

ACTION POINT SHEET**GOVERNING BOARD OF LINGFIELD PRIMARY SCHOOL****MEETING HELD ON WEDNESDAY, 1 FEBRUARY 2017**

| ACTION POINT | ACTION | RESPONSIBLE |
|--------------|--|-------------|
| 6.1 | <ul style="list-style-type: none"> HR and Pay Roll be informed of the Head Teacher's Pay Progression. | Chair |
| 7. | <ul style="list-style-type: none"> The 2017/18 Financial report be considered as an agenda item at the next meeting of the Governing Board. | GB |
| 8. | <ul style="list-style-type: none"> The Pupil Survey results be shared with governors at a future meeting once shared with staff and pupils | HT |
| 10. | <ul style="list-style-type: none"> Financial Benchmarking be considered at the next meeting of the Governing Body. | GB |
| 11. | <ul style="list-style-type: none"> Governors be updated with any future developments in respect of the Academy agenda. | HT |

GOVERNING BOARD OF LINGFIELD PRIMARY SCHOOL

MEETING HELD ON WEDNESDAY, 1 FEBRUARY 2017

PRESENT:

Parent Governor: Mrs K Eve

Staff Governors: Mrs C Jones and Mrs L Maycock

Co-opted Governors: Mrs V Blunsdon, Mr M Maguire, Mrs J Marron-Shepherd, Chair,
Mrs E McNulty, Mrs S Prince and Mrs T South-Fitzhugh

Head Teacher: Mr P Thackstone

OFFICIALS: Mrs C Hogarth, Governor Development Service

ACTION

1. APOLOGIES FOR ABSENCE/WELCOME

RESOLVED that the apologies submitted on behalf of Mr J Madden be received with the consent of the Committee.

**2. DECLARATIONS OF INTEREST/CONFLICT OF LOYALTY
THROUGHOUT THE MEETING**

The Clerk declared an interest in agenda item 18. Appointment of Clerk to the Governing Body.

**3. APPROVAL OF ITEMS FOR DISCUSSION UNDER ANY OTHER
BUSINESS**

Governors wished to consider the following under 'Any Other Business'

(i) Governor Visits

4. MEMBERSHIP UPDATE/APPOINTMENT OF GOVERNORS

There was currently one Co-opted Governor Vacancy.

DBS CHECKS

Governors were reminded Enhanced DBS checks were now mandatory for governors in maintained schools. The new regulations state:

Where a governor is elected or appointed on or after 1st April 2016 and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor within 21 days after his or her appointment or election.

Governor Service will continue to provide information on new governors to

Schools who are now responsible for arranging for the DBS checks and ID verification to be undertaken. DBS for volunteers including governors are free however Academies will be charged an admin fee currently £10.

5. MINUTES OF THE MEETING

RESOLVED that the minutes of the meeting held on 23 November 2016, be approved and signed by the Chair.

6. MATTERS ARISING FROM THE MINUTES

6.1 Head Teacher Performance Management

The Performance Appraisal Group had met with the Mr Thackstone, Head Teacher and External Adviser to review 2015/16 objectives and set new objectives for the 2016/17 academic year. It was noted that the Head Teacher had well met his objectives and had demonstrated sustained high quality performance. Mr Thackstone was currently at L20 of the ISR of L20 to L21 and to reflect the sustained high quality performance it was recommended that, in accordance with the Pay and Conditions document, that Mr Thackstone move one point up the scale to L21a.

After discussion it was RESOLVED

- (i) that the Pay Award recommendation as above be approved.
- (ii) HR and Pay Roll be informed of the Pay Progression.

6.2 Governor Links

- Mrs L Maycock – Pupil Premium
- Mr M Maguire – Maths
- Mrs T South-Fitzhugh – Literacy
- Mr J Madden/ Mrs E McNulty – Safeguarding (including checking the single central record)
- Mrs J Marron-Shepherd - SEND
- Mrs E McNulty –Assessment-Monitoring Groups
- Mrs V Blunsdon - Science

7. FINANCE-UPDATE

The Head Teacher shared the proposed draft funding proposal which would have a significant financial impact for Lingfield school over the next two years. The budget was made up of basic entitlement, deprivation, SEND and Pupil Premium (PP) Grant, mobility, EAL etc. Lingfield school had few EAL, SEN or PP children and little mobility and therefore the school was funded mainly from the basic entitlement. When compared with other schools Lingfield school has significantly less funding per pupil than many other schools placing financial constraints on the school making it more and more difficult to achieve those necessary higher in depth levels. Low staffing levels places additional pressure on working conditions for staff which will have an impact on staff retention.

Inadequately funded schools such as Lingfield are being encouraged to join MATS with the more substantially funded schools and to ensure the school remains viable for the future this maybe an option to be explored.

Discussion followed after which it was

RESOLVED that the Financial report 2017/18 be considered as an agenda item at the next meeting of the Governing Board.

HT

8. STAFFING

Staff Absences

Two teachers and a teaching assistant are currently absent on long term sickness. The Head Teacher reported that he is managing the absences in accordance with the Managing Attendance Policy in conjunction with HR. The absences do have an impact on the school however for consistency and to minimise any disruption in learning the school has been lucky in securing two high quality supply teachers to cover these absences. The absences are now covered by the long term staff absence insurance. A letter had been sent out to the parents of those children affected to explain the situation and to date there had been no feedback.

Appointments

As approved previously by governors Mr Carter, has been appointed on a one year contract from 1 September 2016 and will complete his NQT year in school.

Staff Survey

An anonymous Staff Survey (all staff) was carried out at the end of the Autumn Term the responses of which were shared with governors. The majority of responses were positive however one area identified for improvement was improved communication and this had been addressed by the use of a Whiteboard in the staff room.

A Pupil Survey had also been undertaken and results would be shared with governors at a future meeting once shared with staff and pupils.

A Parental Survey would also be sent out in the near future.

HT

9. PREMISES ISSUES/HEALTH AND SAFETY

9.1 Health and Safety Update

The Health and Safety Inspection carried out on the 3 October had highlighted three minor actions to be completed all of which had been completed or were in the process of being completed.

9.2 Car Parking

Car Parking continues to be a problem with some residents becoming increasingly aggressive to parents parking their cars in Buxton Avenue. The Head Teacher related an incident which had taken place on the 30 November 2016, where a resident had blocked the entrance of Buxton Avenue and came into school to speak to the Head Teacher. Unfortunately Mr Thackstone was out of school however Mrs Jones dealt with the problem in a very calm and professional manner. Mr Thackstone and Mrs Jones had been able to speak to the PCSO the same day who had then visited the resident concerned.

The incident had affected the community and some parents had been into school to discuss the issue. A letter had been sent out to parents explaining the situation and asking them to be mindful of where they were parking. Mr Thackstone had made a point of being at the front of school in the morning and at home time and did not observe any further incidents. However, this term there had been three separate complaints from families regarding local residents and how they are conducting themselves in front of children.

There is also an ongoing issue of a resident photographing cars parking in the Avenue, irrespective of whether they are parking inconsiderately or not; which in itself is a safeguarding issue if children are in the car. Advice had been sought on and the school is continuing to work the PCSOs to resolve this matter.

9.3 Shared Fence

Governors had recently accepted joint responsibility of a fence on the border of the school land and a resident's property and the Head Teacher shared a letter from the resident requesting quotes for repairs to the fence she feels necessary ie the replacement and installation of 6 posts damaged by excess water loosening the foundations.

9.4 Dogs on School Site

There had been an incident in which a Y5 child had been bitten by a dog brought on site by a parent picking their children up from school. Parents had been asked not to bring dogs on the school site and since this incident, parents with dogs, had been acting responsibly and standing on the other side of the road to wait for their children.

10. FINANCIAL BENCHMARKING DATA

Schools need to demonstrate value for money by effective spending to achieve the best outcomes for children. One way of showing that resources are being used effectively is by comparing finances with that of similar schools through benchmarking. Schools can then, if necessary, tailor their spending and reallocate resources to ensure spending is effective.

A copy of the Arbor School Benchmarking Report was circulated to governors and they were asked to read this document in their own time and feedback any

questions they may have at the next meeting of the Finance and Resources Committee.

RESOLVED that Financial Benchmarking be considered at the next meeting of the Governing Body.

HT/GB

11. ACADEMY UPDATE

The school along with other interested schools i.e. The Avenue, Acklam Whin, Marton Manor, Captain Cook, and Chandlers Ridge were continuing to pursue the academy agenda as part of a MAT. As approved by governors, at the last meeting the school had registered an interest in becoming an academy and Mrs Rachael Herbert had been assigned as DFE Adviser to help them through the process. The next step was for schools to appoint a company to potentially manage the conversion and subsequently three companies had been invited to interview. After discussion it was

RESOLVED After further discussion it was

- (i) the proposal to continue the dialogue on converting to an academy with a view to moving towards consultation with other stakeholders be approved.
- (ii) Governors be updated with any future developments in respect of the Academy agenda.

12. REVIEW OF POLICIES

There were no policies to consider.

13. ANY OTHER BUSINESS RAISED UNDER AGENDA ITEM 3

Governor Visits

Mrs J Marron-Shepherd had submitted two Governor Visit Feedback Forms for governors' consideration.

The first of the visits had been to accompany Y5 and Y6 pupils and staff to a performance of beauty and the Beast at the Kings Academy. She had found the visit to be well planned by the staff involved and the behaviour of the children exemplary.

The purpose of the second visit was to meet with Mrs C Jones, Deputy Head Teacher and SEN Lead to look at SEN provision in school. The visit had been extremely informative finding from which were

- The SEN Register is effectively managed by the school
- Pupils' progress is measured regularly and their SEN status reassessed
- The resources to support children identified with SEN is managed well across the school
- The school keeps up to date with current practice and is forward thinking and outward looking, in terms of how they manage SEN.

Mr M Maguire had visited the school on the 12 January 2017 to look at maths across school. He had found the children polite and engaged on tasks. When questioned on what they were doing he had been impressed with the coherent structure of communication used to explain the numeric task they were doing. He had also been impressed with the consistency in approach across Maths. Following the class visits he had met with Mrs S Prince, Maths Leader, who had talked through the maths plans.

14. ACTIONS FROM THE MEETING THAT HAVE IMPROVED OUTCOMES FOR CHILDREN

An opportunity for governors to record and evidence the outcomes they would expect to see from the actions and decisions made at the meeting, and how these will improve the outcomes for children.

- Appointed new staff member
- Raise awareness of future budgetary pressures
- Discussed advantages and disadvantages of academies
- Seeking the views from stakeholder, Staff, Parents and Pupils

15. APPROVAL OF DOCUMENTS FOR INSPECTION

RESOLVED that the agenda, supporting documents and draft minutes of the current meeting (when approved by the Chair) be made available for inspection in school.

16. DATE AND TIME OF FUTURE MEETINGS

RESOLVED that the next meeting of the Full Governing Board be held

- 5pm on Wednesday 5 April 2017
- 5pm on Wednesday 24 May 2017
- 5pm on Wednesday 28 June 2017

17. THANKS The Chair recorded her thanks to governors for their attendance.

18. APPOINTMENT OF CLERK TO THE GOVERNING BODY

The Clerk to the Governing Body declared an interest in this agenda item and left the meeting.

RESOLVED that the outcome from the discussion on appointing the clerk to the Governing Body be fed back to Governor Development Services.

Approved by the Governing Body on _____ (date)

Signature (Chair) _____ Name _____