

# MINUTES OF THE GOVERNING BODY – FOUNDRY LANE PRIMARY SCHOOL

TUESDAY 15<sup>th</sup> JULY 2014

Governors present: Janet Taylor [JT] Marie Spencer [MS]  
Liz Smith [LS] Neil Maddock [NM]  
Anne Webster [AWe] Robbie Turkington [RT]  
Andy Withers [Head] [AW] Andrew Tindall [AT]  
Kathryn Lugg [KL]*[arr'd 7.26]*

Associate Governors: Sean Taylor [ST]

Others: Jack Davis [JD]

School Council: Sebastian, Isaac, Charley, Samuel, Maeve, Jack

Clerk: Elisabeth Ruggles

## 01. WELCOMES AND APOLOGIES

There were apologies from Jamie Caswell, Tony Croft [Chair] and Claire Fyvie-Rae which were accepted. Apologies had not been received from Maureen Kirkland, David Higlett or Sam Barnes. Kathryn Lugg had advised she would be late. In the absence of the Chair and the Vice Chair, the meeting was chaired by Marie Spencer.

All governors and the School Council introduced themselves.

## 02. SCHOOL COUNCIL

They updated governors about what they have been working on.

- The finals of 'The Voice' have taken place. When asked who the judges were, they said that there were lots. The children who got the top 3 will sing at the upcoming house point ceremonies. Jack from the School Council is one of those children.

- Rubber band club: This meets at lunch-time to make loon bands, ST told the meeting there were 100 children at the club last week.

- Mathathon: This was a whole day of maths to raise money for hearing dogs. They came to an assembly with their handlers and inspired the children to do this fund raising.

- There has been a moneybox to save money for the Philippines after the typhoon. Children were encouraged to bring in 2p coins, which they handed to their teachers. Children had seen it on the news and Sebastian told the children in assembly what had happened. £500 was raised.

- Pyjama Day for Africa, when children were allowed to wear pyjamas to school for a fee. Again, this raised between £400-500. There is going to be a co-operative school in Africa, so this initiative was linked to the schools co-operative work.

There has also been a non uniform day. The School Council wanted the school to have a day trip to France, but this unfortunately could not go ahead.

Lots of money has been raised for good causes.

The children explained to governors how they were elected onto the School Council. The meetings are very like the Governing Body meetings, as they also have a chair and a clerk. A change from last year is that the children no longer eat their lunch during the meeting.

One of the children asked the governors what exactly it was that they did. Governors said that their role was to help make the school the best it could be and to support the teachers to do a good job. JD asked the children if they thought the governors did a good job and they thought they did. MS told the children about the learning walks that have been taking place and why. The children also asked about who could become a governor and were told that governors could come from the school, the community or be a parent of a child in the school.

The School Council were thanked for all their hard work over the year.

### 03. DECLARATIONS OF INTEREST

None. It was explained to the School Council what this meant and why it was asked at each meeting.

### 04. AGREEMENT OF PREVIOUS MINUTES

There were no amendments and so the Minutes were signed by Marie Spencer as being a true and accurate record of the meeting.

### 05. MATTERS ARISING

- Lift: A copy of an email from SCC relating to the lift to be installed in time for September was handed out to all governors. Oliver Gill (from SCC) states that the school owes SCC £75,000 and it was suggested that this amount be reduced to £35,000. Furthermore, SCC would reduce this amount by another £25,000 if the lift were purchased. However, at the last Finance & Personnel Committee meeting, the point was made that the school cannot pay £35,000 and needs to have the whole debt written off. If SCC is offering to reduce the debt by a further £25,000 if the lift were bought, it would imply that with this amount the debt would be almost written off with £10,000 outstanding. RT read out the initial agreement from the email which seemed to support this. A school council member asked if this was an example of cheating (declarations of interest), so AW explained how the budget was set up and that money was put in different places so it would be used to pay for the right things. The school has £25,000 to expand Tiger Club and governors felt that this lift was very important and so agreed to spend the Tiger Club money on the lift instead. However, the school has also been

in discussions with SCC as it does not think it is fair to spend the money for Tiger Club on a lift.

*[School Council left the meeting at 7.04. They were thanked for coming]*

JD asked whether interest would be payable on the £10,000, but it is an interest free loan. RT wanted it clarified that the money would then go back for Tiger Club spending, which it would.

Based on the understanding of the email dated 15<sup>th</sup> July 2014 from Oliver Gill, Foundry Lane agreed to enter into a loan agreement for £35,000 on the understanding that SCC will give the school £25,000 for the lift for use in September 2014. Manageable repayments will be based on the school's incoming DFC. This was proposed by AW and seconded by RT. There was unanimous agreement. Parents have volunteered to pay money towards a lift.

- Hall Project: KL to update governors in the second half of the meeting. Parents have volunteered to pay money towards a lift.

- Tiger Club: There was a concern that it needed to be expanded to keep up with demand. From requests received, the club is full on three days a week with some spaces still available on Monday and Friday (both breakfast and after school). It was therefore agreed not to expand at the moment due to staffing costs, but to review it next term as the demand will be there in a year.

## 06. LEARNING WALKS

TC was due to take part in a learning walk on the day of the meeting, looking at pupil premium children, but this did not happen, due to illness. ST has already looked at some figures, so he will report on this in September. RT asked if any more learning walks are required. There will be a list in September for governors to look at. MS asked if any of the walks already done need to be reviewed. Some governors might like to concentrate on certain areas of expertise and perhaps governors could consider swapping around annually.

## 07. CURRICULUM AND ASSESSMENT COMMITTEE

At the meeting there was an ICT report as part of the annual cycle of subject leader reports. The key areas of work revolve around the new ICT curriculum – particularly at KS2 where the children will be focusing on programming. In addition a quantity of ICT equipment needs to be updated. It is hard to keep up with this as the capital budget has been cut by approximately 75%. It is just under £9,000 this year. The school is looking at the latest touch screen technology to replace the existing whiteboards.

The Collective Worship policy was also looked at. The committee has a checklist to make sure all the requirements had been met. There is a need to have an act of worship in all assemblies and the school is looking to invite more people to take part.

The new national curriculum is being considered. There was an INSET day in the previous week to look at this in more detail, although the school has been looking at this for the past

six months. Parents are being updated through the year curriculum booklets, due out soon. The Yr1 booklets have already been distributed – NM said it was very good. LS would like to see more on e-safety. There was an incident in Yr6 recently and more parents need to be made aware of what their legal responsibilities are. The school has run a course, but the parents they were targeting did not come. There is a day planned in February next year for the Trust to look at this, but governors felt that this was quite a long time to wait. Messaging is an ongoing issue, with younger children becoming increasingly involved. It will be mentioned in the newsletters next term and also added to the curriculum booklets.

#### 08. COMMUNITY AND FACILITIES COMMITTEE

- School lunches are moving forward. Foundry Lane has had to push City Catering about trolleys. Staff are having health and hygiene training as well as training on serving during the summer holidays. The school has had to drive this forward. The new school cook is working well.

- Polish School: This is finishing in Spring 2015 as the people running it are considering moving back to Poland. Another provider has contacted the school, so they will be asked if they would be interested in taking over.

There were no further questions.

#### 09. FINANCE AND PERSONNEL COMMITTEE

It was agreed to spend some money on a few special events for the summer holiday club.

*[KL arrived 7.26]*

#### 10. HEAD TEACHER'S REPORT

Admissions are being chased at the moment. Another child was admitted on day of meeting. There are 14 places open – there is a waiting list, but the administrative process is slow.

Staffing is self explanatory. There are two higher level teaching assistants to work with groups or with individual children at a higher level, who can also cover some classes in PPA time. Sports teachers are also being engaged for years one to four and the outcome of this is being monitored.

Ben Morgan is joining the school as a schools direct teacher. This is the first time the school has entered into an agreement of this nature as the candidate is excellent. The school will support him and try to employ him at the end of the year. On his part, he has to agree to stay for one year after training finishes. It is a natural step for a higher level teaching assistant.

SDP: The main targets are covered. The figures in terms of attainment are pleasing. LSAs are being trained up (quality of teaching) and attendance is very good (behaviour and safety). A lot of penalty notices have been handed out this term. RT asked if the numbers were compared with other schools. This is something that should be done as it is a point that came up in the parents' questionnaire. AT felt it was really important to make parents think about

this, particularly when looking at the secondary school choices – perhaps there should be a selection process based on attendance. However, it was felt that the children would then be penalised for their parents' actions. No complaints had been received this year, although the school is keeping track of employers' letters sent in support of an application to take a child out of school for a holiday.

Staff Appraisal: A new policy is being worked through. The new system is being issued to staff in September and a recommendation will be brought to the Finance and Personnel committee regarding pay progression.

Achievements: Silver gilt certificate for the South and South East of England. The Green Flag assessment was today and the indications are that it went very well.

AW said the report was quite hard to do as it coincided with school performances and having to read 460 reports.

*There was a ten minute break.*

## HALL PROJECT

An initial meeting with the architects came up with a figure of £650,000 to change the existing hall. An alternative proposal was to build a stand-alone hall. A site was considered and the aim was to keep it as simple as possible. Including the hall, 2 sets of changing rooms (15-16 people each), 2 lots of showers (plus a disabled one), toilets and a kitchen have been planned. A drawing was shown, with some squiggly lines in the hall denoting curtain demarcations. Anything else is too expensive. The hall also has enough height for badminton and a climbing wall.

The building is a mixture of single storey at the edges and full height so there is less impact on the neighbours and the new building. The hall is 20m x 10m and the height at 7.6m is high enough for club badminton. The side elevations have minimal windows to keep it cool, but there is lots of ventilation.

There are two build options: a standard steel frame or glulam. The two quotes come in at £921,200 and £947,600. This layout can open more funding possibilities – e.g. Sports England, but pretty major sponsorship would be required. Governors were surprised the quotes came in so high as the impression was given that it would be less.

Looking at the figures there is a contingency figure of £100,000 and the amount then is £780,000 without VAT. LS will contact a Southampton climbing club as they might be interested in sponsorship if the wall is high enough. Other community groups could be approached to gauge their interest.

KL said it is necessary to meet with the architects again. Having a kitchen would really open the building up for community use. The plans contain other elements that were not considered initially. The meeting needs to be right at the beginning or end of the holidays. Parents need to be asked if anyone has any experience of applying for national lottery

funding. Funding opportunities are only open for a couple of months each year. AW said that a governor at the Polygon school is a professional fund writer. All details need to go into a newsletter – KL is willing to set up and monitor a central email account.

## 11. PARTNERSHIPS

The Curriculum and Assessment Committee will take on regular updates on events for attainment.

ST and AW attended a LASER conference and are hoping to make links with a new co-operative trust in Fareham, which is run along the same lines as the school's trust. It would be nice to share expertise with different trust groups. Some trusts hold a trust co-operative day. This is something that could be done as a whole group.

The way the schools values and the co-operative values are presented is to be looked at.

The IEB at Regents Park has its next meeting on 16.07. A shadow Governing Body is being put together for September, so that it can run alongside the IEB for the time being and then take over when the school comes out of special measures. There will be an update in September. LS went to a Parents Forum at the school - although there were only six parents there, it was positive nevertheless. The crunch will come when the exam results come out.

## 12. OFSTED UPDATE

A summary SEF has been drafted with the SIP. Data from this year will be incorporated into it and will be given to governors in September.

## 13. RAISEonline

Governors continue to work their way through this.

OFSTED targets are writing (grammar and punctuation) and reading. On the sheet handed out to governors, green shows where results have improved and exceeded national results. The whole shows a very good set of results. So far Foundry Lane is the only school ST has been able to find that has a L6 reading result. A few papers are being sent back so this figure could improve further.

Writing shows a massive improvement at L4. L5 has improved (grammar, punctuation, spelling) and at 63% is way above the national average. However, there was a dip at L5 in Maths, so this will be the focus for next year.

KS1 was externally moderated and shows an increase in L3, so this is also pleasing. Governors were told that this information is not normally shared until the autumn term as it is not known what will happen nationally.

#### 14. PARENTS' QUESTIONNAIRE

115 questionnaires were returned and this is the strongest set received for five years. No further analysis has been done yet. AW will come back with a summary of the comments, although some have already been addressed at parent partnership meetings.

MS was surprised at the number of parents who still want to receive the newsletter in paper form. It shows that it is valued. NM said he would not read it if it was an email. A governor suggested a school magnet so the newsletter can be out on the fridge. RT thought the responses were very positive, particularly points 10 and 11.

#### 15. SAFEGUARDING

No update

#### 16. TRAINING

There is nothing until September. AW said that there was governor training at St John's on 9<sup>th</sup> September looking at governor interviews during OFSTED, which governors might like to attend.

#### 17. DATES

These were handed out at the meeting and are hopefully correct. All the committee meetings will be held at times to be agreed in September. Committee preferences will go out with the Minutes of the meeting.

James Caswell has handed in his resignation as he is moving. He was thanked for all his work.

#### AOB

- Zigzags at the front of school. Parents have asked if the children can design a banner for the front and back of the school, to highlight no parking here. Governors agreed. The PSO's have also confirmed parents have contacted them to highlight the problem of illegal parking. Normally the School Council goes out and patrols the zigzags. They haven't yet done so this year, so perhaps could do before the end of term. It was also suggested that the number of fixed penalties could be published in the newsletter. The PSOs have been in school and are happy to forward a letter which can also be included.

- Governor recruitment: JC was a Trust governor. SB and MK need to be asked if they wish to continue. Some parents would like to get involved.

There being no further business AW thanked all governors for their hard work over the year. The meeting ended at 8.31.

Date of next meeting: 07.10.14