

MINUTES OF THE GOVERNING BODY – FOUNDRY LANE PRIMARY SCHOOL

TUESDAY 12th FEBRUARY 2013

Governors present: Tony Croft (Chair) [TC] Janet Taylor [JT]
 Marie Spencer [MS] Liz Smith [LS]
 Claire Fyvie-Rae [CFR] David Higlett [DH]
 Anne Webster [AWe] Robbie Turkington [RT]
 Neil Maddock [NM] James Caswell [JC]
 Andy Withers [Head] [AW] Kathryn Lugg [KL]
 Andrew Tindall [AT] [*arr'd 6.32*]

Associate Governors: Sean Taylor [ST]

Clerk: Elisabeth Ruggles

01. APOLOGIES

There were apologies from Maureen Kirkland, Pat Kennedy, Sam Barnes and Jack Davis which were received and accepted.

02. WELCOME AND INTRODUCTIONS – SCHOOL COUNCIL

There were no introductions from the School Council

03. SCHOOL COUNCIL

No one from the School Council was able to attend the meeting, so this will be carried over until the next meeting.

04. DECLARATIONS OF INTEREST

None.

05. AGREEMENT OF MINUTES

(p7 - 3rd line down): Delete 'bore' and insert 'more'

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

06. MATTERS ARISING

- Parent Mail – Tucasi: Training has been completed over the 'phone. The school is now ready to send letters out this week with on-line payments.

Signed
 Chair of Governors
 Dated

- Skills Audit: The template has not yet been received. ER and JT to chase. A skills audit was done a few years ago to look at the skills base of governors and to see whether any skills are missing.

- Fire Escape: This is still ongoing. The school decided not to pay £5,000 to the LA for the new building as it will have to put the money towards sorting this problem out. A fire drill has been undertaken and 120 children, who were upstairs (2 Yr 2 classes and 2 Yr6 classes), were evacuated from the building in 90 seconds. The Fire Assessment Officer said that this was acceptable. Since this evacuation, the school has been working with someone from SCC on fire procedures. He has advised that the door entrance should be 1050mm wide, whereas it is actually only 850mm wide. He is pursuing the matter on Foundry Lane's behalf. It is difficult to know who is in charge at SCC as the person the school was dealing with has resigned. The school has received quotes to get the work done and the only decision to make is to decide when the work is to be done. AW is the responsible person; KL asked if he has any personal responsibility if the requirements are not met. AW would like to get the work done as soon as possible. MS pointed out that at the moment the maximum number of children who would need to be evacuated in the event of a fire is 90. AW asked the Governing Body if he could get the work done – the Finance & Personnel Committee have already agreed to the work. This was also agreed at the last meeting, so AW will go ahead.

07. PARTNERSHIPS

Further information was handed out at the meeting.

TRUST Developmen:. AW has been to a meeting in Birmingham with the Chair of Governors from Regents Park School and the Head from St John's to find out about developing trust membership. The plan originally was to launch this on 28th February, but actually it is a far longer process than arranging one meeting targeting a variety of stakeholders. It needs to be done after a period of time. There will be an introductory week after half term with a dance evening. Two governors were asked if they were able to come to this evening - space is limited as it is being held in the Foundry Lane school hall (maximum capacity 120). There will be a short dance from each of the four schools and then the WEA will arrange a specialist dance. People from WEA as well as Southampton University will be attending. There was one suggestion to have a whole trust event, which would involve 1500 children in one place. This would be very difficult and expensive to arrange if a venue such as the Guildhall were booked. An outdoor event such as the Common or the Sports Centre is possible – CFR suggested the athletics stadium – where the children could be involved in a run of some sort. Such an event would bring home to the children an idea of how many people were involved.

It has been decided that membership will be free. Not only does this make membership more equal, but it makes it much easier from an administrative point of view, as people could ask for their money back if they decided to leave. Benefits for stakeholders have been identified. For parents there are educational benefits. There could be financial benefits for people in all communities with 5% or 10% off some products.

Signed
Chair of Governors
Dated

Application forms and membership cards also need to be produced. It has been suggested that the best way forward for this is to introduce the concept to a group of children (such as the School Council), who could then go out and bring it to the other children. AW has some very good introductory DVDs. Local residents would be the last group and the introduction of the trust would be replicated in all four schools to get maximum coverage.

After this has been done, each of the stakeholders would come to a meeting for a forum when representatives would be elected to attend meetings. A trustee meeting due to be held on 25.02.13 will discuss the next stage.

A database of membership is required and this has to be up-to-date at all times. When a child leaves the school, it will have to leave the Trust or become a community member.

There were no questions from governors on the Trust.

On 28.02.13 there will be a trustee meeting to agree a logo for the group. Some examples were shown at the meeting. Other areas are being developed – the possibility of joint staffing appointments and a joint budget. The possibility of a Fund Raising Officer is being considered as the trust is applying for charitable status and each school has big ongoing projects (e.g. the school hall).

The partnership with WEA is working very well at the moment. The art course was very successful (10 week course) and is continuing for a further 5 weeks. Some parents are involved in the ‘Helping at School’ course through WEA and parents from other schools are doing their placements at Foundry Lane. The university is also a good link. The schools will have access to its venues and expertise. It is currently looking at Yr6 work it can develop.

REGENTS PARK FAMILY: The majority of the curriculum groups are running very well. The science group has been slower in getting started, but hopefully the last meeting in the summer term will work well. The cluster agreements have saved money, e.g. speech and language therapy. Training is being shared throughout the schools and this will also involve governors at some point in the future.

There were no questions.

08. CURRICULUM & ASSESSMENT COMMITTEE

A report of the last meeting was handed round. The apologies have been omitted.

During the meeting there were presentations from staff. The SENCO report was comprehensive in view of the changes that are being introduced. The government has got a Green Paper out at the moment. The attainment of SEN children was looked at, at both KS1 and KS2. It is largely positive. A couple of groups need to be looked at more closely; how to identify children at KS1 who have more wide ranging special needs and then to monitor those same children’s attainment in English at KS2. The SEN policy was reviewed, although in the light of the proposed changes, this might have to be done again. The aim is to review it in a year. Copies of the SEN policy were made available for governors to look at.

Signed
Chair of Governors
Dated

Jack Davis spoke about literacy. There are three main targets:

- 1) Although this came from OFSTED, there is also a national push to have a specific test on spelling, punctuation and grammar.
- 2) To look at the most able children at each key stage (level 3 at KS1 and level 5 at KS2), so there are targets for each year group in the school (there is co-operative work with other schools on this too)
- 3) To look at how children are using phonics for spelling and reading, particularly the older children. The new reading scheme works very well.

AT pointed out that on the Minutes ‘DH’ sent his apologies and ‘AT’ was present. (p1 – surnames)

There were no questions.

09. COMMUNITY & FACILITIES COMMITTEE

The committee is still looking for a chair.

The report from Barbara Angel (chair of the playgroup) is very positive.

Tiger Club was reviewed – there will be 16 children at each session over half term.

Susi Hoskins spoke about gardening and ecoschools. There is a tree sculpture in the grounds at the moment. The school hopes to get a flag pole soon from which to fly the green flag.

Nigel spoke on the topic of repairs and maintenance. The LA has requested that trust schools let them know when work has been done and what it involved. The first time the school did this, the form to be filled in was straightforward; however, the form for the second set of work was very involved, so the school has not completed it. There will be more work at half term for storage. The school is being used for a zumba class for children on a Tuesday evening. The refurbishment of the main entrance (painting of the eaves) will be done at Easter.

There were no questions.

10. FINANCE & PERSONNEL COMMITTEE

Benchmarking was reviewed (where the school is measured against schools of a similar size) and it came out average on most things.

As of 31.03.13 the school will have a new email account.

The budget has been monitored as usual. Everything is running as foreseen. There is some uncertainty about some of the SEN income, but the school will get some additional money at the end of March. The annual review of lettings decided not to have any increases due to the financial climate.

Signed
Chair of Governors
Dated

A meeting will take place on 13.02.13 on the Schools Financial Value Standards.

JT pointed out that CRBs need to be done.

There was a ten minute break, during which pancakes were served!

11. DATA PROTECTION POLICY

An audit will take place after half term on data protection. There is an outline policy which needs to be applied to all data in school. AW is going through the documentation in more detail to ensure that all the procedures are in place.

DH asked whether guidance is available for staff. A privacy notice (from SCC) is included in the school prospectus, stating what data the school has and its purpose. The CCTV is not included, so this needs to be added. Other things may also need to be added. MS wanted to know whether the CCTV footage was deleted. It is automatically over written after about four days, so is not held for long.

There are standard points which are common practice, such as locking away personal data on paper forms. Names on things in classrooms are fine; in publicity first names can be used, but not surnames. The school management system is password appropriate, so any one using it can only gain access to things that apply to them. SCC set this up on Foundry Lane's behalf. Monitoring is now required, so advice from SCC is needed. AT asked how long data needs to be kept for, but this depends on what it is. AW thinks this is the first audit of this kind to have taken place.

The Freedom of Information policy is on the website. Particularly important is how records are disposed of, especially information on hard drives. Payment information is not recorded and parents have to fill in this information every time they make a payment to the school.

After the audit it will be possible to share information in a precise way. AW proposed acceptance of this policy and was seconded by MS. All governors were in favour.

12. SIP

This was carried over to the next meeting as the report has not yet been received.

13. TRAINING

KL has received the new training schedule from Newport Educational. Copies were handed out to all governors. Governors can either book courses through Kathryn or do it themselves. Please let Kathryn know if booking independently so she can keep a record.

14. SAFEGUARDING

There is nothing to report on the children.

A YR1 parent has raised a concern about the car park gate and the school gate not being secure. This is something that has been discussed in the past. There is now renewed concern

Signed

Chair of Governors

Dated

that Yr2 and Yr6 children, who are now moving independently between the main school building and the new building, could be at risk. The school is aware that this is a weak point on the school site.

As a result of this concern the school now has three quotes for a security system for the gates. The best one, which is still current, is £10,000. The biggest issue is the administration of a security system. Between 11.30 and 12.30 the midday supervisors arrive (15 in total), so the gate would have to be opened 15 times then. Anyone visiting the school would have to buzz at the gate(s) and wait to be allowed in – CCTV would be used to check who was there.

The issue needs to be addressed. LS asked whether a pin number, fob or a swipe card are possibilities. They are all worth looking at. There are 85 members of staff. CFR suggested asking other schools in the trust what they do and whether it would be possible to share costs or get a better deal on the installation of such a system. St Marks have a keypad on the main gate, so it might be worth contacting them to get their comments on how this works. St John's has a pin number system. Regents Park have only got one main entrance (the back entrance is padlocked). RT asked about the time frame for a new system. The school would like to have something arranged in the next three to four weeks. There is funding for this in the Repairs and Maintenance budget as well as a small amount in the Capital budget. The school could also apply to the LA to see if there was safeguarding money available. MS asked whether the office would still have to be locked.

RT asked about the access to the school from the car park at the back; would the gate to the street be closed or the gate into the school. The pedestrian access would probably have to be closed as otherwise vehicles trying to get into the car park could become a hazard. However the height of the pedestrian gate is very low and perhaps it needs to be raised. This is to be explored. RT also asked whether the back gate had ever been used as it might be a safer option for day time use. However it is not quite as visible or open as the front gate, which has an open view, and there are some blind spots.

AW proposed that the security measures be installed in the school as well as to raise the height of the fencing from the car park. He was seconded by RT and all governors were in favour.

15. SCHOOL DATES

It was pointed out that Hampshire is not in line with this proposal. There were no further comments.

16. AOB

AT was thanked for the pancakes.

JC asked whether the two choirs that practise at the school could be promoted as the numbers attending are very low. Details of the choirs will be put in the newsletter.

Signed
Chair of Governors
Dated

One hundred children attended the Regents park Dance festival. Governors felt that the staff involved should be commended for their efforts.

There being no further business the meeting ended at 7.57.

Date of next meeting: 26.03.13

Signed
Chair of Governors
Dated