

MINUTES OF THE GOVERNING BODY – FOUNDRY LANE PRIMARY SCHOOL

TUESDAY 4th JUNE 2013

Governors present:	Tony Croft (Chair) [TC]	Janet Taylor [JT]
	Marie Spencer [MS]	Liz Smith [LS]
	Maureen Kirkland [ML]	David Higlett [DH]
	Anne Webster [AWe]	Robbie Turkington [RT]
	James Caswell [JC]	<i>[arrived 6.34]</i>
	Andy Withers [Head] [AW]	Claire Fyvie-Rae [CFR] <i>[arr'd 6.40]</i>
Associate Governors:	Sean Taylor [ST]	
Others:	Jack Davis [JD]	
Clerk:	Elisabeth Ruggles	
School Council:	Josie and Lynn (both Yr1) and Oliver and Archie (both Yr2)	<i>[all left meeting at 7.00]</i>

01. APOLOGIES, WELCOMES & INTRODUCTIONS – SCHOOL COUNCIL

There were apologies from Andrew Tindall, Pat Kennedy and Kathryn Lugg. Apologies had not been received from Sam Barnes. Claire Fyvie-Rae had advised she would be late.

All governors and the clerk introduced themselves to the School Council who in turn introduced themselves to the Governing Body.

[James Caswell arrived – 6.34]

03. SCHOOL COUNCIL

The School Council gave their report: In their meetings they have been choosing to buy new equipment for the playground; they had organised Red Nose day; they had voted for Foundry Lane's Got Talent and winter sport. They had discussed holiday homework and had visited Regents Park School and the Co-operative Trust. They had had input in the organisation of the pyjama day as well as the Christmas fete. TC asked what new equipment they wanted for the playground. They were looking at scooters, skipping ropes and another bike. A climbing wall was also discussed as there is funding for this (to be discussed under 'Budget'). On Red Nose Day everyone – even the teachers – had to wear red. It looked brilliant in assembly. On pyjama day, the children were allowed to wear their pyjamas to school.

A governor asked the children what holiday homework was all about. It is homework to do over the summer holidays. The School Council voted in favour of this. TC asked if the other children liked the idea of this – they didn't, but the teachers thought it was a good idea. The

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final details still need to be finalised. MK thought it was quite nice for the children to have something to do in the long break.

[Claire Fyvie-Rae arrived – 6.40]

The School Council were asked about Foundry Lane's Got Talent – Lewis in Yr4 won with dancing. Oliver and Lynn entered, but only did the auditions. Archie was a judge.

TC asked the children if they had any questions for governors, which they didn't. JT asked about what the School Council had done at Regents Park School. They had looked at colours for the membership cards for the co-operative trust with other school councils from other schools. They also looked at the information that needed to go on the membership forms.

JD asked the children if they had enjoyed being on the School Council. All the children had. They all went each week. They meet in the new building at lunch-time on a Tuesday. They eat their lunch and then start the meeting. There is a Chair and a Secretary. No one can speak unless the Chair says they can. Each class has a representative on the School Council and you are elected for the whole year. Decisions on what to discuss come from shared ideas which are written down.

MS asked which teachers go to the meetings. Mr Withers and Mrs Phillips and Mrs Candy. Other teachers can be invited (e.g. Jack Davis was asked to go to one meeting last year when she was asked to set up a lunch-time book club, which has run ever since). Sometimes the meeting is very busy as anyone can come to the meeting, if they are allowed by the School Council.

DH asked what the best thing about the School Council was. Sharing ideas and seeing some of the teachers they do not get to see often normally. They also represent Foundry Lane at events that take place outside the school.

The School Council were thanked very much for their input. They stayed to listen to the rest of the meeting until 7.00 when they left.

02. DECLARATIONS OF INTEREST

None.

04. AGREEMENT OF PREVIOUS MINUTES

As TC had not been at the meeting, the Vice-Chair (DH) signed the Minutes as he chaired it. There was one amendment:

p3: (08) 2nd line. This will cost in the region of £400,000 - £500,000.

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

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05. MATTERS ARISING

- Skills Audit: This will be carried forward to the next meeting as KL not present.
- In-year Admissions: At the last meeting, AW was going to e-mail the representatives on the Admission Forum as some children are out of school for four to five weeks. MK has been chasing the Admissions Team (7 children have been admitted to the school up to 03.06.13). There is a meeting of the Admissions Forum tonight (04.06) and the school's concerns have been taken to this meeting by the Head Teacher representative. The average time it takes to get a child into school will be monitored and this will be reported back to the Admissions Forum. MK said the admissions team is so small; it can only look at certain letters of the alphabet on the waiting list once a week. There will be feedback at the next meeting.

06. FINANCE & PERSONNEL COMMITTEE

At the most recent meeting the discussion point was the budget.

As it stands at present, the carryover is £34,380. However, this year is going to be very difficult, because the way in which the school receives its funding is changing, which is detrimental to the school.

The budget plan has been put together and governors were asked to note that the surplus is £37,538 (bottom line on p3/3)

In the proposed budget for 2013-14 the money that has not been spent stands at £37,538. At the time it was drawn up, the school was still looking at the pupil premium funding it would receive, but after the meeting a set of additional costs was drawn up (governors were given these at the meeting):

- Difference between current and new staff structure = £4,284 (still being negotiated)
- Additional HLTA costs (related to above and to pupil premium = £6,000
- Pupil Premium additional costs = £10,000 (this involves working with a small group of children for a short period of time each day to support children not making appropriate progress)
- EP and SL = £3,300 in total as is also part of the same thing
- ICT Pupil premium = £2,500 is to support the pupil premium children
- Climbing Wall = £500. This was given by the co-op
- Football kit = £500. This was given as a bequest in a will, specifying what it had to be spent on
- Grounds money = £600. This was given to Susie Hoskins after an appeal on Wave 105

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If all the above is taken up, the contingency is reduced to £9,854.

PUPIL PREMIUM

(Paperwork handed out to governors at the meeting)

The government says this is new money, which is being given to schools; schools feel that it is a new allocation of existing money. It has to be accounted for and this needs to be published on the school's web site. The paperwork given to governors at the meeting is the first part of the process.

Pupil premium is allocated each financial year, but has to be accounted for in an academic year. A pupil premium child is one who has free school meals now or at any time in the past six years, a looked-after child or a forces child. The school knows how many pupil premium children it has in the school, but does not yet know who they are.

The paperwork deals with 2011-12 data, when £42,003 was allocated. Of this money the following allocations were made:

- £12,000 for a nurture group. The funding that was received from the LA has now been withdrawn, so the school needs to fund it itself, if found to be beneficial. The school found it to be an effective way of helping the children and so it is using pupil premium money to fund it. The nurture group was set up based on a system that has been used, particularly in London. A 'Boxall' profile is completed (designed by Margaret Boxall), which can identify which children would benefit from such a group. At Foundry Lane the group takes place four afternoons each week and the maximum number in the group at any one time has been ten children. It is run by two trained LSAs, who do work on basic language and social skills and emotional literacy. The group runs between two and four terms. The children are Boxall profiled at the beginning and the end of the group to give an idea of the progress made and which areas need to be worked on (useful for planning). Although it is expensive to run, it means that the children involved can access the curriculum. It is assessed each year for affordability.

- £24,384 for class based learning support. This year the school has also put in individual support; e.g. one child went to an individual unit. The child was then integrated into the class in the summer term with 1:1 LSA support.

The aim of a Pupil Premium is to close the attainment gap between these children and those who do not fall into this group, as Pupil Premium children on average have lower attainment than others. When looking at the impact, it was found that even though their starting point on entry to the school was lower, they did make at least as much progress as other children and in some cases more. This is similar to the national picture. The school is not yet closing the gap, but there is an increase in progress, although this is not yet leading to an increase in attainment.

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The paperwork then moves on to the 2012-13 data and allocation. The amount involved (£66,070) is a considerable increase. Allocations made as follows:

- £12,000 for nurture group as above
- £39,396 for class based learning support. Yr6 is having particular support at the moment, at a cost of £1,000.
- Smaller amounts were used for ELSA and speech and language support

In the autumn term data should be available to assess the impact of this funding.

CFR asked what the amount of pupil premium was for each child. It used to be £600, but that has now increased to £900. She felt that having to account for the money has made the focus on these children sharper.

2013-14 allocation: Planning is much more proactive. Some of the money has been included in the main body of the budget and other funding is included in the sheet with the additional costs.

- £8,000: 1:1 tuition and small group teaching
- £12,000 for nurture group
- £36,650 for class based LSAs. The government has recently criticised the use of LSAs in the classroom saying they are not effective. However, the report on which they are basing these criticisms, states that LSAs are useful and effective if there is good communication, if they are deployed in the right place and have had the proper training. The school has addressed these three things and has put this on the web site.
- £12,000 for HLTA. The school currently has one higher trained LSA, but wants to increase this to four ultimately as the school grows. They are more highly trained and can take on a class when the class teacher is teaching a smaller group.
- £1,000 for two additional LSAs. Other smaller amounts are ear marked for speech and language support, ELSA etc.

In terms of this year's budgeting a pupil premium of £81,000 is allocated, but it has not yet all been received. This money is allocated first and then the rest of the budget is allocated. The school worked out notional funding and also had some pupil premium funding in the budget already. The extra costs (outlined on the sheet) will come from that.

RT asked whether the costs will be covered. OFSTED will look at this and see how the support and funding allocation is impacting.

There were no further questions on the budget plan and so it was proposed by Tony Croft to accept a budget for the year 2013-2014 with a total expenditure of £1,832,122 against a total income of £1,807,596, with a balance brought forward of £34,380 and a carry forward

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balance of £9,854, taking into account the additional costs. He was seconded by Maureen Kirkland and all were in favour.

STAFFING STRUCTURE

(Governors were given information on this at the meeting – 2 sheets)

The Finance Committee had been presented with the proposal to change the staffing structure as the school is increasing in size.

The school currently has four staff members at phase leader level. The proposal is to insert another level of management beneath this one, with year leaders, whose main role will be to lead the curriculum for that year group.

In addition to this the number of phase leaders will be reduced from four to three as follows:

YrR / Yr1: 6 classes plus the transition to school

Yrs 2, 3 and 4: 9 classes

Yr5 and 6: 6 classes plus transition to secondary education

Financially the phase leaders already have a TLR. The year leaders will receive an annual honorarium. The aim is to change year leaders annually, so that quick changes can be made if necessary.

There will also be an HTLA to support class teachers and even more support for intervention in those phases.

After the Finance & Personnel Committee meeting, this proposal was introduced to staff and LSAs and the school has just finished two weeks of informal consultation. It was a very useful exercise as staff have come back with lots of ideas and, due to the feedback received, a number of changes have been made. Staff have been very positive about the proposal. The next step is formal consultation, which started today (04.06) for four weeks, during which the unions and staff will be consulted.

Key changes are:

- There will be three phase leaders instead of four. This might lead to some sort of selection procedure. It might need to take place quickly.
- Year leaders will be introduced gradually as the year groups increase in number.

At the end of the four week consultation period (02.07.13) all the information will be gathered together and the next steps to be taken will be discussed at the Finance & Personnel meeting on 03.07.13.

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The staffing structure has not been looked at by the Governing Body since 2010. It has been included in the governor cycle now so it is reviewed annually. Information given to governors includes a sheet showing the implementation until 2018-19, including details on how it will be financed.

CFR asked whether the phase leaders currently sit on the senior management team. They do and this will continue. Year leaders will be middle leaders. CFR asked whether they would receive CPD training – yes.

The job descriptions have been reviewed. They now need to be really specific, but the senior management team is confident that they are. It is assumed that someone in each year group will want the role of year leader. RT asked how it would be worked out. In YrR, teachers have been allocated to the year group already, so those teachers will be asked about the role. This will have to be reviewed each year in March/April, when staff are asked where they would like to teach the following year.

CFR wondered whether there was a danger that once staff were trained up, they would leave to use their skills elsewhere as it is only a role for one year. But specialists could also be used in certain years if necessary. Staff were keen that it be only an annual role. CFR commented that there are some very good courses for middle management.

One question that had been put forward in the consultation was why Yr4 had been put in the middle phase and not in the upper phase. This is due to the fact that there is so much to get through in those middle years.

CFR pointed out that there was not much time to appoint for September. The reason the school wants to sort it out quickly is because one phase leader is going on maternity leave. The school is also looking at staff subject leadership. With extra numbers of staff, it will be possible to have teams of people looking at a subject, which is much more useful to them. The numbers on the sheet in brackets are the numbers in 2018. The single numbers are the aim for September 2013. JC asked whether they will all come from the same year group; they will be cross phase.

JC commented on the dotted line on the sheet to the able children co-ordinator and asked whether it was being taken out. This is partly because the SEN is a nationally recognised role so the TLR is being kept with that. But the role will be shared with the SEN, probably a phase leader.

JC's main concern was that there might be a need for an assistant head teacher in the future and if there was money available for that. This will have to be reviewed later on. Phase leaders would be another option.

Governors were asked to pass any further comments to AW.

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There was a ten minute break.

07. CURRICULUM & ASSESSMENT COMMITTEE

The main topic of discussion at the meeting was the maths report. Attainment across the school is good and slightly above the national average. The school is now looking at the middle band of children.

There is, however, some inconsistency of progress throughout the school. As a result moderation, monitoring and coaching are being considered.

The children's understanding of division is not as good as the other three parts and this is being looked at. In another area – the learning of multiplication - there is not enough progress with mental arithmetic.

The school is still waiting the end of the consultation on the national curriculum, which is due to come in in 2014.

The meeting also looked at safeguarding – particularly at trips and outdoor adventure activities. Currently the school is in a cycle of re-training staff for slightly more hazardous activities.

TC made the comment that children in the school come in in YrR under the average level and leave at an average level, but the school needs to increase their attainment.

There were no further questions or comments.

08. COMMUNITY & FACILITIES COMMITTEE

- The pre-school playgroup is on a more positive footing.

- Tiger Club; the numbers dropped slightly in the holidays. It averaged 18 children in the second week, when it has the capacity for 24. Other local provision has opened up.

- Repairs & Maintenance new building: Nigel has done the calculations on the new building and it will cost as much to maintain as all the other buildings on site, due to the number of gadgets involved. This means the school will no longer be able to improve and update other parts of the school.

- Everyone is getting used to the automatic gates

- LED lighting loan from SALIX. This is the company that manages loans for the government. Foundry Lane wanted to take out a loan as the school can save 60% of current costs with these lights, but was told that state schools are not allowed to do so and had to ask the Secretary of State for permission. On having done this, the school is now one of the first schools to have been given a loan and the Secretary of State is now thinking of giving blanket approval for other schools. It will cost about £27,000 over eight years to have all the lights in the main building changed. Salix want to use Foundry Lane as an exemplar school, so the

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will feature in their literature. The company the school is buying all its fittings from wants to do likewise and is offering the outside lights free of charge as a result. These will be microwave lights where the lights go off automatically. All the calculations have been done by SCC and the work is due to take place in about six weeks.

- H&S: The lights in the new building have not been sorted out yet.
- The Polish school is closing in the summer as the Head Teacher is having a baby and moving back to Poland. AW will speak to Springhill School to see if we can work with them.
- WEA links: A new art course started today (04.06)

09. TRAINING

All governors should have received an email from Kathryn with details of courses. Please tell her if you book yourself on a course or alternatively book through her.

10. SAFEGUARDING

The school is up to date.

11. PARTNERSHIPS

Regents Park Learning Trust

St Marks is closer to joining the Trust. They did not join at the beginning of the year as they had a lot of new governors to be inducted. They held a meeting before half term and hope to have a decision soon. There will be a Trustees meeting on 11.06. to look at new partners SCA (social Care in Action) will make a presentation as will City Catering and the Southern Co-op. The meeting also hopes to sort out the membership cards.

Regents Park Family

The next development is looking at moderation to gain a shared knowledge and understanding of assessment. There will be half termly sessions next year for all stages, alternating Maths and English. This is a very important part of evidence gathering for OFSTED.

There were no questions.

12. CHAIR AND AOB

There was nothing to report from the Chair.

Liz Smith had just been to her new governors' induction on 03.06.13. She received a Code of Practice and was not sure whether there was one in place at Foundry Lane for governors to sign. This will be discussed at the next meeting. CFR asked whether all schools within the Trust should have the same one if the decision is made to adopt one.

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AW spoke about legislation regarding leave of absence. The main change stems from the Charlie Taylor report. The government has recommended two changes:

1. A move away from the idea that two weeks' holiday in term time is a right. It is not to be granted unless exceptional circumstances; otherwise it immediately becomes an unauthorised absence. What constitutes 'exceptional circumstances' is at the discretion of the head teacher. It will also depend on their attendance over the previous years. LS pointed out that many families go away for a long time for festivals (e.g. Polish children going back to Poland for their First Holy Communion).

2. A change in the penalty notices. It used to be that parents had longer to pay: £60 if paid within 28 days or £120 if paid within 29-42 days. Now the £60 penalty needs to be paid within 21 days and the £120 within 22-28 days. The legislation comes into place in September. The school needs to look at the policy, but in the meantime also needs to tell the parents about the changes as soon as possible. MK pointed out that some parents are happy to pay the penalty as their holidays are still cheaper with it, even though both parents have to pay the fine.

There being no further business, the meeting ended at 8.20

Date of next meeting: 16th July at 6.30

Signed
Chair of Governors
Dated