

MINUTES OF THE GOVERNING BODY – FOUNDRY LANE PRIMARY SCHOOL

TUESDAY 19th MAY 2015

Governors present:	Tony Croft (Chair) [TC]	Janet Taylor [JT]
	Marie Spencer [MS]	Liz Smith [LS]
	David Higlett [DH]	Kathryn Lugg [KL]
	Claire Fyvie-Rae (CFR)	Paul Candy [PC]
	Robbie Turkington [RT]	Andrew Tindall [AT-]
	Anne Webster [AWe]	Cathy Baggott [CB]
	Andy Withers (AW)	Neil Maddock (NM)

Associate Governors:

Others: Jack Davis [JD]

Clerk: Elisabeth Ruggles

01. WELCOMES AND INTRODUCTIONS

None.

02. APOLOGIES

There were apologies from Sean Taylor.

03. DECLARATIONS OF INTEREST

None.

04. AGREEMENT OF PREVIOUS MINUTES

Andrew Tindall said that his initials under ‘governors present’ were ‘AT’ and not ‘AW’. This was the only amendment and the Minutes were signed by the Chair as being a true and accurate record of the previous meeting.

05. MATTERS ARISING

None.

06. OFSTED – INITIAL FEEDBACK

The official report had been received that afternoon and will be sent out to parents with the Newsletter on Wednesday. The report has to go out within five days of being received.

AW felt that the OFSTED report left the school in a good position to pass on to someone else. As an inspection, it was very interesting as it was very different from other ones. AW was invited to all team meetings, so he heard everything that was said about the school and was able to take notes. The inspectors were led by the trails found in the data, then used classroom observations, work sampling and the school’s data to come to their conclusion.

Signed
Chair of Governors
dated

Trails were either confirmed or challenged. 75% of the inspection was on one area, which was that pupils make better than average progress. In YrR the children start school below the national average, but by the end of YrR they are close to the national average. At the end of KS1 the children are almost equal to or equal to the national average. In Yr 6, at KS2, they are slightly above the national average, which the school had to show and prove. Looking at the targets and the Yr6 data, the school was able to do this. The head and deputy head teachers were involved as were the phase leaders. Even if the highest target was set, everything could be backed up with work from the children's books and by observing teaching in the school.

The OFSTED team accepted the school's judgement. They were a very experienced team (2 HMIs) and very fair and open. Although AW was meant to be present as an observer, he was also able to contribute to the discussions. Although it was very rigorous, the team worked well with the school.

The things that OFSTED picked up on have already been put into practice. Yr1 is a transition stage, so it is important to show the value added by using the foundation data. Yr6 SATS seem to have gone well. The children seem to be happy and positive, with their self esteem intact. However, the pass marks change each year so the results are unknown until the papers come back.

On the achievement side the school came out as good. There were 79 parental responses, which were pleasing across the board. 86% agreed that the level of homework given was appropriate, which is above the national average. Teaching and assessment for learning is good and the engagement of the children was excellent. The SEN and LSA role has come out particularly well and AW said that credit must go to Cathy Baggott for the training she has done with staff.

Behaviour and Safety came out well. 'Children show respect and there is harmony in the school'. AW asked why the school therefore was not given 'outstanding' here and this was because a few children did not show 'self regulation' as they moved around the school. In terms of leadership and management, the phase leaders were questioned at length; as they are a key leadership group within the school, this was right. They came out well and demonstrated a wide range of strengths. This is good as their role will gain in importance as the school gets bigger.

The Governing Body did very well with all governors speaking knowledgeably and confidently about the school, particularly in regard to safeguarding. The Learning Walks were a very good idea and need to be continued. Inspectors felt that governors had 'an accurate view of the school'. Curriculum also came out well, which is a testament to all the work that ST has put in.

The key OFSTED points are made at the bottom of p1:

- Children's assessments

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- Yr3 and Yr4 able pupils could do harder work in maths. There has been lots of tutoring in Maths this term.

AT pointed out that in the last OFSTED report the school was given 'good with outstanding features', but this add-on does not seem to be included this time. The structure of the inspection has changed and there are no sub headings anymore. The school had to be tactical, so whilst the early year's provision is outstanding, the school had to be careful as otherwise it could possibly affect attainment in YrR, with a follow on in KS1 and KS2. There are many features the school considers to be outstanding, but these are no longer included in the report. From the trails, the most important thing was achievement; not much time was spent on early years and curriculum was covered in a meeting lasting 1.5 hours. In future the school will need to consider where the inspectors will go from now on.

LS asked whether something should go in the Newsletter from governors. TC said he sent a letter to teachers and staff straight after the OFSTED inspection, thanking them. MS said this had been very much appreciated. It was agreed that a copy of this letter go in the Newsletter.

KL pointed out that the report stated (p.3) that Tiger Club (breakfast and after school) is managed by the Governing Body. AW said that this was correct and it is managed as a separate business.

MS thanked the governors who came in during the inspection to speak to the inspectors.

07. FINANCE AND PERSONNEL COMMITTEE

A meeting has not taken place. However, SCC has been in negotiations with the unions about a minimum living wage and contracts across the whole of SCC have been ongoing in order to achieve fair treatment and parity across all grades. The minimum living wage targets cleaning staff, a few administrative staff and the midday supervisors. SCC is removing the lowest points on the scale, so if staff join the school, they will be paid at least the minimum living wage.

The midday supervisors are a Grade 4, but they get a free midday meal and holiday retainers. The cleaners are also a Grade 4, but do not get a midday meal or a retainer. SCC is budgeting to meet all needs, but it has not consulted with trust schools or voluntary aided schools as here the school is the employer not SCC. As SCC has always negotiated for Foundry Lane in the past, the school feels it would like to follow SCC procedure here too. The whole process started in April, so some staff are expecting back pay from then and the unions want the back pay paid from September 2013. Foundry Lane needs to be in the system. JT and AW have another meeting on 4th June, so it is hoped that it will be resolved then. The Governing Body needs to agree the job valuations and parity with other Southampton schools; one member of staff has already left as she can earn more in another school. The lowest paid administrative and cleaning staff gain a lot from this, but the situation with the midday supervisors is a little trickier – they will get the minimum living wage and then some compensation for the loss of a hot meal and they will no longer get a holiday retainer.

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CFR asked whether all the schools in the Trust have to agree or just Foundry Lane. All schools want to be involved; St. John's tried to arrange everything without SCC and came across all sorts of problems. However, this has impacted on the budget. The contingency is now around £4,000, but the extra amount to be paid out is very small in terms of a budget of over £2.12 million. The budget also provides for the phase leaders teaching for fewer hours to support the school as it increases in size.

KL asked whether the staff are aware of this. AW has told staff that he was taking the issue to be discussed at Governing Body level. It might take a while to implement fully, but it will mean level wages across the board. RT wondered whether the Governing Body should await the outcome of the discussions between the unions and SCC, but AW said that the financial side had been sorted out, although the disciplinary procedure was still ongoing.

TC proposed that Foundry Lane fall in line with SCC with regard to minimum living wage negotiations. He was seconded by KL and all governors were in favour.

AT questioned part of the budget. Point 5572 shows a budget of £0, but the outturn is over £8,000. Governors were referred to point 2001, which showed a budget of £32,000. It under spent with total outgoings of £19,000 and some of the under-spend was added to point 5572. The totals at the bottom of each column make more sense, rather than looking at figures individually. Governors pointed out that the budget for school meals seems to be massive and was this because of free school meals. The school does not lose any money from free school meals, but the money for them comes in under a different heading (under income 'meals and refreshments').

There were two other issues relating to expenditure:

'D' code for Tiger Club There is an amount of £26,000 in its budget, which was originally earmarked for increasing the floor area. However, governors need to consider the fabric of the room as it is looking very tired. Nigel has received three quotes for doing work (decorating, putting in a new kitchen with an oven, more storage) in the three weeks in the summer holidays when Tiger Club is closed. The proposal comes to £10,500. Whilst this would be nice, the question was whether governors wanted to spend this much money as the amount had originally been allocated for something else. MS felt governors needed to decide what the priority was. KL asked whether both could be done, thereby achieving economies of scale. This probably would not work as the floor space is outside. JT told the meeting there is not much movement in Tiger Club and there have already been applications for spaces from September's YrR. DH asked whether this would mean more money for Tiger Club. Initially it would be, but the old studio, which is currently being used by Tiger Club as an extra space will be a classroom in two years' time. AW was unsure how much time would be needed to generate income for both projects – JT will look back over the years to get some sort of idea.

JD felt the room is used a lot and is looking very tired. She felt that if the room were refurbished, then it became another potential letting opportunity. LS asked about the provision of the oven – as a microwave is the only cooking appliance at the moment, this would open up opportunities. TC asked whether the Finance Committee could make the

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decision or whether the whole Governing Body would need to be involved. The Finance Committee could make the decision, but lead times are important. RT felt that as the school increases in size, extra space might be more important to accommodate the extra demand. However, if Tiger Club does expand, the increased capacity will not make much difference as another room and conservatory will be needed then. Staffing is the more problematic issue. AW felt that if the school wants to maintain its high service, it needs to refurbish the room now. If Tiger Club gets any bigger, another room, such as the canteen, can be used. However, most governors felt that the price quoted was a lot of money for a relatively small space and that other options might be cheaper. The company involved is one the school uses a lot and it is important that whoever does the work will come back if and when things need to be sorted out. MS suggested that the other two quotes be brought to the Finance Committee. A list of stipulations could also be given to Nigel with a maximum budget. However, time might now be running out to get it done at the time available.

TC proposed that the Governing Body agree that the Finance Committee meet after half term to look at the quotes and ratify any work that needs to be done.

- Agreement of Budget:

TC proposed a budget of total expenditure of £2,128,627 with a total income £2,121,408. The balance brought forward is £11,481 and the surplus brought forward is £4,262.

DH asked whether provision in this budget had been made for performance related pay. It has; Foundry Lane informs the pay roll department who arrange it.

All governors agreed with this budget statement.

Staffing Structure. This is looked at at this time of year. The Phase 1 leader (Claire Phillips) and the Phase 2 leader (Jack Davis) will be non class based in September. Year Leaders are being introduced in Yrs 1,2 and 3 as phase leaders in their particular year groups. They are class based. CFR asked whether the job specification for year leaders needed to be decided, but this has already been done.

The Head and Deputy Head Teacher performance reviews have been done.

08. COMMUNITY & FACILITIES COMMITTEE

There were no questions on the Minutes. AW proposed that the committee structure be looked at next year as many schools have only two committees – Curriculum and Assessment and Resources.

09. CURRICULUM & ASSESSMENT COMMITTEE

The meeting was cancelled due to the OFSTED inspection.

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10. PARTNERSHIP UPDATES

The Trust finances are being looked at at the moment as Mack is worried about schools taking too much money out. Each school puts in 0.05% of their budget, which in Foundry Lane's case is £800. In 2013-14 the school took out £2,740 and for 2014-15 it put in £815 and took out £2,205. This has come as something of a surprise.

The idea of putting in this money was so that smaller school would be able to afford to send people to meetings etc.

On Friday 22nd May AW is doing a presentation to twelve schools interested in becoming co-operative trust schools – either on their own, or joining the school's one. This would then equate to 18 out of a total of 70 schools in the city. At the moment they are a federation as Foundry Lane used to be. DH envisaged more economies of scale, but MS was concerned that the Trust might become too big to handle. There are over 850 co-operative schools in the UK.

11. SAFEGUARDING AND SAFEGUARDING POLICY

This is all about keeping children safe in education. Now everyone involved in a school has to complete not only a DBS form, but also fill in a form stating if either they or someone in their house has convictions amounting to them being disqualified from working with children (disqualification by association). If this is the case OFSTED has to be applied to for a waiver, which will state whether the person is allowed to work in a school environment. It applies to all parents, volunteers and those involved in early years as well as staff. One person has had a waiver applied.

The Safer Recruitment policy needs to be updated (not the safeguarding policy). AW has started it and will finish it this term. It is given out to all staff as some people by necessity may work elsewhere.

12. HEAD TEACHER APPOINTMENT

20th May is the first day of interviews. A timetable is available for the three candidates. There will be five governors on Wednesday and six on Thursday.

13. TRAINING

There was nothing to report.

14. AIB / CHAIR

A few parents have been speaking to KL about school trips, wondering if they can make a contribution towards them if they cannot afford to pay for the whole trip. Some parents would like to know how much trips for the whole year will cost each September, so they can pay throughout the year. There is already a rough guide in the curriculum letters. JT told governors that the majority of trips are subsidised already, but anyone who asks about paying for trips should come to the office. A person who can talk to them about this can be made

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available and known to all parents. The recent marathon football and trip to the stadium has been expensive. A general article about trips will be put in the newsletter so that there are open lines of communication. It will also be added to the agenda of the next parent partnership meeting.

There being no further business the meeting ended at 8.13.

Date of next meeting: 8th July at 6.30

Signed
Chair of Governors
dated