



Minutes of the Full Governors' Meeting held on Tuesday 8 July 2014 at 5.00 pm

1- Declaration of Interest

SAN confirmed there will be an interest for a member of the governing body in a matter to be discussed under any other business.

2 - Welcome and Apologies

Those present were	Sarah Newton	SAN (Chair)	Andy Price	AP
	Norma McKemey	NMcK (Vice Chair)	Zahida Aslam	ZA (Clerk)
	Sara Burgess	SB	Aaron Thornton	AT
	Leigh Timbrell	LT	Jeannette Turner	JJT (Head)
	Kristina Laitak Yates	KLY	Helen Byrne	HB
	Esther Newman	EN	Damien Ransurn	DR
	John Holdway	JH		

Sarah Ellison (SE), the School Business Manager, was present for the discussion on the Pre-School strategy.

3 - Approval of Minutes from last meeting and Matters Arising

There were no other matters arising from the minutes of the last meeting dated the 4 June 2014 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.	The Governors to have a tour of the school to see the changes made during the summer holidays. Action Point Carried Forward.	SAN/JJT
2.	All Governors to read the Achievement of Pupils section from the SEF and email any questions. Action Point Update SAN confirmed she had received no questions. Action Point Completed.	

3.	JJT to check why the policy on uniform is not on the website. Action Point Update JJT confirmed the policy is now on the website. Action Point Completed.	
4..	SK and DR to shadow another governor for their first focus day attendance. Action Point Completed	
5.	SAN to repeat the governor activity on Ofsted type questions and the activity on progress made since the last inspection in 6 months time. Action Point Carried Forward	SAN
6.	Governors to be presented with the 2014/15 budget at the next FGB meeting.	SAN/JJT
7.	All non-curriculum committee governors to feedback any questions from the Ofsted report to the curriculum committee before the 17 July 2014.	ALL
8.	SAN to publish the dates of the governor meetings for 2014/15.	SAN
9.	The FGB is given a hardcopy of the 2014/15 budget to look at the next meeting..	JJ

## 5 - School Highlights

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

- Year 3 IPC assembly on the rainforest.
- KS2, KS1 and EYs Sports Days
- 95 parents attended the early years assembly prior to their sports day
- Community Lunch
- IPC exit afternoon
- WW1 event at Churchfields
- The Summer Fete which raised over £400.
- Reading Recovery Awards and BRP assembly.
- music festival

## 6 - Matters arising from Committee Minutes

6.1 The Finance and Staffing committee meeting had taken place on 18 June 2014 and the minutes of meeting are waiting to be circulated. JH confirmed the Committee had approved the 2014/15 budget. SAN advised the FGB meeting is given a hard copy of the budget for Term 1. ACTION POINT

JH also confirmed the committee had discussed the Capital works to take place over the summer. JH added that the works and how they are to be prioritised was discussed over a number of meetings. SE spoke through the works to be carried out in the summer.

6.2 The Curriculum Committee meeting is to take place on the 17 July 2014.

## 7 - Feedback from Notes of Visit, focus days, training, Link Governors and HMI visit

7.1 Nothing to report on Notes of Visit.

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7.2 Nothing to report on Focus Days.

7.3 SAN reported that 5 governors had attended the Inspector Calls training session.

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

8.1 Nothing to report as progress had been discussed under the item on feedback from Committee meetings.

#### 9- Feedback on Federation

9.1 SAN reported she had attended a Federation meeting a day before the Ofsted visit along with the Chairs and HT from the other governing bodies within the federation. SAN confirmed the protocol document covering the rules and conditions of the federation had been signed. SAN added that the Heads of the schools had shared the benefits they are receiving from the federation and how it works as a support network. SAN further added at the meeting they had also had a quick look at the action plan and the Chairs will be meeting again.

#### 10- Headteachers' Report/Ofsted Report

10.1 JJT confirmed that she had received a copy of the Ofsted Report but it was confidential so was not in a position to share it with the governors at present. SAN explained that the discussion on the Ofsted visit will be based upon the feedback received from the inspectors.

SAN informed she had visited the school on the day of the visit and emphasised the staff need to be congratulated for team work, the good positive atmosphere in the staff room. SAN added it was evident to see this effect was from the preparation work for the visit done by JJT and the SLT team. SAN thanked EN, NMCK and AT for supporting her at the meeting with the Ofsted inspectors.

The governing body thanked JJT and LT for their hard work for the Ofsted visit.

JH thanked SAN for organising the governing body and preparing them for the visit.

10.2 JJT spoke through the feedback notes she had on the visit

- The leadership team was well organised and a strong governing body who supported and were effective in challenging and questioning the school.
- Good response from parents on Parents View and JJT added that the Inspectors had also looked at the schools own survey and taken that into account too.
- Recognised teaching had improved and improvement on the marking.
- Good range of after school clubs

- Pupil progress was good
  - more able children are challenged.
  - Targeted intervention in place to tackle individual children needs.
  - the pupils are safe.
  - the school were tackling weaknesses in writing
  - children's behaviour was good
  - good atmosphere in lessons where pupils are interested and are fully engaged which JJT reminded the governors had been a focus.
  - The inspectors recognised the children are focuses on learning.
  - Significant improvements in the gap of learning in early years
  - Phonics was praised
  - It was noted that the teachers and TA's provided effective support to SEN.
  - Teachers are skilled in questioning children was picked up.
  - LT added subject knowledge is secure.
  - JJT explained improvements are required around children knowing their targets.
- 10.3 JJT read out the areas of improvements feedback from the inspectors which was consistent with the SIP which included spelling, embedding writing further, more cross curriculum writing, now comments and closing the gap for FSM pupils.

JJT added the inspectors had agreed that pupils making progress including those receiving pupil premium is better than national.

10.4 SAN informed she and AT had sat in when the inspectors had given feedback on the visit. SAN informed the inspectors had summed up the school for the pupils was a good positive environment which was making good consistent improvement. SAN added the inspectors had acknowledged that the gap is closing for the FSM pupils but not at the expected rate because non FSM pupils were making good progress. SAN further added the inspectors had observed some outstanding teaching during their visit which needs to be maintained. SAN further added when inspectors had spoken to the children they had shared that they thought their teachers were the best part of the school. SAN also highlighted the feedback given had included that children need to be given more independence over their targets.

SAN further added the inspectors had commented that

- safeguarding was good,

- governance was good,
- attendance was good

specific progress had been made in writing and FSM10.5 JJT informed the report for the Ofsted Inspection should be available on the school website on Friday. SAN confirmed the Curriculum Committee will be looking at the report and governors who are not on the Curriculum committee can give their feedback to the committee before the meeting on the 17 July 2014. ACTION POINT.

10.6 JJT informed that Lainesmead was a founder member of the J2O group and will be maintaining their membership.

## 11 – Preschool Strategy

11.1 SAN explained to the governing body the current situation of the pre-school which exists on the school ground but with its own identity. SAN informed due to charity rules which had prevented the pre-school from becoming part of Lainesmead but to have a pre-school was still a long term plan of the school. AT added the pre-school is currently run by a committee made up of parent representatives with 5 members of staff. JJT added that having a pre-school under the school's management had always been a long term goal.

11.2 SE spoke through the strategy for the pre-school which is to engage the interest of the committee which SE advised will be the right time in September when a new Chair of the pre-school committee is appointed. SE plans to do this with AT who has been Chair of the committee. SE advised she had spoken to the previous Chair who had appeared keen on the idea. SE explained the benefits of Lainesmead having a pre-school which included curriculum benefits as well as raising the profile of the school. JJT added the school can build up secure assessments and be able to put in place what the school would like to see in pupils being more independent when entering early years. SE agreed it gives the school the opportunity to expand and thinks the local authority will be supportive with a collaborative plan between the school and the pre-school committee.

11.3 SAN asked what the risks were for the school? NMCK questioned whether the pre-school was successful and JH questioned the income?

AT replied the pre-school had got outstanding at their previous Ofsted inspection and were now Good. The income comes from funding from the local authority.

SE explained the key risks for Lainesmead would be if there was a low number of births in the area and if another pre-school provision was to open up nearby but highlighted that there is a shortage in pre-school provisions in this area.

AT further added the pre-school is self-sufficient. EN questioned whether Lainesmead will TUPE the staff? JJT/SE replied they would be. SAN added the school will have to consult with the parents of the pre-school.

JH questioned whether it would be beneficial to the staff? EN commented that it would be as they would be able to join the local authority pension scheme. SE agreed there would be more benefits for the staff. LT highlighted that the staff will have to adapt to a different performance management. AT replied that the pre-school do have an appraisal system in place which works well.

AT advised another risk would be that pupils may not come to Lainesmead.

11.4 SE recommended the school will need to look at whether the school will get extra funding from the local authority. AT advised that SE would need to check the lease of the building because it is due to expire in 2016. JH questioned the initial spend? SAN advised the school would need to look into the initial spend which may be high.

11.5 The governing body gave their approval for the pre-school strategy and it was agreed that a working group will be set up if the committee is receptive to the initial approach.

#### 12- New subject staffing structure/governing body structure

JJT reported she had delivered the new staffing structure at the Finance and Staffing Committee meeting. JJT explained that at present the structure included Year Leaders and Phase Leaders for monitoring but the new structure is moving away from this, in part due to the number of new staff who are starting in September JJT explained the new structure will have phase leaders with monitoring responsibilities and Miss Bees and Mrs Saxby will lead on Literacy and Numeracy with monitoring responsibilities focussing on data with the phase leaders dealing with consistency, marking and provision. JJT informed all teaching staff will be divided into the 3 curriculum areas which are literacy led by Miss Bees, numeracy led by Mrs Saxby and IPC and Foundation curriculum subjects which is to led by Mrs Mepstead. JJT confirmed there were no changes to the SLT and all members of the teaching staff will contribute to a curriculum group.

SAN questioned whether this will change the focus days? JJT confirmed it will not affect the focus days. SAN advised that where possible, AT should continue to attend the safeguarding and SEN focus day as the link governor for both of these areas.

A discussion took place about dropping the governors being linked to a particular year group. This has not been as successful as it had been hoped for several reasons so the governors agreed to drop the link. However, staff will continue to be encouraged to invite governors into their classrooms when the opportunity allows. The office will also publish a termly list of all events that the governors are invited to.

SAN proposed that the governors introduce link governors to literacy and numeracy. After discussion, it was decided that the detail of both subjects was well covered by the curriculum committee and so dedicated link governors were not necessary.

### 13- Homework Books

JJT reported the school wanted to change the approach to homework as the current books served the purpose but they were not getting the initial impact and wanted to introduce a focus in reading and basic skills. JJT confirmed the new programme is used in a number of schools in Swindon. SAN questioned whether it was cost effective to the current homework books? JJT confirmed it was as the homework books cost £4 each.

### 14 - AOB

- 14.1 SAN asked how the school was going to cover staff during the strike on the 10 July 2014? JJT explained that KS1 was to be closed but KS2 would remain open including a provision for the siblings of KS2 pupils who are in KS1. JJT added that the idea was for the KS1 pupils to have a picnic in Lawns wood and do some forestry school activities.
- 14.2 JJT confirmed that 11 July 2014 was a TD day and the pupils were to be moved up to their next year group classes on Monday. JJT added all the new members of staff joining in September are coming in and Churchfields have offered a couple of rooms for the current Year 6 to experience life as Year 7s.
- 14.3 JJT reported the 1<sup>st</sup> September is to be a TD day.
- 14.4 SAN reported the parent ban had been extended to the end of December.
- 14.5 SAN thanked the governing body and wished them well over the summer.

### 15 - Meeting Close and date of next meeting

The meeting closed at 6.35pm. The dates of the meeting for 2014/15 are to be confirmed but it was agreed that Wednesdays at 5pm had worked well. SAN to publish the dates of the meetings.

**ACTION POINT**

Signature .....

Chair of Governors

Date .....