

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

TUESDAY 26<sup>th</sup> MARCH 2013

Governors present:	Janet Taylor [JT]	Marie Spencer [MS]
	Liz Smith [LS]	David Higlett [DH]
	Anne Webster [AWe]	Robbie Turkington [RT]
	Maureen Kirkland [MK]	James Caswell [JC]
	Andy Withers [Head] [AW]	Kathryn Lugg [KL]
	Andrew Tindall [AT]	
Associate Governors:	Sean Taylor [ST]	
Others:	Jack Davis [JD]	
Clerk:	Elisabeth Ruggles	

The meeting was chaired by David Higlett [Vice Chair] in the absence of Tony Croft due to illness.

## 01. WELCOME AND INTRODUCTIONS

None.

## 02. APOLOGIES

There were apologies from Sam Barnes, Neil Maddock, Claire Fyvie-Rae and Tony Croft which were received and accepted. Apologies had not been received from Patrick Kennedy

## 03. DECLARATIONS OF INTEREST

None.

## 04. AGREEMENT OF MINUTES

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

## 05. MATTERS ARISING

- Skills Audit: KL agreed to collate the skills audits completed by governors and all audits were handed to her.

- Security Gates: It was agreed to put these in at the last full Governing Body meeting. Also discussed at the time was raising the height of the fence at the car park entrance of the school, which in reality is a very expensive proposition. The cost of this is approximately £15,000. Another quote for two automated gates (including two monitors for both the office and the front desk) was received at the same time and this came in at £17,000. These options were

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discussed at the Finance Committee meeting and it was agreed to go ahead with the latter option. The cost is considerably more than was planned for. However, as the school is moving from one financial year into the next it will be possible to spread the cost over two years.

#### 06. HEAD TEACHER'S REPORT

- Number on roll: AW has checked on the number of children on the list for September 2013 (208). Of these 75/76 have Foundry Lane as their first preference, which is similar to last year. Admissions have said that the school will be full again next September. Also included is a breakdown of secondary schools the Yr6 children will be moving on to. MK pointed out that it is the highest number of secondary schools the school has ever experienced. Five children are going out of the city to Romsey and Mountbatten. The Romsey schools are struggling for numbers at the moment.

DH asked about the comment on the bottom of (p1) of the Report about children not being offered places off the waiting list. This is because the LA Admissions Department is so short staffed. At the moment one member of staff is being allocated to school waiting lists for half a day per week because of the major transfers to secondary school that are taking place at the moment. An example of the effect of this – one child came into school two weeks ago, who had not been in school for five weeks. LS asked whether there was not a statutory requirement – MK said that even if there were, there is no time to do this at the moment and the team has just lost one key member of staff. Governors felt that it was worth asking about this anyway. When schools were in charge of waiting lists, there was no wait, but now it is not good as parents rely on the LA which holds the waiting lists, so neither schools nor parents have access to it. MK said that the school can ask for a list, but it cannot actually do anything with it – it is not very well maintained either. ST said it is now taking so long that perhaps someone who has been offered a place is being usurped by someone higher up the list. JD and LS suggested writing a letter to complain about this (possibly from the whole trust). The Admissions Forum could also be contacted. MK thinks most schools have already complained as it is the same for all schools within the city. However, MK said that the audit on places in January (from which the school gets its 'per child' budget) saw the admissions team working very hard to fill any free spaces within the city.

AW will e-mail the other heads about this to see what can be done.

Since the Head Teacher's report was written Jess Foster has been appointed as a senior midday supervisor and Sarah Beddows has also been appointed in an administrative role.

(p3) (School Values) Parents of children aged 11+ will be offered a 'Strengthening Families' course to support them with children at secondary school.

The pupil safety questionnaire is coming in now.

There were no further points or questions.

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## 07. SCHOOL DEVELOPMENT PLAN

AW went through certain sections of the SDP, so governors were asked if there were any questions on the SDP, which was handed out to governors earlier in the year.

JC asked whether staff training was linked to the SDP. ST said there were three ways of linking it:

- SDP – such as first aid for all staff and inset day training
- Individual staff training, driven by appraisals
- Other training etc that the school tries to make use of as and when it is offered / arises

A lot of in-house coaching is being undertaken. All sorts of things can be used for training, such as moderation, training on phonics etc. For example, there was whole staff training on autism.

## 08. FINANCE AND PERSONNEL COMMITTEE

On 24<sup>th</sup> April there will be a meeting to look at corporate sponsorship to see whether the changes to the hall can be implemented. This will cost in the region of £400-500,00. This will be advertised in the newsletter for any parents who have experience of this, so they can join the team.

SFVS – the financial standards are sent in each year. A meeting was held specifically to look at the new requirements and all the information required was revised. This was then brought back to the meeting.

IT technician. The current IT technician provides good value for money. However, the school needs a bit more flexibility, which he is unable to give at the moment, although this may change in September. The school will either use him if he can meet the needs of the school or put out for tender for a new provider. The queries on the most recent invoice have been resolved so now the school is looking to move forward.

Budget monitoring: It is possible that the school will have a surplus of £33,000. However, of this £6,000 is to be used in the next financial year for trips, £500 is to be used for a climbing wall and £500 is to go towards new football kits. Once this and the carry-over for educational supplies has been taken into account, the surplus looks to be around £10-11,000, which is healthier than was expected. The school may also get more money from the LA before the end of the financial year.

The community budget was used to pay for the toilets upstairs in the new building, but should be back in the black by the end of the financial year.

## 09. COMMUNITY & FACILITIES COMMITTEE

The playgroup partnership is on a more even keel now. It will celebrate its 15 year anniversary next September.

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There are a few things the school wants to improve with regard to Tiger Club. Susi spoke about gardening – some of the children were on the radio recently.

The kitchen was not discussed at the meeting and will be brought to a full Governing Body meeting.

AW said he was not sure whether the Minutes of the meeting were complete. A Chair is needed for the committee.

AT asked where the bicycle racks are. The scooter racks are used a lot, but the bike racks were moved at considerable expense and do not seem to be used. They are now in the garden and will be sold when AW has some time. MS suggested putting them for sale on ‘Gumtree’. AW felt they should be offered to other schools within the trust first. JC would also ask his Head Teacher if the school would be interested, but also suggested that the new school at Wordsworth might be interested. AW would send an email to all schools after Easter.

#### 10. CURRICULUM AND ASSESSMENT COMMITTEE

The meeting discussed science. There are two new subject leaders this year and the children are doing lots of practical work. A report is attached to the Minutes. ST recently spent a day monitoring and it was a very positive experience. KL said that her children are totally enthused about science. The general feedback from the children is that they want to do more.

The attainment and performance of boys was looked at. 65% of the class cohort in four year groups consists of boys. There is a gap at the end of KS2 between boys and girls. Boys are making the same progress as boys nationally, but the girls are making even more progress. The gap between boys and girls in YrR is closing, so this is a positive step forward.

#### 11. DATA PROTECTION AUDIT

The report has arrived. The audit leaves very little for the school to do. It says that the provision is adequate. There is a privacy notice, secure e-mail, a procedure for access to records and pass words are changed regularly.

Four actions came from the report:

1. Training. DPA, which is on-line via the SCC web site. JT and AW will look at this between now and July
2. Gathering evidence when updating staff addresses and emergency contact details. A statement is needed showing what this information is used for. This will be completed before the summer holidays.
3. CCTV signs were not in place at the time of the audit, due to the building works. They are now.
4. A paragraph is needed in the DP policy about CCTV and how long the information is kept for. The discs are over written every 28 days and anyone can request to look at

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them. The policy has now changed and it might mean that the Freedom of Information policy needs to be checked to ensure it is still relevant. AT asked what the situation would be if someone asked to see footage and this footage contained images of the children – would they have to be obscured. The CCTV records can only be accessed for security purposes, so realistically it is only the police who would want to see it.

AW has to respond formally by 16.04.13 to show how the school intends to follow up on the actions above. The Data Protection policy was brought to the last meeting. AW proposed that the policy be amended with regard to CCTV and was seconded by MK. There was unanimous agreement.

## 12. SAFEGUARDING

There were no issues.

It was decided not to have a break.

## 13. HEALTH & SAFETY AUDIT

In overview the school achieved over 85% in all sections of the audit and the score overall was 97.6%. This gave an overall grading of 'satisfactory', although the benchmark is 64%. In only two sections did the school not achieve 100%.

1. Health & Safety records: Induction training had been done at the beginning of the year, but there is no record of this.

2. The audit wanted to have a city site check list and log, which they would like managers to check and sign for. A health and safety check is done regularly (e.g. there is a weekly check list for play things), but it was requested that the SCC template be used.

With regard to fire and emergency, the audit wants the school to have standard assembly point signs for fire. They were also not happy with the width of the doors in the new building, which has been discussed many times.

All COSH substances are stored away properly. There is a small amount in the cleaners' cupboards and because of this a first aid kit is needed there too.

Once all the points that came out of the audit are covered it was suggested that it be taken back to the Community & Facilities committee. This is fine as long as there are no further issues governors need to be aware of.

## 14. TRAINING

There was nothing to report. KL will collate the skills audit and plan for recruitment and look at any training needs that come out of the audit.

RT is doing his governor induction training after Easter. He agreed to send KL the dates of this for the records.

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## 15. PARTNERSHIP UPDATES

Regents Park Family: There is nothing new from the last meeting.

The Trust opening event with the dancing was a very good evening. It was really well attended and there was a great atmosphere. There were children there from all the schools. Membership was also covered a little bit during the evening.

A copy of the new logo was shown to governors.

At the next meeting for the School Council children on 18.04., all the representatives from the different schools will together talk about membership. These groups of children will then lead this in their own schools.

*[JD left the meeting 7.20]*

This is really key to give a sense of shared identity.

*[JD returned 7.22]*

There is a trustees meeting on 15.04.

AW has also met with SCA, another potential Trust partner. They work with mental health, day and respite care services as well as being involved with consultancy. They are working with City catering to turn them into a co-operative. They are very keen to join the Trust and there would be a lot of spin-offs, including the involvement of NHS dentists to share good practice on oral hygiene within the community, an understanding of mental health / Alzheimer's and building understanding for such issues within the community. There are also massive work experience opportunities for secondary school children. They also have lots of minibuses, which may come in useful.

SC Catering has agreed to become a co-operative. FL will be able to join them through a memorandum of understanding and have a share in their profits. 50% of all monies made would go back into the business and a smaller amount will go back to schools which are members. SCC has agreed to this – it wanted a subsidised meals-on-wheels service, which has been agreed and so it has given its backing to the scheme.

AW asked governors for their agreement to sign the Memorandum of Understanding. 49 other schools have already signed up.

MK and JC were concerned what they would hope to get out of it as a non profit making organisation. JC asked about other options. Freemantle cook their own food on site. However, it is then not possible to make use of economies of scale and the school has the responsibility if members of staff are ill. At the moment Foundry Lane's kitchen assistants are employed by SC Catering.

MS asked how easy it would be to get out of the agreement at a future stage – the Memorandum is not legally binding and in answer to a question from DH there is no financial

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liability. However, the school would have more say in SC Catering. RT asked about the profits. The Memorandum states that they would be ‘directly re-invested into the schools through annual dividend payments and the provision of a capital investment fund, to which the schools can apply in order to support capital catering developments.’

AW proposed signing the Memorandum as the majority of schools within the city are involved. He would also like to see SC Catering as a partner in the Trust. RT felt it was important to keep the quality high. DH asked whether the school needed to be a partner in the co-operative to use the service. Partners would probably get the service at one price and others would have to pay a bit more for it. AT asked whether the food would still be prepared at Foundry Lane by staff known to the school – yes.

JC proposed signing the Memorandum of Understanding and was seconded by AW – all governors were in favour.

AW was on the interview panel for a new Head Teacher at St John’s. He has also been involved with the process at Banister School. This is good for the Trust as it ensures the Trust’s ideals can be carried on.

#### 16. CHAIR

There was nothing to report.

#### 17. AOB

AT brought up the School Council and AW will ask if any children are available to attend the next meeting. KL asked whether it would be easier for some governors to go to their Tuesday lunch-time meetings. If so, this could be arranged.

There being no further business the meeting ended at 7.48.

Date of next meeting: 21.05.13

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