

## LIONEL WALDEN SCHOOL

Minutes of a meeting of the Governing Body of Lionel Walden School held on Wednesday, 6<sup>th</sup> May, 2015 at 7.30 p.m. at the school.

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

In attendance: N. Bayes (Associate Governor)

Mrs. Dale welcomed Sally-Anne Barnard-Taylor to her first meeting as Headteacher. She also welcomed Natalie Bayes, the newly appointed Deputy Headteacher, to her first meeting as an Associate Governor.

### **DECLARATION OF PECUNIARY INTERESTS**

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

### **MINUTES**

The Minutes of the meeting held on 4<sup>th</sup> February, 2015 were approved as a true record.

### **MATTERS ARISING**

New Governing Body Constitution - the new Governing Body constitution was briefly reviewed to ensure that all governors understood the changes and those of us who had changed roles were aware of what these were.

Teaching School - The standard of the Fenland Teaching Schools Alliance website was questioned. Mrs. Barnard-Taylor reported that the website was still a work in progress and was constantly being updated. Alison Chandler, the FTSA business support administrator, is in the process of uploading programmes.

P.E. Report - Following on from Mrs. Naughton's report at the last meeting, she informed Governors that the school had been successful at the recent Inter Schools netball tournament and were the first winners of the David Barron trophy. Five local schools took part which reflects the higher profile of P.E.

Pupil Premium Audit Report - There were two action points as a result of this audit. The first action point of publishing the 2015 pupil premium allocation on our website has been completed. A RAG (red, amber, green) rating system is still to be implemented.

### **HEADTEACHER'S REPORT**

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

Staffing - Three new teaching assistants have made a good start - Mrs. Brighty, Mrs. Cotter and Miss Mills. Mrs. Brighty is also working alongside Mrs. Clarke in the school office and this is going very well. Two new teachers have been appointed for September to increase our teaching capacity - Vicky Bennett and Rebecca Coulthurst, the latter being an NQT. They will commence induction activities prior to the end of term in preparation for September. Sally Pawley has tendered her resignation, having accepted an Assistant Headteacher position at Warboys Primary School. We have readvertised for an experienced teacher with a TLR.

Continuous Professional Development - All staff attended the training day at the beginning of term. This focused on our strengths and how we can continue to improve aspects of our school. Everyone felt valued and it worked well. Following on from this, whole school Child Protection training is taking place on our next Training Day on 22<sup>nd</sup> May. Laura Atkinson has attended the programme for NQTs over the course of the year which has been developed through the Teaching School. Cavalry Primary has organized this and it will continue in September. The programme has proved particularly beneficial and has supported Laura through her first year of teaching. Mrs. Naughton holds regular weekly training with our new Teaching Assistants in order that they can become familiar with our procedures.

New National Curriculum - We have trialled our new topics for a term. We will now review these topics and amend them accordingly. Resources will now be purchased to support these topics.

Computing - The new iPads have been delivered and are already in use in the classrooms. Staff training is taking place on 11<sup>th</sup> May, this being led by a member of the ICT Service. This will include recommendations and demonstrations of appropriate Apps. All age groups are using the iPads and feedback is very positive. E-safety training for staff and workshops for parents will take place on 9<sup>th</sup> June. This training is very important and Governors are welcome to attend. The ICT Service is leading the training.

Life Education Centre - This will be in school for a week as from 15<sup>th</sup> June. It visits the school every two years and supports the teaching of PSHE (Personal, Social and Health Education). Parents and Governors are welcome to attend one of the early morning sessions. Unfortunately, funding for the Life Education Centre is being cut, so a promotional video is being filmed whilst they are on site. They have asked if we can get parents' permission for their child to be filmed during the making of this video and we have supported this request.

Pupil Progress - The Headteacher's report will contain a section on pupil progress at each meeting. Pupil premium statistics were given out - 35 children in total (27 FSM6, 6 Service, 2 LAC). These children will be closely monitored and their progress tracked. Additional support is provided by Teaching Assistants within lesson time, through One-to-One tuition and Booster Classes.

Visit by Jan Stone - Jan Stone, our adviser, has visited today. She has a long relationship with the school. She carried out a Learning Walk with the Headteacher and Chair of Governors throughout the school, looking at

everything in session. She was looking at the quality of teaching, pupils' behaviour and attitudes, speaking with the children and looking at the environment as a whole. She stated that it was an absolute treat to be at Lionel Walden. She reported that the school feels like an outstanding school. Mrs. Barnard-Taylor has fed this positive news back to the staff and will ensure that everyone gets a copy of the in depth report that Mrs. Stone has produced. The priority now must be to maintain and continue building on these standards. It was suggested that perhaps Governors should plan to carry out a Learning Walk, either in the school day or during a meeting.

Teaching School - A newsletter outlining the work of the FTSA during its first year has been circulated. 10 conditional offers have been made for Teacher Training places, with just 3 more to be filled. The programme of training has been changed to the trainees spending 4 days in school and 1 day at the University of Bedford.

Funding has been successfully applied for and received to improve and teaching and learning in Early Years settings across Fenland. Staff will visit other settings to share good practice. The Outstanding Teacher Programme will again be delivered in the Autumn term, with registrations have been received already.

Property - Mrs. Barnard-Taylor stated that she is not particularly happy with the level of service being received from Groomfields, our grounds maintenance company. They are currently experiencing staffing issues, and at the moment are not representing good value for money. It is hoped that a meeting with the manager will soon take place.

### **BUDGET 2015/2016 - REPORT OF FINANCE COMMITTEE**

Mr. Naughton reported on the recent meeting of the Finance Committee where the figures for the financial year 2014/2015 were reviewed and the proposed budget for 2015/2016 discussed.

A spreadsheet showing the figures for 2014/2015 had been circulated. The vast majority of expenditure (80%) is spent on staff salaries and these are in line with projected budgets. Some staff budgets are overspent, e.g. catering due to the increase in numbers of meals being served under the Universal Infant Free School initiative. Staff training is also overspent due to the increased amount of staff training that has taken place which will have a positive impact on children's learning and staff professional development. Learning resources budgets are overspent due to purchasing iPads and three new digital interactive whiteboards.

On the income side, running our own kitchen is turning out to be very successful and has provided useful funds for the school. We have been receiving income through David Barron's National Leader of Education work. Obviously this will come to an end with Mr. Barron's retirement. However, there may be other sources of income from the National College and through our work as a National Support School.

The cost charged to parents for swimming lessons may have to be increased in September. With the increasing costs of hiring a coach and the pool, parental contributions are not covering all the expenses. It was agreed by everyone present to increase the cost of a weekly swimming lesson from £1.50 to £2.00.

The school ended the year in a healthy financial position with a carry forward of £81,268.

Discussions then turned to the proposed 2015/2016 budget which had been circulated prior to the meeting. Formula funding for this year is £871,272, an increase on last year. This is due to a greater number of pupils in school. SEN funding is down quite significantly due to a lesser number of statemented children. Pupil premium funding is at a similar level to last year £39,920. Targets on how this money is spent needs to be set and expenditure needs to be accounted for and the impact on children's learning. The budget for teachers' salaries takes into account the employment of two new teachers as from September. The budgeted Teaching Assistant figures include an increase for the recently newly appointed Teaching Assistants. One teaching assistant is leaving at the end of July. An increased amount has been budgeted for in Curriculum Resources to enable us to buy resources for the New National Curriculum. We have budgeted for an external Property Manager. However over the last year we have been sorting out property issues ourselves with greater success using local companies. We have budgeted for this expenditure in case we decide to use a Property Management company. Most of the other budgeted figures are like for like, with a small increase to cover inflation.

At the end of the discussion, it was proposed that the proposed budget for 2015/2016 be adopted. Everyone agreed with this proposal and the budget was formally adopted.

A question was raised about the solar panels and if they had impacted on the children's learning. It was felt that more could be done in this area, with perhaps included activities in respect of the solar panels during Science Week.

### **GOVERNOR TRAINING REPORT**

A report was given on courses recently attended by Governors.

- Sarah Gowler has attended a finance course which clarified various aspect of school finances for her.
- Jo Dale has been on an induction session for new Chairs which helped her gain a better understanding of her role and responsibilities.
- Jo has also been on the course - How Well is your School Doing? This covered the role of the governor and how they could perform their

monitoring and evaluation, including receiving stakeholder views, by sending out questionnaires, to different groups, on a termly basis.

- Caroline Buckle is booked on several courses over the next few weeks - including 'How Well has your School Achieved'

A discussion took place on governor visits. These should have an agreed focus and should be planned. Visits should be evidenced and be a standard item on the agenda of Governing Body meetings. Key questions from Governors should show challenge and impact.

Jan Stone, our adviser, is visiting again during July when she will look at achievement and progress as well as workbooks.

#### **DATE OF NEXT MEETING**

Wednesday, 17<sup>th</sup> June, 2015 at 7.30 p.m. at school.

#### **CHAIRMAN'S URGENT BUSINESS**

Mrs. Dale reported that she had received an audit of governing body effectiveness, which is self-evaluation tool, showing how the governing body is performing. This has to be returned to the Local Authority in July. Mrs. Dale and Mrs. Barnard-Taylor have drafted a response. It was agreed that this would be circulated to Governors for their comments. Any comments should be given by 10<sup>th</sup> June.

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

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Chair

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Date