



Minutes of the Full Governors' Meeting held on Wednesday 29 March 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	NMcK
	Zahida Aslam	ZA (Clerk)	Emma Diprose	ED
	Eirian Painter	EP (Head)	Helen Byrne	HB
	Sharon Compton	SC	Tina Desciscio	TD
	Natasha Griffiths	NG	Leigh Timbrell	LT
	Ali Cotton	AC	Caroline Mazzotta	CM
	Tatiana Fernandes	TF		

Bridget Sinclair from SBC Governor Support was present to give a presentation on Academy conversion and also present were members of the SLT, Kate Bees, Donna Saxby, Andrea Chapman, Liss Mepstead and Sarah Ellison.

ZA informed that CM has joined the governing body as a parent governor following parent governor elections and the governing body voted in favour of TF to be appointed as a co-opted 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 8 February 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.	AT to add to the Finance and Committee Meeting agenda a discussion on looking at air conditioning system for the upstairs classrooms Action Point Update SAN recommended that improvements to the school building should be included in to the SDP. Action Point Carried Forward.	SAN

2.	SAN to include SEN annual report in the FGB agenda planner for TERM 1	SAN
3.	SAN recommended that Teaching and Learning is revisited in Term 5. SAN to add to the FGB meeting agenda. Action Point Update SAN explained teaching and learning is to be discussed at this meeting but recommended it is discussed in one more meeting.	SAN
4.	SAN to set up a practical session for governors and the SLT to look at each statement from the grade descriptors of the Ofsted evaluation criteria by coming up with evidence at either the FGB meeting or strategic meeting. Action Point Update To be discussed at this meeting. Action Point Completed.	
5.	EP to share the data which takes out pupils that have not been in the school for long. Action Point Completed.	
6.	All governors to read the NOV from January. Action Point Completed.	
7.	EP to compile a summary for governors to understand the government target figures. Action Point Completed.	
8.	SAN to add the mission statement on the governor meeting agendas. Action Point Completed.	
9.	EP to add the governing body actions to the SDP and circulate a revised version to the governing body. Action Point Completed.	
10.	NMcK and AC to summarize the main themes of the strengths and weaknesses under headings. Action Point Completed.	
11.	EP to include in the letter to parents the percentage of the proportion of the school budget affected by next years funding. Action Point Completed.	
12.	AC to arrange a meeting with Andrea Chapman.	AC
13.	EP to provide a summary on professional development following the monitoring cycle and next TD day.	EP
14.	SC asked for a discussion on monitoring for governors.	SAN
15.	SAN to add to the FGB agenda looking at Teaching and Learning by using the Ofsted grading criteria.	SAN
16.	ZA to email a copy of the governor summary document to all the governors	ZA
17.	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.	ZA
18.	SAN to add a copy of the actions from the last Ofsted report to the governor meeting agendas.	SAN

19	ZA to circulate a copy of the last Ofsted report to all governors.	ZA
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5 – School Highlights

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

- Year 2 visit to Lacock Abbey and Talbot Fox Museum
- Year 6 visit to Technoquest in Cardiff.
- Cake sale for Red Nose Day was a success.
- The total donations received from the World Book Day were added up and divided equally to each classroom for the children to decide on which books they wanted for the book corners.
- LT informed the Year 6 went for an Easter talk at the Gorse Hill Baptist Church where she noted that the children were questioning more as a result of the new RE curriculum.
- EP informed more books had been bought from the fundraising at the Christmas Fair.
- Reception went to visit the Bristol Aquarium.
- Nursery had a trip to the Library.
- Voice in a Million at Wembley Arena.
- KS2 choir took part in the Junior Music Festival
- The Year 1 boy writing project with Lawns and Oaktree is continuing.

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

- 6.1 The Finance and Staffing committee meeting took place on 8 March 2017 and the minutes of the meeting have been circulated.
- 6.2 The Curriculum Committee meeting took place on the 15 March 2017 and the minutes of the meeting have been circulated.
- 6.3 SAN informed the Curriculum committee had received data on PPG, SEN, English and Maths interventions. SAN added that from the data presented the committee had picked up that some interventions in some years groups made more impact than others and have asked for the reasons behind this. SAN further added the committee had also looked at tracking grids, received a science statement, school data dashboard as well as a discussion on the staff workload.
- 6.4 SAN confirmed the Finance and Staffing Committee had reviewed the SFVS document which is due to be submitted to the LA and school food standards document from the DFE.

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

7.1 Notes of Visits

Nothing to report.

7.2 Feedback from Chair of Governors

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

7.3 Training

SAN attended the Governor Briefing.

7.4 Link Governors

AC to arrange a meeting with Andrea Chapman. ACTION POINT.

7.5 Governors Visits to School

TF informed she had been invited by Andy Price to participate in the school's science week with a presentation on space.

NMcK attended the Science focus day which was very good.

SAN and NMcK participated in the Deputy Head interviews and NMcK participated in the interviews for the Assistant Headteacher post.

8 - Presentation on Academy conversion process and benefits

BS was welcomed to the meeting to present on academy conversion.

The key points of BS's presentation are as follow:

- Before any decisions are made to change the structure of the school, a compelling business case needs to be done with a view of becoming a high performing school sustainable for the future.
- There is no government legislation forcing schools to become academies and there is no deadline
- Majority of primary schools are not academies across the country
- All applications need to be made to the Regional Commissioner
- Rather than individual schools converting to academies, the Government is looking for school to join a Multi Academy Trust (MAT) made up of schools working together within the local geographical area but can also be part of a national MAT.
- The minimum number of pupils in a MAT is set at 1200.
- No research is available to indicate that converting to an academy guarantees school improvement
It is very difficult to reverse the decision and return to being a maintained school.

Q How will we benefit from converting to an academy when we are already collaborating with schools in the local area from which we get a benefit from?

A BS replied schools need to carefully consider when creating a MAT or joining an existing MAT made up of an umbrella of schools.

BS explained how a MAT works as an organisation under the role of a Chief Executive. BS added that each school needs to be totally committed to the organisation with a clear goal and ethos. BS explained the MAT will be a business lead organisation with a board of directors.

SE raised concern about the role of the Headteacher and how the appointment of a Chief Executive will have an effect on the budget.

BS emphasised the need for the school to consider whether joining a MAT will have a positive impact or not.

Q Is there any advantage of spearheading a new MAT with other schools?

A BS replied it is an option but the school needs to start with a vision and put together the ethos of the organisation.

BS pointed out that forming a federation with other schools and remaining a LA maintained is also an option.

Q If there is no financial or academic benefit in converting to academies, then why is the government forcing schools to convert?

A BS replied that the government's academy agenda is about putting competitiveness in school with entrepreneurial leaders.

BS explained the role of the governing body in a MAT which will consist of one Trust body for all the schools who will delegate the functions to the local governing bodies for each school. BS pointed out the governing body may need to up skill their governors to meet the strategic financial management as well as being aware of the extra costs in converting to academies to cover the cost of the burden of pensions for the non-teaching staff as well as extra legal costs and audit costs.

BS advised £25K is available for schools to convert and schools have to convert within a 5 month timescale.

BS added that the LA does not have an agenda for schools to convert to academies but it does have an agenda on raising standards.

The governing body decided that there is no perceivable benefit to the Lainesmead pupils and voted not to pursue the topic any further at this time. The governing body will continue to keep an eye on the issue, particularly with regards to any change in political environment. BS was thanked for the presentation.

9. Head teacher's Report

9.1 SAPH

A copy of the Headteachers Report for Term 4 was circulated to the governing body prior to the meeting.

EP gave an update on the SAPH/Action Plan for the regional Ofsted Inspector.

EP informed at the SAPH meeting a hub of support has been created to share good practice and give support between the schools.

EP pointed out the impact of the hub of support is not to be seen for another year but is a drive to get primary schools collaborating together.

9.2 Review of HT report

Q What is rainbow questioning?

A EP showed an example of use of rainbow questions in planning which is placed on the wall of each classroom. EP explained the purpose of rainbow questions is to get children to ask more questions in greater depth. NG added that the quality of questions is evident especially for Science and Maths and has had a positive impact on the classroom.

Q What is the timescale for the action on forming Venn diagrams to identify children in each group sitting in PPG, SEN and EAL?

A EP explained the problem with parents not signing up to PPG and work has taken place to engage parents of EAL pupils by a letter translated in their own language. EP added she is to update the letter next week before sending out.

Q What is the governor support that EP is requesting in engaging parents?

A EP replied it was support in talking to parents who may not have applied for PPG.

Q When do you want parents to sign up for PPG?

A EP replied it was ongoing.

Q What is the prediction on expected GLD in EY for this year?

A EP replied it is 60%.

Q What is the take up of EY parents using the interactive learning diary?

A EP replied uptake has been slow but the parents that are using it are finding it useful.

Q What has been the impact of the EY children who were prioritised for observation through the next steps work?

A EP all children are identified for their next steps and all members of the EYFS team know these. Each member can therefore work on addressing these next steps. IT has ensured that there are more focussed observations and therefore progress has been rapid from their starting points. EP added the EY has been moderated at Drove Primary School alongside other EYFS teachers and all judgements were agreed.

Q Is there any assessment of the nursery data?

A EP explained that the nursery data is not done separately and nursery progress is included under EY in the data dashboard.

- Q Who will cover the role of Deputy Head whilst Liss Mepstead is on maternity leave?
A EP replied the duties will be distributed between the other members of the SLT who will get release time.

10 – Ofsted Leadership and Management Activity

A discussion took place about the Ofsted grade descriptors for Leadership and Management.

- Q What work has the school done on promoting British values and promoting democracy?
A EP explained the school values are in place and there are 3 values that are not included in the school values which are covered in assemblies by LT and Andrea Chapman. LT explained how democracy is promoted by giving the children a voice. EP added that the children were asked to vote on which playground markings appealed to them for example

SAN recommended the governing body receive a brief summary on professional development. EP informed that this will be done after the next monitoring cycle and after the TD day.

EP to provide a summary on professional development. ACTION POINT.

NG explained about the working groups that have been set up and she is part of one to look at IPC. NG informed the teachers on the group are given release time and they are looking at a creating a new curriculum map for each year group which gives stronger cross curriculum links as well as putting planning in place.

NG pointed out that the Leadership and Management are very good when putting new strategies in place for staff; the training is good so that teachers are clear of the expected impact. NG added that the leadership team are willing to look at any strategies that are not working.

SC recommended that a discussion on monitoring for governors is required. ACTION POINT.

SAN advised the governing body will look at Teaching and Learning next by using the same criteria. ACTION POINT.

A discussion took place about which criteria from the Ofsted grade descriptors which the governors think applied to Lainesmead. It was agreed that the school fits the good descriptor for Leadership and Management with elements of outstanding.

11- Governor Summary Document

SAN advised the governor summary document is on governor but ZA is to email a copy to everyone. ACTION POINT.

SAN asked what governors wanted to cover in meetings. EP recommended it was important that governors know the weaknesses from the last Ofsted report and the work that has been done to address these weaknesses. It was agreed that SAN will add this as an agenda item for the FGB meeting in Term 5. ACTION POINT.

LT recommended the Ofsted actions are added to the agendas for governor meetings. ACTION POINT.

ZA to forward a copy of the last Ofsted report to all governors. ACTION POINT.

12 – Staffing Update

12.1 Deputy Head Appointment

SAN informed Liss Mepstead has been appointed as the Deputy Headteacher and will take up the post upon her return from maternity leave.

12.2 TA Restructuring

SAN confirmed the interviews for the TA posts have taken place and 4 TA's have been made redundant.

13 – AOB

SAN gave an update on the nursery bid and on the 3 conditions which were submitted to the LA. SAN informed the LA will have to borrow the money to match the nursery bid in response to the request for an interest free loan which means the school will be charged 4% interest over 4 years. SAN added that the school will not have to start paying the loan until April 2018 and EP pointed out the payments will come from the nursery budget.

SAN advised that the school will have to go through the formal tendering process which will have to be done as soon as possible in order to complete the project by November 2017. SAN recommend this is delegated to the Finance and Staffing Committee.

The governors gave their approval to the update on the conditions for the nursery bid.

13.2 NMCK appointment as Vice Chair

ZA confirmed that the governing body had voted in favour by email of NMCK appointment as vice chair.

13.3 SAN informed letters had been sent out to parents informing them of the schools proposal not to continue with the second session of the L'after club but some parents who use the second session have asked for more information. SAN advised she and EP are to write a joint response to the concerned parents.

14 - Meeting Close and date of next meeting

The meeting closed at 7:35pm. The date of the next meeting is 17 May 2017.

Signature Date
Chair of Governors