



Minutes of the Full Governors' Meeting held on Wednesday 5 July 2017 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	NMckK
	Zahida Aslam	ZA (Clerk)	Tatiana Fernandes	TF
	Eirian Painter	EP (Head)	Helen Byrne	HB
	Tatiana Fernandes	TF	Natasha Griffiths	NG
	Leigh Timbrell	LT	Tina Desciscio	TD
	Emma Diprose	ED		

Apologies were received and accepted from Ali Cotton (AC)), Caroline Mazzotta (CM) and Sharon Compton (SC).

Alan Mulrooney was present to observe as a potential parent governor.

3 - Approval of Minutes from last meeting and Matters Arising

There were no matters arising from the minutes of the last meeting dated the 17 May 2017 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 to include SEN annual report in the FGB agenda planner for TERM 1	SAN
2.	SAN recommended that Teaching and Learning is revisited in Term 5. SAN to add to the FGB meeting agenda. Action Point Update To be discussed at this meeting. Action Point Completed.	
3.	AC to arrange a meeting with Andrea Chapman. Action Point	

	AC informed he had spoken to Andrea Chapman and was looking to arrange a meeting in the next 2 weeks. Action Point Completed.	
4.	SAN to add to the FGB agenda for term 5 a discussion on the weaknesses from the last Ofsted report and an update of work has been done to address the weaknesses. Action Point Carried Forward	
5.	SAN to add a copy of the actions from the last Ofsted report to the governor meeting agendas. Action Point completed..	
6.	ZA to circulate a copy of the last Ofsted report to all governors. Action Point Completed.	
7.	A discussion on the 'more able' to be included in the next Curriculum Meeting agenda. Action Point Update Discussed at the Curriculum Meeting.	
8.	SAN to ask Andrea Chapman a report on the family centre for the Term 1 FGB meeting.	SAN
9.	EP to arrange for plans for the nursery to be displayed at the summer fete for parents to view and parents are given an update in the next newsletter.	EP
10.	SAN to inform SE the capability policy had been approved.	SAN

5 – School Highlights

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

- Year 6 Production, Mary Poppins
- All the sports days and EY assembly went well.
- Year 6 participated in the Junior Good Citizenship.
- Pride of Lainesmead Assembly
- 15 participants raised £360 toward raising awareness of Young Carers with TD..

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

- 6.1 The Finance and Staffing committee meeting was replaced by the Strategy Meeting which took place on 21 June 2017 and the minutes of the meeting are waiting to be circulated.
- 6.2 The Curriculum Committee meeting took place on the 28 June 2017 and the minutes of the meeting are waiting to be circulated.
- 6.3 SAN informed the Curriculum committee had discussed 'more able' data, data dashboard, reviewed reports from all subject and phase leaders. SAN added that AP had delivered a presentation on Science and Kate Bees had come into to discuss the Year 1 boy project.

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

7.1 Notes of Visits

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To be discussed later.

7.2 Feedback from Chair of Governors

A copy of the Chair's Diary is attached to the minutes.

7.3 Training

ED had attended the new governor training and looked after children training course.

SAN informed she had attended the Swindon Challenge Board Meeting which had been arranged by Peter Nathan in response to the Ofsted letter. SAN reported that the board were looking for a governor representative on the board and at the meeting some objectives had been shared.

SAN to attend LA Governor briefing next week.

7.4 Link Governors

Nothing to report.

7.5 Governors Visits to School

SAN attended the EY focus day at which the transition to Year 1 had been discussed. SAN added the data was looking good for EY too.

NMcK attended the RE and PE focus day which were both good.

8 - HT Report (verbal)

A copy of the Headteachers Report for Term 6 was circulated to the governing body prior to the meeting.

EP gave an update on the Teachers Alliance.

8.1 Update of Teachers Alliance

EP informed the school had signed up to the teachers alliance and as part of the induction, the school will get a 2 and a half day review in Term 4 next year, 12 March 2018. EP added it was recommended that the Chair of Governors is involved in the review. EP further added that the SLT will be looking at opportunities for senior and middle management in the alliance.

Q Does the school decide the main focus of the review?

A EP replied it does and it does not have to be based on Ofsted with the exception of teaching, learning and leadership.

Q Will the review help prepare for Ofsted?

A EP replied that anything picked up in the review before an Ofsted inspection can be used as evidence that the school is aware and working on any issues.

EP pointed out that joining the alliance will give a huge amount of CPD and access to resources as well as having access to a directory of schools that lists areas of excellence.

8.2 Review of HT report

Q Is there going to be much change to the SDP next year?

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A EP replied that there will remain a focus of teaching and learning and working on the inconsistencies within the year groups that were picked up by the SIP in his note of visit. EP added that there will continue to focus on Maths. EP further added the focus for English will be on more reading as well as spelling and improving phonics for Year 2.

EP advised the governing body that the exclusion data is based on 1 pupil with SEN and a statement who is proving increasingly challenging for the school. EP informed the racial bullying data occurred following the attack in Manchester.

EP read through the headline of the KS2 SAT results.

EP informed that the pass mark for the reading test went up by 5 marks which has affected Lainesmead data as the predicted target for expected of 67% went down to 57%. EP added the national data shows that 71% achieved expected standard in reading.

EP advised KS2 writing is teacher assessed and was 78% when the school had predicted 76%.

EP informed in Maths 61% pupils were expected which was an increase from last year and the national is 75%.

EP informed English and Maths combined had gone down to 47% against the national which is 61%.

10 – Governor Activity on Teaching and Learning

A discussion took place on the Ofsted grade descriptors for Teaching and Learning and whether good or outstanding was applicable to Lainesmead.

Q Governors do not participate in lesson observation and have to rely on information delivered to the governing body.

A EP replied the SLT observe lessons. EP added that planning is to be looked at in focus days and is to be included as part of the performance management.

Q The school assessment of Teaching and Learning is good, is this a secure good?

A EP replied it is not a secure good because of the inconsistencies picked up by the SIP but the issues have already been identified and are being worked on which makes it a good.

Q How many inconsistencies are we talking about?

A EP replied it was within 3 year groups.

Q Are there some elements of outstanding?

A NG raised awareness there was some elements of outstanding which pointed out that growth mind set is thoroughly fully embedded throughout the school and has had an impact on resilience and learning.

Q What about homework?

A NG replied that the homework provide challenge and deepens understanding as it a continuation of the work done in class.

10 - End of year PPG Report

EP informed the negative number is the gap between the cohort and PPG children at the start of the year and the plus number indicated where PPG children are above the Cohort.

EP pointed out that in Year 1 there had been a mobility issue and an action plan had been put in place for Year 4 where there was an issue with assessment.

A discussion took place about the figure in the report for enrichment. EP advised the figure is based on the amount subsidised across the school and not just PPG children. EP informed in response to the amount the school is subsidising for school trips, letters about school trips to parents are to be adapted with a breakdown of costs as well as pointing out if the school does not receive a percentage of money from parents then the trip may be cancelled depending on the cancellation fee.

Q What is the impact of residential trips?

A EP replied it was the experience away from home and provides enrichment. LT added that it was also about creating friendships and throughout the year the children will look back to remember the experiences they shared.

SAN suggested the report includes the impact from school trips.

Q Are TAs observed?

A EP replied TAs are observed by Andrea Chapman.

SAN suggested the impact of observation is included in the report.

Q How is the school using the spare PPG money leftover?

A EP replied it will be used to continue to support staff and provide extra resources.

The governing body gave their acceptance to the PPG report.

11 – Family Centre Report

Carried forward to Term 1.

SAN to ask Andrea Chapman for report on family centre. ACTION POINT.

12 - SIP Report

A copy of the SIP Note of Visit dated the 17 May 2017 was circulated to the governing body prior to the meeting.

SAN highlighted that the note of visit contained language which celebrated good work throughout the school such as the learning environment and use of space. SAN pointed out the only area of development is around the inconsistency.

It was agreed that the SIP note of visit was a good report.

13 - Nursery Update

EP informed there was a tentative plan to move the family centre out for the works to the new nursery but she is still waiting on information from the LA.

SAN recommended the plans for the nursery are displayed at the summer fete for parents to view and suggested that parents are given an update in the next newsletter. ACTION POINT.

14 – Policies approved over email

A copy of the Capability policy had been circulated to the governors prior to the meeting.

SAN reminded the governors that policies are emailed to the governing body for review via email before being approved at the Chairs Meeting rather than at meetings.

The Capability policy was approved.

SAN to inform Sarah Ellison on the approval. ACTION POINT.

15 - Staffing Structure 2017/18

EP reported the staffing structure will consist of the SLT which includes the Headteacher, Deputy Head, 3 Assistant Heads who will be classroom based and the Business Manager.

EP informed 1 TA will be assigned to every year group with the exception of TAs giving 1 to 1 support to SEN pupils who have a statement.

EP informed that EY has 2 TA's and there are 3 TA's in the nursery which includes 1 senior and 2 standard TAs.

16 – Change of SAN governor term of office from governor to co-opted

ZA informed that SAN term of office as a parent governor has come to an end and as she no longer has children at the school, the governing body need to consider appointing her as a co-opted governor.

The governing body appointed SAN as a co-opted governor.

17 – AOB

SAN and EP thanked ZA for her time as clerk to governors.

ZA commented that her family had enjoyed a very good relationship with Lainesmead Primary School. She found all the staff including the teachers, TA's, office staff and support very helpful and welcoming at all time. ZA added that the school 100% learn together, care together and achieve together. ZA thanked the governing body especially Sarah Newton who has been a very good chair of governors and will be a hard act to follow. ZA further added she had sat through lots of meetings and can say that the governing body been effective in bringing in the changes to Lainesmead making a better school for generations to come including finally getting a much longed for nursery. ZA wished the governing body and staff at Lainesmead the very best of luck.

The governing body thanked SAN for chairing her last meeting as Chair of Governors.

12 - Meeting Close and date of next meeting

The meeting closed at 7:15pm. The date of the next meeting is to be confirmed.

Signature
Chair of Governors

Date