

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

TUESDAY 3rd DECEMBER 2013

Governors present: Claire Fyvie-Rae [CFR] Janet Taylor [JT]  
 Marie Spencer [MS] Liz Smith [LS]  
 Andrew Tindall [AT] David Higlett [DH]  
 Kathryn Lugg Robbie Turkington [RT]  
 Andy Withers [Head] [AW] James Caldwell [JC]

Associate Governors: Sean Taylor [ST] Jack Davis [JD]

Clerk: Elisabeth Ruggles

## 01. WELCOMES AND APOLOGIES

There were apologies from Anne Webster and Maureen Kirkland, Neil Maddock and Sam Barnes. Tony Croft had advised that he would be late.

## 02. DECLARATIONS OF INTEREST

None. AT signed the Register of Business Interests.

## 03. AGREEMENT OF PREVIOUS MINUTES

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

AT referred to the findings of the skills audit, saying that he has knowledge and experience of health issues as he works for the Solent Health Trust.

## 04. MATTERS ARISING

Learning Walk: It was decided that a good focus would be the learning environment as detailed in the SDP. Everywhere in the school was visited except for YrR. The environment is designed to support learning and to reflect the school ethos. Most classes are bright and colourful and as much space as possible is used. CFR was impressed that a lot of the boards are in 3-D, which makes them more interesting.

Most classes showed the behaviour policy as well as the new school code. This made CFR aware of how much administration staff have to do – many classes have tick lists etc as well.

Washing lines are used to hang things up across classrooms. In Yr5 the children write their targets for the year at the beginning of the year, put them in a box and then check them at the end of the year to see if they have achieved them, which CFR thought was a good and novel way for the children to be more in control of their learning. All the children love having their work on display and talking about it. They also love using the interactive whiteboard. Some classrooms show the children's birthdays, whilst others have a thought for the day at snack

Signed  
 Chair of Governors  
 dated

time. Pupils like a tidy room and most rooms were tidy. In some classrooms, areas had been sectioned off (reading corners etc), which made them feel bigger than they actually are.

The corridor displays were good, particularly those with photos of the children, which really stand out. The corridor upstairs in the new building is used for 1:1 or small group work, so all areas in the school are well used.

The hall has a nice Wall of Success for musical and drama achievements. The Festival Board is changed regularly. The school code on the wall has to be re-positioned. The murals downstairs are amazing.

CFR suggested that the school code could perhaps also go outside somewhere – perhaps be painted? She thought it would also be nice to have a Wall of Success that related to PE and sporting achievement.

In the canteen, the art display was shown. CFR thought it might be nice to show staff work too; some art has been done as part of CPD training.

There were some areas for improvement:

- As the school has not yet reached capacity, there are some spare rooms. The displays are not in use there and some are being used as a storage facility. If the rooms are used for 1:1 teaching it would be good to brighten these up. Someone needs to take ownership of this.
- The same approach could be done in the music room, by having a display (hall of fame) in there too. The outside walls could be used, although the sound proofed walls would have to remain as they are.
- The School Code needs to be up in all classrooms.
- Use of photos of children in classrooms as well as in the corridors.
- YR3 area. There are two classrooms in the YR3 area that have been painted white, which makes them seem harsh compared with the other classrooms. CFR suggested painting them in a warmer colour, when they come up for re-decoration.
- The photos of the teachers in YrR are a bit shabby. The governors' photos also need to be updated. A group photo was suggested, which could be taken once a year.
- The playground markings need to be updated in some areas.

CFR commented that some of the teachers are obviously very creative. Perhaps they could coach new teachers or those who are not quite so imaginative.

CFR said she had a lovely morning. It would be good if more of these learning walks could take place so that the children get a chance to meet the governors. It was a really useful exercise. AW also felt it was worthwhile, although time consuming. He has reflected on what he saw and has come up with some new focuses.

LS pointed out that the self esteem of the children improves when their work is on show and this is also apparent from what CFR has said. The teachers enjoyed it too after some initial misgivings. Other governors to email AW if they would like to arrange another learning walk. Focuses could include: music tuition / provision, extracurricular activities, childcare

Signed  
Chair of Governors  
dated

provision, behaviour management etc. LS reiterated that governors need to see what is going on in the school on a day-to-day basis. A lot of the issues at Regents Park arose due to a lack of communication with governors. CFR agreed. It will be re-visited at the next Governing Body meeting.

[CFR left the meeting 6.50]

KL suggested that if Foundry Lane wants some outside artwork, the school could ask some of the art students at Regents Park to work with the children at school on a project. RT asked if the Governing Body would like him to speak to community payback again. He will do so and report back.

## 05. HEAD TEACHER'S REPORT

The number of children on roll is 473.

Two children (siblings) are an issue. They have been offered places at the school through the Primary Headteachers' Inclusion Group. No admission forms have been filled in, but once they have attended for the first time SCC will prosecute the family. Once at school, they will impact on the attendance figures. The governors felt that it was unusual for SCC not to be able to do anything about this family until the children had actually been in school. AW has spent hours trying to sort things out, including visits to the family home, but there is no easy solution.

(3.0) Monitoring – 100% of all lessons observed are either good or better. The previous inconsistencies have been eradicated.

(11) Since the report was written, a child has been excluded for one day for setting off a fire alarm. AT said that his wife was helping in school that day and was impressed with the order and speed with which the children were evacuated. MS said that everyone remained very calm. AW said that some children can get very distressed when the alarm goes off and it always causes disruption.

(12) Attendance is at a good level at the moment. Nicky Weir continues to offer fortnightly support.

## 06. CURRICULUM AND ASSESSMENT COMMITTEE

The Minutes were handed out at the meeting.

At the last meeting three policies were discussed and passed:

a) Sex and Relationships Policy, which looked at the delivery programme in Yr5. The policy was looked at initially by AW, ST and the PHSE officer before it came to the committee meeting. The materials were looked at and updated. There were some specific parental concerns, which were reviewed. Specific issues to be addressed by teachers in class were also considered. KL asked whether the peacock feather could be removed from the material. It has now gone. KL also asked whether governors had seen the material before it was shown to

Signed  
Chair of Governors  
dated

parents. CFR and AT has seen it, as had some members of the Curriculum & Assessment committee. MS told governors to contact her if they would like to see it if they have not already done so.

b) Learning and Teaching Policy: no changes

c) Assessment Policy: there were a few minor changes, but otherwise remained unchanged.

#### 07. COMMUNITY & FACILITIES COMMITTEE

The wind turbine and solar panel have been installed to provide power to the buildings in the garden.

Thorn has been to the school for the diffusers. However, last week a light fell down and SCC is now coming to look at them as they need to be checked. KL said there are still problems six years after installation in her office, where the lights fall out completely. They are just screwed into plywood with no special fittings. Nigel is dealing with the issue and has sent in a H&S form.

Repairs and Maintenance has been more expensive this year than in previous years and the committee needs to keep an eye on it. The electric gates have incurred a cost of £18,000 over two years, which has been the biggest outlay.

New bookings for the school are French lessons for adults and an adult dance class. The school still needs to advertise for other clubs to increase revenue.

#### 08. FINANCE & PERSONNEL COMMITTEE

KL will chase the survey to be carried out.

Fire doors: Any reimbursement from SCC might have to wait until the end of the financial year.

Y Community Budget: Traditionally there has been quite a good surplus in this, but at the moment it is struggling to break even. The deficit currently stands at over £4,000. The community subsidy that the school received from SCC has stopped and the school has not put up prices (for hiring the school for clubs) to meet the difference. Some groups fulfil an important community function and the school does not want to raise its prices for them.

LS pointed out that the Friends do not pay to hire the school for events. Because they raise funds for the school and their margins are very small, it would not do to make them pay for lettings. However, if they are late (as was the case recently) this incurs extra caretaking costs. LS will discuss this at the next Friends meeting. Perhaps the cost of caretaking could be factored into the cost of tickets for events. RT suggested perhaps using the building when another group is already using it, so the costs are covered.

It was also suggested that a member of the SMT could cover Nigel's job, although not if this creates tension between the caretaking staff and the school. Occasionally Nigel does find it

Signed  
Chair of Governors  
dated

difficult to cover events. However, it is a huge responsibility as everything has to be locked and the alarm set. It also gives the caretaking staff some overtime payment. MS pointed out that she is usually at events and would not want to lock up. AW could do this sometimes. KL asked whether Nigel is a first aider. He isn't, but AW said it would be good practice to have a first aider at events. LS will also discuss this at the next friends meeting. JT will give her a rough guide on hiring costs.

In order to increase funding, the Monday club will have a higher charge. MS asked whether the WEA could use the hall then too, but a lot of their courses are free, so costs cannot be recouped. MS also asked whether other schools have similar community use of the school, but Foundry Lane has more clubs than most. JC asked whether some clubs could have day time use of the school - LS thought the Early Learning Training might be interested in using the school then, although this might be difficult. Some one-off use might be possible. Governors will be kept updated.

A special meeting to cover all the points necessary for SFCS will be held in January. It might be a good idea to look at all the SLAs at this same meeting too instead of arranging another meeting. This would need to take place before 17<sup>th</sup> January, i.e. the first week after the holidays.

Budget monitoring: To monitor all the budgets until the end of the financial year and see which ones come out in the black.

AT asked about disaster planning. The school should have some plans on what to do in case of an evacuation. There is an emergency response in one of the SLAs. There are two possible scenarios:

- Just the school being evacuated
- The school and the surrounding requiring evacuation

The school has an emergency plan, but it has nowhere to go to in the event of an evacuation. Possibilities would include Regents park Community School hall or the hall at the Baptist Church.

*It was decided not to have a break at this point.*

## 09. PARTNERSHIPS

A letter has been received from the LA on school monitoring. Data is reviewed and a recommendation is made on the support the school needs. Foundry Lane is in the 2L category. The L equals a low level of support and the '2' is based on the OFSTED grade as being 'good'. Head teachers are now part of the group looking at monitoring and the last OFSTED report is taken seriously as well as the last set of results. It is reviewed every twelve months, although sooner if there are any major issues.

Signed  
Chair of Governors  
dated

Four members of staff are being interviewed in December / January by SCC to become assessment monitors (Jack, Marie, Penny and Sarah). This includes CPD for staff and help for the school in its assessment practice.

Regents Park Learning Trust. A vision for the Trust was sent out with the agenda; it is a first draft put together by the senior members of staff from the four schools. MS asked whether a change of name is still being considered. It is in the development plan, which governors will see once it is in its final form (there is a meeting week commencing 9.12.13 to finalise all points). Peter MacBride (Banister Chair of Governors) is now the Trust Chair.

The work of the soft federation will continue until July as the budget for curriculum groups and monitoring is ongoing. After July it will merge into the Learning Trust, which will strengthen it. Other schools can also join, i.e. St Marks is keen to join the Trust and Freemantle is also looking at it. However, Freemantle is going ahead with its plans to become an academy and a secondary school.

A monitoring letter from HMI has been received at Foundry Lane regarding Regents Park and details the LA's plan for support of the school. It was agreed that the school action plan needs some work, although it has already had an impact. The longer term of issues to be addressed (monitoring etc) needs some more work. LS said that the lessons begin monitored had increased from 30% to 60% as being 'good', which is a positive move.

The interim executive board at Regents Park is likely to be put in place. Seven people have been asked to join, including AW. The LA should have consulted the Trust about this, but did not do so, so in theory the Trust could have refused to cooperate. However, there was no wish to antagonise, but the Trust did make its feelings clear. As part of the IEB being formed, one of the aims is to look at moving the school to academy status. Peter MacBride has said that the Trust members are not happy about this. The LA does not want this to happen either. The DfE could enforce its decision, but the Trust would have a say as it is not an LA school. An academy would not be able to have either the buildings or the grounds of the school. A cooperative academy would be possible. This issue is one of the reasons why AW decided to join the IEB.

KL asked how long the IEB would be in place. Special measures usually last for about 18 months; so the IEB will probably be in place for 12 months. MS asked what would happen if Regents Park became a cooperative academy. There would be two options – either to carry on the Trust, but without Regents Park or to consider becoming part of an academy trust as well, although hopefully it will not come to the latter.

Prospects. This company runs OFSTED inspections in various parts of the country and provides early learning support, Mike Thompson (senior inspector) has been engaged to do some monitoring on attainment. Details on the meeting held with him, was handed out. Both AW and ST found his challenging approach useful at times.

Signed  
Chair of Governors  
dated

DH asked whether the Trust should be looking at forming some links with sixth form colleges, like Richard Taunton as the school leaving age is being increased. Richard Taunton is already partnered with the USH Trust. All governors agreed it needs to be looked into.

#### 10. SATS REVIEW

RAISEonline this year has some pages marked 'G', which means that they are important for governors. Some information was handed out at the meeting.

(p1) School Context: Foundry Lane is compared with schools nationally. For many characteristics the school is on or slightly above the national average, e.g. the percentage of pupils with EAL is on the 60-80 percentile, which is slightly above average, as is SEN and deprivation. However the school is below the national average for the number of girls – 44% as opposed to 56% boys. This has an effect as girls attain higher than boys, which needs to be addressed. This year is the first year for 5 years where YrR has an equal number of boys and girls. In Yrs 1 to 4 boys outnumber girls significantly.

(p2) Yr1 phonetics screening. The school is above the national average. Boys are above the girls' national average, which shows the success of some of the work done. However pupil premium children did not do as well as other children nationally, so they are being tracked this year. It is a smaller group of ten children.

(p3) KS1 Attainment. The school is at least in line with the national average. In Maths the number of able children achieving a Level 3 is significantly above the national average, so reflects very well on the maths teaching in this group.

(p4) KS2 Attainment. It was a difficult cohort, so the attainment is very different from the previous two years and the year to come. The year group performed better than expected, although reading and writing were below the national average. These are now key areas for improvement. Writing is 75% at L4 (national average is 80%). In the grammar test the children either got Level 3 or Level 5 – very few got a Level 4. Spelling is also an issue, so this is being looked at throughout the school.

There will more on RAISEonline material presented at the next meeting.

JC pointed out that writing is teacher assessed, not externally. MS said that the monitoring training will help teachers. DH wondered if there was national monitoring. ST said that there is more monitoring taking place within the city. Other authorities are being looked at too to get a national picture.

#### 11. SAFEGUARDING

No issues.

#### 12. TRAINING

KL had nothing to report. The whole Governing Body training at Regents Park was very good.

Signed  
Chair of Governors  
dated

13. CHAIR

Nothing.

14. AOB

KL asked who maintains the Friends part of the school web site. The school does, so any changes need to be notified to the office.

LS spoke about the Code of Practice that she was told about during her governor induction course. ER will contact Daryl Boyden at Newport for more details.

AT was concerned that PE and sport seem to be the first subjects to suffer if other things are being done in school (e.g. rehearsals). Solent Health Trust is really keen to get health into primary school children as children are not active enough. He wants the school to give its assurance that sport is a protected subject and given as much importance as other subjects. In the summer there is more PE and if it is wet during play time, the supervisors try to get the children moving. ST said it could be monitored to make sure enough time is given over to it. There was sports premium money after the Olympics and the school is auditing its provision at the moment. Perhaps some groups (such as karate) can be invited to school to do an assembly. JD says that the point does back the necessity for a larger hall for the children. All governors agreed on the importance of sport provision.

There being no further business the meeting ended at 8.23.

**Date of next meeting: 11<sup>th</sup> February 2014**

Signed  
Chair of Governors  
dated