



Minutes of the Full Governors' Meeting held on Wednesday 12 October 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)	Norma McKemey	NMcK
	Aaron Thornton	AT (Vice-Chair)	Zahida Aslam	ZA (Clerk)
	Eirian Painter	EP (Head)	Helen Byrne	HB
	Sharon Compton	SC	Tina Desciscio	TD
	Natasha Griffiths	NG	Leigh Timbrell	LT
	Ali Cotton	AC		

Apologies were received and accepted from Bernard Maguire (BM) and Emma Diprose (ED).

Liss Mepstead (LM) was present to give an update on Pupil Premium.

3 – Election of Chair and Vice-Chair, Pecuniary Interest Forms

ZA confirmed that she had received a nomination from SAN for chair of governors and AT for vice chair.

SC seconded AT's nomination for vice-chair and LT seconded SAN's nomination for Chair of Governors.

The governing body unanimously voted in favour of appointing SAN as Chair of Governors and AT as vice-chair.

ZA confirmed she had received completed pecuniary business interest forms from all governors.

4 - Approval of Minutes from last meeting and Matters Arising

There were no matters arising from the minutes of the last meeting dated the 6 July 2016 were approved and signed by SAN.

5 - Review of Actions from previous meeting and Actions from this meeting

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Action No	Action	By Whom
1.	SAN recommended that in Term 1 of the FGB meeting an analysis of the parent/staff questionnaire is reviewed. Action Point Update To be discussed at this meeting under HT's report. Action Point Completed.	
2.	SAN recommended a revisit to look at the strategic aims which needs to include the mission statement. Action Point Carried Forward to the next meeting.	SAN
3.	ZA to update the abbreviation list to include the abbreviation on how pupils are assessed. Action Point Completed.	
4.	All governors to watch the video on Ofsted and prepare questions on the for Term 1's FGB meeting. Action Point Update To be discussed at this meeting.	
5.	SAN to publish the dates for the next governor meetings during the summer. Action Point Completed.	
6.	AT to invite Jim Tew to a Finance and Staffing Meeting to give a presentation on the 2017/18 sports funding.	AT
7.	NG to forward the presentation slides from the Finances for Schools course to ZA to put on governor hub.	NG
8.	EP to do a PPG breakdown for the phonic screening results.	EP
9.	SAN to make the necessary amendments to the Scheme of Delegation and circulate to the governing body.	SAN
10.	ZA to forward a copy of the Curriculum Committee Minutes to Jim Tew.	ZA
11.	AT to add to the Finance and Committee Meeting agenda a discussion on looking at the upstairs classrooms	AT
12.	SAN to add on the agenda for the next FGB meeting a discussion on governor training and recruitment.	SAN
13.	EP to ask Andrea Chapman to cover Part 2 of the 'Keeping Children Safe in Education' document in presentation on safeguarding and child protection at the next governor meeting	EP
14.	SAN recommended a governor development section in the SDP and asked governors to forward suggestions for discussion at the next FGB meeting..	ALL

6 –Staff Presentation – 2016/17 PPG report

SAN informed that AM was invited to the meeting as a follow up to the presentation delivered on PPG in the Term 6 meeting. SAN explained that LM is to inform the governing body of the plan for PPG for this year and how it is to be spent. SAN added in Term 2 & 4 the Finance and Staffing will look at the funding of PPG and the Curriculum Committee will look at the data for PPG in Term 2 & 4 and then LM will be invited to the T6 FGB meeting to review the year.

LM had circulated an expenditure report for PPG which is attached to the minutes. LM added there was a slight change to the report in that the reading teacher was recorded as full time but actually works part time so the report is to be updated to reflect this.

LM highlighted that the PPG will be used to contribute towards educational visits and enrichment activities by targeting those children that have not taken part in the past. LM added in addition to this the school will give contribute £20 from the PPG for all children to use towards a school trip.

Q How will you be reporting to parents on how the PPG is being spent on their child?
AM showed the profiles that have been set up for each PPG pupil and spoke through the data to be recorded for each year group. LM informed that the profiles will record which interventions the pupil receives and an approximate cost

LM pointed out the cost of an intervention is worked out for an individual by working out the total cost of the intervention and then dividing by the number of children receiving the intervention to get the approximate cost of the intervention for an individual child.

Q Is PPG be used to fund TA support in the afternoon but not the mornings?
A LM explained that TA support in morning is funded by a third of PPG, a third of SEN funding and a third of the school budget.

Q Will TA know if they are working with a PPG pupil?
A AM replied they will and the TA will receive a profile of the child which will include their targets.

AM informed that PPG used for other activities, not interventions, will be recorded in the case study box of the pupil profile.

Q Will interventions be available for children that are not PPG pupils?
A EP replied the interventions will be available for non PPG pupils but priority is given to PPG pupils and non PPG pupils will be selected if there are any spaces in the intervention group.

Q Staffing costs are being used to work out PPG spent without including the cost of resources, why is that?
A LM replied it is the only way it can be worked out and costs are being calculated on an average basis in order to keep the process efficient, for example by taking a general cost for a TA.

Q Do all PPG pupils attend breakfast club?
A AM replied they do not but all PPG pupils have the option of attending as the school have budgeted for all PPG pupils to attend. AM added the cost of the breakfast club is based on the cost of the staff and food.

EP shared with the governors, the problem the school has is with parents not applying for FSM because of universal free meals which results in the pupil not getting PPG. EP added in response to this issue that LM has written to all parents advising them their child is missing out on the benefits of registering for PPG and a form is included in the school induction pack.

Q Do we know how many children are entitled to PPG but their parents have not applied for it?

A EP added that it is difficult to know if the child is new to the school but can be easier if the child has older siblings in the schools on FSM.

Q What actions are left to be carried out from the PPG plan?

A LM replied that letters to all parents advising them of PPG have been sent out and now a second letter is to go out to parents of children receiving PPG, informing them of how the PPG is being spent on their child.

Q How will the information be communicated to EAL parents?

A LM replied this can be done at a one to one meeting.

Q What were the results for the previous Year 6 FSM pupils in terms of closing the gap?

A AM replied the FSM pupils achieved 35% in reading, writing and maths combined compared to 49% achieved by the rest of the cohort.

SAN mentioned that the governing body had received the initial report on PPG from the SIP and asked whether the school had had any contact with the SIP on PPG since the report. AM replied the SIP is to come back to do a review in December. AM added that the PPG expenditure report is to go on the website.

AM was thanked for coming into the meeting to deliver the update on PPG.

7 - School Highlights

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

- Year 2 visit to Bristol Zoo and Year 4 visit to Avebury
- Opening of Lainesmead Nursery which was attended by MP Robert Buckland who had been very impressed as well as Karen Flower, LA Early Years Advisor. SC was thanked for the cake. Also the Swindon Advertiser had done an article on the event.
- Lainesmead's Football team has had some good matches.
- New sport kits for the teams and purchase of a washing machine to wash the kits.
- Year 6 visit to Churchfields open day where they put on a performance for parents.
- Swindon Wild Cat assembly and anti-bullying assembly
- 30 children are attended a science club at Churchfields and Year 5 are having a science lesson at Churchfields every other week.
- Meet the teachers meeting was well attended.
- Councillor Fionuala Foley had come to visit the school, specifically the Nursery and to discuss the future plans for nursery expansion

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

8.1 The Finance and Staffing committee meeting took place on 21 September 2016 and the minutes of the meeting had been circulated. AT informed the Finance and Staffing Committee had discussed the budget for the works to the nursery which AT added had come in budget at £18K. AT added the committee had also completed a finance skills matrix which had gone up a level.

8.2 The Curriculum Committee meeting took place on the 28 September 2016 and the minutes of the meeting had been circulated. SAN informed the Curriculum Committee had received an update on the sports funding from Jim Tew. SAN recommended that Jim Tew is invited to a Finance and Staffing Committee meeting to go over the sports funding.

AT to invite Jim Tew to a Finance and Staffing Meeting to give a presentation on the sports funding. ACTION POINT.

SAN added the Curriculum Committee had been shown the FFT aspire which is a data management system used to analyse the school data and used for setting targets to get a predicted result for the end of KS2. SAN explained the committee had also discussed teachers' workload and the marking expectation as well as the work done by staff outside the classroom timetable. SAN informed that the committee will be covering data at their next meeting.

Q What was the outcome of the discussion on teachers' workload?

A SAN replied that the marking expectation was fit for purpose and not too onerous for the teachers. SAN added the discussion had also highlighted that the teachers work together by sharing information and good practise with each other.

8.3 SAN confirmed that the committee membership is to remain as it is. SAN urged governors to let herself, ZA and AT know well in advance if they are unable to make the meeting to ensure that the meeting is quorate.

8.4 The meeting dates for all committee meetings had been circulated.

8.5 SAN confirmed the governor with responsibilities as follow:

Health and Safety – SC, SEN, Child Protection and LAC – AT, FSM and Staff Induction – SAN, EYFS and Governor Buddy – AC, Numeracy – ED and Literacy and E-safety/ICT – NMCK.

SAN added that new governors will also be invited to be a TA for the day to allow them to spend time in the classroom as part of their induction which LT will sort out. SAN added this idea had come from Lawns Governing Body. SAN reminded the governors that they can always approach LT if they wanted to do a data session with her. NMCK pointed out she had found the session to be very useful.

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

9.1 Notes of Visits

A copy of the NOV dated the 28 September 2016 from Karen Flower had been circulated to the governors and is to be discussed under item 10, Nursery Update.

9.2 Feedback from Chair of Governors

A copy of the Chairs Diary is attached to the minutes.

9.3 Training

SAN reminded all governors of the pledge to undertake 1 training per year.

NGA informed she had attended the school finance course. NG to forward the presentation slides from the course to ZA to put on governor hub. ACTION POINT.

AC is to attend the new governor training.

9.4 Link Governors

Nothing to report.

9.5 Governors Visits to School

Nothing to report.

10 - Nursery update

10.1 A copy of the report from Michelle Chappell-King is attached to the minutes.

Q Is Michelle Chappell-King getting management release time for the Nursery?

A EP replied she is

Q How have the TA's from the nursery settled in EY?

A EP replied they were really enjoying their roles in EY and have received training in the increased expectations for the EYFS.

10.2 EP gave an update on the how the children are settling in to the nursery and reported that there were some children who were having issues with settling in. EP added that when Karen Flower had visited she had given some information on what can be done to help these children in her note of visit. EP further added that a baseline assessment has been done for the cohort.

Q Have any pupils with SEN been identified?

A EP replied 2 children have been identified as SEN and approximately a third of the cohort are EAL.

Q Have the EY classes settled in and are they significantly below the national entry level?

A EP replied they have and they were significantly below.

EP raised awareness that in the NOV it does mention that it is good practise for the nominated SENCO to work in the nursery but the school will nominate Andrea Chapman to be the Senco for the nursery and for this she will undertake the training.

11. Head teacher's Report

11.1 Analysis of Phonics Results

EP reported the phonics results for year 1 for the previous academic year was 79.6% of pupils achieving the expected level which is an increase of 26.6% from the year before. EP added that this was down to the hard work put in by Kate Bees, Michelle Chappell-King and the Year 1 staff in how phonics was taught as well as getting the children ready for the phonics screening check. EP pointed out that the phonics screening test was moderated by the LA. EP explained the phonics data for Lainesmead was 3.3% above the LA and 2.6% above national.

EP pointed out that the biggest difference was between genders with 90.9% of girls meeting the expected level compared to 71% of boys. EP added that the LA data for girls is 80.9% for girls and 72% for boys so the difference between genders exists across the local authority area. No gender information available nationally.

EP advised that the children who did not get expected included 5 EAL pupils with early EAL steps and of those 5 pupils, 3 were new pupils and 2 pupils need SEN support

Q How many of the current Year 1 are accessing the national curriculum?

A EP replied it was 70% but all children will be have access to the national curriculum by adapting it for those who are not ready.

Q Is there PPG data available on phonics screening?

A EP replied she can do a PPG breakdown. ACTION POINT.

Q Has the phonic screening results made an impact in Year 2?

A EP replied it was too early to say if the phonics screenings check has had an impact in Year 2.

11.2 Staff and Parents Questionnaire results

EP read out the results from the staff questionnaire.

A discussion took place about the need for more playground equipment and EP advised that Jayne Peers was to make a bid from the lottery fund for more playground equipment which will be for specific items.

EP pointed out that when marking homework teachers will include an acknowledgement.

EP informed the staff had complained that during the summer months, the upstairs classrooms become very hot. It was agreed this should be looked at by the Finance and Staffing Committee and included into the long term plan for the school. ACTION POINT

EP highlighted that staff had expressed a wish for the school to supply book bags which EP had looked into this but it is expensive. EP added that it may be that the school look to provide PPG children with book bags in the future.

EP raised awareness that the questionnaires had highlighted that perhaps staff need to be more visible in the playground at the end of the school day rather than standing at the school doors.

EP advised that the results of the parent questionnaire will be covered in the newsletter due to go out this week. A discussion took place about communication with parents. EP advised that the school have the text messaging service, schoop, twitter, school website, regular newsletters as well as emails being sent out to parents.

EP added that the school dinner ordering system was being used to monitor popular and unpopular choices to feed into future menus.

In response to parents request for more after school clubs EP highlighted that capacity was an issue.

EP added that parents had also expressed concerns about understanding the reports last year and explained this was because of the new assessment without level. EP further added the questionnaire had asked a question about residential trips as there was a drop in the number of pupils going, EP explained that the main reason parents had feedback was costs. EP explained that work has been carried out to look to see if there are cheaper alternatives but the school has found that closer centres are even more expensive than travelling to the IOW

11.3 EP read out the KS2 results which are available on the school website.

EP informed the combined result was 44% which will increase to 46% when removing the EAL pupils that have not been in the country long enough and explained that the national floor target was 65% but only 53% of schools had been achieved.

EP explained writing was based on teacher assessment which was 60% and had been moderated by the LA.

EP informed the scale scores by subjects were very similar to LA and nationally at 102.

EP informed the figures for progress measures were amazing for Lainesmead and although the school did not meet the floor targets for attainment, it is above in floor standards in progress. EP added that this means that Lainesmead is not a coasting school subject to intervention.

11.4 Truly Great Teaching and Planning Posters

EP showed the Truly Great Teaching and Planning posters which were developed by staff at the recent TD day. They have been included in the Policy on Teaching and Learning.

11.5 SDP

EP had circulated a copy of the revised SDP and raised awareness of Target 1 which is to improve the quality of learning and teaching to ensure great teaching is delivered by all.

12 – Parental Complaint

SAN informed that a parental complaint had been received which she had investigated and did not uphold. SAN explained the parent had the opportunity to appeal against the decision but did not.

SAN added that as a result of the parent complaint, The school has carried out a full review of e-safety practices. 13- Approval of Scheme of Delegation, Governor Code of Conduct and Governor Handbook

13.1 Scheme of Delegation

SAN had circulated a copy of the revised Scheme of Delegation following a review of the Terms of Reference at the committee meetings.

It was agreed reference to FSM should be taken out from the section on specific areas covered by governors and healthy schools, every child matters and review of the prospectus were no longer applicable so can also be taken out. SAN to make the necessary amendments and circulate to the governing body. ACTION POINT.

LT highlighted that the scheme of delegation mentioned that all members of staff invited to governor meetings will receive a copy of the minutes.

ZA to send a copy of the Curriculum minutes to Jim Tew. ACTION POINT.

13.2 Governor Code of Conduct

The Governor Code of Conduct was approved and all governors at the meeting signed a signature sheet prepared by ZA to confirm they understood and accepted Governor Code of Conduct.

13.3 The Governor Handbook

The governor handbook was approved.

14- Ofsted Preparation – questions arising from Ofsted videos

SAN circulated a list of questions which may be asked during an Ofsted inspection and recommended the governing body highlighted areas that they were unsure so that the areas can be added to future governor meeting agendas.

A discussion took place about sports funding and SAN recommended that when Jim Tew does an update on the sports funding, that more information is given to the governors to show the impact in all year groups.

SAN advised a discussion on governor training and recruitment will take place at the next FGB meeting.

15 – AOB

15.1 School expansion

SAN gave an update on the meeting with Gareth Cheale and Jayne Smith from the LA. The Government is no longer funding expansion of existing schools and the current budget restrictions for the LA only leaves the options of opening new Free schools.

15.2 Keeping Children Safe In Education

A copy of 'Keeping Children Safe in Education' which came into effect in September had been circulated with the governor support briefing with an action for all governors to read and understand. SAN recommended that Part 2 is covered in a governor meeting. EP advised that Andrea Chapman can cover this when she comes to the FGB to discuss Child Protection and safeguarding.

EP to ask Andrea Chapman to cover Part 2 of the 'Keeping Children Safe in Education' in her presentation. ACTION POINT

ZA confirmed that the governors had signed a signature sheet to say they had read and understood the document.

15.3 Governor Section in the SDP

SAN would like to include a governor development section in the SDP and asked governors to forward suggestions for discussion. ACTION POINT.

15.4 School Office

AT advised the governing body that the Finance and Staffing Committee had been consulted on changes in staffing in the school office.

16 - Meeting Close and date of next meeting

The meeting closed at 7:30pm. The date of the next meeting is 7 December 2016.

Signature

Chair of Governors

Date