

## LIONEL WALDEN SCHOOL

Minutes of a meeting of the Governing Body of Lionel Walden School held on Wednesday, 4<sup>th</sup> February, 2015 at 7.30 p.m. at the school.

Present: J. Dale (Chairman), D. Barron, S. A. Barnard-Taylor, C. Buckle, V. Cronin, M. Dunham, S. Gowler, M. Hart, A. Naughton, K. Naughton.

Apologies for absence were received from K. Robinson and D. Williams.

### **DECLARATION OF PECUNIARY INTERESTS**

All Governors present declared that they had no pecuniary interests in the matters being discussed.

### **MINUTES OF LAST MEETING**

The Minutes of the meetings held on 12<sup>th</sup> November, 2014 and 15<sup>th</sup> January, 2015 were approved and signed as a true record.

### **MATTERS ARISING**

There were no matters arising from these Minutes.

### **GOVERNING BODY MEMBERSHIP**

It was reported that Kevin Robinson had tendered his resignation as a Local Authority Governor with immediate effect. Everyone was sad to learn of this news, but understood that with Kevin having relocated, it was difficult for him to contribute fully. It was also reported that Margaret Dunham's term of office as a Local Authority Governor was nearing its end as from 7<sup>th</sup> March. After 16 years as a Governor, Margaret has decided not to put herself forward for re-election. Margaret was thanked for all her hard work and support to the school. It was also noted that this was David Barron's last meeting before he retires as Headteacher. David was thanked for his contribution to the Governing Body in his role as Headteacher. Everyone was reminded about the special assembly on 26<sup>th</sup> March at 9.10 a.m. to mark Mr. Barron's retirement.

### **PROPOSAL TO CHANGE THE INSTRUMENT OF GOVERNMENT TO:**

3 Parent Governors  
The Headteacher  
1 Staff Governor  
1 Local Authority Governor  
3 Co-opted Governors  
Total: 9 Governors

All Governing Bodies of maintained schools have to re-constitute under The School Governance (Constitution) (England) Regulations of 2012. This re-constitution has to take place by September, 2015. It is recommended that Governing Bodies should have a strong emphasis on having people with the right skills and expertise to carry out its role effectively.

All Governors had received the guidance notes detailing Governing Body membership in relation to the reconstitution. The Chair explained that the Governing Body would be operating with several vacancies with the resignations received recently. She recommended that the Governing Body move to recommended model which would mirror the current existing Governors. Mr. Naughton questioned how staff would be represented as currently the Deputy Head is the Teacher representative and there is also a Support Staff member. It was suggested that the Deputy Head would be an associate governor to allow for an additional member of staff to sit on the Governing Body.

Decision – the Governing Body made the following decisions:-

- Its composition to be:-
  - 3 Parent Governors
  - The Headteacher
  - 1 Staff Governor
  - 1 Local Authority Governor
  - 3 Co-opted Governors
  - Total: 9 Governors
- The smaller size Governing Body will be effective in working strategically to drive up standards. The Governing Body agreed it also allows for the right balance of experience and expertise.
- The Instrument of Government will come into force on 1<sup>st</sup> September, 2015.
- The Clerk will send the School Governance Team a copy of these Minutes.

### **HEADTEACHER'S REPORT**

This had been circulated prior to the meeting and matters arising from it were discussed:-

Staffing – Shortlisting for the post of Deputy Headteacher has taken place. There are three internal candidates. All three will be interviewed. There will be a full day of interviews including a presentation by each candidate to the interview panel. The school's teaching capacity has also been used up due to Tom Russell leaving and Emily Nell about to start maternity leave. As a result of this, we will shortly be advertising for another teacher and a teaching assistant.

Standards – The Governor Data Dashboards for Key Stage 1 and Key Stage 2 2014 had been circulated to all Governors. These were discussed in detail at the recent School Improvement meeting, which comes up later on the agenda at this meeting. Performance management targets are linked to the weakest areas as follows:-

- EYFS – 70% to achieve Good Level of Development;
- KS1 – 32% to achieve Level 3 in Maths;
- KS2 – 100% to achieve 2+ Levels progress in Reading;

- KS2 – 90% to achieve combined level 4+ (Reading, Writing and Maths).
- KS1 Phonics Check – all children apart from one reached the standard. The Year 2 retakes all reached the necessary standard.
- KS1 Level 3 readers were high which makes it harder to make progress.
- KS1 Level 3 Maths needs to improve.
- KS2 – Average points score is good due to the number of Level 5+. This cohort were weakest in Maths, but still achieved 46% Level 5+.
- Children with SEN performed well.
- Value added – we are in the top 19% of schools in Cambridgeshire.

Teaching Schools – A report had been circulated on the latest activities of the Fenland Teaching School Alliance. Wisbech and Whittlesey have now joined the alliance so they can access the expertise in recruitment and School Direct. The Alliance now covers every school in Fenland.

#### **REPORT FROM FINANCE COMMITTEE**

The notes from the recent Finance Committee meeting had been circulated. Overall the school is financially doing well. Financial figures up to the end of December, 2014 had been scrutinized in detail. The projected carry forward for the year looks healthy. Staff salaries is the school's largest expenditure. Teachers' and teaching assistants' salaries are overspend so far with emphasis on teaching and learning. However, there is additional income from support to other schools and Teaching Schools' work. The Universal Infant Free Schools Meals initiative is going well. The Pre-School cost centre had been analysed and all figures are on track. Pupil Premium funding was explained in more detail. The school received total Pupil Premium funding of £36,400. Children who are targeted by the pupil premium are those in receipt of free school meals or who have been eligible for free school meals over the last 6 years, children whose parents are in the Forces and Looked After children. The school has recently undergone an audit on pupil premium expenditure by the Local Authority.

The budget for 2015-16 will be on the agenda for the next Governing Body meeting. First indications are that the budget will be better than originally expected. One point to bear in mind is that employee pension contributions are changing. Employers will have to pay more by 3.4%.

#### **REPORT FROM SCHOOL IMPROVEMENT COMMITTEE**

The notes from the recent School Improvement Committee meeting had been circulated. Jo Dale and Andy Naughton had also attended this meeting, as Jackie McBeath gave a presentation on iPads. Changes have been made to the ICT curriculum which is now called Computing. Some of our software is now out-of-date and incompatible with our machines. We have no programmable devices suitable for KS2 and we are considering decommissioning the ICT suite and having the laptops available to use in classrooms. As things stand at the moment we are in danger of being left behind other schools. Jackie explained the reasons for considering iPads. iPads offer a wide spectrum of uses across the curriculum, they are accessible to children of all abilities, they are very portable, there is a

huge range of free apps available and security from Apple is second to none. Jackie, Sally-Anne and Kay have visited two local schools to see how they use iPads and to gain information about storage, charging, loading apps etc. Jackie has obtained three quotes for 45 iPads which include iPads for teachers. Andy was concerned how teachers would use them but it was stated that they would only be for school use but would be needed in order to plan lessons, gain familiarity and research apps. The School Improvement Committee proposed that the Governing Body give the go ahead with the purchase, having researched all the other options (including android and chrome options). The best quote appears to be from the ICT Service which is approximately £18,000. Everyone present agreed that we should make this purchase.

The Pupil Premium Audit report has been received. This was mainly checking that we have the records to demonstrate that the funding was used effectively to raise standards and 'close the gap'. We were graded as Substantial Assurance, which is the second highest grade. We have to agree to the Agreed Actions, which will be done after this meeting. The actions are:-

1. Publish 2015 pupil premium allocation on our website (this has already been done).
2. Consider RAG (red, amber, green) rating system by the end of May, 2015.

It was brought to the attention of the meeting that our current Year 3 has 36 children due to County losing appeals. Thought must be given on how we should organize classes in September to deal with this number as currently they are split across two classes but we have one year group to one class in years 4, 5 and 6. Generally it was felt that it would be better to keep them split for now.

#### **SUBJECT LEADER REPORT ON P.E.**

Kay Naughton gave a presentation on PE showing the school's use of the Olympic Legacy Sport Premium Funding. This funding has ensured that PE now has a high profile and considered a core subject. The funding is based on £8,000 per school plus £5 per pupil (excluding Reception children). We have continued our involvement with the Witchford Partnership, giving us 10 weeks of specialist PE coaching in sports of our choice. This year we have had Quick Sticks hockey and multi skills, plus Year 6 Bikeability. We also employ the services of Ruth Russell who is our Schools' Sport Coordinator. Ruth runs our family competitions. So far this year we have attended the Tag Rugby and Cross Country competitions. We will also take part in a netball competition later in the year. Ruth has just been in school for 3 weeks to run gymnastics classes. We have also purchased the services of The Ouse Washes Molly Dancers who teach Molly Dancing to Year 5.

The Olympic legacy is all about the future and sustainability. To improve our PE long term we must provide CPD for our staff. With this in mind we are continuing to send teachers and teaching assistants on various PE courses.

We have purchased new equipment. The number of after school sporting clubs will be increased. Risk assessments will be updated as will the PE policy.

### **REPORTS ON TRAINING/COURSES**

Jo Dale gave a brief report on the courses that Governors had attended recently. Jo had attended a course on the Pupil Premium – understanding the Link Governor role and monitoring the impact of the funding. Five governors had attended the Spring Term briefing.

### **SPECIAL EDUCATIONAL NEEDS POLICY (SEND)**

This had been circulated before the meeting. We need to appoint a new SEN Governor as this was previously Margaret Dunham. Veronica Cronin was proposed and she agreed to take on this role. A named Governor has to be included in this policy. The policy was duly adopted and would be reviewed annually.

### **SCHOOLS' FINANCIAL VALUE STANDARD**

This document is a mandatory requirement and must be completed by all schools every year. We have formal responsibility for the financial management of the school. The completed document had been circulated prior to the meeting. Action points to be agreed are to review the Finance Committee Terms of Reference at the budget setting meeting in early May, 2015; contact the ICT service in respect of an Asset Plan; put in place plans to ensure there is staff cover in the school office.

### **DATE OF NEXT MEETING**

Wednesday, 6<sup>th</sup> May, 2015 at 7.30 p.m.

There being no further business, the Chairman closed the meeting.

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Chairman

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Date