

MINUTES OF THE GOVERNING BODY – FOUNDRY LANE PRIMARY SCHOOL

TUESDAY 6th OCTOBER 2015

Governors present: Marie Spencer [MS] David Higlett [DH]
 Claire Fyvie-Rae (CFR) Paul Candy [PC]
 Robbie Turkington [RT] Andrew Tindall [AT-]
 Anne Webster [AWe] Cathy Baggott [CB]
 Sean Taylor [ST]

Others: Jack Davis [JD]

Clerk: Elisabeth Ruggles

01. APOLOGIES

There were apologies from Neil Maddock, Liz Smith, Kathryn Lugg and Tony Croft.

02. ELECTIONS – CHAIR AND VICE CHAIR, COMMITTEE MEMBERSHIP & ELECTION OF CO-OPTED GOVERNORS

During the summer holidays there have been a number of meetings with Glenda Lane from SCC. The aim was to get Foundry Lane to re-constitute its Governing Body, which was a legal requirement to be completed before 1st September 2015. However, this was problematic as there did not appear to be any details on governors, including details of their term of office or type. Under the new guidelines the types of governors have changed. It was agreed that the governors present at the meeting can re-elect the governors who are absent. However, there was an issue as only three governors were present, with many apologies on the night. It was decided that the absent governors would be asked to vote by email.

The main points of the reconstitution were handed out at the meeting, as was the new instrument of governance. The main change is that the number of governors required has been reduced to 15 (previously 16), of which currently there are three vacancies. KL can no longer be a parent governor as she works in the school now. KL has also sent all governors a Skills Audit to complete, in order to get a governor with complementary skills for the GB.

Therefore with three governors present at the meeting voting and the three absentees voting by email it was decided to re-elect all governors to the Governing Body. Their term of office is the date of the meeting. All governors were in agreement. KL will complete all the necessary paperwork in school. MS suggested that all Trust partners be contacted in order to fill the Trust vacancy.

ELECTION OF CHAIR: Tony has agreed to be Chair for another year. All governors were in favour. DH agreed to be the Vice Chair and was elected unanimously.

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 Chair of Governors
 dated:

03. DECLARATIONS OF INTEREST

There is a statutory agreement for all governors to fill in the Register of Business Interests annually and this was completed by all governors present. A copy now also needs to be uploaded to the school web site. Governor details were also updated and will be distributed. Governors are reminded that these are confidential to the GB.

04. AGREEMENT OF PREVIOUS MINUTES

There were no previous minutes.

05. COMMITTEES

The number of committees has been reduced to two, with Community and Facilities being split in two. The reason for this is that attendance at committee meetings has been low and this is an attempt to lighten the burden for governors.

There will be a Teaching & Learning Committee, which will take up the staffing element from the Community & Facilities committee, as well as a Resources committee which will incorporate finance, personnel and spending. DH proposed that the new committee structure be accepted. He was seconded by CFR and all governors were in favour.

TEACHING & LEARNING COMMITTEE: Paul, Jack, Marie, Claire, David Andrew, Liz

RESOURCES COMMITTEE: Robbie, Anne, Cathy, Sean, Tony

ER will email absent governors regarding their committee membership.

06. MATTERS ARISING

- Tiger Club numbers: Work has been completed over the summer and the room now looks great. Places have been found for all those YrR children who wanted a slot. Tiger Club capacity is 50 and it has almost reached this all the time. There is not much spare capacity and this will have to be looked at for future years.

With regard to staffing, the ratio that have always been adhered to have been 1 adult to 8 children (for those aged under 8) and 1 adult to 12 children (children aged over 8). However an advisor has recommended a ratio of 1 adult to ten children. This would really simplify the staffing arrangements and so it was proposed by ST that this be accepted. CB seconded it and all governors were in favour. CFR felt that the advisor's recommendation needed to be in writing and an email to this effect has been received. CB asked if the staff are also happy with this new arrangement. They are as it makes staffing much easier to manage. DH asked about the age mix and approximately half the children are over eight and half under.

- Learning Walks: Governors were asked what they felt the focus of learning walks should be. All governors agreed that they were a great success and need to be continued. DH suggested that perhaps some of the previous foci need to be revisited to see what has been

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happening in the meantime. CFR felt it was worth looking at early assessment as this is something OFSTED picked up on. Prior attainment would also be very good. The school is about to do staff appraisals and then have first intervention meetings so it would be a good time to look at this once they have been completed. In addition to this the data on the Foundation stage could be looked at, including how it is used going through KS1. The suggestion was to report on this to the whole Governing Body as it is of value to everyone. DH and CFR are interested in this. MS asked if there are any other issues, where the Governing Body could show it was having an impact.

A governor pointed out that in the latest OFSTED report 'behaviour' was ranked as being 'good' when it could so easily have been 'excellent'. This could be looked at. The question was raised whether there is anything on the school improvement plan on this. There is a meeting with the SIP on 7th October, so that will be brought to the next meeting. RT would be happy to conduct another learning walk, particularly on behaviour as he was involved with the last walk.

CFR felt it was important to look at the impact of the school growing in size.

- New Hall: No update

- Zigzags: This is a real issue as there has been lots of very inconsiderate parking and parents are fed up. The school has had PCSOs at the school, who can legally enforce the zigzags - if the school wishes, they can ticket cars/parents who park on them. Unfortunately they cannot enforce the double yellow lines, which is the responsibility of SCC. The children are going to write to the Council and the School Council are going to monitor the zigzags. The crossing patrol came close to resigning recently when someone almost ran her over. When parents are confronted, they can become very belligerent. CFR asked whether the walking us could be reconsidered. This may be something the Friends can take on – starting from the car park in Marlborough Rd for example.

07. PARTNERSHIPS

The Regents Park Learning trust has had its first strategic meeting day for the head teachers in the group. Other groups meeting this year will be looking at assessment as this will be changing. The schools want to have something in place that they can use for moderation comparisons.

At the meeting it was also agreed to pursue the role of Trust Co-ordinator and the cost of this role will be brought to the next Resources meeting. Part of the job will be to co-ordinate the work of the schools and to look for funding streams. It could include advertising for trust governors.

Other partnerships:

- The first parent partnership meeting will take place next half term. The school is asking for volunteers to come along to meetings on behalf of parents and to report back to them. Other

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parents can also attend of course, if they so wish. Members of the senior management team have been on the gates each morning which has been received in a very positive light.

- The Playgroup AGM will take place on 8th October. It is now fully staffed and working well. It is working together with CB to increase the links between it and the foundation stage in school.

08. DATA UPDATE

ST handed out details to governors at the meeting. At KS 1 and KS 2 Foundry Lane is significantly above the national average in some areas. Some of those areas are those that were concentrated on and have therefore reaped results.

At KS1 all areas are above or at least in line with the national average. The school is waiting for the 2015 final results. RAISEonline will be available in November and will be brought to the next meeting.

DH asked about progress being made and this was strongly focused on in the SEF. All areas of concern from last year were addressed and the results are in line with the predicted results given to OFSTED.

CFR pointed out that punctuality is a big priority. Perhaps the Attendance Manager could come to a meeting (either the full Governing Body or a Teaching & Learning committee meeting) and explain the new format. All governors agreed that this would be a good idea.

In the summer term attendance was back up to 96%.

09. OFSTED UPDATE AND SEF

The SEF was handed out at the meeting. There is a meeting with the SIP on Oct 7th.

The key issues from the last OFSTED inspection include able pupils. This is difficult as there is no guidance on how these pupils will be monitored. Teachers will have to wait and see what is advised. At the moment when doing assessments, those pupils who can apply their knowledge to different contexts are looked at.

CFR asked whether the tests have been changed. They have and the school has sample tests, but no marking schemes. Tests are to be marked using raw scores and these will be sent in. Once they have all been received a pass mark will be communicated.

Each area in the SEF has been re-evaluated and the data on the last page has been updated. When considering pupil achievement data, three levels of progress are being looked at. Nearly 100% made this progress in Maths. Writing however stands out and this needs to be looked at in detail (top table last page).

Another table looks at internal tracking data and here writing is lower and will need to be looked at (second table).

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The national APS levels are very good as they mainly show pupils to be in the good to outstanding ranges (third table).

The final table looks at specific groups. Pupil premium children have done very well and the difference between boys and girls is very small. EAL at KS1 is interesting and EAL is a focus for improvement across the Trust. JD and CB continue to look at this.

10. BUDGET REVISIONS

There are none. Spending this year is in line with the budget set at the beginning of the year. The Resources committee will look at the meeting held with hSCC.

11. STAFFING

The advertisement for a new deputy head has attracted three applications. This is not as many as the school was hoping for, but they are all strong. The details have gone to governors and a decision on interviews will be made this week. There will be one day of interviews. CFR thought it a shame that an assembly was not being included in the process.

12. SAFEGUARDING

Nothing to report.

13. TRAINING

A number of governors are booked on courses. PC is doing his governor induction training. ST is booked on a course 'Working successfully with your Governing Body'.

Governors were asked to consider a focus for full GB training. CFR suggested data, but ST said all the information to date is based at the old way of looking at things, which will be changing. There may be something that comes out of the meeting with the SIP.

14. AOB

- Changes to Pay and Allowances Summary. Janet and Andy were working on it over the summer term, but were unable to complete it and KL has been looking at it this term. It has already been discussed by the Governing Body. PC and AWe declared an interest.

SCC has made changes to some of its contracts and discussed this with schools as it affected some support staff. However half way through the consultation trust schools were no longer involved in the process, whilst unions were consulted. It is an issue that needs to be looked at as some schools could lose staff who move elsewhere for more pay or are involved in equal pay litigation. In the past Foundry Lane has had a policy of adopting all SCC policies.

The proposal – with an implementation date of 1st January 2016 is as follows:

- To change the pay and grading structures to implement the minimum living wage

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- To change some allowances (such as taking away the lunch allowances for lunch time supervisors as part of their pay)
- To increase the amount of paid leave
- To get rid of 'golden' contracts (Foundry Lane has none of these)

SCC is backdating their pay award for minimum living wage to January 2013, which will have a big impact. The Governing Body agreed initially to backdate to September 2014 – other governing bodies want to backdate it to January 2015. MS asked whether the school could afford to back date pay to September 2014. It was in the budget. All governors felt that this should then be the case. It was proposed by CFR and seconded by CB. All were in favour.

- Pay Policy: JD, CB, PC and MS declared an interest and left the room.

The school sets reference points, which it agrees to keep in line with STRB (school teachers review board) guidelines. However, this year SCC wants to give some teachers a 2% rise rather than the 1% that all other teachers are getting. SCC has included a performance related element to the traditional inflation based pay rise. Exceptional performance would keep a teacher at level 6B. However it was felt that exceptional teachers would be expected to apply to the upper pay scale. CFR felt it was fairer to keep both 6A and 6B. ST was worried that this would continue year on year. Sticking with the SCC model would mean that Foundry Lane is in line with all other schools. RT proposed accepting the SCC model and was seconded by CFR. All governors were in favour.

- KL wants photos of all governors and will be taking these at the next meeting.
- The calendar on the web site is out of date. KL is aware.
- AW felt that the school should consider purchasing a defibrillator for the school. The school has already been approached by a charity to fit one.

There being no further business the meeting finished at 8.15. Governors were invited to look at the work completed on areas in the school.

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