



Minutes of the Full Governors' Meeting held on Wednesday 16 March 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	Ali Cotton	AC
	Sharon Compton	SC	Tina Desciscio	TD
	Bernard Maguire	BM	Natasha Griffiths	NG

Apologies were received and accepted from Russell Langdown (RL) and Aaron Thornton (AT). SAN welcomed NG to the governing body as the new elected staff governor and informed Gareth Rosser had resigned.

3 - Approval of Minutes from last meeting and Matters Arising

There were no matters arising from the minutes of the last meeting dated the 3 February 2016 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.	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. Action Point Closed Down.	

2.	BM to forward the demo links to Governor Hub. Action Point Update BM forwarded the demo links. SAN recommended governor hub is trialed for 3 months and asked for all governor documents to be posted on governor hub.	ALL
3.	AT to adapt the Governor Visits to School Policy to meet the need of the governing body. Action Point Carried Forward.	AT
4.	SAN recommended that someone from Even Swindon School is invited to talk to the governing body.	SAN
5.	SAN to draft a response to the Local Authority School Place Planning Report and forward to EP for comment before submitting.	SAN

5 - School Highlights

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

- Year 5 trip to Bristol
- Year 3 trip to the museum in Old Town
- NG informed she had taken dance group to the dance off competition at Wyvern where they had put on a fantastic performance
- World Book Day
- As part of the 175 Swindon Birthday celebrations, a disco has been held which was attended by 2 footballers from Swindon Town. Earlier in the day, 2 Swindon Wildcat members came in to take the assembly and Swindon Heritage came in to do an assembly too.
- Year 6 to go to Gorse Hill Baptist Church for a talk on Easter
- A number of charity events are schedule which include a bake off and Year 6 sleeping outside on the school grounds for the homeless.
- HB informed she is continuing to get amazing volunteers for reading.

6 - Matters arising from Committee Minutes

6.1 The Finance and Staffing committee meeting took place on 2 March and the minutes of meeting had been circulated.

SC explained the committee had reviewed the budget and the health and safety matrix.

Q How much is the rollover expected to be?

A EP replied it is to be approx. £32K. EP added that there was a need to track the £5k J20 funding.

6.2 The Curriculum Committee meeting took place on the 9 March 2016 and the minutes were waiting to be circulated.

SAN informed the Curriculum committee had focussed on the outcome of the progress meetings and looked at the new format of the data as well as how children are identified for interventions.

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

Nothing to report.

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

No notes of visit had been received since the last meeting.

8.3 Training

SAN attended the Chairs Networking Session. BM and TD attended the SMSC course and ZA attended the Clerks Forum. BM to attend the new governor training on the 13 May 2016 and AC explained he has had to postpone his new governor training until autumn. SAN recommended NG looks at the staff governor training and considers attending the finance training.

8.4 Link Governors

SC informed she had met LT to look at FSM data before the Curriculum Committee Meeting.

8.5 Governors Visits to School

BM had a tour of the school. SAN attended the literacy focus day and NMCK to attend the Maths Focus day.

9. Feedback on J2O group

EP reported she had spoken to Sarah Foulkes about the concerns of the J2O spelling project. EP had mentioned that Kate Bees was getting frustrated as the recommendations of the spelling focus are already implemented in the school. EP added that Kate Bees has given apologies to the next J2O meeting but Sarah Foulkes is insistent Lainesmead continue to attend.

10. Head teacher's Report

10.1 Headteacher Written Report to Governors

EP had circulated a copy of her report to governors in advance of the meeting. The new format was welcomed by the governing body. NMCK commented it was good and AC commented it focussed around targets and the SDP.

Q A recent communication sent out to parents which informed there were issues about parents coming in the classrooms in KS1, has this been sorted out?

A EP replied it was an issue in KS1. EP explained parents have been advised to leave their children at the door to allow the children to be more independent and allow lessons to start on time. EP added the issue was that as soon as the teacher left the door to start the lesson, some parents were continuing to come in to the classroom which has now been resolved by putting other members of staff on the door. EP explained another issue was around communication on who was picking up the children after school.

10.2 KS1 reading exam

EP reported that Lainesmead is one of the schools that have been selected by the DFE for the KS1 to administer the reading test early. EP informed that the tests will be received next week and administered in the second week of the next term. EP advised the test will be done in small groups to allow the pupils to do the test at their own pace. EP added the test will be marked by the teacher and sent back to the DFE who will set the pass mark from the schools who are taking the test early.

10.3 End of Key Stage Assessments Arrangements

EP informed that both Year 2 and Year 6 exams will be moderated by the LA.

10.4 Pupil Exclusion

SAN reported that a pupil had received a fixed term exclusion. SAN added this is the second exclusion the pupil has received.

10.5

SAN informed she had discussed fundraising with EP and it was decided that parents will be notified about how much was raised and for which cause. Investment is required in new reading books and this was a possible theme for the 2016/17 fundraising.

10.6 SIP

EP reminded governors of the discussion that took place at the last FGB meeting about getting the services of a SIP from an external consultant rather than the LA. EP informed that there is an external consultant who has worked for the LA and is now setting up as an external consultant offering the services of an SIP. EP added that he will also offer extra such as reporting of Pupil Premium Spend. EP further added she has received positive feedback including from the Headteacher who is mentoring her. EP explained his fees are at the same rate at the LA.

SAN explained the role of the SIP is to give an external view on the school's data and recommended it is good practise not to have the same SIP for a long term as they will also act as a critical advisor to the governing body. SAN reminded the governing body that the SIP will also act as the advisor for the governors in the Head teachers Performance Management meeting.

EP informed she had discussed this with LT and they believe the time is right for a change.

The governing body unanimously voted in favour of appointing the external consultation as the SIP.

11 – Governors visits to school policy

This item is carried forward to the next meeting.

12- Pre-school Update

SAN explained the Shining Stars Committee had held an extraordinary meeting for parents where they had voted in favour of accepting the proposal to merge with Lainesmead. SAN thanked EP for putting together the business case and presentation. SAN informed she and EP will be holding a meeting in the third week of April for the parents to answer any questions they may have about the merger. SAN added that Lainesmead parents will also be invited to the meeting. SAN explained the governing body will oversee the amalgamation and a working group is to be set up consisting of SAN/AT, EP, Sarah Ellison, Shining Stars Administrator, Michelle Chappell King and Shining Stars Group Leader. EP recommended that Nicky Artus is also invited to take the minutes of the discussions. SAN informed the school were still waiting on information from the LA on whether extra funding is available to expand the provision. EP added that she had received a response from the LA that the DFE have not yet confirmed funding. SAN clarified that the Lainesmead will make a bid for funding to extend the provision at the preschool and EP added that the aim was to get majority of the EY class from the pre-school.

Q Is there a time frame on the funding and will it be available for September of this year?

A EP replied that depends on when the LA find out from the DFE but in the meantime Lainesmead will run the pre-school in its current form.

SAN advised that the amalgamation will involve the transfer of staff (TUPY) and after Easter there was a need to advertise for a teacher to lead the pre-school. SAN added a discussion will take place about the budget at the strategic strategy meeting and advised the merger with the pre-school will have a big impact on the budget.

13 - Local Authority School Place Planning

SAN circulated a copy of consultation report from the LA prior to the meeting.

SAN advised the consultation from the LA was in response to a predicted shortage of school places due to the rapid growth in the central area.

SAN reminded the governing body that the school had invited Gareth Cheale from the LA for a meeting before Christmas about getting some investment into Lainesmead.

EP informed the consultation closes on 15 April 2016 and envisaged the LA will look at Lainesmead if they decide they need to expand an existing school from 2 form entries to 3 form entries. EP advised that the report does not make it clear of where the pressure is in Central Swindon.

SAN highlighted the risks to the governing body such as the effect it will have on the rest of the school whilst expansion works take place which they will need to consider. SC recommended a response is sent to the LA to say the school is interested. AC agreed that the school should respond positively and it would be interesting in contacting the other schools who have expanded from 2 to 3 form entry.

SAN recommended that someone from Even Swindon School is invited to talk to the governing body about their recent expansion. ACTION POINT.

HB added that it may be worth also speaking to someone from St Francis who have doubled in size and were having building works done over a long period.

SAN recommended the response to the consultation comes from the governing body.

SAN to draft a response and forward to EP for comment before submitting. ACTION POINT.

14 – AOB

14.1 SAN informed the Strategic Strategy meeting is scheduled for the 20 April 2016 at 5pm and is to be attended by the governing body and the SLT. SAN informed EP and Sarah Ellison will present their proposals on where the budget should be spent to improve the school but due to the merger with the pre-school, it could be that the school only has enough budget to invest in one option which may be books for literacy. SAN advised a discussion will also take place following the announcement from the government that all school must become academies by the year 2022. SAN also advised the governors need to discuss where the school is now and where the governing body would like the school to be in the future.

14.2 EP advised that parents will be informed of the merger with the pre-school in the newsletter due to go out on Friday.

14.3 LT raised concerns that children from Lainesmead were getting in to the former pumping station from a broken gap in the fence.

15 - Meeting Close and date of next meeting

The meeting closed at 6:30pm. The date of the next meeting is 18 May 2016.

Signature Date
Chair of Governors