Clerk:	Elisabeth Ruggles	

## 01. WELCOMES AND APOLOGIES

TC welcomed all governors to a new school term and year. There were apologies from Pat Kennedy, Anne Webster and James Caswell, which were received and accepted.

## 02. APPOINTMENT OF OFFICERS AND FORMATION OF COMMITTEES

Chair Election 2012-13: There was one nomination for Chair, Tony Croft. He left the room and was unanimously voted in as Chair for the forthcoming year.

Vice Chair Election 2012-13: There was one nomination for Vice Chair, David Higlett. He left the room and was unanimously voted in as Vice Chair for the forthcoming year.

TC had already sent all governors details of committees by e-mail, so they could decide which ones to sit on. These were taken in – TC will collate them and contact governors. Those who had not received the information were handed out these sheets at the meeting.

## 03. DECLARATION OF MINUTES

None. The Register of Business Interests, which is a legal requirement and has to be updated each year or when a new governor is appointed to the Governing Body, was handed around for all governors to sign. In addition to this a 'Governor Details Sheet' was handed round the meeting, for governors to add to or amend their details. This is a confidential document for use only by the Governing Body.

Signed  
Chair of Governors  
Dated

#### 04. AGREEMENT OF MINUTES

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

#### 05. MATTERS ARISING

- Training Governor: KL agreed to be the Training Governor. TC will give her all the details he has been given from Newport Educational, who deliver the governor training.

- New Governors: Liz Smith introduced herself. She is the parent of three children and works as a local early years' advisory teacher (pre-schools and YrR). Sam Barnes also introduced herself as the Deputy Head at Regents Park School. All governors and the clerk introduced themselves.

- Numbers on role: For the budget, there were 448 pupils on role. Currently the school is 3 pupils off full capacity with 447 children.

#### 06. GOVERNORS' CYCLES

These have been put together for different committees. A few years ago when the new committees were set up, it was agreed that some of the key issues would be dealt with at committee level (Early Years etc). The cycles are used when drawing up the agenda for the Governing Body meetings to make sure that everything necessary has been dealt with by the relevant committee.

ST as the Chair of the Curriculum & Assessment committee has looked at its cycle and made a few changes. The Community & Facilities committee has also reviewed the cycle (it has already held its first meeting of the year). The Finance & Personnel committee cycle has been reviewed again since published (a new copy was handed out at the meeting) as the old cycle related very much to SMSiS, which is now defunct and has now been superseded by SFVS (Schools Finance Validation System). This needs to be completed once a year by governors. Governors' attention was drawn to January, by way of example, where there is a whole list of items listed under SFVS. Although this will entail an extra meeting for the committee, it will take the pressure off other meetings. The cycles have proven to be very useful for committee members.

Safeguarding is a new cycle and covers a range of areas governors need to look at and be aware of. Safeguarding is a standard agenda item at all committee and full Governing Body meetings.

#### 07. COMMUNITY & FACILITIES COMMITTEE

The meetings for this committee take place on a Thursday from 6-7pm. A new Chair is required.

It is a varied committee with input from Tiger Club, Sue Hoskins (the school gardener), Nigel (the school site manager) and the Early Years group.

Signed  
Chair of Governors  
Dated

There is a new playgroup manager and the playgroup is moving forward very well in terms of the provision it offers. Tiger Club is very successful. Foundry Lane is the only school in the Family providing holiday care. It might be necessary to consider expanding the club at some point. The greatest risk is in the number of staff required as it will have to break even.

Eco-School: Sue Hoskins has identified a grant to install a wind turbine and solar power. She is also working on a link with schools in Poland and is hoping to get a grant through the Co-Operative Trust for this. With the number of Polish children at the school, it would be very worthwhile.

Repairs and Maintenance: there are now new toilets upstairs in the new building. The job did not run as smoothly as was hoped in the summer holidays, but as a result the school received a discount of £2,000. This is positive as all the spare money was spent on these.

Health & Safety: There is a big wrangle at the moment between the Fire Assessment Officer and the consultant from Churches, relating to the fire escape upstairs in the new building. Whilst the fire escape staircase is wide enough, it appears that the doors might not be, when the school is at full capacity in a few years' time. There is some dispute as to whether the regulations being referred to apply to adults and not children. A meeting has been arranged for 25.10 to try to solve the issue.

It was pointed out that the diffusers from the lights in the meeting room are missing. They keep falling down. There is a design fault with the ball bearing catches.

The Polish School and other community use: The school is in use four evenings per week as well as Saturday morning, when the Polish school uses 8-9 classrooms each week. It is good income for the school as well as providing a good community service.

## 08. FINANCE & PERSONNEL COMMITTEE

Meetings for this committee are on a Wednesday at 4pm.

An alternative e-mail system is being considered. The school is looking to change next April.

The bulk of the meeting was spent looking at a revision of the budget that was set in April. Staffing has increased by 15% due to having employed an extra teacher in the run up to a teacher going on maternity leave. (This has worked very well). Nigel has also received an increase in salary. The balance brought forward increased to £22,000, including extra money received from the LEA at the end of the school year (which was spent on the new toilets). There is a contingency of only £1,111, which is very small, but the school is confident that there are areas where savings can be made. Additionally, the school tends to receive more money from various sources than it has budgeted for. Finally the school was almost at maximum capacity for the pupil number census (448) so will receive almost the maximum amount of funding.

All governors at the meeting were handed a new three year budget report. TC proposed the Governing Body accept a budget with a total income of £1,667,037, allowing for total

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expenditure of £1,706,536 with a balance brought forward of £62,697, and a carried forward balance of £23,198. He was seconded by Maureen Kirkland and all governors were in favour.

Tiger Club will see an increase in admission fees from October half term 2012.

## 09. CURRICULUM & ASSESSMENT COMMITTEE

The Minutes were handed out at the meeting.

A review of the cycle added a few more things to the committee's remit.

- A review of curriculum information for parents
- The school is expecting more government advice on the Sex and Relationships Education policy

The meeting looked at the provisional KS1 and KS2 results. RAISEonline is expected to be published at the end of October. Last year's results were very positive and OFSTED looked at them when they awarded the school a 'good'.

The Fischer Family Trust's data was looked at. This is a charity that collects the data on all children nationally. Last year's targets show that the school was in line with the top 35% of schools at KS1 and with the top 25% of schools at KS2. Improvements were shown to be 80% of children achieved a L2 at KS1 and a L4 at KS2. At KS1 Level 2 has three levels within that, so more children were achieving the middle level. At KS2 the school needs to concentrate on L5 children. Last year more children than ever before achieved a L5.

Focus for the year:

1. Build on the good progress at YrR. 25-30% of the children in reception are below the level expected at entry.
2. Writing – look at grammar and sentence structure
3. Maths is not consistent through the school

TC asked whether the provisional results reflect the work that has been done throughout the school in the past years. Yes this is the case and now Maths will be targeted.

## TRAINING

Clare Satterly received details of all the training courses as training governor as did all governors. Governors can book training either through Kathryn or on their own, but please inform Kathryn of any training undertaken so she can keep an up to date record.

The Regents Park Family of Schools is interested in putting on a shared training for all the governing bodies. CFR suggested training on data (RAISEonline) and SB suggested the new OFSTED framework. A date for this training has not been set yet.

*There was a ten minute break.*

Signed

Chair of Governors

Dated

## 10. PARTNERSHIPS AND TRUST / FAMILY UPDATES

The Regents Park Learning Trust has held its meeting for the term. The key points from the meeting are:

- The WEA relationship is developing well. They provide adult education throughout the country. The Southampton branch has been re-launched with money from the national branch. This extra funding is paying for an outreach worker to work for seven hours a week to promote courses within schools. The aim is to do research (reaching parents either face to face or through newsletters) to see which courses parents would like to see and then running taster sessions to gauge interest. All the WEA courses are needs led. They are already running a fairly extensive 'Helping in Schools' course, which two parents are taking part in, which runs from October to June. Once completed this course gives accreditation towards other courses in the area. A WEA meeting has been arranged at Foundry Lane on 10.10.12.

- The agreement with St Marks is also moving forward. A Memorandum of Understanding has been drawn up, so the school can become a partner. The Articles of Association will have to be altered as they will not have a vote on what happens with the buildings of the other schools as their own buildings are held in trust by the church. The land has not officially been transferred over to the Trust by either Foundry Lane or Regents Park as an agreement has to be drawn up over the solar panels. At the moment the LEA gets the tariff as it paid for their installation. A next step is to undertake membership training. The aim is to hold this at Foundry Lane so that a forum can be set up enabling people to become a member of the Trust.

There were no questions.

The Regents Park Family of Schools. There are six schools in the Family and the biggest benefit has been the curriculum groups. There have been maths, literacy, SEN and early needs groups working together. A science group has just started and an ICT group is due to meet. Staff are asking for these support groups. Expertise can also be shared between head teachers and governors.

The steering group met last week. St John's nursery and primary is looking to go to two-form entry due to increasing demand for places. The memorandum and land issues are the same ones as those faced by the Trust.

At the next Head Teachers meeting the learning project will be looked at. This has been a very successful project over two years targeting certain groups of border-line children for extra help. Whether it can be funded for a third year will be discussed.

The Olympic event was very successful and it is hoped it can be repeated next year. This will depend on Simon Sinclair and Regents Park School.

The meeting will also discuss Pupil Premium. A shared statement needs to be drafted. Pupil Premium is a fund which the government has given to schools for any child who has received free school meals in the past six years, is a looked after child or a child of armed force

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personnel. Each child receives £616. When the census was taken, the school looked at the number of eligible children. The government wants to know how the money is being spent per child and the difference it is making. The school uses this additional funding to fund LSAs. Vulnerable children benefit as the LSAs are working either with them or with the rest of the class in order for the class teacher to do some work with them on their own. However at the time when this child premium was given, other funding for the school was taken away.

## 11. IMPROVEMENT PLANS

The whole school targets were handed out during the break. They have been taken from the SDP.

School Values – Lifelong Learning. The aim is to increase intergenerational involvement. The school wants to run parenting groups looking at both 3-11 year olds (this has already been done and was successful) and 11-16 year olds. Maths workshops to explain the way number work is approached is something that is being organised. Reading remains a focus. 8.30 in the morning is a time when parents and children have an opportunity to read together.

Achievement – This has already been discussed under Curriculum & Facilities. Targets are being used as success criteria for targets within teaching and learning as well as leadership and management. This will lead to an increase in achievement. OFSTED has already said that the school has all the elements of outstanding within the school; it is just a case of sharing all the expertise. A coaching model has been introduced to help staff help each other.

Quality of Teaching - The school has started to work on data. The aim is to make it more readily available and more relevant. DH asked whether teaching practices could be shared between the Regents Park Family. Nigel Ash has already suggested that key people take the opportunity to work in other schools within the Family.

Behaviour and Pupil Safety – [Target 1] At the census the attendance levels were the highest ever – 95.33%. Attendance continues to be a priority, but at the moment the school does not have too many persistent absentees.

[Target 2] The School Code is now six years old. It will be reviewed with children, staff and parents.

[Target 3] The pupil questionnaire in February showed that the current Yrs 5 and 6 children's understanding of bullying is not as good as it should be. As a result the PHSE curriculum is being looked at, but those units in particular. KL asked whether this included cyber bullying. It does and on average there are two incidents a year. MK said that the police have also received training on this and want to come into school to discuss it with the children. Regents Park students with Dave Thorpe (the anti bullying officer) come in to do some work as well. DH asked whether internet safety was also considered and CFR felt it important that this also went out to parents. MK said that the school has run a workshop, but it was very poorly attended. It was suggested that perhaps this was something the police could run for parents. ST pointed out however, that the parents who come in for such events are not the parents the

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school would like to target. It could be something that is introduced to the children when they first start school.

Leadership and Management – There has been a training day for managers and in January it is hoped to run a day on children as leaders of learning.

[Target 3] The schedule for monitoring and evaluation is to be further strengthened. After the Art Inspection curriculum days were introduced to develop the role of the subject leaders. Six have been planned for the year, starting with literacy and maths in October.

[Target 4] Links with the pre-school playgroup: The school hopes to develop this relationship. The admission policy needs to be looked at in order perhaps to give some preference to Foundry Lane pre-school playgroup. Other schools have nurseries and playgroups on site, so it is vital that the playgroup children have good access to the school. Currently the admissions policy gives first priority to siblings and then the second priority applies to distance from the school, there being no catchment area. LS told the meeting that when one looks on-line on the SCC site, Foundry Lane still comes up as having a catchment area, although it does not actually exist. This needs to be addressed.

[Targets 5+6] This is looked at through Curriculum and Assessment

[[Target 7] Three-form entry is dealt with elsewhere in meeting.

## 12. THREE FORM ENTRY PRIMARY

The physical alterations to the building for YrR are working out very well and the school is delighted with this. Approximately 70 out of the 90 YrR children started full time from the very beginning of term and the vast majority have coped very well, although some of the children are very tired!

The school started to look at the 2013 intake this week.

The outside area is developing and has been extended slightly. The new building is working well. The hall is being entered through different entrances. Timetabling is working well and the school has the advantage of extra space at the moment.

The downside is fire drills. A number have taken place during lunch time and during the school day. Everyone gets out of the building safely, but due to numbers, two assembly points are needed. There are three fire marshals, relying on mobile phones to make sure everyone is accounted for. This has been discussed with the Fire Officer, who says provided everyone is out of the building within 2.5 minutes and everyone has been accounted for within 3.5 minutes this is fine. The school will need to have a few more fire drills to practise this.

The Harvest Festival took place with the whole school in the hall and was a lovely event. YrR behaved very well. Class assemblies have been split with two performances. There will have

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to be two Christmas performance, probably on the last day of school, but the children will benefit as there can be two casts.

The school has had open sessions every morning and afternoon of this week; two of which have been very busy.

### 13. PARENT MAIL

Kathryn discussed this with Tony and is a suggestion for school to parent communication. Parentmail offer a service which can be adapted to the school. All letters and events can be communicated to parents using the system, which should hopefully increase the hit rate of information getting home. Parents can always opt out and still receive paper copies of letters instead.

Parents can have an app on their phone showing the school calendar and can use this to get tickets for things, sign permission slips for trips, pay school dinners etc. It will allow parents to spread the cost of trips as they can see what the annual financial outlay will be. The cost of Tiger Club can be spread too in this way. This will reduce the amount of cash coming in to the school office and the number of trips to the bank that need to be made.

KL has spoken to other parents at school, who have been enthusiastic about this. ST and TC have experience of this and find it to be a very good service. CFR thinks it is also very useful for teachers as it is very quick and easy to arrange trips using the system.

Parentmail have a cost per pupil and then an overall cost. It is thought that schools on average save £2,000 per year. The price includes two site visits per year and telephone support at all times. RT asked about security – there is a log in with a dedicated pass word for each person. Parentmail does not have access to all the children’s data, but have only the very basic information. MS asked SB whether Regents Park use this system – they have the texting service, but may well look at the whole package as it sounds good. Foundry Lane also currently has a texting service, but this system would save money.

AW said the school would look at the costs. All governors agreed to investigate this further, not just for Foundry Lane, but for the regents Park Family too. KL, AW and the administration team will look at all the information.

### 14. SAFEGUARDING

There have been no issues since the last meeting.

### 15. CHAIR

- There has been a communication from Clive Webster, congratulating the school on its OFSTED inspection.

- Southampton Governor Association was set up once governor services ceased. It costs £50 per year to subscribe to and there are six meetings per year. Tony cannot always go so asked

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other governors to go if he was unable to do so. All governors were happy to subscribe to the service.

#### 16. AOB

RT made the point that the ‘working together’ sessions are very good, but it is difficult for some parents to get to school for 2.30. He wondered whether the information could be given to parents who are unable to attend. JD said this was not given out as it then became ‘homework’. It is completed at school and is then discussed with feedback as the activities are designed with this in mind. RT felt that as it is voluntary it would hopefully not be seen as extra homework and a lot of parents would be happy to do this. CFR asked if an evening slot could be offered sometimes (6-7pm). JD said she would look at this – interest from parents would need to be gauged and staffing needs to be considered. If it does become an option KL suggested fortnightly meetings.

There being no further business the meeting ended at 8.20

Date of next meeting 04.12.12

Signed  
Chair of Governors  
Dated