



Minutes of the Full Governors' Meeting held on Wednesday 17 May 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
	Sharon Compton	SC	Natasha Griffiths	NG
	Leigh Timbrell	LT	Ali Cotton	AC

Apologies were received and accepted from Helen Byrne (HB), Tina Desciscio (TD), Caroline Mazzotta (CM) and Emma Diprose (EM).

Bill Jerman (BJ), the School Improvement Partner, was present to deliver information about the Ofsted Priorities and to share his thoughts on Academisation.

3 - Approval of Minutes from last meeting and Matters Arising

There were no matters arising from the minutes of the last meeting dated the 29 March 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 more fans are purchased and keep this on the Finance and Staffing Agenda. Action Point Closed Down.	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

	SAN to add to the FGB meeting agenda. Action Point Update Carried forward to Term 6.	
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.	AC
4.	EP to provide a summary on professional development following the monitoring cycle and next TD day. Action Point Update Discussed at Curriculum Committee. All governors to refer to the Curriculum Committee Minutes for Term 5. Action Point Completed.	
5.	SC asked for a discussion on monitoring for governors. Action Point Update SAN advised monitoring was covered in the Curriculum Meeting and will be in the minutes of the meeting. SAN added SC can contact LT if she needs more information on monitoring. Action Point Completed.	
6.	ZA to email a copy of the governor summary document to all the governors. Action Point Completed.	
7.	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	ZA
8.	SAN to add a copy of the actions from the last Ofsted report to the governor meeting agendas. Action Point Update SAN to consider adding the actions to the meeting agendas.	SAN
9	ZA to circulate a copy of the last Ofsted report to all governors. Action Point Completed.	
10.	A discussion on the 'more able' to be included in the next Curriculum Meeting agenda.	SAN

5 – School Highlights

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

- SATs week for the Year 6 went well
- SC informed she is going to Steam Museum Visit.
- Year 5 had a visit to Coleshill for an earth summit.
- Year 5 had an introduction to drama as part of their IPC topic.
- Dance Staff meeting took place for teachers.
- LT reported the chess club had raised £30 from their cake sale to purchase additional chess sets.
- The books bought through the Foyle Foundation have been delivered. EP informed the books are linked to the new areas of the curriculum and will be placed in all classrooms.

- The School Council has designed the tranquillity area outside between KS1 and KS2 which is to be funded from Tesco's Bag for Life.

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

- 6.1 The Finance and Staffing committee meeting took place on 3 May 2017 and the minutes of the meeting are waiting to be circulated.
- 6.2 The Curriculum Committee meeting took place on the 10 May 2017 and the minutes of the meeting are waiting to be circulated.
- 6.3 SAN informed the Curriculum committee had discussed the monitoring and moderation cycle, presentation from Hannah Jones on Editing, data on in year progress against baseline, presentation from Liss Mepstead on the curriculum review and looked at children's writing workbooks.6.4 SAN confirmed the Finance and Staffing Committee had discussed the end of year budget by looking at the cost centres, the 3 year forecast, nursery extension and L'after club.

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 and EP attended the Handling Complaints training and as a result of the training SAN is reviewing the Complaints Policy. SAN emphasised that if any governor is approached by a parent regarding a complaint, the parent's first port of call is the class teacher. SAN added that the complaint will be escalated to the SLT as per the policy. SAN pointed out that if any parent governor had a problem, they too should follow the same procedure. SAN added that when talking to school teachers, governors should make it clear what role they are discussing the matter whether it is as a governor or parent.

7.4 Link Governors

AC to arrange a meeting with Andrea Chapman within the next 2 weeks. ACTION POINT.

7.5 Governors Visits to School

No focus days took place this term because of SATs.

8 - HT Report (verbal)

8.1 SAPH and action plan for Regional Ofsted inspector

EP gave an update on the action plans put together by the group of schools in SAPH. EP shared a copy of the reading action plan which is to act like a signpost for schools in Swindon on how improve reading. EP explained she had passed the report on to Kate Bees and Charlotte Vardy for consideration. EP added that reading for pleasure is to be revisited and Kate Bees has responded back on what the school needs to do to address the action from the reading report.

Q What is guided reading?

A EP replied it was about developing reading skills and focuses more on whole class reading in KS2. Across the whole school, the focus for each session will relate to the Reading Content Domains, as illustrated in classroom displays. For example, domain 2e in KS2 is called 'Predict it' – with the focus on the children saying what they think may happen from details or clues in the text.

EP further added the purpose of the reports prepared by the schools in SAPH is to publicise areas of expertise that schools (or groups of schools) have available to share with others.

EP informed she is in the group looking at Maths and Donna Saxby has been asked to support a school with Maths Mastery.

Q Are reports received from all the groups?

A EP replied the reports are distributed to all the schools on the mailing groups.

Q Now that the groups have reported, what is the next step?

A EP replied that it is too late to see any impact in this academic year but next year the groups will work on impact.

EP further added she has contacted the Phonics champion in the group to come to visit Lainesmead to address the fall back issue the school has during the summer holidays with pupils moving up to Year 2 from Year 1.

8.2 HT Report (verbal)

EP spoke through the monitoring which took place this term and informed that drop-ins and assessments took place.

EP informed that parents coffee morning drop in sessions have been taking place but the attendance has been low. EP added that the comments made by the parents who have attended have been valuable especially regarding school trips.

EP gave an update on 'achievement for all' and informed she has posted a summary document on governor hub. EP informed a visit to Shaw Ridge School had taken place to look at 'achievement for all' and they had shared with Lainesmead what they achieved from the programme. EP added the programme was originally about raising aspirations for disadvantage children. EP explained the programme costs £5K for each of the 2 years the school will participate and includes CPD training. EP advised a TD day will be allocated for the programme.

EP read out the information on coasting schools from the NUT. EP informed that Lainesmead is not a coasting school because of the good progress measures.

8.3 Pupil Exclusion

EP informed that in term 4 a pupil had been excluded from school for half a day following a physical assault on a member of staff.

9. Ofsted Priorities and thoughts on Academisation

9.1 Ofsted Priorities

BJ was welcomed to the meeting to present information on the Ofsted Priorities and his thoughts on Academisation.

A copy of the presentation notes are attached to the minutes.

BJ advised the Ofsted experience will be different to the ones the school would have had in the past because of the changes introduced nationally but pointed out schools are still randomly selected.

BJ informed the new Ofsted framework will consist of a short inspection for Lainesmead because in 2015 a rationale was put in place for good schools to have a 1 day inspection led by HMI every 3 years. BJ advised it may be only 1 HMI who comes to the school.

BJ explained that during the inspection, the HMI will make a judgement on whether the school is good and safeguarding is secure. BJ added that the HMI inspector will look at the school website to check it is compliant with information on the breadth of the curriculum. BJ further added the HMI will look at the data dashboard which governors need to understand. BJ also informed that the 1 day visit will be much more focussed; the headteacher needs to drive the. BJ advised governors will need to have clear scripts for the 25 minutes meeting with the HMI. BJ explained that at the end of the day the HMI will decide whether the school is good and safeguarding is effective meaning the school will be added to the 3 year cycle for their next visit.

BJ advised the governing body that they need to be confident about the school's weaknesses and know about the plans in place to address the weaknesses.

BJ pointed out that the HMI may identify outstanding themes from the learning walks and books and if that is the case will call up for back up for a second day visit within 48 hours of the first day visit. BJ added that the majority of schools that are good will remain good after the second visit. BJ advised that writing is an issue in Swindon schools and the school need to have a script ready. BJ informed the inspection is much more about progress than attainment which governors need to include in their script.

BJ spoke through the 2016 changes which have a big emphasis on the more able and disadvantage. BJ highlighted that the governors need to be able to comment on the issues with mobility in the school and tracking is important as well as the comparison between cohorts. BJ further added that governors need to be aware of the teaching of other subjects such as Science and PE as part of the broader curriculum as well as English and Maths.

BJ advised in terms of leadership there is an increased focus on subject leaders and the SEF should include the broad curriculum. BJ added that the school need to look at the pupils in the school to make sure that the curriculum is tailored to meet the needs of its children.

BJ showed the governor a list of key questions which they need to be asking and provide evidence of their challenge.

SAN highlighted that EP had arranged for the governing body to have a 'dummy run' of the Ofsted inspection on the 27 June 2017.

9.2 Thoughts on Academisation

SAN explained the reason behind progressing further discussion about academisation following the last meeting when it had been decided that it would not be progressed any further. SAN informed that she, EP, Norma and other members of the SLT had attended a presentation on MATS held by the Head of Royal Wootton Bassett Academy and think that their MAT model is worth considering. SAN will add the documents from the meeting to Governorhub. SAN then invited BJ to give his views on academisation.

BJ advised the school need to do it for the right reasons and not because someone else is telling the school to do it. BJ added that the school should consider building capacity and collaboration as schools move forward in challenging times. BJ pointed out that the LA has less capacity than before to deliver services for schools and moving forward, schools need to consider what other schools in a MAT can offer.

BJ advised that the school need to think about what the focus is for the next 5 to 10 years, accept the financial challenges and accept that there will be a lack of support from the LA when deciding on academisation.

BJ informed that it is important for the school to get to know the MAT before joining. BJ pointed out that the government is not keen on schools forming a new MAT and the school need to consider joining an existing MAT. BJ added that the school need to look at what the MAT is offering, being aware of the management and governance of the MAT. BJ further added that the governing body need to keep abreast of development on academisation post-election.

BJ was thanked for the presentation.

SAN updated the governing on the visit to Royal Wootton Bassett Academy which was initially for Lawns Primary School but the invitation had been extended to Lainesmead and Oaktree.

SAN advised that the Head of Royal Wootton Academy had informed that the MAT with Churchfields is at an early stage and based on improvement and collaboration. SAN added that the MAT is also part of an alliance with 20 other schools spread across Wiltshire, Dorset and Hampshire which school can buy in to with the benefit of having access to training and collaboration.

EP advised that the school can join the alliance without entering a MAT. EP informed the cost of the alliance is around £2.5K, which will allow the school access to training, attend conferences at a reduced cost as well as having access to inspections from other school leaders who have been trained to Ofsted standards. EP added that the alliance offered development opportunities for Lainesmead but the full financial savings would only be achieved by joining a MAT.

EP informed that she had posted information on the alliance on governor hub

The GB agreed to continue to keep a watching brief on MAT opportunities. A list of what the school would require from a MAT will be developed at the Strategy meeting

10 – Governor Summary Document

SAN advised that she and EP had looked at the scripts in depth as part of the Ofsted preparations. SAN informed that EP will work on the scripts and governors will be given the headlines from the scripts.

SAN explained the inspection data dashboard is on governor hub and the scripts will be based on this.

SAN emphasised that the governing body need to be able to answer on the weaknesses in the school especially in KS1.

A meeting was set to run through the Inspection scrip at Sarah’s house, 7.30 on Tuesday 13th June

It was agreed that a discussion on the ‘more able’ should be included in the next Curriculum Meeting agenda. ACTION POINT.

11 – AOB

SAN gave an update on the nursery bid and informed the school is still waiting on information from the DFE as well as not receiving information on the loan from the LA. SAN emphasised that this will cause further delays.

EP shared the SATs papers with the governing body.

SAN informed of her intention not to stand as chair of governors in September and advised the governing to discuss this further at the strategic meeting scheduled for the 21 June 2017.

12 - Meeting Close and date of next meeting

The meeting closed at 7:35pm. The date of the next meeting is 5 July 2017.

Signature Date
Chair of Governors