



Minutes of the Full Governors' Meeting held on Wednesday 4 June 2014 at 5.00 pm

1- Declaration of Interest

There were nil returns to the any conflicts of interest any item on the agenda.

2 - Welcome and Apologies

Those present were	Sarah Newton	SAN (Chair)	Andy Price	AP
	Norma McKemey	NMcK (Vice Chair)	Zahida Aslam	ZA (Clerk)
	Sara Burgess	SB	Aaron Thornton	AT
	Leigh Timbrell	LT	Jeannette Turner	JJT (Head)
	Kristina Laitak Yates	KLY	Helen Byrne	HB
	Esther Newman	EN	Damien Ransurn	DR

Apologies were received and accepted from John Holdway (JH).

3 - Approval of Minutes from last meeting and Matters Arising

There were no other matters arising from the minutes of the last meeting dated the 25 March 2014 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	The governing body to revisit the Scheme of Delegation later on in the year. Action Point Update SAN confirm the Scheme of Delegation will be reviewed in September. Action Point Closed Down.	
2.	JJT to forward to governors a copy of the updated Ofsted Action Plan in Term 3. Action Point Update All Governors have received a copy of the School Improvement Plan which replaces the Ofsted Action Plan. Action Point Completed.	JJT
3.	Curriculum Committee to pick up and review the focus day reports. Action Point Update	

	To be discussed later at the meeting. Action Point Closed Down.	
4.	JJT/SAN have a discussion about the reported incident before reporting back to the governing body. Action Point Closed Down.	
5.	The recording of teaching observations data on the data dashboard is reviewed. Action Point Update SAN/LT confirmed the data board had been finalised. SAN emphasized the importance of governors knowing about observations for Ofsted. JJT informed she had received a recent communication that Ofsted were now moving away from observations and judging on book scrutiny and data. Action Point Completed.	
6..	EYs and Year 1 is to be reviewed at the Curriculum Committee meeting in Term 5. Action Point Update A review was done at the Curriculum Committee meeting on the 7 May 2014. Action Point Completed.	
7.	The Governors to have a tour of the school to see the changes made during the summer holidays.	SAN/JJT
8.	All Governors to read the Achievement of Pupils section from the SEF and email any questions.	ALL
9.	JJT to check why the policy on uniform is not on the website.	JJT
10.	SK and DR to shadow another governor for their first focus day attendance.	SK/DR
11.	SAN to repeat the governor activity on Ofsted type questions and the activity on progress made since the last inspection in 6 months time.	SAN

5 - School Highlights

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

- Year 2 IPC assembly on jobs
- Lainesmead have been nominated for the Reading Recovery Awards in London for the 3rd year running
- Easter Family Fun day was very successful and parents had commented there was an improvement of activities on offer for the younger children
- Lainesmead had participated in the road safety quiz
- EY trip to Lydiard Park.
- Year 6 trip to Bowood House
- LT reported the SATs had gone well with full attendance.
- AP commented that there had been some strong swimmers when Year3/Year4 had gone for swimming classes
- SAN commented some Lainesmead pupils were taking part in the Royal Ballet celebratory performance marking the 10th anniversary of the Dance partnership and Access programme at Covent Garden.

6 - Matters arising from Committee Minutes

- 6.1 SAN reported JH was stepping down as Chair of Finance and Staffing Committee and was to be replaced by AT who will start in September. NMCK will move from the Finance and Staffing Committee to the Curriculum Committee.

The Finance and Staffing committee meeting had taken place on 30 April 2014 and the minutes of meeting had been circulated. SAN commented the Committee had an extensive discussion on how the capital budget could be spent and a lot of changes will be made around the school during the summer holidays. SAN recommended the governors are taken around a tour to look at the changes in September. ACTION POINT. JTT explained that the budget could not extend to removing the wall between the two EY classrooms.

- 6.2 The Curriculum Committee meeting took place on the 7 May 2014 and the minutes were waiting to be circulated. SAN informed EY's and Year 1 data had been covered

7 - Feedback from Notes of Visit, focus days, training, Link Governors and HMI visit

- 7.1 Nothing to report on Notes of Visit.

- 7.2 SAN informed focus day will move to the Curriculum Committee as a standing agenda item at which LT will give an overview of the focus day together with a list of actions. LT added the focus days for this term had all been booked. SAN recommended SK and DR shadow another governor for their first focus day attendance. ACTION POINT

- 7.3 The following training courses had been attended by Governors since the last meeting:

- SAN reported there had been a good turnout from the governing body at the Inspector Calls course on the 21 May 2014. It was agreed by all those who attended it was a good session.
- EN informed she was to attend a Safeguarding update.
- SK attended the new governor training course.
- AP attended a reading training course in London which had covered looking at books from other authors rather the most popular ones.

- 7.4 Feedback from Link Governors

SAN informed following the discussion on governor day, the governing body will retire from having a link governor for each year group. SAN added that the changes to the staffing structure .will present a good opportunity for the governing body to review it's structure. Zahida, please add this as an action for me to add this to the FGB agenda

SAN explained the school office will send out a termly list of events going on at the school to governors which will be an open invitation for governors to attend any event.

AT raised the list used for focus day work well.

SK informed he had a tour of the school which had been very interesting and informative. He was very impressed with what he saw

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

- 8.1 Nothing to report as progress had been discussed under the item on feedback from Committee meetings.

9- Feedback on Federation

- 9.1 SAN informed there was nothing to report and the next meeting was to take place on the 25 June 2014.

10.- Policy Review

SAN informed there will be a change in how policies are to be reviewed in that governors will be circulated a copy of the policy to review via email. SAN added governors will need to feedback any questions to the Chair of the Committee who will raise the questions at the Chairs Meeting. The policies will be signed off at the Chairs meeting.

SAN informed the Staff Grievances and Teaching and Learning Policy had not been circulated and will be carried forward.

11- Headteachers' Report

- 11.1 JJT handed out a copy of the Achievement of pupils at the school section from the SEF and a copy of the Ofsted grade descriptors for achievement of pupils at the school.
- I. JJT pointed out that the SEF is written by matching the statements on the Ofsted grade descriptors against the evidence collected by the school to back it up.
 - II. JJT highlighted that the information is then used to identify improvements for the SIP.
 - III. SAN questioned what is required to be outstanding? JJT replied for outstanding the school needs achievement to be high, it is only close to and just above the national figures.
 - IV. SAN questioned if the school was approaching rapid progress? LT replied that progress is above expected levels in 6 out of 12 areas on the transition matrix.
 - V. SAN commented that the grade is a good but with outstanding elements which was agreed by the governing body.
 - VI. The governors looked at the two phrases relating to reading. The outstanding statement for reading is pupils read widely and often across all subjects to a high standard' and in the description for good it is 'pupils' read widely and often'. JJT added she and LT had had a lot of discussion on this. SAN questioned how the school monitors the books taken out by the pupils in the classroom or from the library. SB added that the school would not know whether

pupils are reading widely at home. AP replied that he had observed that children who changed their books very regularly could mean they are not engaging with the books so the number of books taken out may not indicate that they read widely. JJT advised the new homework books are hoped to encourage children to become avid readers. LT suggested pupil voice could be used for evidence of avid reading. HB highlighted that on the reading programmes the books read by pupils are recorded and structured to include a wide range of reading books. SAN mentioned all classrooms have well stocked book corners and the library is also well stocked. AP added there are visits to the central library and each class has a turn to go to the school library.

- VII. The outstanding statement about further education states “pupils develop and apply a wide range of skills to great effect in reading, writing, communication and mathematics. They are exceptionally well prepared for the next stage in their education”. The good statement states “pupils acquire knowledge and develop understanding quickly and securely in a wide range of subjects. They develop and apply a wide range of skills. This ensures they are well prepared for the next stage in their education”.. JJT pointed out that the school has a piece of data to show the pupils are at secondary school readiness when they leave Year 6. LT explained that Lainesmead pupils get good L4bs above the national average that is recognised as ensuring pupils can access the KS3 curriculum..
- VIII. SAN recommended governors read the achievement of pupils at the school section of the SEF and to email any questions. ACTION POINT.
- IX. SAN informed the grade for achievement of pupils at the school is good but with elements of outstanding which is an improvement to a few years ago. LT agreed and added especially in writing and JJT added the improvement in EY’s is also excellent.

12 – Ofsted Update

- 12.1 SAN informed at the Inspector Call course she had met someone who was a member of 5 governing bodies and had been interviewed by Ofsted Inspectors on 3 occasions. From this meeting SAN had obtained some questions which she wanted to share with governors by doing a practical activity. The first activity was around questions an Ofsted inspector may explore with governors which is attached to the minutes.

Questions raised from the questionnaire

- AT questioned where is the evidence to show that governors are challenging and supporting the leadership in equal measures’? LT and JJT advised there is the SEF, focus day minutes, and governors minutes. JJT added that it is also covered in the Headteachers performance review which also includes the SIA who will challenge and support the leadership.

- NMcK questioned impact of teaching on learning and progress in different subjects and year groups? JJT advised this is covered in focus days and SAN advised NMcK that different subjects are covered at the Curriculum meetings.
- ZA highlighted governors should look at the key documents in their folders which include the scheme of delegations, SEF, SIP, SIA notes of Visits and minutes of meeting which holds a lot of information on the areas that have been questioned.

12.2 The next activity was based on 2 questions to test the governor knowledge on previous priorities of progress since last inspection, and current priorities on the school improvement plan for journey to outstanding.

Question 1 - Progress since last inspection on the areas identified for improvement which include what did we need to improve, what changes were made, what was the impact and how have we monitored?

- SB mentioned raising attainment and quality of teaching were areas of improvement. AP informed the changes introduced were to raise pupils participation in lessons and SB informed observation and coaching where needed had been put in place. SAN added that any new member of teaching staff will as part of their induction have the opportunity to observe good practice.. AP further added that subject teachers were doing some observations alongside the Head teacher initially.
- AP pointed out that IPC assessments had been introduced through the curriculum as an area of improvement and highlighted that there had been no assessment of skills at the last inspection. There are now 2 assessments a term which are monitored at the IPC focus day.
- NMcK pointed out EYs had been an area of improvement. It was agreed the improvements in EY's include more free flow environment, more independent learning and more staff.
- AT pointed out raising expectations for writing had been an area of improvement. LT added that this has been monitored at book scrutiny, displays, data and presentation from the Literacy Coordinator at the curriculum committee meeting.

Question 2 – Current School Improvement – road to outstanding, what we need to do improve, what changes are (will be made) and how will we monitor?

- AP raised parental engagement and the change to be introduced is attendance at meetings.
- It was agreed narrowing the gap for the FSMs to which AP highlighted from the math conference FSM books are being marked first which is being monitored but no impact has been observed as yet.

- NMcK pointed out pupils knowing their targets and where they need to progress to an area for improvement. LT added that the governors have seen how the displays work on pupils targets. AP further added that pupils also have an input by looking at their previous assessment to know what they need to do to get the next level.
- SAN highlighted the need to further embed the improvements in EY's and writing and stressed the importance that new staff are inducted without affecting progress.
- JJT reminded governors there will be a new curriculum to consider as well as assessments and the changes to SEN.

SAN recommended the activity is repeated in 6 months' time. ACTION POINT.

13 - AOB

13.1 ZA carried out the vote for DR to be elected as a community governor. AT nominated DR.

The governing unanimously voted for DR to be a community governor.

13.2 JJT shared with the governing body the placement of the teaching staff for the next year and reminded governors that this must remain confidential to avoid any upset to the children

13.3 SAN informed of the discussion which had taken place on the governor day regarding governance which included reconstitution of the governing body, virtual meetings and voting as covered in the governor day report which is attached to the minutes. The governors unanimously decided to maintain the current number of governor posts, not to allow virtual attendance at meetings and to limit 'postal' voting to the election of Chair and Vice-Chair.

13.4 AT questioned whether the Uniform policy was on the website following a question by a parent. JT to look into why the policy is not on the website. ACTION POINT.

15 - Meeting Close and date of next meeting

The meeting closed at 7.000pm. The date of the next meeting is 9 July 2014.

Signature

Chair of Governors

Date