

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

TUESDAY 11<sup>th</sup> FEBRUARY 2014

Governors present:	Tony Croft (Chair) [TC]	Janet Taylor [JT]
	Marie Spencer [MS]	Liz Smith [LS]
	James Caldwell [JC]	David Higlett [DH]
	Anne Webster [AWe]	Robbie Turkington [RT]
	Kathryn Lugg	Neil Maddock
	Andy Withers [Head] [AW]	Claire Fyvie-Rae (CFR)

Associate Governors: Sean Taylor [ST]

Others: Jack Davis [JD]

Clerk: Elisabeth Ruggles

## 01. WELCOMES AND APOLOGIES

There were apologies from Andrew Tindall and Maureen Kirkland, which were accepted. Apologies had not been received from Sam Barnes.

## 02. DECLARATIONS OF INTEREST

None.

## 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.

## 04. MATTERS ARISING

- Governors' Code of Practice: This had been enclosed with the Minutes and governors were asked whether they would like to adopt this. DH asked about 'statutory targets' (top of p2) which were mentioned in the document, which are no longer in place. It was agreed to delete this reference and with this amendment, accept the document.

- Learning Walks: AW has drawn up a sheet with ideas for other learning walks, e.g. school clothing (which would take about half an hour and would be useful to check whether the policy drawn up and agreed by governors is in place and working); attendance and lateness, which would look at systems and routines; marking, which would take up approximately half a day for monitoring and writing up. Looking at displays could be another Learning Walk and would follow up on CFR's previous report.

RT and JC are interested in looking at behaviour and exclusions.

Signed  
Chair of Governors  
dated

- Quality of Teaching and Learning: It was agreed to report on this at each meeting. 10% of all lessons monitored were outstanding, with 85% good and 5% needing improvement. There will be another two days of monitoring in March, using OFSTED criteria.

- Sports Premium: The Government has decided to allocate a sum of money to each school budget to improve sports provision. It amounts to around £3,000 per term for the next two years. Contact has been made with a company, who provide packages of support within schools and the school is looking at ways to use the rest of the money, one idea being spending more on more competitive sports.

The school will need to be able to justify the allocation of money to OFSTED (in the same way as Pupil Premium). CFR asked whether the school has spoken to Regents Park to see whether they can offer some fundamental sport training. ST told the meeting that this used to be provided by Redbridge School, which was very good. CFR would like to be at the meeting with the sports provision company, to see what they are offering. JD asked whether the money can be spent on equipment. Whilst it can be, the school would rather provide actual provision. Some primary schools use this money to pay coaches to cover PPA time, but Foundry Lane would prefer to spend it on after school provision, so the children get something extra.

The school has identified areas of weakness and there is a partnership with Solent Sports in these areas. CFR pointed out that Regents Park used to offer recreational gymnastics. She will make contact with the current PE teacher and see if she can offer anything to the school.

#### 05. CURRICULUM AND ASSESSMENT COMMITTEE

Three main areas were discussed at the meeting.

1. Cathy, the SENCO, reported on improvements in SEN provision, particularly on implementing the new Code of Practice, which comes into force from September 2014. It will replace the current statementing process. It also changes the way children are categorised. There will only be two categories – ‘statement’ or ‘additional needs within school’. It is hoped that this will make things clearer.

2. The SEN policy has been revised slightly and will be re-written in September 2014. It is now on the school’s web site.

3. Jack Davis reported on the Literacy and Reading Improvement Week. Writing continues to be a major focus as well as an emphasis on spelling. All children have been screened.

This week is Book Week and there have been authors and illustrators visiting the school.

#### 06. FINANCE AND PERSONNEL COMMITTEE

The last part of the meeting discussed lettings. Costs are increasing, but it is not possible to pass all of these on to all of the groups. Various options were looked at, for example, it was

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discussed whether perhaps non profit making groups would be charged less than profit making groups. It will be looked at again at the next meeting.

All the community funds were spent on the KS2 toilet block (£22,000).

The budget continues to be tight.

KL has had plans drawn up by the surveyors. Two different sets of plans were presented. The school would like to have unisex toilets and based on this, 45m<sup>2</sup> hall floor space is probably sufficient on the proviso that the toilets are redesigned. It is very expensive to have a proper division in the hall (it will probably add another third to the existing budget), so initially there will probably be no division.

The administration block also needs to be enlarged. A second floor extension was looked at, but the surveyors suggested extending over the toilet block. This would enable a lift to be included in the specification. The surveyors will re-submit the plans and this will give a better idea of costings.

TC asked whether the whole school would be able to fit in the hall if it were increased by 45m<sup>2</sup>. Looking at the plans it will be possible and if it is increased by this amount, the supporting wall in the hall can be retained, thus reducing costs. At the moment the hall is 150m<sup>2</sup>. By squaring it off, there will be space for a conservatory for Tiger Club. RT asked whether the hall will be big enough for PE. It will be, but the cost of dividing it up for two classes to use, will be very expensive. The school will try to manage it by having two classes doing PE at the same time. MS suggested doing 1.5 classes per time (as there will be three classes in each year).

RT spoke about the lift that is required by September as discussed in the Community and Facilities Committee meeting and whether this lift is covered by the proposal. It does not, but the child for whom the lift was required is now learning to walk up stairs, so it not so urgent.

The meeting with the surveyors was really positive as they are also thinking about options and solutions. AW has a Buildings meeting on 12.02 and is going to put pressure on SCC to provide disabled access to the school. It would mean that the child in the school, who has been operated on both legs and therefore currently in a wheelchair, would be able to access everything at school.

NM asked if the guide price still stands. KL said that the initial price was approximately £150,000 and it looks as if it will now cost an additional £50,000 with the changes made, but it is still much cheaper than the initial quote of £450,000.

JT told the meeting that she has sent out SFVS and governors are to let her know that it is all in order.

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## 07. COMMUNITY AND FACILITIES COMMITTEE

The flagpole is on its way. The school realised that it has only a one-sided flag, so this is being altered.

The Buildings meeting with SCC is mainly to check whether Foundry Lane is looking after the new building. Outstanding issues with the new building will be discussed, such as the main door now being on manual. The cost of servicing is around £400-500 each year.

Storm damage: The cost of the January closure due to tiles coming off the roof is £1,000 – 1,200.

There will be the annual Health and Safety audit on 05.03.14. SCC is looking at schools, which pulled out of the SCC Maintenance Contract.

## 10. OFSTED UPDATE

New guidelines have been issued to OFSTED inspectors. A grid was passed round at the meeting, with particular focus on governance issues of interest.

- Statutory duties: These include policies and other documents the Governing Body is required to have by law. AW will look at this. Not all policies have to be reviewed each year and not all policies have to be signed off by the full Governing Body.

- The new Governors' Handbook Jan 2014 is available on-line. It covers the governors' statutory duties and is useful as it contains a lot of information. AW has added a column, where the information is found and possible committees to look at it. Committees can discuss what needs to be looked at and clarified.

A weakness at the moment is the Head teacher's Performance Review, as TC is the only governor involved in it at the moment. It would be useful to have more governors involved.

JD asked how OFSTED will check. Will they expect to see lots of Minutes of meetings or documents drawn up specifically targeting issue? They will look at Minutes, but they will also want to meet with as many governors as possible. There will be triangulation with Minutes.

KL asked about the Governor section on the school's web site. She voiced the possibility of having a secure section on it. AW and ST will check on this. Learning Walks and Parent partnership could also go under the Governor section.

The Code of Practice also shows transparency. CFR asked whether it was worth doing a profile on each governor every few months in the newsletter and for the web site, covering their role etc. There could also be a governor presence at parents' evenings, although this has been offered before with limited success. A meeting between staff and governors might be a good idea. There was one meeting during an INSET day looking at target setting. JD suggested a tea or BBQ. KL asked whether staff knew about the governors, but this depended

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on the staff member asked. TC suggested a governors' stall at the school fetes. A group photo is a good idea.

The OFSTED sheet is to be taken to each of the committee meetings and used as part of developmental work.

#### 08. SATS AND RAISEONLINE

The OFSTED data still refers to 2012, so the school is using data from the Fischer Family Trust, which is more up to date. It is a charity that produces information each year for KS2, which in a very simple format compares like schools and like children.

All four dials on p1, showing key strengths and weaknesses, are more or less in the centre. Weaknesses are SEN children and higher ability children, which the school is aware of and has been discussed previously. Children, whose first language is English is also a weakness and was picked up by the school's performance partner.

The data compares figures over three years. L5 children are down slightly from 2012 (2% = 1 child). CFR asked what the percentage of EAL children in the school is. This year it is 23%, which is higher than the average, although the school tends to be very similar to national levels. This year the level of lower ability children was also higher.

SEN attendance is also lower than normal as is that of some of the ethnic groups, so the school can target this. It can also look at year group attendance. Attendance overall now stands at above 95%. Last year's Yr6 had a lower than average attendance, so this might be the reason why this has now improved.

P2: This shows a breakdown of attainment. For example, the school knew that L% attainment in writing had decreased, but L4 is also down. This means that the school needs to concentrate on writing this year.

The data allows the school to look at three year averages, so it can see who is not doing so well, e.g. SEN and those children receiving FSM and also girls. Some governors found this surprising, but it could be due to the focus on boys.

#### 09. PARTNERSHIPS

The Family – The Regents Park soft federation agreement will cease in July. Groups will continue, but under the Trust. The Regents Park Family budget will be transferred to the Trust at the end of the year.

The Trust - At the last trustees meeting it was agreed to change the name of the Trust to the Southampton Co-operative Learning Trust. It is not yet official, but the form detailing the changes has been sent off.

A new partner is Solent EBP, who will give schools special rates to be part of the group with them, such as Science Weeks for Yrs 3 and 6. It will enrich the curriculum.

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St Marks and Freemantle will join the Trust. The Head Teacher at St Marks is taking early retirement and has indeed already left the school. The Deputy Head is in charge at the moment and there will be an interim Head Teacher in place for the summer term. The Polygon School is requesting full membership of the Trust and is asking how it needs to go about managing this (i.e. consulting with the community etc). The Polygon is concerned about its relationship with the Local Authority and wants to change its status to protect the school. It is looking at a number of different models. Any application would need to go to the Trust committee as the last time this was discussed was some years ago. It will be discussed initially at the next Trust meeting if Head Teachers.

AW has joined the IEB (interim executive board) for Regents Park. Academies were discussed, because Bitterne Park secondary school has applied to become an academy, but was turned down. However, it might consider working with Regents Park as a sponsor. This would need to be discussed at Trust level.

The first meeting was very positive. The aim is for Regents Park to come out of special measures in October 2014. If all goes well, the school will ask for an inspection early in the autumn term. AW has done some monitoring there and it was good to see the quality of teaching at the school. Big improvements are being made.

Parent Partnership – The second meeting was a few weeks ago. As a result of this, the school newsletter asked for a few responses to some questions, which received a very good response.

One question was with regard to changing the colour of PE tops from white to team colours. This would get more support if it were to start in September. The school would have to try to negotiate cheaper prices initially. Also it would be important to try to get the same shades of colour. Schoolkit will be approached.

The second question regarded the serving of vegetables at lunch. City Catering budget on 75% of all children having all vegetables. The suggestion is to give each child half portions of all vegetables on each plate, but to give extra is required. Salad is on top of these portions. The level of wastage is a concern so it will be trialed for half a term. A governor asked whether waste could go in compost bins. It needs to be checked whether food waste could go in, although Eastleigh Borough Council allows this. KL asked whether vegetables were hidden; this is already done as much as possible.

## 11. SAFEGUARDING

This has been discussed in the 1:1 meetings and at all committee meetings. There are no issues.

## 12. TRAINING

Nothing to report.

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## 13. CHAIR

Tony has received letters from Yr6 children, who have asked to graffiti the new building as part of graffiti week. He has read them all and was struck by the phrase 'it is inspiring'. He has agreed to this at a time specified by AW. He has also agreed to come with two other governors to look at the work, mark it and give out some prizes. It will be a June project and he would like two governors to volunteer then.

## 14. AOB.

On behalf of all governors KL was wished all the best on the arrival of the new baby in the next couple of weeks.

The new Whistle Blowing Policy has been presented to staff and will be agreed at the next Finance and Personnel meeting. Governors were given a copy.

Date of next meeting: Tuesday 25<sup>th</sup> March 2014