



Minutes of the Full Governors' Meeting held on Wednesday 3<sup>rd</sup> February 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)	Shahid Khan	SK
	Norma McKemey	NMcK	Zahida Aslam	ZA (Clerk)
	Leigh Timbrell	LT	Eirian Painter	EP (Head)
	Helen Byrne	HB	Aaron Thornton	AT
	Russell Langdown	RL	Ali Cotton	AC
	Sharon Compton	SC	Bernard Maguire	BM

Apologies were received and accepted from Tina Desciscio (TD). Gareth Rosser (GR) was not present and no apologies were received.

SAN advised that Andy Price has resigned as a staff governor and elections are to take place for his replacement.

3 - Approval of Minutes from last meeting and Matters Arising

There were no matters arising from the minutes of the last meeting dated the 2 December 2015 which were approved and signed by SAN.

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

Action No	Action	By Whom
1.	EP to update on meeting with the website provider. Action Point Update EP informed the twitter feed had been set up and all parents are to be sent information about the new school app Schoop which they can download for free. EP advised a consultation desk is to be set up during the next parent evenings for parents on Schoop. EP explained that Schoop will eventually replace the text service. Action Point Completed.	
2.	ZA to forward the new template of the Scheme of Delegation from	

	Governor Support to SAN. Action Point Completed.	
3.	Notes of Visit for the SIA visits at the end of November to be reviewed at the next FGB meeting. Action Point Update EP informed the SIA is on sick leave and it could be long term. SAN asked what provisions were in place to replace the services provided by the SIA. EP will check on the contract which had been purchased through traded service as it may up for renewal at the end of the financial year. EP advised the governing body that there is a consultant available who offers the same service as a SIA and is highly recommended but is not attached to the LA. SAN advised the Finance and Staffing Committee discuss this as part of the discussions on traded services.	AT
4.	All governors to submit any questions they have on the Head teacher's Report to EP. Action Completed.	
5.	Impact of changes to the timetable to carried forward to the next FGB meeting. Action Point Update To be discussed under Headteacher's report. Action Point Completed.	
6.	SAN recommended the Governors Visit to School is carried forward to the ne Action Point Update To be discussed under item no. 11. Action Point Completed	
7.	ZA to register GR and BM with governor support as co-opted governors. Action Point Completed.	
8.	BM to forward the demo links to Governor Hub.	BM
9.	AT to adapt the Governor Visits to School Policy to meet the need of the governing body.	AT

## 5 - School Highlights

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

- SAN highlighted the installation of the KS1 shelter was wonderful and explained that it was a long aim of the school to get a shelter to improve the outside learning area.
- HB reported she has 4 new volunteers enrol for reading.
- LT raised there had been lots of trips which included the Year 6 trip to the Co-op to talk about fair trade where they had received positive comments.
- Everyone agreed the Christmas Fete had been a very good success. EP informed over £1k had been raised.
- LT pointed out that the school is doing well in sports with the netball and football teams taking part in events. LT added a lot more sport is planned.

## 6 - Matters arising from Committee Minutes

- 6.1 The Finance and Staffing committee meeting took place on 19 January 2016 and the minutes of meeting were waiting to be circulated.

AT informed the committee had covered SFVS, benchmarking, reviewed the benchmarking card from DFE which compares Lainesmead's spending to other similar schools.

Q Where do Lainesmead spend more than the other schools?

AT informed Lainesmead had a slightly higher spend in teaching, second highest in back office, the balance was good and second highest in catering.

- 6.2 The Curriculum Committee meeting took place on the 27 January 2016 and the minutes were waiting to be circulated.

SAN informed the Curriculum committee had received a presentation from Michelle Chappell-King who is the EY and KS1 Phase Leader and taking the lead in phonics. SAN pointed out the presentation on phonics was a follow up to the concerns raised at the last FGB meeting on the phonics screening data from raise online. SAN added the committee looked at the baseline assessment for EY, age related expectations were discussed and the committee had looked at the EY action plan. SAN further added that LT had given an update on assessments following on from life without levels.

## 7 - Feedback from committees on progress towards school development plan targets

AT pointed out that from the Curriculum minutes he has observed that EAL and PP is discussed. AT added that both are frequently also discussed in the Finance and Staffing committee meetings in relation to funding. AT informed that he had difficulty understanding where all of the EAL and PP funding is spent and had discussed these concerns with EP and Sarah Ellison. AT added in response to this, work is being done to show the spend of EAL and PP funding in a clearer format using threads to show the areas of the school which benefit from the funding.

## 8 - Feedback from Chair of Governors, Notes of Visit, training, link governors and governors visits to school

- 8.1 Feedback from Chair of Governors

SAN spoke through the list of meetings she has attended which is attached to the minutes.

- 8.2 Notes of visit

A copy of the note of visit dated the 11 January 2016 and 26 January 2016 had been circulated to the governing meeting.

EP explained the reason for the 2 notes of visits on EY, EP informed the first note of visit covers the SIA visit at which she had raised concern and instigated another audit. EP explained her findings

had not come as a surprise as they had been bought up at her performance management meeting and showed in the data analysis carried out by LT.

EP informed the audit was carried out by Michelle Chappell-King and the EY consultant which is covered in the second note of visit. EP added at the audit the EY consultant liked the improvements to EY environment and mentioned everything had a purpose and is linked to what EY are doing. EP further the note of visit refers to the areas of development where the tweaks are required.

EP highlighted the audit had picked up that the TAs are not interacting in play and as a result of this the TAs will receive training on interaction play to help children move on to their next step of learning.

### 8.3 Training

BM attended the demonstration of governor hub and informed he was impressed. BM passed round information to show governor hub was set up to display governor information as well as being able to join in discussions with other governors from other schools.

A discussion took place whether it would be beneficial for the governing body to invest in similar products and SAN mentioned she had looked at a provision from Key but it was quite expensive at £495 + VAT. EP informed as part of the email migration there is the potential to look at IT provision for governors.

BM to forward demo links to governor hub. ACTION POINT.

RL informed he attended a NGA course not for his role as governor but it had covered governance.

### 8.4 Link Governors

SC informed she had come in to do a Health and Safety focus day with Sarah Ellison who SC explained had everything in place was and the information is very comprehensive. SC informed SE will be using a centralised planner with the LA.

### 8.5 Governors Visits to School

AC came into school for the phonics session which he said was a good experience, loads happenings and lots of actions.

RL came in for the EY focus day and informed it was reassuring to hear an action plan has been put in place, good to see the impact of the changes to the leadership and encouraging to see staff are given that opportunity to visit other schools. RL recommended that further work is done in the school for the whole staff to experience EY and understand the assessment. EP explained that the SLT are to include EY and address EY in more of their meetings

NMcK came into a PE focus day and informed it was good to see how Jim Tew is developing sports in school and it was good to hear of the successes in sports. NMcK added it was all very positive.

## 9. Feedback on J2O group

EP informed the maths project from the J2O group was a successful project and the impact is evident to see in the changes that have been put in place which include the numeracy passports. EP added that the schools worked together on the maths project and shared good practise.

EP informed that the project for this year focuses on improving writing and particularly spelling. EP spoke through the concerns faced by KB on how this project is progressing.

Q Are you going to continue with the project bearing on mind that the release of Kate Bees time is an investment?

A EP replied she had raised concerns with the LA and is waiting on a response.

## 10. Head teacher's Report

EP reported on the changes made in Terms 1 and 2.

### 10.1 Timetable changes

EP she had consulted staff for feedback on the change on Monday mornings, when the teachers have time to plan with their TA whilst the children are at assembly. EP informed staff have found this very helpful and have the opportunity to feedback to their TA on the previous week. EP added that TAs have also found it useful as before they had to interpret plans and are clearer of their expectations from teachers. EP further added TAs have mentioned that they are now more aware of the specific needs of pupils, have better understanding and use the time to ask the teacher on the new terminology from the new curriculum.

### 10.2 No setting in Literacy

EP explained that she asks pupils how they have found no setting in literacy during Headteachers lunch. EP informed pupils liked their relation with the class teacher and have welcomed not having to be split from their friends in their class. EP explained how staff are more aware of the writing ability of their class pupils which has helped with cross curriculum writing. EP added the school will now trial not setting in Maths in one year group.

### 10.3 January TD day

EP informed Maths and grammar subject knowledge had been covered and staff reported that the session was very useful.

### 10.4 Assessment

EP explained assessment had been looked at by the SLT at a meeting with Simon Cowley from the White Horse Federation. Simon had forwarded the documents used for assessment without levels. EP informed assessment is not about data and is based on the journey made by the children to reach the expected standards and Ofsted will not be looking for data.

Q How will the Ofsted Inspectors reach their judgement?

A EP replied they will look at pupil progress in their workbooks.

EP informed the focus is on what the child can do now compared what they could not do before.

EP informed all resources have been adapted and one of the recommendations is that teachers complete pupil progress sheets. EP explained that these progress sheets will then be analysed and validated by the SLT prior to progress meetings. EP added specific conversations will take place with teachers on the children that are not making progress.

#### 10.5 Update on Oaktree Action Plan

EP informed she had met with the headteacher of Oaktree to plan a validation and moderation week between the 2 schools which they are hoping Lawns will be involved in.

#### 10.6 Governor Initiatives – Home/School Agreement

EP informed that schools no longer need to have home/school agreements in place. EP explained the home/school have only just been updated so the school will continue with them this year. EP added that they will discuss whether to continue next year.

#### 10.7 Governor Initiatives – KS1 tests

EP informed the governing body of the tests for KS1 which she explained currently are to be done by all pupils regardless of their ability and will be marked by the teachers. EP added the tests will be done in small groups and there is a possibility that Lainesmead could be one of the schools that are selected to sit them in April. EP added that the pass mark will be determined by the schools who sit the test earlier. EP further added the results of the tests will be published and the interim framework for English, Reading and Maths will not be included in the test, the teachers will use these for teacher assessment.

EP informed the biggest change in the KS2 SAT exams is that there will be 3 tests for Maths which are all written to replace the previously mental Maths test.

EP explained that next week a meeting has been set up for parents of children in Years 2 and 6 to take about the changes.

EP shared information with the governing body from the DFE on primary schools in 2016 which covered how RAISE Online will look like following the above changes in tests.

#### 10.8 Coasting Schools

EP informed she and LT had gone to the NAHT which had covered coasting schools. EP read out the information on coasting standards.

#### 11 – Governors visits to school policy

A copy of the policy had been circulated to the governing body.

SAN asked the governors if they were happy with the visits to the school.

RL suggested whether it was possible to introduce particular thematic focus day rather than focus days being based on subjects. RL also recommended looking at extending the focus day to include learning walks and book scrutiny. RL added that pupil voice can be included and highlighted that

governors may find it useful if they spend a morning or afternoon in the school rather than popping in for an hour. SAN raised concern that this may be difficult for some governors and the school may struggle getting governors to attend.

EP pointed out that the curriculum focus days need to be linked to the school priorities and have less of the subject based focus days.

It was agreed that the governors' visits to the school include focus days, celebrations, and share learning experiences with pupils and meetings.

SAN recommended that a governor looks at adapting the policy to meet the needs of the governing body. AT volunteered to look at updating the Governor Visits to School Policy. ACTION POINT.

## 12 – Pre-School Update

SAN gave an update on the discussions with the Shining Stars committee in relation to a takeover. SAN informed the committee had met and approached Lainesmead for a formal proposal. SAN advised that the EP is to deliver the formal proposal in the form of a presentation to the committee and staff of Shining Stars.

SAN informed in addition to these discussions with Shining Stars, there are also discussions taking place with the LA regarding extra funding. SAN added the school is still waiting for information.

SAN explained that the LA HR representative had offered to meet with the staff at Shining Stars to give them information on TUBE I think this should be TUPE? and as Shining Stars are registered as a charity, the parents of the pre-school will need to vote to decide on whether they want the takeover. EP pointed out that as part of the takeover, Lainesmead have indicated they would be interested in expanding to include a 2 year provision in the pre-school.

Q Does the pre-school fund itself?

A AT replied he was the Chairman of the Committee a few years ago and it does fund itself.

EP highlighted that it had been announced that the LA have been picked as 1 of the 8 local authorities to pilot the 30 hours nursery provision from September 2016.

## 13- SIA and EYFS Notes of Visit

This item was discussed earlier under item 8.

## 14 – AOB

14.1 EP informed she had received information from the LA that they would like all schools to participate in celebrating 175 years of Swindon town officially becoming a railway town on the 25 February 2016. EP added as part of the celebrations there will be a special assembly and a disco is planned.

14.2 EP advised a consultation is taking place on Holy Cross School at Upham Road to increase the PAN to 60.

14.3 SAN informed she had investigated a parental complaint but it was not upheld

15 - Meeting Close and date of next meeting

The meeting closed at 7:30pm. The date of the next meeting is 16<sup>th</sup> March 2016.

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