

MINUTES OF THE GOVERNING BODY – FOUNDRY LANE PRIMARY SCHOOL

TUESDAY 2nd DECEMBER 2014

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

01. WELCOMES AND APOLOGIES

There were no apologies or welcomes.

02. ELECTION OF NEW CHAIR

The election of Chair had been carried over from the last meeting. Tony Croft was happy to stand again as Chair for a further year. He left the room so a vote could take place by a show of hands. Tony Croft was unanimously elected as Chair to the Governing Body.

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 those governors absent at the last meeting.

04. AGREEMENT OF PREVIOUS MINUTES

There were no amendments to the Minutes. And so the Minutes were signed by the Vice Chair [DH] as being a true and accurate copy of the meeting.

05. MATTERS ARISING

- Appointment of new Governors: Maureen Kirkland has been contacted to see if she still wishes to continue as a (staff) governor as she has not been at the school for the past 6 months. She will be in school on 6.12. and someone will ask her then. There are as yet no identified Trust governors, but 2 Trust governors and one staff governor are required.

- Learning Walks update: CFR visited the school 01.12.14 to look at PPC provision in the school, the budget allocation and what governors should know about the intervention and tracking that take place. She looked at evidence that is having an impact and will bring a case study to the next Governing Body meeting. She visited classes, spoke to the LSAs and saw

Signed

Chair of Governors

dated

interventions taking place. PPC is to have a raised profile with governors and will now feature on the Curriculum & Assessment meeting agenda. The school receives £126,000 to help disadvantaged children and so governors need to know where and how the money is being spent and its effect. The meeting was very good and interesting.

LS has also been on a learning walk with Cathy Baggott and a report was included with the governors' agenda. She saw the provision throughout the school. The school enjoys a positive inclusion ethos throughout and she saw some intervention work. There are a few things that she discussed with Cathy Baggott at the end of the learning walk, which might be of interest for further discussion by governors:

- The nurture groups help a limited number of children. It is currently aimed at children in Yr1 and Yr2, but could it possibly be aimed at those higher up, particularly as the school grows in size.
- The SENCO role, combined with a class teaching role as it is currently, is important. However, again with the projected growth of the school, it is important to look at the SENCO role in the future and if this combination remains feasible.

LS pointed out that the ethos that the children show in their general attitude regarding inclusion is very strong. The displays show ALL the children's work. Their attitude towards each other and the support that they show each other is excellent. KL says it carries on after they have left the school as it is now being seen by some Yr7 children on the bus to their secondary school. LS felt that overall Cathy Baggott was doing a fantastic job at school and also when working with other schools in the area too.

CFR spoke about the volunteers that help out in the school. There was one volunteer she spoke to in particular and the number of hours she gives up is phenomenal. She felt it would be a nice idea to thank the volunteers on behalf of the Governing Body.

More Learning Walks are planned for the new year – safeguarding as well as lesson observation.

- School Hall update: Another meeting with the architects has taken place and they have now been given what the school considers to be a realistic amount of £500,000 to work with for the first phase of the new hall. The group is approaching central government (the local councillor is on board too) and is hoping for a positive outcome. MS asked if the children could be involved in writing the letter. KL said that corporate sponsorship via parents is also in place.

06. HEAD TEACHER'S REPORT

In January the number on role will be over 500. This is significant as the school will move from Group 3 to Group 4 and is now at the bottom of the range of the biggest schools.

Lots of parents are being shown round, which is quite challenging in terms of numbers, time involved and the questions being asked, e.g. the policy on bullying, the school's priorities etc.

Signed
Chair of Governors
dated

The biggest reason why parents are choosing the school is word of mouth and reputation. The furthest distance a child came from to attend the school last year was 1.7 miles. TC asked if anyone asks about the Trust – it does come up when talking about feeder schools. The co-operative values are also on display alongside the school's ones. There are two more sessions planned in January as the closing date for applications is 15th January. A governor pointed out that the OFSTED report from Tanners Brook might also have an effect on applications.

Staffing: MS is now the permanent PHASE 3 Leader and has been doing a great job. Ben Morgan is working with her as a School's Direct teacher. It is his third year here. Hopefully he will qualify at the end of this year and be next year's NQT.

The midday supervisors have now been put into four different teams. They will be coming to the next house points ceremony as they have completed their Health & Hygiene certificates.

An important issue for consideration is what to do with teachers who cover a number of roles in the school. When they fall ill (there is one such teacher on long term sick at the moment), it causes all sorts of problems. As the school gets bigger, extra cover will be required.

Staff training has been pretty extensive this year. The SCLT have been doing specific projects involving at least one member of staff each week.

SDP – a copy was included with the agenda with the relevant targets and these have been updated in the Head Teacher's report. British values are something that governors need to be aware of (see the sheet included in the agenda) and these will be assembly themes, e.g. community, democracy and tolerance. KL asked whether there had been governmental guidelines and definitions on them. Some of the definitions have been taken from the new curriculum guidelines. Citizenship, which has been omitted from the new curriculum, comes into this. KL asked about 'liberty' and how it was being defined; freedom to practise what you believe (i.e. mutual respect), but all felt it sounded rather American. These values are very interesting and useful to explore with the children, but have come as a direct response to the situation that was found in some schools where some governors had particular beliefs. LS has had training on the radicalisation of children, but it is aimed at secondary school children from the age of 11 up.

SDP (4) Lunch-time: Sports coaches have been brought in to offer activities here (as well as in PPA time) and the aim is to develop young leadership, particularly in Yr5 so that the children can help the younger ones. Yr6 children do their civic award, mainly in their own time. Some have started helping out in the office at lunch-time. The school aims to introduce an individual challenge scheme for the Yr5s.

Staff appraisals have all been completed now.

Parental involvement continues and the Minutes of the parents' partnership meetings are now on the web site. It is hoped to turn the Summer Fete into a community festival.

The SDP and the SEF are also included under OFSTED

Signed
Chair of Governors
dated

[NM left the meeting at 7pm]

07. CURRICULUM & ASSESSMENT COMMITTEE

The minutes of the most recent meeting were not included with the agenda and were handed out at the meeting.

OFSTED is doing a sweep of school web sites to make sure all the necessary information is there.

Two points were raised at the meeting:

- 1) The new national curriculum allows greater freedom on the statutory elements and the curriculum policies therefore need to be published. The curriculum aims now include British values and have been uploaded onto the web site.
- 2) Levels are being phased out. Children are now being assessed against the expectations for each year group. Schools have the flexibility to use their own forms of assessment. ST has met with lots of different people at lots of meetings. A number of packages have been discussed and the school has decided on a number of things to use for tracking the children, which will also be used to see if they match expectations at the end of the year. Governors asked about communications with parents and here levels will still be used. Yr1 children will be the first group not to use them.

The assessment policy is also on the web site.

There were no further questions.

08. COMMUNITY & FACILITIES COMMITTEE

Repairs and Maintenance: Nigel spoke at the meeting about the maintenance budget this year and it looks as if it will remain within budget. The periodic electrical check (every 5 years) needs to be budgeted for regularly as it costs around £13,000 as long as no defects are noted.

The Friends have given the school £1,250 towards maintaining the play equipment. Some pieces have been out of action due to defects, so this extra money is good news as the children love playing on the equipment. The school is currently pricing up a traversing wall (which goes along and not up) and the quote should be in w/c 8.12.14. It would go opposite the goalpost on the playground. MS asked whether the fixings that have been stored in boxes can be used and they can be.

CFR asked whether the drainage issues have been sorted out as there are always lots of puddles when it rains. Nigel has bought a pump to get rid of the water and it does so very successfully.

There were no further questions.

Signed
Chair of Governors
dated

09. FINANCE AND PERSONNEL

The meeting was postponed until the day of the meeting and so no Minutes were available.

Lift: SCC has agreed to reimburse £29,000 towards the cost of the lift as long as Foundry Lane agrees to owe them £35,000. This will be fine as long as the school can pay for this over the next ten years, which is what it will propose.

The budget was reviewed and the costings are in line. The school is hoping to get more PP money.

There will be an additional meeting in January for SFVS, which needs to be completed annually.

The Minutes will be distributed as soon as possible.

It was decided not to have a break.

10. PARTNERSHIPS

AW and ST attended a national conference on the co-operative trust in Birmingham. There are now 800 co-operative schools in the country. The mood at the conference was very high as the trust now forms one of the biggest groups of schools in the UK, meaning it can have a voice in central government.

There were lots of workshops and presentations, looking at - amongst other things – the structures of the co-operative schools. One key issue was school improvement as a weakness of the trust, for example as seen when Regents Park Community College went into special measures. Nationally the range of schools in terms of OFSTED criteria is towards the lower range. The group wants to see groups of higher achieving schools around the country which can then offer support when situations such as these arise.

In terms of the Trust some things need to be looked at. Whilst a development plan and projects with all the school are in place (and are working well), the development of the membership is missing. This is being considered at the moment. There need to be some benefits (e.g. discounts at food outlets). The Heads of the Trust are currently looking at a Business Management Co-ordinator and Fundraiser role and have put together a job description. This is now being evaluated by SC to make sure it is the correct grade and enumeration etc. This person should be able to bring in economies of scale and source funding.

Some projects are working really well and Foundry Lane staff are putting in lots of expertise and showing leadership. EAL is being worked on. There is a Yr3 and Yr4 reading and writing project, to improve writing standards. Here the school is working with Banister Park. ST is working on coaching with the Portswood Teaching Alliance and the Hanwick Trust.

Signed
Chair of Governors
dated

Science projects are planned, partly by Solent EBB and the University. Children will visit Tauntons College for this. On 30th June 2015 Yr6 children will have a science circus at Regents Park.

Regents Park has gone from special measures to good. They had an OFSTED inspection at the beginning of November, which came out as good with some outstanding features. AT pointed out that they have done this, without being an academy. The Bitterne Head Teacher is still there and will remain in post until the beginning of September 2015. The school has recruited some very good staff. A shadow Governing Body is being put in place and will work alongside the existing IEB until September.

11. OFSTED

The first report from RAISEonline has been received. Up to the receipt of this report, the school was aware of the main issues to be addressed. The data was looking good. At KS1 the school was above and at KS2 the school was at least in line with the national average.

So the school was surprised at the negatives presented in the RAISEonline report.

In all subjects (reading, writing and maths) the school was a borderline 0.6 VA. Whilst reading and writing were in line with the national average, Maths showed a weakness, although there was a better than average national percentage of children achieving the average two levels of progress. Only one or two children did not make this expected progress. But whilst the average progress (shown in green) was as expected, the more than expected progress (more than two levels) as shown in purple, was less than the national average.

What this means in relative terms is that of those children who at KS1 achieved a level 2, only 5 of them achieved a Level 5 at KS2. In order to achieve the national average 10 should have got a Level 5. There were 57 children in the cohort. If the school had been in line with the national findings, 17 of those should have made more than the expected progress (3 levels). So this is a target for this coming year.

The school's self evaluation targets needs to reflect this as well as others for reading and writing. These have been developed together with the SIP. It is not complete yet as a new format is in use.

Point 7: Achievement – strengths and areas for improvement shows a target to increase the number of pupils achieving a Level 3 (KS1) and a Level 5 (KS2) in Maths. The SDP has targets to show how this will be achieved. There will be different versions of this as it is updated throughout the year. It will be included on the governors' web site, but governors felt it should also be for general publication to parents.

KL asked how governors and teachers can see if the measures have had any effect if Levels are no longer in use. The school will continue to look at attainment. DH asked whether everything could be tracked throughout the year. MS told the meeting that the children who are able to make three levels of progress this year have been identified and there are target

Signed
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dated

groups in Yr6 and the rest of the KS2 cohort is being looked at too. So far the signs are good for those who can make these three levels of progress.

All governors felt the document was very clear and a useful one to use in monitoring.

[LS left the meeting at 7.40]

12. SAFEGUARDING

There are no issues at the moment

13. TRAINING

KL has the training brochures for governors. Please look through it and let her know if you would like any training so it can be booked.

14. CHAIR

TC apologised for his absences last year due to illness and work issues. He thanked all those who had stepped in and filled the gaps and also AW for keeping him updated.

The school has received a letter on its categorisation – it remains at Level 2 – low level support.

KL and RT have offered to help with the Head Teacher evaluation

JT is retiring after being at the school for over thirty years. She will leave at the end of the academic year. She was thanked for everything she has done in that time.

AW is taking early retirement and will also leave at the end of the academic year. He feels that he needs to address his work: life balance, which at the moment is heavily weighted in favour of work, although he admitted that he is addicted to school. He is looking ahead with TC. The school currently has an excellent team in place, stronger than at any time in the past. TC has already met with Glenda Lane and a timetable is in place. The Governing Body need to work together, to agree a job description for the new head teacher. Glenda Lane will be visiting the school on 6th January 2015 at 6pm to answer any questions governors may have.

The timetable is then as follows:

23.01.15 – agreement on job specification

06.02.15 – the advert for the role will be go out (for 3 weeks with the closing date on 02.03.15)

18/19.03.15 – interviews

This means that if there are no outstanding candidates there can be another round of adverts and interviews.

Signed
Chair of Governors
dated

18th March: A couple of sets of governor panels will be required. There will be a paper exercise (with data) amongst other things

19th March: A presentation to governors and a formal interview

Glenda Lane will be fully involved and it is hoped too that the Trust head teachers will be as well.

CFR asked about pupil involvement and felt that is also very important to include a tour of the school and meetings with classes and children. The School Council will feed back to the Governing Body. Whatever governors feel is important can be included in the first day. CFR also stressed the importance of having staff members as well as administrative and site staff on the panel as well.

KL (and all governors agreed) that the timing was very important. The children should be told on the same day as parents. Because of the standing that Andy has in the school it was felt that the children be told first and then parents informed on the same day through the newsletter. Governors are bound to be silent on this until the official statement.

15. AOB

There were no AOBs and the meeting ended at 8.00pm

Date of next meeting: 10.02.2015

Signed
Chair of Governors
dated