



Minutes of the Full Governors' Meeting held on Wednesday 11 October 2017 at 5pm

1- Declaration of Interest

Tina Desciscio declared a conflict of interest with regards to the Family Centre Report. It was deemed not necessary for her to leave the room.

2 - Welcome and Apologies

Those present were :	Leigh Timbrell	LT (Chair)
	Sarah Newton	SAN (Outgoing Chair)
	Norma McKemey	NMcK
	Eirian Painter	EP (Head)
	Tina Desciscio	TD
	Natasha Griffiths	NG
	Ali Cotton	AC
	Alan Mulrooney	AM
	Philip Baylay	PB
	Caroline Mazzotta	CM
	Dinah Beauchamp	DB (Clerk)

Also present were: Sarah Ellison SE (Business Manager)
Andrea Chapman (SENCO)

Apologies received and accepted from Sharon Compton (SC) and Emma Diprose (ED)

As there were two new members of the Governing Body, members introduced themselves.

3 - Approval of Minutes from last meeting and Matters Arising

LT stated that there were inconsistencies in teaching identified in the SIP report. EP - SLT were aware of it. The inconsistencies are still there and actions are in place.

It was stated that all actions had been completed.

There were no matters arising from the minutes of the last meeting (Term 6 minutes and Strategy meeting) and they were approved and signed by LT.

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

All actions completed.

5 - School Highlights

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

- Lainesmead and Tina had been awarded a Young Carers Award and will be attending a ceremony.
- Sensory Garden had been opened and is being utilised by both our SEN children and general classes. SE informed Gobs that she and Year 6 are making a bid for funding from Tesco to turn the garden into a year round venue (Winter Wonderland). LT asked SE to thank everyone involved.
- Year 6 Ski Trip Gloucester Dry Slope.
- Year 6 Lawn Manor Arts Day very successful.
- Year 6 sponsored walk around the Lawns to raise money for end of year trip (post SATs).
- Swindon Town Football are in weekly for all KS2 pupils as well as aiding teachers in teaching football.

6 - Approval of Alan as a Parent Governor and Phil as a Co-opted Governor

Alan Mulrooney (parent) and Phil Baylay were elected to serve as governors with immediate effect.

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

- 7.1** The Finance and Staffing committee meeting took place on 20 September 2017 and the minutes of the meeting are waiting to be circulated.
- 7.2** NMck reported that the committee had met and reviewed the costings for the work done to the premises over the summer, the Health and Safety Compliance, the School's Analysis Matrix, Policy on Pay and Charging and dealt with a Staffing Issue.
- 7.3** The Curriculum Committee meeting originally scheduled for 27 September 2017 was cancelled and rescheduled for 18 October 2017.

It was agreed that regarding the SFVS - the committee would look at a section each meeting and feed back accordingly.

SE informed the FGB that the Borough (which has neglected us as we are not a listed building or brand new) are looking at replacing parts of the roof, guttering, fascias, boilers and internal fire doors.

Q Do we (Lainesmead) pay for any of this?

A No as we have had no capital investment from the Borough for many years. **ACTION:** SE to update as appropriate.

8 – Feedback from Notes of Visits(8.1), Chairs Report(8.2), Training(8.3), reports from link governors(8.4) governor visits to school(8.5)

8.1 No Notes of Visits

8.2 No Chairs Report

8.3 LT has met with Anna Richardson (Governor Support) for an induction and has attended training on Head Teacher Performance Management.
DB in her role as clerk had New Clerk Training with Anna Richardson
LT and SC represented Governors as part of the LA review. Key points were as follows:
Governors need to ensure they challenge the school as well as support, with particular reference to policies.
Governors need to evidence policy challenge.
Governors need to be familiar with the SEF as well as the SDP.
ALL governors need to know how much money the school receives as part of the PPG and PE grants.

8.4 AC in his role as SEN Link Gov met with Andrea Chapman in the Summer term and will have a catch up again regarding our Safeguarding Audit. **ACTION**

8.5 No Governor visits to school

9. ORGANISATION OF FGB

9.1 Election of Vice Chair
SN nominated Norma McKemey as Vice chair
PB seconded it
Passed

9.2 Appoint Link Governors

LT proposed new system of Link Governors in order to improve knowledge and expertise, consistency and seeing projects through to completion and sharing the Governor load.
The Governors were assigned an area of focus as follows:

English -	PPG - CM
Maths - ED	Health and Safety - SC
Science -	Early Years - AM
Website - PB	
SEN/Safeguarding - AC	
ICT/E-safety - NMCK	

LT stated that there will be a discussion at a later stage outlining exactly what a Link Governor does and the expectation of them **ACTION**

9.3 Approval of Scheme of Delegation, Governor Handbook and Code of Conduct

AC raised the point that the Handbook and the Scheme of Delegation's Governor roles are not consistent in both documents - All agreed and LT will marry them up. **ACTION**

It was decided that everything will be put on the HUB and that if possible, an alert would be created to inform people when things have gone on there. Clerk to investigate. **ACTION**

It was suggested that the Code of Conduct and Handbook have a signature box added to ensure and prove that Governors have read it. Clerk to send out when changes have been completed. **ACTION**

9.4 Confirmation of completion of all pecuniary interest forms

Clerk has chased Governors and will email them the form again. **ACTION**

9.5 Do meetings timing still work for everyone?

LT stated that unfortunately due to insufficient attendance the Curriculum meeting had to be cancelled (and subsequently rescheduled for Wednesday 18 October 2017) so wondered if the meeting times were still convenient for all?

Asked that the Governors thought about it and got back to her in a week with any feedback, suggestions or thoughts. **ACTION**

10 – Head Teacher Report (verbal)

See attached report.

Achievement for All

Staff have had three training sessions - first was an introduction, the second was how to “choose” the children for the programme and then third was on “Structured Conversations”. The benefits of these conversations is that they are parent led and that you share concerns and work together. Ideally these will take place three times a year (on top of Parent Teacher Consultations) at a time and place that is mutually convenient. It will be trialed from Term 2 and will involve children from across the school but with a particular focus on Year 2 and Year 5 that have been selected by their Teachers based on information from the tracking grids.

Q Presumably the parent has the choice to come in, what if they don't?

A Then the teacher has to have the conversation as to why and how can we help.

- Some points that came out of the training was a need to focus on Parental Engagement, Child Engagement in their own learning and the importance of Positive Role Models.

11- Approval of 2017/18 PPG plan

It was recognised that there were a number of missing figures on the report.

- Q** Teaching Assistant costs have risen since the restructure, why?
- A** The school has employed more experienced TAs to cover classes when the Teachers are doing the interventions.
- Q** There is a LAC on the report - not aware that the school had a Looked After Child?
- A** Child in question is now adopted but still appears on the PPG report due to always being able to access funding for transition and help should the family need it.
- Q** Are PPG children still accessing Educational Visits?
- A** More EAL children are going to the Isle of Wight residential and Braeside trips than ever this year

EP requested that a photo board of the Isle of Wight trip be displayed as soon as possible after return in order to advertise it. **ACTION**

12 - Family Centre Annual Report

-see attached report

13 - Update from PSA team

-see attached report

Andrea shared that Safeguarding has been very high profile since the beginning of the scholastic year (45-50 entries since September 2017 with the normal number usually at 5-10 at that time) and this is impacting on the children that TD works with as she and Jayne Peer (both Safeguarding Leads) are often unable to carry on with regular group work due to heavier Safeguarding roles. Andrea Chapman has also had to come out of class on occasion when there has been a Safeguarding issue.

- Q** Is supervision for TD/JP/AC available?
- A** Yes but more often the three of them will help each other out.

- Q** How many people are trained in Safeguarding?

A All staff plus the leads (EP/Andrea Chapman/Jayne Peer and Tina Dee) to Level 3 plus Donna Saxby/Kate Bees/Liss Mepsted to Level 2 plus

Q Does Safeguarding expire?

A Everyone renews annually and the leads have to re-train every 2 years

14- SEN Annual Report

- see attached report

Andrea shared progress of SEN pupils (previously omitted in the report) - there are 89 children (higher than the national average)

With regards to the progress of SEN children in all years making good progress in line with Non-SEN LT asked what would Andrea put that down to?

Andrea replied that it is because of a consistent programme and delivery by the teachers.

Q Does the way we staff have an impact on SEN?

A Yes, staffing is our biggest cost

Q Are there less children that require 1:1 support?

A No but we used to have 1 TA per class but now it is 1 per year group

LT asked Link Gov AC if he is happy the annual report is compliant. This was affirmed.

15- Changes to instrument of governance

LT met with Governor Support who advised on the make up of the governing body. It was suggested that we have two parent governors and the additional parent governors at present be named as Co-opted. The reason for this was to enable the Governing Body to be able to appoint new Governors with specific skills needed. The Governing Body would comprise of:

HT and DHT

1 x LA gov (LT at present)

1 x staff governor - the existing second to become a co-opted

2 x parent governors

10 x co-opted governors

This will work in our favour should the need arise to remove a governor as it is easier to remove a co-opted governor than a parent governor. Also co-opted governors can vote themselves in where as you have to go through a voting procedure with a parent governor. Lainesmead now have 14 Governors, ideally a school should have 16. Local Councillors are trying to find the school a Local Authority Governor.

The new Instrument of Governance is being retyped. Clerk to ask Anna Richardson to type up new Instrument. **ACTION**

All Governors were happy with the changes.

APPROVED

AOB

A phone call was received to say that the Pumping Station still presents a health and safety risk. The hole in the fence has been (badly) boarded up. It is rumoured that it has been sold. SE to call Swindon Borough Council to ask for an update on this. **ACTION**

POLICY REMINDER:

The school attendance policy is due for review - please read and send any comments to the chair of the committee. The focus is on not taking children on holiday during term time and changing the culture of parents thinking that they can do so to informing them that it is a criminal offence to not have your child in school.

The meeting closed at 8.00pm. The date of the next meeting is 6 December 2017.

Signature Date
Chair of Governors

Action	Who
to check with SBC re: pumping station	SE
meet with Andrea Chapman re: Safeguarding Audit	AC
confirm with ED which Link Gov role she would like	LT
marry up Handbook and Scheme of Delegation wording	LT
ask if the Hub can put an alert out when new documents go on	Clerk
include a signature box on Code of Conduct and Handbook as proof of reading	Clerk
pecuniary interest forms to be emailed out again	Clerk
discussion about meeting times - Govs to feedback to chair	All gov's and chair
photo board for Isle of Wight photos	PB??
update Govs on SBC's plans for site improvement	SE
details of what a Link Governor does	LT
new Instrument of Governance to be typed up by Anna Richardson of SBC	Clerk