**Isle of Ely Primary School**

**Local Governing Board**

**Minutes of the Meeting**

***held on Thursday 2nd March 2017***

Present: Mrs B Surtees (Head)

Mrs M Lloyd (Chair)

Mr S Dove

Ms C Amory

Dr D Knox

Mrs K Marriott

Mr A Sanderson

In Attendance: Mrs J. Sanders (Clerk)

Apologies: Mr D Marriott

Mrs S Peachey

|  |  |  |
| --- | --- | --- |
| ***Item*** | ***Notes*** | ***Action*** |
| 1. | **Absence**  ***1.1 Apologies for absence***  Apologies were received from DM and SP  ***1.2 Consent/Non-consent to absence***  It was agreed to accept the apologies as given. |  |
| 2. | **Declarations of Pecuniary & Non-Pecuniary Interest**  ***2.1 Declaration of any pecuniary or other interest with regard to items on the agenda***  No new interests were declared.  ***2.2 To update the register of Pecuniary Interest***  No updates required at this time. |  |
| 3. | **Chair’s Action**  There were no Chair’s actions to report at this time. |  |
| 4. | **Minutes**  ***4.1 To confirm the minutes of the meeting held on Wednesday 1st February***  The minutes of the last meeting held on Thursday 24th November were confirmed as a true record.  ***4.2 Matters arising from the minutes***  There were no matters arising from the minutes.  BS did ask the clerk if the matter of the lack of governors on LGB’s had been discussed at the ALT Board meeting. JS replied that as far as she was aware the matter was discussed but that she had not been informed of any decisions at this time. JS to go back to ALT and ascertain the current position. **UPDATE: JS has spoken to Mrs Jarvis (Governance Lead for ALT). Mrs Jarvis has asked that she let the LGB know that the matter is being discussed and is moving along but there is nothing to report back at the moment 03.03.17** | **JS** |
| 5. | **Headteachers Report**  ***5.1* To receive, consider and challenge the written report of the Executive Headteacher**  BS referred governors to her report which had been circulated previously. Questions arising from the report included:  ML – asked BS to clarify the position with funding school trips and visits. **BS reiterated that PP children are paid for by the school from PP funding. Parents are not asked to pay for trips, rather encouraged to make a donation. There will never be a deficit on the trips budgets as if the donations received do not cover the cost of the whole trip then the trip does not run.**  AS – In relation to the SEF, is it soon enough to judge if the changes made are producing results to improve SEF grades? **BS said that the changes made are making significant progress but that she does not want to change the SEF at the moment. BS informed the LGB that this year is an OFSTED year so she would rather be cautious. The situation will be looked at again at the end of the year.**  AS – In relation to the whole school budget and the ALT loan request, were expenditure forecasts incorrect when last reviewed? How did the school expect to repay the loan? And what are the potential outcomes and anticipated findings of the internal audit? **BS explained that it had transpired that there was a need to secure maintenance and grounds contracts as the warranties from Kier had now expired. The school was given a year from January 2016 even though they did not take occupancy until the Easter. Unfortunately this had not been budgeted for, and due to reasons already known, the IOE budget was extremely tight and could not sustain these costs. However, due to other changes within school (previously discussed) the loan is now no longer needed. It does mean though that the carry forward for the year is going to be very small – approximately £4K. In regard to the internal audit, this is an exercise organised by ALT and involves all schools. It is mainly to ensure that all paperwork is in order and that schools are complying with the Financial Control Manual. There are no anticipated problems.**  DK – In relation to the maintenance and grounds contracts, is this not something that the Site Manager was able to take up? **BS said that whilst there are some things that Mr Waters can do, the main upkeep of the grassed areas is just too big a job and needs to be done by specialists. Likewise, the maintenance contract will be for things like specialist servicing which again Mr Waters cannot take on himself.**  AS – What steps can be taken to avoid further overspends without reducing resources or demotivating staff? **BS said that staff have been told that are no more resources or external CPD now for the rest of this academic year, only able to fund training that is statutory. A staff well-being questionnaire was circulated, and the main points to come of it were in relation to workload and the work / life balance. BS said that things have been put in place to try and address these.**  AS – In relation to the Year 1 data how does the SLT feel about the Phonics screening and GLD figures and why are they quite so far off target. Do you feel it unfair for Year 1 parents to suggest that a lack of stability in teaching staff is leading to these numbers? **BS said all the staff are fully aware of the figures. BS asked the LGB to note that this has been an incredibly short half-term – only 5 weeks, and that there is still areas of the curriculum yet to be covered. All the children are carefully tracked and Miss Housden is doing intervention work with those bordering on, and under, expected targets in order to reach the phonics targets. BS explained that the children are continually assessed and reassessed and with careful tracking, it is expected that these results will improve.**  **BS does think it would be unfair to suggest a lack of teaching stability has contributed to the results and pointed out that both Year 1 teachers had been with the school since September and October.**  AS – The report mentions embedding Place2Be yet previous meetings have suggested reviewing the service with a view to possible removal? **BS explained that she was having a meeting on 14th March to review the service. This meeting is with people above the Project Manager of P2B within the school. The school is being told that individuals are making significant progress – but this is within the confines of the P2B room. There doesn’t seem to be any impact of this within the classroom. When asked what sort of impact the school would expect to be seeing, BS replied that she would hope she would see more self-regulating by the children in situations known to be triggers. There is no collaboration between the service and the school. BS did say that the relationship between the school and the P2B project manager has broken down a bit and this is something she wants to address when she meets with them.**  **A discussion then took place about what alternatives may be offered in the event that P2B were given notice by the school. KM explained that there were other providers e.g. Gemstones etc. that the school wanted to look into who provide a similar service. Similarly it has been discussed whether the money saved by not instructing PB may be used to fund a post within the school such as a pastoral assistant or a family support worker. It is felt that having an ‘in-school’ post could be really beneficial as they would be on hand for a more sustained period of time (P2B are only a day and a half a week at IOE and also they are the same at Chesterton). BS said that she would not make any decision without discussing with the LGB.**  ML said that in her opinion the service is not giving the school what it said it would and that she felt that they should be given their notice at both schools, which is one term. The other Governors also shared that opinion. ML suggested that as the meetings with P2B and the fact that the end of the term is prior to the LGB’s next meeting, the Headteacher should receive the LGB backing to make the decision to terminate the service if that is in the best interests of the school.  **The LGB unanimously agreed. BS to inform the LGB via email the outcomes of her meetings and any decisions made.**  AS – asked if the school were aware that the work-to-date from Isabella (resident artist) has not been widely praised by parents as they were not keen on her style of work and wondered what might be done to ensure further work produced a more positive reception from all concerned. **BS said that she was disappointed to hear this. The programme is very much a children participant programme, it is the children’s ideas and thoughts that go into making the artwork produced. BS said that it is also to be remembered that art is a very individual thing. It was suggested that perhaps Isabella could find a way to perhaps present what it is she does and how much the children participate with producing the artwork to the parents.**  AS – asked that given the break between the two site supervisors, could that give any grounds to request an extension to the warranty end date? **BS said that there would be no extensions to any warranties.**  AS – asked if BS could expand on the bank of resources she wished to build and whether or not there were opportunities for involvement from the Parent Body. **BS replied that rather than sourcing new resources, because of the tight budget, it would be a case of adapting current resources for use in other ways. It was suggested that ‘wish lists’ could be communicated to the parent body and perhaps parents with particular skills may be able to help.**  AS – In relation to Pupil Behaviour, based on an ever growing number of people asking for assistance from the Parent Governors, what do you feel could be done to address the situation where we have children expressing a lack of confidence in reporting matters to staff as they feel that ‘nothing is done’. Is there any value in giving pupils and parents a deeper explanation of individual behaviour support?**KM told the LGB that support is adjusted to suit a particular pupil need. Parents and children need to understand that being ‘fair’ is not about having the ‘same’ thing as someone else. What fair is about is making sure that the correct support is in place to enable a child to access learning in as full a way as is possible. We also need to add that the children do not think this as staff have carried out pupil perceptions and the children say the opposite.**  DK – The percentage of persistent absence is high, can this be explained? **BS explained that although the figure appears high, the children are tracked vigorously and there are stories behind them. One pupil has a significant medical need, one comes from a travelling family and another is on a part-time timetable at the moment; all of which have a significant bearing on the figures.**  DK – asked when the new TA’s recently appointed were due to take up their posts. **BS explained that that both were due to start the following week. BS also informed the LGB that Miss Tyrell was expecting to return to work shortly on a phased return. BS needs to read the report in full to ensure that all goes smoothly.**  **5.2 Liz Tennant’s Review**  BS referred the Governors to the report from the most recent review visit from Liz Tennant.  Liz noted that the Learning Environment was ready to be developed. **BS said that it was very obvious that this has been addressed, with the new canvasses on the walls and the display boards in the corridors.**  Liz had also noted that there had been a positive improvement from the reviews in November and December. **ML expressed the LGB’s congratulations to the Headteacher, and to the Leadership and staff teams for their hard work in producing these positive results.**  DK – asked for an update on considerations for the outside space. **BS said that CJ had designed the Nursery and Reception areas as part of their LAL project. BS said that there are plans to use the FF & E budget to make improvements such as:**   * **Nature garden** * **Fairy garden** * **Maths Shed** * **Arts Shed** * **Curtains outside to form a ‘stage’**   DK – asked could it be that with the school being in such a good socio-economic background that it is more a ‘parent-problem’ contributing to absences rather than children not wanting to come to school. **CA commented that local authorities are now finding it increasingly difficult to fine parents now after a judgement in a landmark case, so there is no real deterrent for people to not take children out of school during term-time.**  **5.3 Standards and Progress**  BS referred the Governors to the data reports circulated prior to the meeting. **BS again explained that the Year 2 attainment figures were looking good with pupils predicted to exceed the National Averages in all areas at both on track and working at greater depth. 70% of Year 1 at this moment are on track to pass the Phonics screening and as mentioned earlier, BS asked governors to bear in mind that this had been a short half-term and that there was still a lot of the curriculum still to be taught. 77% of EYFS are on track to achieve GLD with 100% of pupil premium. The school target for this area is 83%.**  **5.4 Safeguarding**  **At this point, BS also informed the LGB that the school was to receive a Safeguarding Audit on 22nd March. KM had sorted all the folders. KL was now Designated Person trained. The Single Central Register has been updated. Staff are due to receive training on FGM (Female Genital Mutilation). Teresa Gillen is the person due to come in to conduct the audit. It was felt that the Safeguarding Governor (ML) should be present on that day. KM to liaise with ML prior to then.** | **BS**  **BS** |
| 6. | **Budget and Related items**  **6.1 To receive an update on the current Health & Safety situation**  BS informed the LGB that Mr Waters was still working his way through the action points listed in the Handsam Audit and is holding weekly H & S meetings with the staff. The H & S governor (CA) should liaise with Mr Waters to attend on a regular basis.  **6.2 To discuss the budget monitoring review**  BS referred the governors to the budget monitoring report circulated prior to the meeting. BS explained that this was now the format that ALT wanted used across the Trust which is why it looked different from the versions seen previously. The main points to come out of this were:   * The carry forward is not going to be as much as anticipated for reasons discussed previously such as staffing costs at the beginning of the year and the need for grounds & maintenance contracts to the end of the academic year. * The Nursery is now forecast to at least break-even by the end of the year. * Expenditure such as utilities and cleaning contracts are only going to increase as the school grows so will need to be looked at. * The draft budget for 17/18 has to be presented to ALT by 31/03/2017   **6.3 To discuss any financial documentation**  There were no other documents to discuss at this time, the difference in the budget report presentation had already been mentioned. |  |
| 7. | **Committee Meetings and Governor Links and visits**  ***7.1* To receive an update on the situation regarding sub-committees and future meetings**  It was confirmed that all meetings for the 16/17 academic year were now all finalised.  **7.2 Governor Links and visits**  All Governor Links were confirmed. There have been no recent visits to report on. |  |
| 8. | **Educational Visits**  The Reception pupils were going to Ely Cathedral on Tuesday.  Enabling Enterprise were due to be visiting Addenbrookes Hospital |  |
| 9. | **DfE Information**  ***9.1 To note any updates from the Need To Know area of the DfE website.***  <http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/b00216133/need-to-know-schools> |  |
| 10. | **Any Other Business**  BS informed the LGB that there were some policies that the LGB needed to action.   * Financial Controls Manual – produced by ALT for noting by the LGB – **The LGB formally noted the FCM** * School Development Plan – for approval by LGB – **The LGB formally approved and adopted the SDP** * Whistleblowing Policy – for approval by LGB – **The LGB formally approved and adopted the Whistleblowing policy** * Lettings – the LGB needed to approve that the School Business Manager be able to be responsible for any lettings the school offers – **The LGB unanimously agreed** * As part of her Leading Active Learning programme Miss Hibbert was submitting a proposal for the school to be awarded the Artsmark. This was approved and the paperwork was signed by the Chair. |  |
| 11. | ***Dates of Next Meetings***  Future meetings were agreed as follows:  Local Governing Body: Thursday 27th April @ 6.00pm  ***Wednesday 17th May @ 6.00pm (Resources focus)***  Thursday 15th June @ 6.00pm |  |