

MINUTES OF THE GOVERNING BODY – FOUNDRY LANE PRIMARY SCHOOL

TUESDAY 7th OCTOBER 2014

Governors present:	Janet Taylor [JT]	Marie Spencer [MS]
	Liz Smith [LS]	Andrew Tindall [AT]
	Anne Webster [AWe]	Claire Fyvie-Rae
	Andy Withers [Head] [AW]	Kathryn Lugg [KL]
	David Higlett [DH]	
Associate Governors:	Sean Taylor [ST]	
Others:	Jack Davis [JD]	
Clerk:	Elisabeth Ruggles	

01. APOLOGIES

Apologies have been received from Robbie Turkington and Neil Maddock. Tony Croft is hoping to attend the meeting. A resignation from Sam Barnes has been received. The Governing Body needs to appoint two trust governors.

02. ELECTIONS: CHAIR AND VICE CHAIR AND COMMITTEE MEMBERSHIPS

The election of Chair will be carried over to the next meeting as no nominations have been received.

David Higlett was happy to stand again as Vice Chair. He left the room so a vote could take place by a show of hands. David Higlett was unanimously elected as Vice Chair to the Governing Body and in the absence of a Chair chaired the meeting.

03. DECLARATIONS OF INTEREST INCL. REGISTER OF INTERESTS

There were no declarations of interest. The Register of Business Interests was handed out and completed by all governors as an annual legal requirement.

04. AGREEMENT OF PREVIOUS MINUTES

There was one amendment to the Minutes. DH had rung up the school and given his apologies for not being able to attend the meeting. With this amendment, the Minutes were signed by the Vice Chair as being a true and accurate copy of the meeting.

05. MATTERS ARISING

- Lift installed: The lift was working very well until the day of the meeting. The emergency procedure was followed and this worked well. Financially, the lift has cost around £30,000 and the school is in the process of arranging payment for it. An issue is the difficulty being experienced in getting invoices off the system. The LA will reimburse at least £25,000 of the

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Chair of Governors

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cost, if not the full amount. Governors were told that the lift was operational in time only due to the huge efforts made by Nigel, who chased every contractor. In the event the lift installation was finished the night before term started. CFR suggested writing to him to thank him for his efforts on behalf of the Governing Body and will take this on.

- Tiger Club: The club has 40 places for breakfast and after school. It is full on 3 out of the 5 days, with Mondays and Fridays having free spaces. At the moment the number of spaces offered meet demand, so there is no need to expand. The situation will be looked at again next year. It is a big bonus to have child care offered on site and is something parents really appreciate.

- Learning Walks: The three that took place last year were really successful. TC and AW had arranged a fourth Learning Walk in July on Pupil Premium, but this had to be postponed. Other subjects for the learning walks could be school meals for infant pupils (which has brought some challenges), PPA time (whereby some sessions are covered by sports coaches, brought into the school specifically for this purpose), safeguarding or special needs. The learning walks that were done last year also need to be updated and reviewed. Governors were given a list so that a programme for the year can be drawn up. DH asked whether the aim would be to have at least one learning walk each half term. AW pointed out that last year he was heavily involved in all the walks, but this does not necessarily need to be the case. LS is interested in special needs and will liaise with Cathy Baggott to arrange a date. CFR felt it was important to go back over the previous walks to see if there had been any changes as a result as well as to show the impact of the walk.

KL suggested that the reports on the learning walks should go on the web site and welcomed a planned programme of visits.

- New Hall: There was a meeting with the architects in the summer holidays after the final Governing Body meeting of the school year. Several options were put forward, one of which is a two-stage build. It is hoped there will be another meeting week commencing 13th October to look at revised figures. These are needed to help with a lottery application as this is the only realistic option to get the money required. A parent has offered to help with writing the bid. With regards to fundraising, NM and KL have discussed a music festival to be combined possibly with the summer fete and an auction of promises. There are many ideas in the pipeline, but a definite plan is needed. Corporate sponsorship is also an aspect that should be considered. LS has spoken to an organisation about the climbing wall, but unfortunately they would need open access, so this is probably not an option. MS suggested approaching the Southampton Football Club community fund. DH wondered whether there were timing restraints for lottery applications – not necessarily, but the bid needs to go to the right fund.

- Zigzags: A meeting has been held as there has been much concern about people parking on the zigzags outside the school. The School Council's first task will be to patrol the area and take numbers. The police will come in to support this. Mike Dennis from Southampton Road Safety has a programme of work encouraging active travel, but has also said that PCSOs can no longer come into school to talk about road safety as this is taking over the Council's role.

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Chair of Governors
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Governors thought this was a shame. The children will design a poster, which will be made into a banner to be displayed at the front of the school to raise awareness of the issue. The children will work on the posters at home, with the school logo being added afterwards together with that of Hampshire Constabulary. CFR asked if Hampshire County Council could come into school as she was impressed with their presentation on road safety, but this would not be possible as Southampton is a unitary authority, despite being situated in Hampshire. A governor pointed out that when it rained on 6th October all the zigzags were taken up. Unfortunately when some parents raise this with the offenders, they are subjected to verbal abuse, which is less than ideal with children present. CFR suggested putting cones on the road, but this could cause a possible obstruction as the road is so narrow outside the school.

06. PARTNERSHIPS

TRUST: A curriculum development plan is being put together. Projects have begun, which should have an impact on attainment. Parts of the plan need to be updated, such as people and partnerships, the development of shared staffing, procurement and links with the co-operative schools' society (the south east and the southwest groups, working with Roehampton University).

PARTNERSHIPS: The WEA is starting up its art group again. The Solent EBP will run a Yr6 science day at Regents Park with all feeder schools. Richard Tauntons College will also host another science day.

Prospects (Mike Thompson) has been working with the school. All the head teachers at the most recent meeting of head teachers want to work with him, which will involve shared training - also at governor level.

There was a Trust staff event at Regents Park last week (Banister and Polygon did not attend) with the aim of making links at the beginning of the year. It is hoped that it will be held even earlier next year. Banister and Polygon schools both had early OFSTED inspections, the outcome of which is still unknown. New primaries seem to be the theme. The Polygon was inspected under the pilot for a 'no notice' visit.

Regents Park Community College had very good results – second in the city. This is the second year running that results have been higher than the national average. It is likely to be the best school in the city in terms of progress. A shadow Governing Body is being appointed. The IEB will be working alongside this at least until early 2015 (AW is a member). There will be a monitoring visit at the end of October or beginning of November. All indications are that this will be a good inspection.

There is no Regents Park Family anymore as all schools are now in the Trust.

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07. DATA INPUT

The national results have been published. The school is at least in line with the national average at both key stages, except Maths at L5. Expected progress equates to two levels, but OFSTED is also looking at better than average progress, which is three levels or more.

Reading and Writing is in line with or ahead of the Southampton and national averages. Maths is in line with expected progress, but below the national average in terms of better than expected progress. This will be the focus for the year and in reality is looking at moving children from L2 at KS1 to L5 at KS2. Yr6 is being targeted this year.

KL asked if this was as expected. The school is disappointed as it involves a small group of children (5/6) who missed out on the higher level by a few points. CFR asked whether boys or girls were involved. This is unknown and the school is waiting for the RAISEonline data.

Pupil Premium data has been updated for 2013 and shows that the gap between PP children and non PP children has closed further. As soon as the data for RAISEonline for 2014 becomes available, the figures from last year can be entered. It is important to know what the money has been spent on and what its impact has been. Extra staffing has been the key to giving the children more support from both teachers and learning support staff. HTLA are more highly qualified in offering learning support, so they can release the teachers to work with PP children. 2012 and 2013 saw the gap being closed progressively, so the school hopes that this trend continued into 2014.

Schools Direct: Marie is working alongside Ben Morgan. The school is looking to extend the scheme.

At the Polygon School inspectors asked governors how the pupil premium was spent, so it is an important document. KL pointed out that Newport Training is running training on Pupil Premium in November, so it would be good if some governors could attend this.

To put the importance of Pupil Premium into perspective: £42,000 was spent on these children between 2011-12; now the amount is £126,000.

The document is published on the web-site with percentages rather than individual amounts of money. DH pointed out that the document contains lots of acronyms. He also asked about nurture groups and whether they can be measured to show effectiveness. The Boxall process is measured. CFR suggested looking at the children's reports to underline the Boxall process. DH felt that a table that shows progress is very powerful. A nurture group could be observed during a learning walk. CFR asked whether a member of staff had overall responsibility for the pupil premium children, but they now are the responsibility of the phase leaders, who direct staff. Individual children are also tracked.

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08. OFSTED UPDATE AND SEF

The SEF summary sheet was handed out, which has been put together initially by the phase leaders with Mike Thompson and then updated. It is a very useful document for governors in the event of an OFSTED inspection.

(2) Assessment is a national key area, due to the introduction of the new curriculum. A key issue is lifting teaching from 'good' to 'outstanding'. Assessment is also a key area, with feedback between teachers and children important, so the children know how they can improve their attainment and progress. Both these things are being looked at during INSET days.

(8) A key area for development is to adapt the leadership structure as the size of the school increases. Phase leaders taking over whole school responsibility for vulnerable children was not expected. In future it is likely that they will be non class based with a whole school perspective as well as a phase role.

As it is updated, governors will get more information on the SEF. It is to be a standing item on the agenda.

09. FINANCE & PERSONNEL COMMITTEE

There were no questions on the minutes of the meeting.

The school budget was mostly on track when it was monitored. Since that meeting the budget has been tweaked a little more, with staffing figures finalised. The revised budget plan was agreed as follows:

JT proposed a budget with a total income of £1,951,426, a total expenditure of £1,961,385, with a brought forward balance of £33,597 and a carry forward surplus of £26,368, making a deficit for the year of £9,959. This was seconded by KL and there was unanimous agreement.

Review of Policies: The Staff Absence policy was updated as was the Confidentiality policy. Although there were not many changes to the latter, it was brought to the meeting as it is important for governors to be aware of them.

Points (1.2) and (1.3): AT felt that it should state a requirement and not a suggestion, therefore 'should' should be changed to 'must'. The same should apply to Point (3.3). The word 'should' has a different range of meanings, so the insertion of the word 'must' allows for no ambiguity.

On the final page of the document (under school staff) in the third paragraph, the word 'confidential' should be deleted, so that it reads 'Any information ...' and it was suggested that this is put in bold. It should also be signed every year. JT will have a list of all parent helpers to check that everyone has signed it. The Social Networking policy also has to be given to parents and volunteers. These changes were proposed by AT and seconded by LS. All governors were in favour.

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LS referred to the Governors Code of Conduct, to which mention should also be made.

10. PARENTS' QUESTIONNAIRE

This was discussed at the July meeting, but comments made are included. There are more comments on homework, which have been omitted.

CFR asked what the numbers related to. They refer to who made the comment in case AW needs to go back to them. Some of the comments have already been addressed. Positive comments outnumber negative ones.

Following on from the comments made, CFR suggested that a learning walk could look at the opportunities for children outside of the classroom, i.e. how many children take part in a club, do sport or have a hobby. PP children could be an additional focus and if there is any funding available, perhaps this could be used for them to join a club. The profile could show areas that need to be worked on.

KL asked about visits to the toilet during lessons. This is down to the sensitivity of the class teacher and them knowing the children in their class. It will be discussed again, but it was pointed out the afternoon session for Yr5 and Yr6 children is one and a half hours long.

11. CURRICULUM & ASSESSMENT COMMITTEE

The meeting agreed the committee remit and cycle. PP children are henceforth to be known as 'disadvantaged' children, which governors did not like as a label.

Whole school targets:

- Shared projects will be very important in improving attainment. Early language acquisition and EAL English in Yrs 3 and 4 are crucial in all trust schools.
- Portswood School is leading work on coaching teachers in school.
- Assessment models will be looked at, so the new year-group criteria can be applied now there is no assessment.
- Curriculum plans are now on the web site. They have been discussed at year group meetings. The Newsletter will advise parents where to find them.

12. COMMUNITY & FACILITIES COMMITTEE

AW is looking for Martin the Puppet Man if anyone has his details.

A Science workshop, complete with dome, took place over the summer holidays and was very well received. The Tiger Club will try to do something along these lines each holiday.

Playgroup: At the meeting the Friends agreed to pay for any remedial work required on the play equipment. This is a very good and generous offer – it costs the school £1,000 each year just to top up the bark.

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There were no further questions.

13. SAFEGUARDING

There is nothing to report. The Confidentiality policy has been changed to safeguard all the children at the school.

14. TRAINING

If any governor wishes to go on a course, please tell KL who can book it.

A suggestion was made to have a whole Governing Body training session on safeguarding. KL will speak to Newport Training to come up with suitable dates for this.

Two Trust governors need to be appointed to the Governing Body. Staff from other schools in the Trust might be interested.

15. AOB

There is no longer a letting on Tuesday night as Zumba has had to move to larger premises. Next year the Governing Body will look to see if Tuesdays are still suitable as a meeting night.

LS congratulated the school on its transition to YrR, which she thought was excellent. She asked whether a review was done with parents to show to OFSTED how good it is and how much work is done behind the scenes to achieve it. An evaluation is undertaken with parents around this time.

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