

MINUTES OF THE GOVERNING BODY – FOUNDRY LANE PRIMARY SCHOOL

TUESDAY 1<sup>st</sup> DECEMBER 2015

Governors present: Marie Spencer [MS] Liz Smith [LS]  
 David Higlett [DH] Kathryn Lugg [KL] [arr'd 7.15]  
 Paul Candy [PC 7.05] Sean Taylor [ST]  
 Andrew Tindall [AT] Anne Webster [AW]  
 Cathy Baggott [CB] Neil Maddock (NM) ]  
 Claire Fyvie-Rae [CFR] [arr'd 7.05]

Associate Governors: Jack Davis [JD]

Others: Helen Aldred [HA]

Clerk: Elisabeth Ruggles

01. WELCOMES AND INTRODUCTIONS

In Tony's absence the meeting was chaired by David Higlett. Helen Aldred, the new Deputy Head, starting in January 2016, was welcomed to the meeting.

02. APOLOGIES

There were apologies from Tony Croft and Robie Turkington. Kathryn Lugg and Claire Fyvie-Rae advised that they would be late.

03. DECLARATIONS OF INTEREST

None, although PC and AW declared a possible interest on Pay and Allowances (Agenda Item 10), depending on what was discussed. Those governors who were absent from the last meeting signed the Declarations of Interest.

04. AGREEMENT OF PREVIOUS MINUTES

There was one amendment to the Minutes:

Item [6], p3 3<sup>rd</sup> line above item [7], insert b in front of 'us' – 'bus'

This was the only amendment and the Minutes were signed by the Vice Chair as being a true and accurate record of the previous meeting.

05. MATTERS ARISING

- GB RECONSTITUTION – TYPES OF GOVERNOR

Any governor, who is a co-opted governor, will start a new term of office as the previous term of office ended upon reconstitution. All will need to fill in a new form which ER will email to them. The forms will remain in school. The only governors who do not need to complete a new form are: CFR, LS, NM, TC and PC.

Signed  
 Chair of Governors  
 Dated

The list of governors as per the reconstitution of the Governing Body is as follows, with 15 governors in total:

Type of Governor	Name	End of Term of Office	Notes
Headteacher	Sean Taylor	9/19	
Trust	Vacant		
LA	Tony Croft	?	We can ask LA to nominate someone of our choice
Parent	Claire Fyvie-Rae Liz Smith Neil Maddock Vacant	9/17 9/16 9/16	At least 2
Staff	Paul Candy	9/18	Only 1
Co-opted	David Higlett Anne Webster Robbie Turkington Cathy Baggott Andrew Tindall Marie Spencer Vacant	Elected Elected Elected Elected Elected Elected	No more than a third, if they are also eligible to be staff, i.e. no more than 3 staff here: 3+HT+Staff = 5
Associate Governors	Jacqueline Davis Kathryn Lugg		Can vote in committee decisions, but not at whole GB

This was voted on at the last meeting, with absentees voting by email. JD is to remain an associate governor.

#### - COMMITTEES

All governors were asked if they knew which committee they were on. LS said it was hard for her to get to the Teaching & Learning committee meetings, but will try to make them as often as possible. It was agreed that it would be possible to move the dates of some of the meetings, possibly to a Thursday, if this is more convenient.

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

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

DATES for the committee meetings as previously agreed, are as follows:

Teaching & Learning: 27<sup>th</sup> January 16, 9<sup>th</sup> March.16, 4<sup>th</sup> May 16, 29<sup>th</sup> June 16

Resources Committee: 20<sup>th</sup> January 16, 2<sup>nd</sup> March 16, 27<sup>th</sup> April 16, 22<sup>nd</sup> June 16

- NEW HALL: No update

Signed  
Chair of Governors  
Dated

- TRAFFIC: Much has happened since the last meeting. There has been a parent-partnership meeting where lots of ideas were forthcoming. ST has also met with the local councillor, which resulted in the street sweeper coming to sweep away the leaves which were hiding the zigzag lines. There was also talk of speaking to the Echo regarding a crossing patrol person. ST was out on patrol this morning and the School Council were out last week. No one parked where they shouldn't so it was a very successful exercise.

The Friends are keen to start a 'walking bus' from the Marlborough Road car park. When it was used for the 'park and stride' it was empty. However, cars are only allowed to park there once in any one day, so Councillor Steven Galton is checking if the earlier trip would be eligible as it happens before the parking restrictions come into force. The school has details on how to start a walking bus, including insurance and training etc. The PCSOs have also been in touch and have given a leaflet on enforcement to go out to all parents. There has been a meeting looking at school strategy and the council has agreed on an enforcement period early on in the new year.

Staff are also looking at implementing a flexible start to the day, so that the children can arrive at fifteen minute intervals, so there is not a rush when they arrive all in one go.

STAFFING: Helen Aldred has been appointed as Deputy Head. Two LSAs are retiring, so there is ongoing recruitment to replace them. All staff are in school today. ST is looking at the Schools Direct Teaching position. Unfortunately the funding for this will be reduced next year – it used to be £11,000 to fund, but this will increase to £16,000, so the school needs to see whether it can offer a position within the budget restraints. The school will accept postgraduates looking for a training place, but is awaiting more applications.

## 06. HEAD TEACHER'S REPORT

AT liked its succinctness.

(1) The number on role is looking very positive - 535 children. There are 5 spare spaces, however, two more children have viewed the school and at least one of them will start in January. This is very good news for the census and therefore also the budget.

The open school sessions have been very successful.

There is enough capacity locally for spaces at the school to be filled. Last year there were exactly 90 applications for the 90 spaces available in YrR. Some schools have spare capacity.

(2) The management structure is being reviewed at the moment. The SMT is supported very well. Due to current staffing issues some of the SMT has had to go into classes to teach. There are year leaders in classes 1 to 3. A local deputy head has been recruited and she has observed the school as well as a parent partnership meeting and now also the Governing Body.

There have recently been lots of staff absences, but cover has taken place seamlessly. Some new supply cover has been found and some new agencies have been tried. Other agencies

Signed  
Chair of Governors  
Dated

have been told not to send certain teachers back to the school. Now that the school is getting bigger, it is getting harder to find consistent cover in illness situations. Mel Smith, the new Yr4 teacher, has settled in very well. This was confirmed by AT, as a parent of a Yr4 child.

On the non teaching side, Kathryn Lugg has had a good start as Business Manager. She is managing the support teams in the school. There has been a lot for her to get to grips with, but she has done an excellent job. There are 3 LSAs currently working 1:1 with children and there are lots of children with Education Health and Care Plans. This might have to be looked at in the future as it does have an effect on the budget. MS asked whether the school can do this as it might be seen as being discriminatory. The school can go to the SEN team at SCC and explain the situation – what the school is doing and the percentage of the budget that is taken up by it. It is the hidden costs that are problematic, such as having to have 1:1 care at lunch-time (there are 26 lunch-time supervisors!). DH asked about funding for these children – the school funds the first 12 hours and any additional hours are funded by the LA. If the children are on the census, there might be a little more money available, but it is still very expensive.

The Tiger Club expansion has gone well. It is now usually full, with 50 children attending. Some flexibility with staffing has been found and the ratios are working better as a result.

(3) The format of the School Improvement Plan has changed slightly, based on the company the inspector uses, Prospects.

The whole school priorities are:

- Improve the quality of writing across the school, in line with the national average
- Assessment. This is changing this year, although there is no clear government line on how. The school is using the early excellence model, which seems to be opposed by the government as it seems to be more in line with teacher assessment and not like a test. There is an issue that at Yr6 the lower level of testing has been omitted, so that only questions at the expected level and above are tested, which will make it difficult for some children. The new electronic tracking system is being used. A moderation session held for all schools within the Trust was very successful
- Ensuring challenging work for higher attaining pupils. Training and monitoring on this is due 02.12.15.

Personal development, welfare and behaviour are also looked at. Attendance is also being considered. This is line with a recent case on the Isle of Wight, where a parent successfully took his child's school to court for issuing a penalty for unauthorised absence. The LA advice is that they will review how penalty notices will apply. The school has issued lots this year and ST wonders if this is worthwhile if a child's attendance is otherwise good. The school can now also issue a warning letter through the LA, which might be better. Persistent absence is more serious. Children with an attendance of between 90-95% got better SATs results than

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Chair of Governors  
Dated

those attending 96-100%. Those with attendance figures less than 95% got results that were much worse.

*[CFR arrived 7.05]*

(4) OFSTED action points are in the SIP.

(5) Staff appraisals have been completed in line with legislation. Support staff appraisals are underway. Tony and Sean have met with Mike Thompson (SIP partner) and ST's targets for the year have been set.

(6) SEN costs the school an extra £5,000 for each child with an Education Health and Care Plan.

(7) There are more than 20 parent volunteers, which the school would like to increase to 30. LS asked about the Polish community and some volunteers from the Polish community would be desirable. Some parents are being spoken to individually to gauge interest.

Parents really appreciate the support and time that Jacqui gives to parents and carers. The support she gives to the parents of SEN children is also appreciated. She is currently learning about emotional first aid, so she can help in this area too.

(8) A staff disciplinary process has been completed today

(9) A racial incident is being dealt with

(10) One more person is needed for child protection if ST is unavailable. CB is currently being trained at CPLO. One child is being supported in school with the help of various outside agencies. The educational psychologist, employed by the Trust, is being used for the first time.

LS asked about house points. They are being reviewed at the moment. They are still in place as a team competition, with weekly announcements in assembly and a cup being given out each half term. There is a discrepancy as to the amount given out by teachers, so now an awards ceremony based on the whole school values is being implemented. A letter will go out to parents 02.12.15 outlining this. Each child will get an award at some point each year, with some children getting more than one. The values being looked for are: respect, community, responsibility, lifelong learning, achieving potential, high self esteem and co-operation. CFR felt it would be nice to see names mentioned in newsletters. She also felt governors could look at giving a Governors' Award or AT suggested a special award if a child achieved in all areas of the school values.

*[KL arrived 7.15]*

## 07. RESOURCES COMMITTEE

The midyear budget review has been held and the budget is generally on track. Some extra money will be coming in.

Signed  
Chair of Governors  
Dated

There were some policy reviews. The Absence Policy will have some changes relating to short-term absences to bring it in line with SCC policy. RT is going to look at his work's policy and report back. There will be a more rigorous back to work interview and a rolling scale of numbers of days off. By looking at an overall picture, it can be seen if there is an occurring pattern. AT said that one reason might be because a teacher becomes ill due to illness in the classroom. Perhaps parents need to be advised to keep their children off school if they are sick. There is hand gel in all classrooms, although AT pointed out that this does not work against D & V – soap and water is best. He can get hold of public health trainers if necessary. LS wondered whether Foundry Lane would be picked up on this in an inspection if the children do not wash their hands before lunch, but use the hand gel instead. The children used to wash their hands, but this is no longer possible with three class groups per year.

CFR said that teachers can also have odd days off if their own children are ill.

SFVS and Playgroup were carried over to the next meeting.

Lettings guidelines are that if alcohol is to be made available at events held at school, then that letting needs to apply to the Governing Body for permission. This also applies to the Friends. There have been complaints after some events when there was a lot of alcohol. JD has spoken to them about this at their last meeting. She will follow it up at the next meeting.

The fees for Tiger Club have not been increased for several years and will increase by 25p per session from April 2016. Breakfast Club will therefore increase to £2.25 and Tiger Club to £7.50. Tiger Club wants to extend the hard floor area to ease the rush at breakfast time. It is anticipated that numbers will continue to increase and therefore there is a need to look at other childminding sessions in classrooms. This needs to be investigated. MS asked that the teachers would be consulted. The provision for SEN children will be looked at in the terms and conditions.

Health and Safety: One of the houses bordering the pre-school is throwing drug related paraphernalia over into the school's grounds. The police has been round to the house and there has been nothing in the past few weeks. Nigel is monitoring the situation.

#### 08. TEACHING & LEARNING COMMITTEE

The meeting discussed the whole school development plan and key focuses. Susan Hoskins joined the meeting and spoke about the outside learning environment. She is concerned about a crack in the wall, which Nigel is also monitoring.

The Assessment Policy will be discussed at the next meeting. The Teaching & Learning Policy has had a slight change of wording and the success criteria are also to be included.

MS showed good practice on marking and the children's response to it.

There were no questions.

#### 09. PARTNERSHIPS

Signed  
Chair of Governors  
Dated

Playgroup: has been discussed

Trust: Moderation has been completed. At the heads meeting last week, ST reported that the was discussion on the whole school, looking at apprentices and teaching schools. CFBT is a charity and a scheme which supports peer to peer review. The Trust feels that this could be very useful.

There is now a Trust Co-ordinator who will start in January 2016. Hopefully this will be a self financing role and funding streams will be investigated to increase income for the Trust.

#### 10. PAY AND ALLOWANCES

SCC reviewed the pay and conditions of all LA school in the city. The consultation with schools and unions as of 1<sup>st</sup> September is now complete. However schools which were Trust or church schools or academies were not included. This oversight was realised in April/May of this year and thus began a collective consultation with these schools and the unions. However, as these schools are in effect employers, SCC cannot do consultation on a joint basis. Each school has to complete this now on an individual basis.

It has been a very interesting situation for ST and KL as they have had to try to understand the current situation and to see how contracts have been arrived at. They will meet with staff and the unions to explain the situation to them. There is concern about the unions as it is harder for them to challenge SCC, but easier for them to challenge individual schools. It is possible they might ballot their members on changes made. The consultation period is one month. The aim is to implement the changes by June 2016, so there is enough time available. JD pointed that if the same unions have agreed the changes with SC, there should be no reason why they should behave differently here. It would seem a little odd. It is possible they are attending the meeting to ensure the correct procedure is happening. The changes cover a whole range of points, including the minimum living wage. Contracts have also had to be submitted to ensure that everyone has been paid the right amount. The majority of people it should have a positive effect.

#### 11. OFSTED

There is nothing to report. All issues are being addressed by the SIP.

#### 12. RAISEonline

This will be changed next year, which is frustrating. The G sheets shows the sheets aimed at governors. The school is getting bigger and is now twice as big as the national average. In yr 6 there are more girls than boys, but all other year groups have more boys.

The percentage of children with FSM is below the national average, but pupil premium children are in line with the national average, so these will include children who have had FSM at some point. EAL make up 30% of all children. There is also an increase in children who do not have English as their first language. SEN is above the national average. There is better stability (i.e. children staying at the same school) than the national average.

Signed  
Chair of Governors  
Dated

P17 (KS1): a key improvement is in phonics. Last year saw a fall in the number of children achieving the expected standard (65%). By the end of Yr2 children who re-sat the tests (having failed in Yr1) were in line with the national average.

Boys achieve above the national average; girls below. DH pointed out that the school needs to keep an eye on this, although JD and CB said that they could see where it is in the cohort. Disadvantaged children achieve well above the national average.

P26. Overall performance is good. At KS1 the point scores continue to rise. Children are above the national average in all areas. Boys have performed very well (also in writing). The disadvantaged pupils have outperformed other disadvantaged pupils in other schools. For the first time EAL has not outperformed other children. There has been a change in the Polish community. With so many children being Polish, newcomers do not need to learn survival English as their friends translate for them. There are also many parents who do not speak English. In addition they are also becoming more turbulent and moving around more.

JD and CB worked on a project last year with other Trust schools. This year there is an action plan focussing on English language acquisition. The trust has looked at schools in London to see what they do in order to offer best practice.

KS2 has now seen significant changes from 2011. Children are significantly above the national average. Only writing is at a lower level, although still slightly above the national average. This needs to be maintained in order to get outstanding in an OFSTED inspection.

P39. Value added. All subjects are in the 10<sup>th</sup> centile for progress nationally.

### 13. SAFEGUARDING

Nothing to report

### 14. TRAINING

Nothing to report

### 15 AOB

MS asked about learning walks, which need to be arranged. LS asked if there could be a focus on an EAL walk. Attendance also needs to be looked at, as does assessment and tracking.

AW wanted to mention that publishing the number plates of cars, which parked on the lines and zigzags, in the newsletter had an impact.

KL – Christmas meal. Tuesday 8<sup>th</sup> December, Kachinas at 7.30

Dates of GB meetings. A vote decided to have alternate Tuesdays and Thursdays for the meetings. The next meeting will be Tuesday 9<sup>th</sup> Feb, then Thurs 24<sup>th</sup> March, Tues 17<sup>th</sup> May and Thurs 14<sup>th</sup> July.

Signed  
Chair of Governors  
Dated



All governors were thanked for their support and ST was congratulated on his first term as Head Teacher.

There being no further business the meeting ended at 8.10.

Date of next meeting 9<sup>th</sup> February at 6.30

Signed  
Chair of Governors  
Dated