



Minutes of the Full Governors' Meeting held on Wednesday 7 December 2016 at 5.00 pm

1- Declaration of Interest

There were nil returns to any declaration of interest to any items on the agenda.

2 - Welcome and Apologies

Those present were	Sarah Newton	SAN (Chair)	Norma McKemey	NMcK
	Zahida Aslam	ZA (Clerk)	Emma Diprose	ED
	Eirian Painter	EP (Head)	Helen Byrne	HB
	Sharon Compton	SC	Tina Desciscio	TD
	Natasha Griffiths	NG	Leigh Timbrell	LT
	Ali Cotton	AC		

Apologies were received and accepted from Bernard Maguire (BM) and Aaron Thornton (AT).

Andrea Chapman (ACH) was present to discuss the SEND annual report and safeguarding.

3 - Approval of Minutes from last meeting and Matters Arising

There were no matters arising from the minutes of the last meeting dated the 12 October 2016 were approved and signed by SAN.

4 - Review of Actions from previous meeting and Actions from this meeting

Action No	Action	By Whom
1.	SAN recommended a revisit to look at the strategic aims which needs to include the mission statement. Action Point Carried Forward to the next meeting.	SAN
2.	AT to invite Jim Tew to a Finance and Staffing Meeting to give a presentation on the 2017/18 sports funding.	AT
3.	NG to forward the presentation slides from the Finances for Schools course to ZA to put on governor hub. Action Update ZA has the slides from NG and will put on the governor hub.	ZA
4.	EP to do a PPG breakdown for the phonic screening results. Action Point Update Included in the HT report.	

	Action Point Completed.	
5.	SAN to make the necessary amendments to the Scheme of Delegation and circulate to the governing body. Action Point Completed	
6.	ZA to forward a copy of the Curriculum Committee Minutes to Jim Tew. Action Point Completed.	
7.	AT to add to the Finance and Committee Meeting agenda a discussion on looking at the upstairs classrooms SAN advised this should read air conditioning system. Action Point Carried Forward.	AT
8.	SAN to add on the agenda for the next FGB meeting a discussion on governor training and recruitment. Action Point Update To be discussed at this meeting. Action Point Completed.	
9.	EP to ask Andrea Chapman to cover Part 2 of the 'Keeping Children Safe in Education' document in presentation on safeguarding and child protection at the next governor meeting. Action Point Completed.	
10.	SAN recommended a governor development section in the SDP and asked governors to forward suggestions for discussion at the next FGB meeting. To be discussed at this meeting. Action Point Completed.	
11.	SAN to included SEN annual report in the FGB agenda planner for TERM 1	SAN
12.	ZA to email AT asking for confirmation the governing body carrying out the requirements expected in the Safeguarding Policy.	ZA
13.	EP to arrange for the governing body to have access to display governor hub on screen in the classroom where the meeting it to take place.	EP
14.	SAN recommended that Teaching and Learning is revisited in Term 5. SAN to add to the FGB meeting agenda.	SAN
15.	SAN to set up a practical session for governors and the SLT to look at each statement from the grade descriptors of the Ofsted evaluation criteria by coming up with evidence at either the FGB meeting or strategic meeting.	SAN
16.	EP to share the data which takes out pupils that have not been in the school for long.	EP
17.	The mission statement is covered at a FGB meeting and to be set by the governing body.	SAN
18.	FFT dashboard to be carried to the next meeting.	SAN
19.	ZA to ask Bridget Sinclair to come to one of the FGB meeting to give a 20 minute talk on academies.	ZA
20.	All governors to prepare at least one question for meetings from the pre-read information that is provided.	ALL

## 5 –Staff Presentation – Senco annual reports

ACH introduced herself as Inclusion Manager and SENCO and informed she is present at the meeting to cover safeguarding and the annual SEND report.

## 5.1 SEND annual report

ACH spoke through the update of the SEN policy and informed there were a few key changes which included updating the language in the policy by using the latest terminology.

ACH informed there had been a lot of discussion throughout about the SEN criteria for Lainesmead and in the borough of Swindon.

ACH explained the process focuses on assessing, planning, reviewing and doing.

ACH showed the governing body a copy of the tracking used for targeting children requiring intervention which has previously been shared with governors at the Curriculum committee meeting by LT.

ACH spoke through the procedure on how a SEN pupil is identified and pointed out the policy mentions the 3 key characteristics of identifying a SEN pupil.

ACH mentioned that more discussions are taking place with the SLT about below and low level progress.

Q Who classifies whether a pupil requires SEN support, is it the LA or the school?

A ACH replied it was the school by referring to data from progress meetings and raiseonline and the school census is used as an indicator on how much is required the next year's SEN budget.

ACH explained how it is difficult for the school to meet the needs of pupils with high level of SEN and then have to apply to the LA for support but it is not an easy process. ACH informed there were many stages and getting an education health and care plan (EHCP) is difficult. ACH added that an EHCP could involve meeting parents with other agencies to do 2 reviews which take place 6 weeks apart and are then documented before being sent to the LA for funding.

Q Does the number of SEN pupils in the whole of Swindon include the special schools?

A ACH replied it does.

ACH explained how most SEN pupils are banded from 1 to 6 and depending on which band they are in, will determine how much funding they receive.

Q Does the school have to show how the funding is used for a SEN pupil as with PPG?

A ACH replied there was no process in place at the LA for schools to do this.

Q Will a SEN child always remain to be SEN throughout their school life?

A ACH replied it depends on their level of process.

ACH informed that the SEN annual report covers 2015/16, the previous year, and recommended that the governing body when setting their meeting agendas, invite her to cover SEN in the term 1 meeting to make it more significant for covering the changes that have been introduced.

SAN to include SEN annual report in the FGB agenda planner for TERM 1. ACTION POINT.

Q The SEND report does not cover what actions have been put in place?

A ACH replied this year the actions are similar and parallel to PPG in that the school was looking at interventions as well as the use of TAs.

Q Is the SEND specific training on 'memory for staff'?

A ACH replied it is.

Q Are the aims for the year ahead covered in the SDP or in focus days?

A EP advised the aims sit in focus days.

EP added that the SEND specific training on memory needs is a whole school training.

## 5.2 Safeguarding Policy and Audit

ACH informed the safeguarding audit had been introduced by the Safeguarding Lead at the LA who in the past had requested a copy of the audit from all schools every year in December. ACH informed the safeguarding lead had left but the LA have advised schools to continue doing the audit which ACH does as good practice as action plan for the year ahead.

ACH informed the policy had been updated to include safeguarding details of external service providers to the school who run clubs.

SAN recommended that that it is inserted in the policy that a governor sits on the E-safety committee.

Q What is the whole school CP training that has taken place?

A ACH replied that during the TD day in September, half day was spent on Safeguarding for all staff with the exception of MDSAs.

ACH informed the Keeping Children Safe in Education is one of the 4/5 safeguarding all teachers have to read annually.

ACH highlighted that the document focuses a need for schools to look out for pupils who are missing from education.

ACH explained it was a statutory guidance document issued by the Department of Education which she went through with AT.

SAN recommended that the safeguarding audit is reviewed in 6 months' time which ACH informed will be done in the focus day and the will be picked up in the focus day action report.

SAN pointed out that confirmation is needed from AT that the governing body are meeting the requirements expected in the Safeguarding Policy.

ZA to email AT asking for confirmation. ACTION POINT.

EP advised that this is done as soon as possible as the policy needs to go on the website.

ACH highlighted that the governing body need to ensure that e-safety filters are in place and over blocking does not lead to over restrictions.

Q If there is a number of incidents in school which are classified as low levels are they documented?

A ACH replied all incidents are recorded and explained that is a traffic lights system in place.

*ACH was thanked for the presentation on SEND and safeguarding to the governing body. The governing body accepted the SEND report, the Safeguarding Policy and Audit Report.*

## 6 - School Highlights

A summary of all the school events and highlights since the last meeting included:

- Year 6 took part in Shakespeare at School at the Wyvern and did really well.
- Carol concert at the Wyvern.
- Year 5 had an author event at Churchfields.
- The Dog Trust came in to do a presentation for the Year 4 and Year 5 on how to care for dogs.
- A Life came into promote health and fitness for the Year 5 and Year 6.
- Year 6 went to the Gorse Hill Baptist Church to do the Christmas story.
- Good turnout at the parents evening.
- 2 Young carers are to attend a celebration tea party at Jury's Inn.
- KS1 Christmas dinner.
- Year 4 residential trip to Braeside. EP informed that work had been done to promote the residential trips which involved the Year 6 and Year 4 pupils sharing their experiences of Isle of Wight and Braeside.
- Global Sparkle Disco had raised £320 which was organised by Jayne Peer.
- Lainesmead had secured a bid with Tesco for funds towards the tranquillity garden.
- Kate Bees and Sarah Ellison have been successful in getting a £5K bid from The Foyles Foundation to increase the number of books in the classrooms.
- Kate Bees in doing a project with Oaktree and Lawn and has arranged for boys targeted for writing interventions to go to Dobbies Garden Centre to see father Christmas.
- HB informed she is still getting volunteers for reading.

## 7 - Matters arising from Committee and Feedback on progress towards SDP targets

- 7.1 The Finance and Staffing committee meeting took place on 17 November 2016 and the minutes of the meeting are waiting to be circulated.
- 7.2 The Curriculum Committee meeting took place on the 23 November 2016 and the minutes of the meeting are waiting to be circulated.
- 7.3 SAN confirmed that all teachers have had their appraisals and objectives have been agreed which were shared at the Curriculum meeting. SAN added that the Headteachers Performance Management had also taken place.

7.4 The teacher development day training is covered in the Headteachers Report.

## 8 – Feedback from Notes of Visits, Chairs Report, Training, reports from link governors, governor visits to school

### 8.1 Notes of Visits

Nothing to report.

### 8.2 Feedback from Chair of Governors

A copy of the Chairs Diary is attached to the minutes.

### 8.3 Training

SC attended the Raiseonline training which she found really interesting. HB also attended the Raiseonline Training.

SAN advised that Raiseonline it to be covered in the Term 3 Curriculum Meeting which AT is to chair.

NMcK attended the Governor Briefing where discussions had taken place about the letter from Bradley Simmons.

EP informed that the LA has asked all school to provide predictions and have received numerous emails from Sarah Foulkes with a list of things to do.

Q What are the implications of the LA's actions in response to the letter from Bradley Simmons?

A EP replied the LA has advised schools to be ready for Ofsted inspections.

HB informed she also attended a course on 'Troubled Families' and the slides are available on Governor Hub.

AC informed he had eventually attended the new governor training.

NMcK raised that it would useful if all documents required for governor meetings are put on Governor Hub so that they can be shown on the whiteboard at governor meetings.

EP to arrange for the governing body to have access to display governor hub on screen in the classroom where the meeting it to take place. ACTION POINT.

### 8.4 Link Governors

Nothing to report.

### 8.5 Governors Visits to School

Nothing to report.

## 10 - Nursery update

EP informed the school were still waiting on news of the nursery bid.

EP gave an update on numbers in the nursery which includes 1 child joining the morning class in January, bringing the numbers up to 22 and 9 children starting in the afternoon in January. EP added that this means that the nursery will be holding 2 spaces in the afternoon but none in the morning. EP added that the nursery has received applications for spaces in April in both morning and afternoon classes.

EP advised that in addition to the school teacher development days, the nursery have an additional 5 closure days. EP advised that there is a closure day next Wednesday which will be spent with Jen Painter visiting the EY team in Oaktree to see how they plan for intakes at different times of the year.

## 11. Head teacher's Report

A copy of the Head teachers report to Governors was circulated to the governors prior to the meeting.

SAN pointed out to the governing body that she attended the first half of the TD day. EP gave an update on the focus on the use of questioning to engage all learners and shared with the governors a wall of rainbow of questions which is to be laminated to place on each table in the classrooms as well as a banner to be displayed in each classroom. EP explained that this is to be used for guided reading for children and adult questioning.

A copy of the grade descriptors for the quality of teaching, learning and assessment had been circulated to the governing body prior the meeting.

Q How confident is the school that they meet the requirements of good?

A EP advised that secure subject knowledge and challenge holds the school back in 2 year groups who are being supported by the SLT. EP added that hard messages of the expectation have been delivered and the teachers have been asked to put it into practice.

EP advised more work is also required on resilience. NG informed that she had done some work on growth mind set in her year group but more work needs to be done throughout the school.

EP further added that improving Teaching and Learning is taking up most of the SLT time. SAN recommended that Teaching and Learning is revisited in Term 5. ACTION POINT.

SAN asked the governors whether more discussions need to take in place to get more understanding and allow them to challenge. LT recommended that the governing body together with the SLT carry out a practical session by looking at each statement from the grade descriptors of the Ofsted evaluation criteria by coming up with evidence.

It was decided that the practical session should take place in the term 5 FGB meeting or at the strategic meeting to which the SLT will be invited. SAN to arrange. ACTION POINT.

EP explained what storytelling is and how it has been implemented across the school for writing. EP informed how the teacher tells the class a story linked to the curriculum which begins with speaking and listening, the next step is to hear and map. EP explained how the aim is that the pupil should be speaking the story. EP added more time is spent on 'to hear and map' to get a deep

understanding of the story. The next step is 'innovative' and 'inventory'. EP added that during a term, 4 weeks will cover a fiction story and the remaining 2 weeks will be spent on a non-fiction text linked to the story. EP further added it is linked to IPC.

Q How does it work with visual learners if it is done orally?

A EP replied teachers can link storytelling to different learning styles.

Q What is the outcome of 'story telling' from what has been done before?

A EP replied it was the scaffolding on writing to improve the quantity and quality.

NG highlighted that it has made a positive impact in the skill of language and grammar is seen in the writing. NG added that the pupils were writing interesting stories with good paragraph structure and vocabulary.

Q Is it working well for teachers in terms of planning?

A NG replied it was a lot clearer and works well for planning.

Q Does it work well with the no setting in literacy?

A NG replied it does work well.

EP advised that the next TD day in January which involves Maths mastery in the morning and in the afternoon there will be a presentation from an Education Psychologist. SAN raised awareness that governors can join in on a TD day.

A discussion took place about the Headline data of the HT report

EP shared with the governors that Year 1 is a very challenging year group this year. EP informed there is a high number of EAL. EP added that this year group also had the biggest fall back in the summer compared to all other year groups. HB raised that it is difficult for those at the bottom to catch up.

Q Why is the data showing 25% in reading and writing under the Pre Key Stage column for KS1 attainment?

A EP replied that mobility affected the Year 2 last year. LT added that the SIP was happy with this explanation.

EP shared that work on the data has been done by taking out pupils that have not been at Lainesmead for long. EP informed that for the KS2 data, pupils that have not been at the school since reception have been taken out and the progress measure data is very positive. EP added that this tells us pupils joining in KS2 bring the data down.

It was agreed that EP will share the data which takes out pupils that have not been in the school for long. ACTION POINT.

Q Why is the data showing for disadvantage pupils in the KS1 % meeting expected standards by key groups showing that only 25%?

A EP replied that in KS2 targeting was carried out and interventions have been put in place.

SAN advised the review of the mission statement is covered at a FGB meeting as it is set by the governing body. ACTION POINT.

EP advised that the IPC values and British values have been added.

EP pointed out that attendance has been hit by the norovirus and there were 2 Year 1 pupils on register but they are not attending school.

FFT data dashboard to be carried forward to next meeting. ACTION POINT.

## 12 – Governor Support Training

SAN reminded all governors of the pledge to undertake 1 training per year and recommended that governors feedback on the impact of the training and reminded governors on the process to book courses through Governor Support by contacting Anna Richardson via email or giving her a call.

The Governors agreed that the trainings were generally of a high standard and the range of subjects covered their requirements. The impact of the training would be recorded by Governors feeding back to the FGB under standing item 9 of the agenda.

SAN raised whether there were any gaps in training and whether it was useful to get Governor Support in to come to a meeting for a whole governing body training session.

LT recommended it would be interesting to have a presentation by Governor Support on the position of the school for not converting to an academy and what options are available for the school.

It was agreed ZA should ask Bridget Sinclair to come to one of the FGB meeting to give a 20 minute talk on academies. ACTION POINT.

AC recommended that the governing body should evaluate any training they attend by bringing back 2/3 points picked up at the training.

## 13- Governor Section of SDP

LT recommended that challenge through question is a useful development for governors. LT advised this would involve governors coming prepared to focus day meetings or governor meetings prepared by submitting a list of questions in advance of the meeting to allow the school to look into the points raised.

AC recommended that it would useful for governor to see more evidence of pupils work.

It was agreed all Governors will prepare at least one question per meeting from the pre-read information that is provided. ACTION POINT.

## 14 – AOB

### 14.1 School Published Admission Numbers

EP confirmed that the PAN number submitted to the LA is 60 for the year 2017/18.

### 14.2 SLT consultation

SAN advised that there is a consultation taking place which effects the structure of the SLT. SAN added that after the close of the consultation, the Finance and Staffing committee will consider all suggestions made.

SAN further added it is hoped the new structure will be in place for September 2017.

Q What is the difference between the Assistant Head and Deputy Head?

A EP replied it was the level of responsibility.

15 - Meeting Close and date of next meeting

The meeting closed at 7:30pm. The date of the next meeting is 8 February 2017.

Signature ..... Date .....  
Chair of Governors