



Minutes of the Full Governing Body Meeting
Held On Wednesday 27th March 2019 at 5 pm (Term 4)

Note: Please consider the items marked confidential before distributing minutes outside the Governing Body

Anyone who feels that they may have a conflict of interest with any item on the agenda should declare this at the appropriate time. The governor concerned will be asked to leave the room whilst the matter is discussed.

1. Record of conflicts of interest

The members were asked to declare any interests to any of the items on the agenda. No conflicts of interest were declared at the meeting.

2. Welcome by: Leigh Timbrell (LT) (Chair of Governors) to:

Norma McKemey **(NM)** (Vice Chair of Governors)
Eirian Painter **(EP)** (Head Teacher)
Natasha Griffiths **(NG)**
Ali Cotton **(AC)**
Calvin Smith **(CS)**
Bibi Akhtar **(BA)**
Phil Baylay **(PB)**
Emma Conduit-Adams **(ECA)**
Alyssia Mepstead **(AM)**
Lorraine Walker **(LC)**
Rushna Begum **(RB)** (Clerk)

Apologies by: Alan Mulrooney (AM)

3. Review of Actions/Matters Arising

Leigh: we need think about actions from Sally Arthur talk.

Actions to consider:

- Monitor progress data:

EP: Sally Arthur provides a Note of Visit when the data check has taken place. This could be distributed to the governors as other Notes of Visits are. This can then form a discussion in the subsequent FGB.

- We need to be visible as governors, parents need to know who the governors are. We can do this by having photos of us on the noticeboards and school newsletter, governor coffee morning and working party.

All governors agree on this topic but it needs to be discussed as an agenda item -
Governors - ACTION term 5

To extend our training with Sally Arthur would that cost?

Eirian: £5000 for two years. Our membership has almost expired. We pay Sally Arthur for a certain number of visits, we select what visits we'd like her to come in for and one of those were for governor training. We would like to carry on with our membership.

Governor audit - Agenda item: Bubble. Rushna ACTION

We invited Simon Rowe (Lead HMI Inspector for Swindon) to give the cluster further training on the new Ofsted framework in our cluster conference in June. He is booked us in for a 2 hour slot - **Eirian to feedback on visit ACTION**

4. Policies

EAL: approved with amendments 27.03.19.

Governor Visit to School: approved with amendments 27.03.19

Page 2, 1st line: Leigh: add 'and evidence' after monitor.

If there was a new policy, how would we set that up?

Leigh asked if all governors could be a part of the monitoring calendar.

EP - ACTION

Leigh: Page 4, learning walk: protocol is established prior to learning walk.

Eirian: yes

Page 11, appendix 1: **Eirian would like to amend appendix 1 - ACTION**

Natasha: is there a set pro-forma on how feedback would be recorded?

Eirian: Feedback would be provided on Appendix 2. Specific feedback for teachers would be provided by a member of SLT who accompanied the governor and anything on the Governor Feedback form would also be relayed to the individual teacher. The overall purpose of the feedback form for governors is to provide a general picture from the learning walk conducted.

5. School Highlights

- Voice in a Million (VIAM) - it went really well, children loved it. We had x12 children signed up to go. Leigh: please say thank you to Hannah and Maggie who helped out during the event.

- Year 5 visit to New College for computing workshop - linked to the area children are studying in school.
- Eirian attended the launch of the pledge from the National Literacy Hub in Swindon, the article was in the Swindon Advertiser. We signed a pledge where we will get priority in the literacy resources they provide, which was worth going to.

Leigh: Talking about reading in the school newsletters every week is really good and you can see the impact, what other messages are you thinking of putting to encourage reads?

Eirian: Kate Bees (Head of English) will be making book recommendations on the newsletter and then we will start involving children to say their part in reading.

6. Matters Arising from Committees

Norma: Finance: You'd be pleased to know the school is looking on the plus for submitting the end of year budget.

Sarah has written an email to our website provider in regards to website not being updated on time - this is now happening.

We are currently having our internal doors replaced and should be completed in the Easter holidays. We are also be having our roofs replaced during Easter and boiler will be replaced in the summer holidays. Once we've had our roofs replaced we may be able to get solar panels which will help lower the cost of the utility bills.

As you may know the kitchen has gone down to a 2 star from a 5. We are now ready to invite the EHO to come in for another visit.

New flyers has been created for the Nursery with up to date information and photos of our Nursery and children which will be re advertised very soon.

The care taker has left the school bungalow and SBC will be doing an inspection on the bungalow to ensure it is safe for someone to move into.

Leigh: Curriculum: I would like to thank Alyssia and Lainesmead School for all the actions being carried out thoroughly and doing a great job.

Lawn Manor have now stopped 'The Boy' transition into year 7 - KS3 curriculum has been review and they can't fit in the transition however Lainesmead will continue to do 'The Boy' Eirian asked Lawn Manor if they would continue to find it useful to receive books of this work to show the quality of work the children are working at. Lawn Manor agreed that this would be useful to have.

We did a walk around school to see the displays - they look really good.

The subject coordinator report showed little was done but I am happy to see teachers can now verify actions and impact.

Alyssia shared baseline progress was criticized as school was using FFT baseline target rather than attainment - if we attainment it should look better. It was good for middle leaders to work that out, well done.

7. Feedback from Notes of Visit:

Eirian: unfortunately the attachment was encrypted, it wouldn't allow me to share the document with anyone. I have sent SBC an email about this. Once this is dealt with, the report will be placed on Governor Hub.

8. Feedback from Chair's Diary, Trainings Link Governors and Governor Visits to School

Leigh: New governors attended 'new governors training' course. They found it very useful and came back with good questions.

Lorraine: The training was very interesting, it's everything we need to know.

Bibi: I have learned a lot about MATs.

New Governor Training questions;

How do we celebrate gifted and talented?

Eirian: We no longer call them 'gifted and talented' we call them 'higher attainers'. They are recognised in assembly given a certificate of excellence and also mentioned on the school newsletter.

Do we have the right mix of governors (skill?)

Leigh: I would rather have committed governors who support and challenge the school.

How does the school work with the local community?

We don't have local shops or enough in the community but we should consider being more out there.

In other schools there is 1 governor involvement per policy

Eirian: As a school we are not comfortable doing that as it's a huge responsibility on one person and it's not fair.

Leigh: Also if we were all to look at policies we will have different challenges and questions.

Leigh: Assessment focus: assessment for learning and challenging to see monitoring evidence - very thorough assessment writing.

How well do we assess progress along with attainment? Alyssia found this challenge very useful.

Maths focus: worked with Donna Saxby. My concern was if the children are getting to the challenges in the Maths power workbooks. Some middle attainers are and higher attainers.

Leigh: Norma and I attended a 'chair/vice chair' training.

Safeguarding:

Alan's notes: I met with Andrea last week to review Safeguarding. We looked at a case file (all private information reviewed) and considered the volume of files open at the school and the impact this is having on workload. There is no national figures to compare if Lainesmead has more or less than average however the amount of time taken up is considerable.

Discussed the potential for moving to an electronic system rather than paper based. Examples provided of where information is often duplicated by Safeguarding and separate behaviour tracking. Also discussed the crossover of the two.

Asked to consider the financial implications of the electronic system (circa £900pa) and to compare this to the existing cost of manpower hours. Also questioned on the wider capabilities and benefits of tracking on the electronic system.

Governor responsibilities - Are ALL governors aware of their responsibilities to safeguarding (Not just Link Gov) Paperwork and records to be provided annually, beginning in T1 19/20 with signatures etc

Agreed monitoring moving forward - Consist of a Safeguarding walk 2x PA, review of data and we will be gathering learner voice in T5. Next meeting date TBC

Eirian: we would like to buy into an electronic system called 'CPOMS' where all safeguarding information is stored and saved. It is user friendly and notifies staff when a file is uploaded. Challenge Partner, Royal Wootton Bassett and Lawn Manor use CPOMS. Safeguarding files can be sent to all schools using CPOMS, everything can be tracked, categorised in one place. The cost is £895.00 another school is also interested so if we were both to buy into it we would receive 10% off.

Bibi: If a child is upset, do they know who to talk to?

Eirian: we often speak to children in assembly regarding this and children always respond positively. .

Leigh: all children know who to go to

Natasha: staff are good at noticing when a child is upset and also very good at nurturing them.

Alyssia: We also have a worry box outside the Candy Room which Tina has a look through.

Norma: I think having this safeguarding information electrically is very good.

Eirian: CPOMS also logs when someone has read the information.

Norma: Is that likely to happen financially?

Eirian: Yes

9. Head Teacher Report (Written)

Leigh: I like the new format of the report.

Page 1, 1st box: when will the final report be produced from the training?

Eirian: The re-observation will happen with the YGL, AM and AC at the end of the first week back. AM and AC will then produce the report to go alongside this. IT will also be sent to Inclusion Expert.

Governor: what is the aim of the learning walk?

Eirian: we are preparing ourselves for September, key priorities, and identifying people. Priority across the school, training, policies and learning needs.

Page 2, 1st box, impact: Leigh: when do you expect 100%?

Eirian: we are continuing to work on it and adapt.

Leigh: does it bother you only 54% of staff showed consistent practise in applying new methods?

Eirian: Yes, it very much bothers me. However, all teachers were spoken to by Kate Bees regarding their planning and will be re-monitored in Terms 5 and 6.

Calvin: is it hard for them to adapt?

Eirian: The planning is now far more detailed and therefore teachers have found this quite difficult, especially those who are not as experienced.

Ali: Improve quality of teaching (KPI5), how do you calculate % and when is it monitored?

Eirian: When this was reported previously it was related to just observations. However, as we are now at the point in the year where we have analysed teachers' Teaching Over Time (TOTs) documents, the judgement is made against all areas of monitoring. These TOTs were shared with LT and AM during the Governor Monitoring Meeting last week.

Ali: There is no data for Spain class for home reading.

Governor: why is Iceland class noticeably behind?

Answer: x2 children pre reading - very low

Page 4, Attendance, Eirian: This term we've had a lot of children off school due to illness.

Page 5, Alan's notes: 'gather pupil voice from children who are persistently absent', what's the next step?

Eirian: we will get parent voice

Leigh: At least it shows another thing you've tried.

Bibi: A lot of parents said yes to 'walking bus' and thinks it's a good idea.

Page 7, Ali: '50% of TAs have stated that they have found the online training useful', any reason why the others didn't find it useful?

Liss: the percentage has gone up since then to 70% and the remaining 30% said they didn't have enough knowledge.

Sally Arthur said it's a really good progress to celebrate.

Ali: 100% is a very good number to celebrate.

Page 8: Eirian: 'Stay and play' for children in Early Years has improved attendance of parents due to the language - instead of workshop we've used 'stay and play'.

Going forward Alan and Andrea Chapman will be discussing number of Safeguarding cases every term.

Governor: Domestic violence: what support do the children receive?

Eirian: There are a number of in school programmes to support the children which Tina Dee runs. We also have one child attending an out of school programme in relation to witnessing domestic violence.

Governor: is it still a safeguarding issue if the child hasn't witnessed it?

Eirian: yes.

Eirian: X2 Fixed term exclusion for the same child

Leigh: Did it have an impact on the class?

Eirian: No, due to the child coming in part time, goes home for 10.45am. We tried extending the hours but it has not proved successful so far.

Governor: is that the right evidence to say his not fit enough to be here?

Eirian: We do not currently have grounds to permanently exclude him as he is being managed within the school. However, we are always seeking more support. Due to this management year 6 class do not have a TA for the morning session. Currently, in Swindon, there are no spaces for a permanently excluded child.

10. HT Performance Management, Target/Monitoring Visit – Middle Leadership

Monitor how middle leaders are making impact as it's on Ofsted school development plan.

Talked about training and new initiatives. Met with x3 middle leadership and they were happy with consistency and the support they were receiving from SLT.

TOTS - positive time school is putting into - SLT praised, very good visit. If you would like to read the report in full I can upload it on the Governor hub.

Leigh: there is succession planning in developing leaders.

11. Review dates coming up for potential governor attendance

SATs week 13.05.19 - Eirian requested the need for a governor to oversee SATs and the distribution/delivery of papers and to write a report regarding this. This is seen as good practice. **ACTION: Lorraine Walker agreed that she would complete this.**

Meeting closed at 6.30pm

The date of the next meeting is Wednesday 15th May 2019 at 5pm

Signed Date
Chair of Governors